

APPRENTICESHIP CURRICULUM

FOR

CUTTER

Program

SECTOR: Leather

BLOCK I (Basic Training):

COURSE NAME: Cutter

QP Name, QP Code and Version No., and NSQF Level: Cutter,
LSS/Q2301 V1.0, NSQF Level 4

Training Duration: 300 Hrs (3 months)

BLOCK II (Training at Employer Location):

COURSE NAME: Cutter

QP Name, QP Code and Version No., and NSQF Level: Cutter,
LSS/Q2301 V1.0, NSQF Level 4

Training Duration: 960 Hrs (6 months)

TOTAL PROGRAM DURATION: 1260 Hrs (9 months)

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PROGRAM CURRICULUM

Program Name	Cutter		
Program Duration	1260 Hrs (9 months)		
Version No.	1.0	Version Update Date	12/11/18
Entry Qualification Educational and/or Technical Qualification Required	Class V		
Block 1 Training Outcomes for Cutter	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain knowledge on overview of leather Industry and generic skills: General Instructions to importance of leather industry, general hazards in leather industry, basic health safety and hygiene precautions, generic skills to be followed in leather industry. • Perform pre-operational activities: Identification of tool and quality material, ensure design, style, dimensions required for cutting leather, ensure necessary preparation required for cutting leather and follow standard procedure for cutting leather. • Perform cutting operation: Carry out hand cutting and machine cutting of leather. • Handle work area, tools and machines appropriately: Ensure correct handling of material, tools and machines, maintain clean and hazard free work area, proper usage of cleaning equipment, maintain correct usage of workplace tools and equipment. • Contribute to achieve quality product in cutting process: Ensure cutting parts produced according to specification/sample leather swatch/sample upper/shoe as per customer/buyer requirement, ensure maximum usage of cut components with minimal wastages, carry out regular quality checks and fault identification in final product and maintain records and documents. • Become well versed with environment, health, safety and security at work: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to cutting occupation. • Follow industrial regularity and organizational requirements: Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation. 		
Block II Training Outcomes for Cutter	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Read the specifications of various patterns in cutting components and number of quantities required for cutting operations. • Carry out the pre-operational checks required for cutting operation. • Identify different cutting operational methods/machines such as hydraulic clicking machine, hand clicking knife, etc. • Identify different types of cutting dies and patterns used in the manufacturing of footwear to achieve correct quality and productivity. • Spot difficulties with respect to cutting methods in order to achieve the correct quality for each style as per the pattern and 		

Basic Training (Block I)

General Information

1. **Course Name:** Cutter
2. **QP Code with Version NO. and QP Name:** LSS/Q2301 V1.0, Cutter
3. **NSQF Level:** 4
4. **Theory hours:** 40 Hrs
5. **Practical hours:** 260 Hrs
6. **Batch Size:** 30
7. **Power Norms:** 6 KW for Workshop
8. **Space Norms:** 10 (x20=200sq) feet
9. **Assessment:** QP based assessment is conducted by an Assessment Agency as deputed by the respective Sector Skill Council.
10. **Tools, Equipment, and Machinery required:** As per Annexure I
11. **Trainer Qualification:** Trainer Prerequisites for Course: Cutter

Sr. No.	Area	Details
1	Job Description	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.
2	Personal Attributes	The individual should possess good hand-eye coordination and judgment in positioning and cutting. Also, the individual should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components.
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above.
4a	Domain Certification	Certified for Job Role: "Cutter" mapped to QP: "LSS/Q2301, v1.0". The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score for the trainer is 80% as per SSC guidelines.
5	Experience	Minimum 6 years site experience with Cutter (Footwear) Level-4 qualified.

Curriculum

Block I is aimed at training candidates for the course of a “Cutter”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner.

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
1	Overview on leather Industry and Generic Skills Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> • Explain the importance of leather industry and describe leather manufacturing process • Explain general hazards or risk that can lead to accidents • Follow basic safety, health and hygiene measures • Wear and use PPE for safety • Carry out communication effectively with co-workers in writing as well as orally • Read the documents that are necessary for them to read to carry out operator's task 	Computer, Projector, White projector screen, White board, Safety hazard signs, Stationery, PPE sets
2	Carry out Cutting Operations Theory Duration (hh:mm) 11:00 Practical Duration (hh:mm) 193:00 Corresponding NOS Code LSS/N2301	<ul style="list-style-type: none"> • Identify tools and quality of materials required for leather cutting • Illustrate footwear designs, styles and dimensions required for cutting leather for producing footwear • Ensure necessary preparation required for cutting leather • Ensure direction placement of cutting dies for different skins • Comply with health, safety, environment guidelines, regulations etc. in accordance with international/national standards or organizational SOP • Perform hand-cutting operation • Perform machine-cutting operation 	Cutting knife, Hammer, Leather, Revolving punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Plastic tray, White pencils, Silver refill
3	Maintain the Work Area, Tools and Machines Theory Duration (hh:mm)	<ul style="list-style-type: none"> • Ensure housekeeping and safety • Maintain workplace, tools and equipment • Identify the material requirements for cleaning the areas inspected by, considering risk, time, efficiency and type of stain • Ensure that the cleaning equipment is in 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	04:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LSS/N8501	proper working condition <ul style="list-style-type: none"> Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces Display the appropriate signage for the work being conducted 	materials, Mop, Dust bin, Broom
4	Contribute to Achieving Product Quality in Cutting Processes Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code LSS/N2302	<ul style="list-style-type: none"> Ensure cutting parts produced according to specification/ sample leather swatch/sample upper/shoe as per customer/ buyer requirement Ensure maximum usage of cut components with minimal wastages Carry out regular quality checks and fault identification in work in process/ final product Maintain records and documents 	Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles
5	Maintain Health, Safety and Security Requirements at Workplace Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> Identify and correct (if possible) malfunctions in machinery and equipment Minimize health and safety risks to self and others due to own actions Monitor the workplace and work processes for potential risks and threats Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organization procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, PPE Set
6	Comply with Industry, Regulatory and Ethical Requirements Theory Duration (hh:mm) 01:00 Practical Duration	<ul style="list-style-type: none"> Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures Apply and follow policies and procedures within your work practices Identify and report any possible deviation to ethical requirements 	Sample legal documents

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	(hh:mm) 02:00 Corresponding NOS Code LSS/N8701		
	Total Duration Theory Duration 40:00 Practical Duration 260:00	Unique Equipment Required: Leather, Scissors, Measuring tape, Steel rule, Hand clicking knife, Hammer, Compass, White pencil, Cutting knife, Punches, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel scale, Screw driver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting plier, Cleaning Brush, Wooden tray, Non leather, Dispenser with cello tape, Pencil, Plastic tray, Silver refill, Chart paper, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Sample leather defects material, Leather thickness measuring gauge, First aid kit, Fire extinguisher and Samples of legal documents.	

Grand Total Course Duration: 300 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by **Leather Sector Skill Council**)

Hands-On at Employer Location (Block II)

General Information

- Name of the Course:** Cutter
- QP Code with Version No. and QP Name:** LSS/Q2301 V1.0, Cutter
- NSQF Level:** 4
- Training Duration:** 960 Hrs
- Batch Size:** 30
- Assessment:** The Leather Sector Skill Council (LSSC) will conduct the assessment at the end of Block II.
- Tools, Equipment, and Machinery required:** As per Annexure II
- Trainer Qualification:** Trainer Prerequisites for course: Cutter

Sr. No.	Area	Details
1	Job Description	The individual, as a part of the job role, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure good number and quality of cut pieces.
2	Personal Attributes	The individual should possess good hand-eye coordination and judgment in positioning and cutting. Also, the individual should have basic estimation and numerical skills along with ability to choose the correct leather/ non-leather parts for different components.
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above.
4a	Domain Certification	Certified for Job Role: "Cutter" mapped to QP: "LSS/Q2301, v1.0". The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score for the trainer is 80% as per SSC guidelines.
5	Experience	Minimum 6 years site experience with Cutter (Footwear) Level-4 qualified.

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSS/N2301</p>	<ul style="list-style-type: none"> Carry out validation of cut component Pass the cut component to assist the next stage of production Carry out closedown procedures on completion of work 	<p>punch, Punches, Scissors, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel, Scale, Screwdriver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting pier, Cleaning brush, Wooden tray, Leather, Non leather, Dispenser with cello tape, Pencil, Plastic tray, White pencils, Silver refill, Chart paper</p>
Week 13	<p>Contribute to achieving the product quality in cutting processes-I</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 37:00</p> <p>Corresponding NOS Code LSS/N2302</p>	<ul style="list-style-type: none"> List the types of faults found in equipment and machinery Describe the process to identify materials which do not conform requirement Set up the machine for the specified job Test the machines to ensure correct operation Maintain the required productivity and quality levels Carry out quality checks at specified intervals according to instructions Maintain the required tolerance 	<p>Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles</p>
Week 14	<p>Contribute to achieving the product quality in cutting processes-II</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 37:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Describe the process to maintain the flow of production Explain the importance of achieving quality Identify process problems that affect product quality Maintain the continuity of production with minimum interruptions and downtime Identify faults and irregularities in equipment and machineries Identify faults in finished products Trace the causes of faults in finished products 	<p>Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles</p>

Sr. No.	Module Name	Key Learning Outcomes	Equipment Required
	LSS/N8701		
Week 24	Revision Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 36:00 Corresponding NOS Code LSS/N2301 LSS/N2302 LSS/N8501 LSS/N8601 LSS/N8701	<ul style="list-style-type: none"> Summarize the skills learned in previous weeks Practice all the previous exercises 	All the equipment as mentioned above for Cutter
	Total Duration Theory Duration 40:00 Practical Duration 920:00	Unique Equipment Required: Leather, Scissors, Measuring tape, Steel rule, Hand clicking knife, Hammer, Compass, White pencil, Cutting knife, Punches, Clicking Awl, Hydraulic clicking press, Cutting Mat, Oil stone, Tracing wheel, Compass, Cutting dies, Stainless steel scale, Screw driver, Garbage bins, Dust pan with handle and broom, Water Bucket, Cutting plier, Cleaning Brush, Wooden tray, Non leather, Dispenser with cello tape, Pencil, Plastic tray, Silver refill, Chart paper, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Cleaning materials, Mop, Sample leather defects material, Leather thickness measuring gauge, First aid kit, Fire extinguisher and Samples of legal documents	

Grand Total Course Duration: 960 Hours, 0 Minutes

Assessment Criteria

Job Role	Cutter
Qualification Pack	LSS/Q2301, V1.0
Sector Skill Council	Leather Sector Skill Council

S. No.	Guidelines for Assessment
1.	Criteria for assessment for each qualification pack will be created by the sector skill council. Each performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2.	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3.	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
5.	To pass the Qualification Pack, every candidate should score a minimum of 50% aggregate
6.	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. LSS/N2301: Carry out cutting operations	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. Follow the instructions given on the work ticket or job card in line with the responsibilities of the job role		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC4. Agree and review the agreed upon work targets with the supervisor and check for special instructions, if any		1	0	1
	PC5. Use the correct tools and equipment		6	5	1
	PC6. Check that equipment is safe and set up in readiness for use		1	0	1
	PC7. Select the correct component		2	0	2

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	parts for the style being worked on				
	PC8. Check that the materials to be used are free from faults		1	0	1
	PC9. Ensure the materials used meet the specification in terms of color matching within a product/ between a pair of products, where applicable		7	5	2
	PC10. Report faults in the materials		1	0	1
	PC11. Carry out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		2	0	2
	PC12. Process component parts to the quality standard required		2	0	2
	PC13. Correct work that does not conform to company quality standards		2	0	2
	PC14. Report any damaged work to the supervisor/ quality controller		1	0	1
	PC15. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC16. Follow company reporting procedures about defective tools and machines which affect work		1	0	1
	PC17. Follow and utilize opportunities for learning		2	0	2
	PC18. Update and develop knowledge of the products		2	0	2
	PC19. Check with others when unsure of new product details		2	0	2
	PC20. Sort and place work to assist with the next stage of production and minimize the risk of damage		2	0	2

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC21. Seek feedback from team mates on work related performance		1	0	1
	PC22. Ask for help and information from the colleagues, when necessary, in a polite manner		1	0	1
	PC23. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC24. Leave work area safe and secure when work is complete		1	0	1
	PC25. Complete forms, records and other documentation		1	0	1
	PC26. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	PC27. Make sure the work area is free from hazards		2	0	2
	PC28. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of the job role		1	0	1
	PC29. Ask questions to obtain more information on tasks when the instructions are unclear		1	0	1
	PC30. Calculate the number of components needed for production		1	0	1
	PC31. Select the tools and materials for the work		1	0	1
	PC32. Set up the equipment		1	0	1
	PC33. Make sure that tools are safe and clean to use on the material		1	0	1
	PC34. Check the quality and characteristics of the material match the required standards before starting to cut		1	0	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC35. Use tools and equipment for hand or machine cutting		1	0	1
	PC36. Make sure that when cutting the material <ul style="list-style-type: none"> Avoid damaging self and others Avoid damage to the knife and other equipment 		2	0	2
	PC37. Avoid any imperfections in the material when cutting		1	0	1
	PC38. Calculate the components required		7	5	2
	PC39. Agree and review the agreed upon work targets with the supervisor		1	0	1
	PC40. Seek feedback from team mates on work related performance		1	0	1
	PC41. Ask for help and information from the colleagues, when necessary, in a polite manner		7	5	2
	PC42. Anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC43. Follow and utilize opportunities for learning		1	0	1
	PC44. Update and develop knowledge of the products		1	0	1
	PC45. Minimize wastage		1	0	1
	PC46. Meet company usage tolerances for efficient pattern interlocking		1	0	1
	PC47. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC48. Check with others when unsure of new product details		1	0	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC49. Identify and respond to imperfections, defects and damage due to mishandling		1	0	1
	PC50. Produce the required batch of components to match the job card and the company's production targets		6	5	1
	PC51. Report defects in the tools and equipment that do not have the authority to repair		1	0	1
	PC52. Dispose of waste materials safely and return re-useable materials		6	5	1
	PC53. Carry out closedown procedures on completion of work		1	0	1
	PC54. Make sure that the cut material is <ul style="list-style-type: none"> • Correctly sorted to assist the next stage of production • Carefully placed to minimize the risk of damage 		1	0	1
	PC55. Complete forms, records and other documentation		1	0	1
	PC56. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	Total		100	30	70
2. LSS/N2302: Contribute to achieving product quality in cutting processes	PC1. Set up and test equipment to meet quality standard		1	0	1
	PC2. Ensure materials and component parts meet specifications		1	0	1
	PC3. Ensure the quality of the product meets specification during production		6	5	1
	PC4. Maintain the required productivity and quality levels		6	5	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC5. Carry out quality checks at agreed intervals and in the approved way	50	6	5	1
	PC6. Apply the allowed tolerances		6	5	1
	PC7. Report and replace faulty materials and component parts which do not meet specification		2	0	2
	PC8. Identify process problems that effect product quality and report them promptly to appropriate people		7	5	2
	PC9. Maintain the continuity of production with minimum interruptions and downtime		6	5	1
	PC10. Identify faults and irregularities in equipment and machinery and take action within the limits of the responsibility		1	0	1
	PC11. Identify faults in finished products and trace their causes		1	0	1
	PC12. Follow reporting procedures where the cause of faults cannot be identified		6	5	1
	PC13. Maintain records and documentation		1	0	1
	Total		50	35	15
3. LSS/N8501: Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		2	0	2
	PC2. Use correct lifting and handling procedures		2	0	2
	PC3. Use materials to minimize waste		3	0	3
	PC4. Prepare and organize work		2	0	2
	PC5. Maintain a clean and hazard		3	0	3

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	free working area				
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		3	0	3
	PC8. Maintain tools and equipment		3	0	3
	PC9. Carry out running maintenance within agreed schedules		4	2	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. Report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. Ensure that the correct machine guards are in place	50	1	0	1
	PC13. Work in a comfortable position with the correct posture		2	1	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. Dispose of waste safely in the designated location		3	2	1
	PC16. Store cleaning equipment safely after use		2	1	1
	PC17. Complete and store accurate records and documentation		2	1	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC21. Ensure safe and correct handling of materials, equipment and tools		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	Total		50	15	35
4. LSS/N8601: Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	6	5	1
	PC2. Use and maintain personal protective equipment as per protocol		0.5	0	0.5
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		0.5	0	0.5
	PC5. Follow environment management system related procedures		5.5	5	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		0.5	0	0.5
	PC9. Safely handle and move waste and debris		0.5	0	0.5
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1

NOS	Performance Criteria	Total Mark	Out Of	Marks	
				Allocation	
				Theory	Skills Practical
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		1	0	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
	Total		25	10	15
5. LSS/N8701: Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		8	5	3
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3

NOS	Performance Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	0	3
	PC5. Identify and report any possible deviation to these requirements		3	0	3
	Total		25	10	15
	Grand Total	250	250	100	150

Annexure I: Tools and Equipment for Basic Training (Block I)

Sector: Leather

Block I QP Code with Version No. or Course Code: LSS/Q2301, V1.0

Block I QP Name or Course Name: Cutter

Block I NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Centre (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Scissors	10	Nos	Yes	150mm and 300mm
2	Measuring tape	2	Nos	Yes	Standard
3	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
4	Hand clicking knife	5	Nos	Yes	Stainless Steel
5	Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
6	Compass	2	Nos	No (Can be made available at OJT site)	Standard
7	White pencil	30	Nos	Yes	Drawing pencil
8	Cutting knife	5	Set	Yes	Stainless steel
10	Punches	3	Nos	Yes	Size - 00, 0,1,2,3 and 4
11	Hydraulic clicking press	1	Nos	Yes	Tempered sharp steel needle with wooden handle
12	Cutting Mat	5	Nos	Yes	Cutting Table width – 800mm x 400mm / 1000mm x 500mm
13	Oil stone	2	Nos	Yes	3.5 x 4.5 ft
14	Tracing wheel	3	Nos	Yes	Standard
15	Cutting dies	1	Set	Yes	Standard
16	Screwdriver	1	Set	Yes	Different shapes (big, small, medium)
17	Cutting plier	1	Set	Yes	Small size and long size
18	Leather thickness measuring gauge	1	Nos	Yes	8 Inch
19	Dust Bins	3	Nos	No (Can be made available at OJT site)	Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50 mm approximately

					Diameter of indenter: 10 mm Pressure on indenter: 100 gm/cm ² Throat depth: 50 mm
20	Hydraulic clicking press	1	Nos	Yes	30 lts capacity
21	Dust Pan with Handle & Broom	2	Nos	Yes	Long handle
22	Dry and wet mop	1	Nos	Yes	Long handle
23	Bucket	2	Nos	Yes	20 lts capacity
24	PPE set	1	Nos	Yes	Standard
25	First aid kit	1	Nos	Yes	Standard
26	Fire Extinguisher	1	Nos	Yes	ABC Type

Annexure II: Tools and Equipment for Hands-On at Employer Location (Block II)

Sector: Leather

Block II QP Code with Version No. or Course Code: LSS/Q2301, V1.0

Block II QP Name or Course Name: Cutter

Block II NSQF Level: 4

S. No.	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Centre (Yes/No)	Dimension/Specification /Description of the Equipment/ ANY OTHER REMARK
1	Scissors	10	Nos	Yes	150mm and 300mm
2	Measuring tape	2	Nos	Yes	Standard
3	Steel rule	2	Nos	Yes	Stainless Steel 6" - 15 NOS & 12 "
4	Hand clicking knife	5	Nos	Yes	Stainless Steel
5	Hammer	2	Nos	Yes	100 gms, 200 gms, 300 gms and 500 gms
6	Compass	2	Nos	Yes	Standard
7	White pencil	30	Nos	Yes	Drawing pencil
8	Cutting knife	5	Set	Yes	Stainless steel
10	Punches	3	Nos	Yes	Size - 00, 0,1,2,3 and 4
11	Hydraulic clicking press	1	Nos	Yes	Tempered sharp steel needle with wooden handle
12	Cutting Mat	5	Nos	Yes	Cutting Table width – 800mm x 400mm / 1000mm x 500mm
13	Oil stone	2	Nos	Yes	3.5 x 4.5 ft
14	Tracing wheel	3	Nos	Yes	Standard
15	Cutting dies	1	Set	Yes	Standard
16	Screwdriver	1	Set	Yes	Different shapes (big, small, medium)
17	Cutting plier	1	Set	Yes	Small size and long size
18	Leather thickness measuring gauge	1	Nos	Yes	8 Inch
19	Dust Bins	3	Nos	Yes	Measuring Range: 0 to 10 mm Least count of dial gauge: 0.01 Diameter of anvil: 50 mm approximately Diameter of indenter: 10

					mm Pressure on indenter: 100 gm/cm ² Throat depth: 50 mm
20	Hydraulic clicking press	1	Nos	Yes	30 lts capacity
21	Dust Pan with Handle & Broom	2	Nos	Yes	Long handle
22	Dry and wet mop	1	Nos	Yes	Long handle
23	Bucket	2	Nos	Yes	20 lts capacity
24	PPE set	1	Nos	Yes	Standard
25	First aid kit	1	Nos	Yes	Standard
26	Fire Extinguisher	1	Nos	Yes	ABC Type

Further Learning

Learning Pathways

After completion of the apprenticeship training the candidates have wide career choices available with them in the Leather industry. A candidate after completing apprenticeship can be skilled horizontally in Pre-Assembly operator (Footwear) (LSS/Q2601), Skiving operator (Footwear) (LSS/Q2401), Stitching Operator (Footwear) (LSS/Q2501) etc. and vertically as Line Supervisor (LSS/Q3102), Quality Control Inspector (Footwear) (LSS/Q3101) etc. in plant hierarchy.

Employment Opportunities

Apart from above mentioned avenues, the apprentice can always aspire to be associated with:

1. **Footwear manufacturing units in India:** The apprentice may be employed with the biggest player of the trades and be a part of their manufacturing set and deliver quality work.
2. **Footwear manufacturing set up/Retail Unit:** The apprentice may be encouraged to set up their own manufacturing unit, which they may also channelize into owning a retail unit and be able to sell their merchandise directly to the consumers.
3. **Education and Training:** They may also take up the role of the instructor in this field where they can impart their manufacturing knowledge to the aspiring students.