

Model Curriculum

Helper Finishing (Footwear)

SECTOR: LEATHER
SUB-SECTOR: FOOTWEAR
OCCUPATION: FINISHING OPERATIONS (ASSISTANCE)
REF. ID: LSS/Q3002, VERSION 1.0
NSQF LEVEL: 2



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

LEATHER SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Helper – Finishing Operations (Footwear)' QP No. 'L55/Q_3002 NSQF Level 2'

Date of issuance: January 4th, 2016

Valid up to: November 3rd, 2016

* Valid up to the next review date of the Qualification Pack



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Helper Finishing (Footwear)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Helper Finishing (Footwear)”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Helper Finishing (Footwear)		
Qualification Pack Name & Reference ID.	LSS/Q3002, Version 1.0		
Version No.	1.00	Version Update Date	31 – 12 – 2015
Pre-requisites to Training	Class V		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain familiarity with footwear finishing operations: General introduction to trade, basic unit of measurement, role of a helper footwear finishing in leather industry • Become well versed with environment, health & safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to upper-making occupation • Identify and use basic tools, equipment & materials: Effectively identify, select & use the specified tools and equipment relevant to footwear finishing. Standard Procedures for material handling. • Handle material & store rightly: Right method stacking of relevant materials. • Support in footwear finishing operations: assistance in cleaning, polishing, brushing, final inspection, packing, etc. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Helper Finishing (Footwear)” Qualification Pack issued by “SSC: Leather Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Overview of leather industry and Helper Finishing Operations in footwear sector Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 01:00 Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS of the QP	<ul style="list-style-type: none"> Describe leather industry in India Explain the factory/section he/she is working and his role in the section Explain the process of manufacturing leather Describe the hazards associated with the trade and mitigation Employ workplace skills Use and wear PPE effectively Describe the role of Helper - Finishing (Footwear) 	Chairs, Trainers desk and computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety hazard signs, Newspaper, Stationery, PPE set
2	Carry out supporting operations in footwear finishing Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 71:00 Corresponding NOS Code LSS/N3009	<ul style="list-style-type: none"> Describe Tools and Materials used in footwear finishing process Explain leather defects, types, properties and different designs of footwear produced today Describe cleaning, polishing and brushing operations Explain lacquering, tag level fixing , final inspection and packing process Sequence in making footwear. Describe the importance of house keeping 	Hot air blower, Brushes and scouring Pads, Power dove tail brush, Soft sponge rubber, Stiff bristle brush, Cutting knife, Paint brush, Sponge, Polish (Wax/Cream/Spray), Felt wheel, Scissors, Adhesive containers
3	Support to achieving product quality in footwear finishing operation Theory Duration (hh:mm) 01:00 Practical Duration	<ul style="list-style-type: none"> Describe product specifications Quality issues related to supporting activities in finishing operations Process knowledge of ISO and 5S Corrective action and reporting 	Sample leather defects materials, Leather thickness measuring gauge

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 12:00 Corresponding NOS Code LSS/N3010		
4	Maintain the work area tools and machines to support the operations Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code LSS/N8501	<ul style="list-style-type: none"> Ensuring housekeeping and safety Maintaining workplace, tools and equipment Handle materials, machinery, equipment and tools safely and correctly Use correct lifting and handling procedures Use materials with minimum wastage and dispose of waste safely in the designated location Maintain a clean and hazard free working area Ensure that the correct machine guards are in place Work in a comfortable position with the correct posture Carry out cleaning according to schedules and limits of responsibility and store cleaning equipment safely after use. Complete and store accurate records and documentation 	Garbage bins, Dust pan with handle and broom, Dry Mop, Wet Mop, Water Bucket, Cutting pier, Cleaning Brush, Dust pan
5	Maintain health, safety and security at work place Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 11:00 Corresponding NOS Code S/N8601	<ul style="list-style-type: none"> Hazards and safety at workplace Organizational Procedures Medical Emergencies and Evacuation process 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-throughs to keep work area free from hazards and obstructions, if assigned Take action based on instructions in the event of fire, emergencies or accidents 	First aid kit, Fire extinguisher, PPE Set
6	Comply with industry, regulatory and organisational requirements	<ul style="list-style-type: none"> Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures 	Sample legal documents

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code LSS/N8701</p>	<ul style="list-style-type: none"> Apply and follow policies and procedures within your work practices Identify and report any possible deviation to ethical requirements 	
	<p>Total Duration</p> <p>Practical Duration 13.00</p> <p>Corresponding NOS Code 107.00</p>	<p>Unique Equipment Required: Hot air blower, Brushes and Scouring Pads, Power dove tail brush, Soft sponge rubber, Stiff bristle brush, Cutting knife, Paint brush, Sponge, Polish (Wax/Cream/Spray), Felt wheel, Scissors, Adhesive containers, First aid kit, Fire Extinguisher, PPE Set</p>	

Grand Total Course Duration: 120Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Helper Finishing (Footwear)” mapped to Qualification Pack: “LSS/Q3002, Version 1.0”

Sr. No.	Area	Leather Sector
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q3002, Version 1.0”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10 th with 18 months certificate course in Footwear (any) and above
4a	Domain Certification	Certified for Job Role: “Helper Finishing (Footwear)”, mapped to QP: “LSS/Q3002, Version 1.0”. The minimum accepted score should be “Grade B or Minimum 50%”
4b	Platform Certification	Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be 50%
5	Experience	Minimum 6 years site experience with Helper Finishing (Footwear) Level-2qualified

Annexure: Assessment Criteria

Assessment Criteria for Lasting Operator	
Job Role	Helper Finishing (Footwear)
Qualification Pack	LSS/Q3002, Version 1.0
Sector Skill Council	Leather

Sr. 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 center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
5	To pass the Qualification Pack, every trainee 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	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
LSS/N3009- Carry out supporting operations in footwear finishing	PC1. Follow the instructions on the work ticket/ job card	100	1	0	1
	PC2. Make sure that the work area is free from hazards and report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC3. Support the operator in checking the materials used meet the specification matching <ul style="list-style-type: none"> • within a product • between a pair of products where applicable 		6	5	1
	PC4. Agree and review your agreed upon work targets with your supervisor		1	0	1
	PC5. Assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		1	0	1
	PC6. Report any damaged work to the responsible person		6	5	1
	PC7. Ask questions to obtain more information on tasks when the instructions you have are unclear		1	0	1
	PC8. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
	PC9. Update & develop knowledge of the products, check with others when unsure of new product details		7	5	2
	PC10. Sort and place work to assist the next stage of production and minimise the risk of damage		2	0	2
	PC11. Choose the tools and materials required for the cleaning process and get the footwear from the bottoming section		1	0	1
	PC12. Clean the footwear to remove dirt, adhesive, over spill or any contamination by hand /machine		1	0	1
	PC13. Remove the excess adhesives from the surface with brush/sponge		1	0	1
	PC14. Correctly sort and place the work to assist the next stage of production		2	0	2
	PC15. Clean the tools and keep the workplace tidy		2	0	2
	PC16. Choose the tools and materials required for polishing and brushing process and get the footwear uppers from the roughing section		7	5	2
	PC17. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC18. Assist the operator in brushing the footwear to remove dirt/other particles using brush/sponge		2	0	2
		1	0	1	

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC19. Assist the operator in polishing the footwear for a smooth finish using wax/cream/spray/brush		7	5	2
	PC20. Assists the operator in removing any wrinkles on the footwear using hot air blower		2	0	2
	PC21. Check the quality and appearance of the product as per job card		2	0	2
	PC24. Choose the tools and materials required for lacquering and get the footwear from the polishing and brushing section		1	0	1
	PC25. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC26. Take the footwear to the operator for lacquering the footwear		2	0	2
	PC27. Check the quality and appearance of the product as per job card		2	0	2
	PC28. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC29. Clean and oil the machinery and report any repairs, if required		2	0	2
	PC30. Choose the tools and materials required for tag level fixing and get the footwear from the lacquering section		2	0	2
	PC31. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC32. Assist the operator in placing the tags on the footwear		2	0	2
	PC33. Check the quality and appearance of the product as per job card		1	0	1
	PC34. Correctly sort and place the work to assist the next stage of production		2	0	2
	PC35. Clean and oil the machinery and report any repairs, if required		1	0	1
	PC36. Choose the tools and materials required for final brushing and get the footwear from the tag level fixing section		2	0	2
	PC37. Assist the operator in sorting out the footwear to ensure quality norms are adhered to		2	0	2
	PC38. Assist the operator in brushing the footwear to remove dirt/other particles using felt wheel/spray finishing		2	0	2
	PC39. Check the quality and appearance of the product as per job card		2	0	2
	PC40. Correctly sort and place the work to assist the next stage of production		1	0	1
	PC41. Keep the tools and workplace tidy		1	0	1

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC42. Assist the operator in checking the footwear are as per specifications		6	5	1
	PC43. Check the quality and appearance of the product as per job card		1	0	1
	PC44. Correctly sort and place to assist the next stage of production		1	0	1
	PC45. Assist the operator in packing the footwear are as per specifications		1	0	1
	PC46. Checks the quality and appearance of the product as per job card		1	0	1
	PC47. Correctly sort and pass the packed material to the dispatch section		1	0	1
	NOS Total		Total	100	30
LSS/N3010 Support to achieving product quality in footwear finishing operation	PC1. Ensure materials and component parts meet specifications	50	1	0	1
	PC2. Ensure the quality of the product meets specification during production		6	5	1
	PC3. Maintain the required productivity and quality levels		1	0	1
	PC4. Carry out quality checks at agreed intervals and in the approved way		6	5	1
	PC5. Count and verify the number of footwear are as specified in the job card		1	0	1
	PC6. Report and replace faulty materials and component parts which do not meet specification		6	5	1
	PC7. Check for any imperfections/dust/contaminations on the footwear and report them		6	5	1
	PC8. Sorts the components as per the job card after polishing, buffing, level fixing, lacquering, etc. before passing it to the next stage of production		6	5	1
	PC9. Ensure that the quality and appearance of the footwear are not affected during materials movement		2	0	2
	PC10. Check for excess glue/adhesives on the vamp and clean/report them		2	0	2
	PC11. Checks the brand, logo, price, size and other stampings are neat and as per job card		6	5	1
	PC12. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC13. Identify faults in finished products and report them		6	5	1
NOS Total	Total	50	35	15	
LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	2	0	2
	PC2. Use correct lifting and handling procedures		4	2	2
	PC3. Use materials to minimize waste		2	0	2

NOS	PC	Marks Allocation					
		Total Mark	Out Of	Theory	Skills Practical		
	PC4. Prepare and organize work		2	0	2		
	PC5. Maintain a clean and hazard free working area		2	0	2		
	PC6. Deal with work interruptions		2	1	1		
	PC7. Move around the workplace with care		2	0	2		
	PC8. Maintain tools and equipment		4	2	2		
	PC9. Carry out running maintenance within agreed schedules		1	0	1		
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2		
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2		
	PC12. Ensure that the correct machine guards are in place		3	0	3		
	PC13. Work in a comfortable position with the correct posture		2	0	2		
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	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		2	1	1		
	PC21. Ensure safe and correct handling of materials, equipment and tools		4	2	2		
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1		
			NOS Total	Total	50	15	35
	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		1	0	1
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		6	5		1		
PC6. Identify and correct (if possible) malfunctions in machinery and equipment		1	0		1		

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
	PC7. Report any service malfunctions that cannot be rectified		0.5	0	0.5
	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		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		0.5	0	0.5
	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
	NOS Total	Total	25	10	15
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
	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
	NOS Total	Total	25	10	15
	QP Total	Total	250	100	150



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