

Model Curriculum

Cutter (Goods and Garments)

SECTOR: LEATHER
SUB-SECTOR: GOODS AND GARMENTS
OCCUPATION: CUTTING
REF ID: LSS/Q5301, V1.0
NSQF LEVEL: 4

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: **'Cutter (Goods and Garments)'** QP No. **'LSS/Q5301 NSQF LEVEL 4'**

Date of Issuance: April 9th, 2016
Valid up to*: April 10th, 2018

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


Authorised Signatory
(Leather Sector Skill Council)

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Cutter (Goods and Garments)

CURRICULUM / SYLLABUS

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

Program Name	Cutter		
Qualification Pack Name & Reference ID	Cutter (Goods and Garments) LSS/Q5301,Version 1.0		
Version No.	1.0	Version Update Date	04-05 – 2017
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 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. • Identify and use basic tools, equipment & materials: Effectively identify, select & use the specified tools and equipment relevant to cutting works. • Learn and perform cutting operation: Selection of tools and material, Set up of machine effective utilization of leather piece and standard procedure for leather cutting to produce leather goods and garments. • Contribute to achieve quality product in cutting process: Ensure cutting parts produced according to specification sample, 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. • 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. • Become well versed with environment, health, safety & 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. 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Cutter (Goods and Garments)” Qualification Pack issued by “Leather Sector skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Overview on Leather Industry and Generic Skills</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p>	<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 	<p>Chairs, Trainers desk and computer, Student table Projector, White projector screen, White board, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set</p>
2	<p>Carry-out Cutting Operations Using Hand</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSS/N5301</p>	<ul style="list-style-type: none"> • Identify tools and quality of materials required for hand cutting • Calculate the number of components needed for production • Select the tools and materials for the work • Make sure that tools are safe and clean to use on the material • Check the quality and characteristics of the material match the required standards before starting to cut • Use scissors or cutting knife to cut the leather piece as per the markings given on the components • Work in conformance to legal requirements, organizational policies and procedures 	<p>Leather, Scissors, Measuring tape, Steel rule, Hand clicking knife, Hammer, Compass, White pencil</p>
3	<p>Carry-out Cutting Operations Using Clicking Machine</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code LSS/N5302</p>	<ul style="list-style-type: none"> • Calculate the number of components needed for production • Select the tools and materials for the work • Set up the clicking machine • Check the quality and characteristics of the material match the required standard before starting to cut as per specification/sample. • Make sure that tools are safe and clean to use on the material • Utilise leather piece efficiently to get maximum cut pieces with minimum wastage • Place cutting dies on the leather piece in an efficient manner to 	<p>Clicking machine, Hydraulic clicking press, Punches, Cutting mat, Measuring tape, Leather, Scissors, Stainless steel scale, Oil stone, Cutting dies, White pencil</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>minimize waste</p> <ul style="list-style-type: none"> Use the clicking machine to cut the material Ensure cut pieces match the number mentioned in the job card Complete forms, records and other documentation Carry out closedown procedures on completion of work 	
4	<p>Contribute to Achieving Product Quality in Cutting Processes</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code LSS/N5303</p>	<ul style="list-style-type: none"> Check the quality of the cut components meets specification during production Cut components to ensure maximum usage and minimum wastage Cut different kind of problem faced with respect to quality and also solutions for the problem Carry out quality checks at agreed intervals and in the approved way Identify process problems that effect product quality Maintain the continuity of production with minimum interruptions and downtime Identify faults in finished products and trace their causes Maintain records and documentation 	<p>Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles</p>
5	<p>Maintain the Work Area, Tools and Machines</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code LSS/N8501</p>	<ul style="list-style-type: none"> Handle materials, machinery, equipment and tools safely and correctly Maintain a clean and hazards free working area Use cleaning equipment and methods appropriate for the work to be carried out Maintain tools and equipment Maintain proper lighting and ventilation 	<p>Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom</p>
6	<p>Maintain Health, Safety and Security at Workplace</p> <p>Theory Duration (hh:mm) 07:00</p> <p>Practical Duration (hh:mm) 28:00</p> <p>Corresponding NOS Code LSS/N8601</p>	<ul style="list-style-type: none"> Use and maintain personal protective equipment as per protocol Identify and correct 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 Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in 	<p>First aid kit, Fire extinguisher, PPE Set</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>the event of fire, emergencies or accidents</p> <ul style="list-style-type: none"> Follow organization procedures for shutdown and evacuation when required 	
7	<p>Comply with Industry, Regulatory and Organizational Requirements</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code LSS/N8701</p>	<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 Provide support to the supervisor and team members in enforcing these considerations Identify and report any possible deviation to ethical requirements 	Sample legal documents
	<p>Total Duration</p> <p>Theory Duration 30:00</p> <p>Practical Duration 170:00</p>	<p>Unique Equipment Required: Leather, Scissors, Measuring tape, Steel rule, Hand clicking knife, Hammer, Compass, White pencil, Clicking machine, Hydraulic clicking press, Punches, Cutting mat, Oil stone, Cutting dies, White pencil, Sample leather defects material, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, broom, First aid kit, Fire Extinguisher, Sample legal documents</p>	

Grand Total Course Duration: **200Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Leather sector skill council](#))

Trainer Prerequisites for Job role: “Cutter (Goods and Garments)” mapped to Qualification Pack: “LSS/Q5301, V1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q5301, 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	10th with 18 months certificate course in Goods & Garments and above
4a	Domain Certification	Certified for Job Role: “Cutter”, mapped to QP: “LSS/Q5301, Version 1.0”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	Platform Certification	Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
5	Experience	Minimum 6 years site experience with Cutter Level-4 qualified

Annexure1: Assessment Criteria

Assessment Criteria	
Job Role	Cutter (Goods and Garments)
Qualification Pack	LSS/Q5301, v1.0
Sector Skill Council	Leather Sector Skill Council

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 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 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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. LSS/N5301: Carry out cutting operations using hand	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. 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		6	5	1
	PC3. Ask questions to obtain more information on tasks when the instructions are unclear		10	5	5
	PC4. Calculate the number of components needed for production		3	0	3
	PC5. Select the tools and materials for the work		2	0	2
	PC6. Set up the equipment		3	0	3
	PC7. Make sure that tools are safe and clean to use on the material		1	0	1
	PC8. Check the quality and characteristics of the material match the required standards before starting to cut as per specification/sample		2	0	2
	PC9. Utilise leather piece efficiently to get maximum cut pieces with minimum wastage		1	0	1
	PC10. Ensure no defects on the material		1	0	1
	PC11. Check the stretch-ability and tightness of leather as per end product		1	0	1
	PC12. Use scissors or cutting knife to cut the leather piece as per the markings given on the components		8	5	3
	PC13. Count the number of cut pieces		1	0	1
	PC14. Ensure cut pieces match the number mentioned in the job card		2	0	2
	PC15. Bundle the cut components and transfer material for quality check		8	5	3
	PC16. 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
	PC17. Avoid any imperfections in the material when cutting		1	0	1
	PC18. Agree and review the agreed upon work targets with the supervisor		1	0	1
	PC19. Minimise wastage while cutting material		2	0	2
	PC20. Meet company usage tolerances for efficient pattern interlocking		2	0	2
	PC21. Check with others when unsure of new product details		1	0	1
	PC22. Produce the required batch of components to match the job card and the company's production targets		8	5	3

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC23. Dispose of waste materials safely and return re-useable materials		2	0	2
	PC24. Work in conformance to legal requirements, organizational policies and procedures		3	0	3
	PC25. Identify and respond to imperfections, defects and damage due to mishandling		8	5	3
	PC26. Report defects in the tools and equipment one does not have the authority to repair		3	0	3
	PC27. Report risks/ problems likely to affect services to the relevant person promptly and accurately		5	0	5
	PC28. Complete forms, records and other documentation		3	0	3
	PC29. Make sure that the cut material is correctly sorted to assist the next stage of production		2	0	2
	PC30. carefully placed to minimise the risk of damage		3	0	3
	PC31. Carry out closedown procedures on completion of work		3	0	3
			Total		100
2. LSS/N5302: Carry out cutting operations using clicking machine	PC1. Make sure the work area is free from hazards	100	1	0	1
	PC2. 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		3	0	3
	PC3. Ask questions to obtain more information on tasks when the National Occupational instructions are unclear		8	5	3
	PC4. Calculate the number of components needed for production		2	0	2
	PC5. Select the tools and materials for the work		3	0	3
	PC6. Set up the equipment and clicking machine		7	5	2
	PC7. Make sure that tools are safe and clean to use on the material		1	0	1
	PC8. Check the quality and characteristics of the material match the required standards before starting to cut		1	0	1
	PC9. Utilise leather piece efficiently to get maximum cut pieces with minimum wastage		1	0	1
	PC10. Ensure no defects on the material		1	0	1
	PC11. Check the stretch-ability and tightness of leather as per end product		3	0	3
	PC12. Place cutting dies on the leather piece in an efficient manner to minimize		7	5	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	waste				
	PC13. Use the clicking machine to cut the material		4	0	4
	PC14. Count the number of cut pieces		3	0	3
	PC15. Ensure cut pieces match the number mentioned in the job card		4	0	4
	PC16. Bundle the cut components and transfer material for quality check		4	0	4
	PC17. 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 		3	0	3
	PC18. Avoid any imperfections in the material when cutting		2	0	2
	PC19. Agree and review the agreed upon work targets with the supervisor		1	0	1
	PC20. Update and develop knowledge of the products		1	0	1
	PC21. Minimise wastage while cutting material		1	0	1
	PC22. Meet company usage tolerances for efficient pattern interlocking		9	5	4
	PC23. Check with others when unsure of new product details		1	0	1
	PC24. Produce the required batch of components to match the job card and the company's production targets		8	5	3
	PC25. Dispose of waste materials safely and return re-useable materials		1	0	1
	PC26. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	PC27. Identify and respond to imperfections, defects and damage due to mishandling		3	0	3
	PC28. Report defects in the tools and equipment one does not have the authority to repair		1	0	1
	PC29. Report risks/ problems likely to affect services to the relevant person promptly and accurately		2	0	2
	PC30. Complete forms, records and other documentation		2	0	2
	PC31. Make sure that the cut material is correctly sorted to assist the next stage of production		8	5	3
	PC32. Make sure that the cut material is carefully placed to minimise the risk of damage		2	0	2
	PC33. Carry out closedown procedures on completion of work		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	Total		100	30	70
3. LSS/N5303: Contribute to achieving product quality in cutting process	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure materials and component parts meet specifications		6	5	1
	PC3. Ensure the quality of the cut components meets specification during production		1	0	1
	PC4. Cut components to ensure maximum usage and minimum wastage		6	5	1
	PC5. Maintain the required productivity and quality levels		6	5	1
	PC6. Carry out quality checks at agreed intervals and in the approved way		1	0	1
	PC7. Apply the allowed tolerances		1	0	1
	PC8. Identify process problems that effect product quality and report them promptly to appropriate people		6	5	1
	PC9. Maintain the continuity of production with minimum interruptions and downtime		1	0	1
	PC10. Identify faults in finished products and trace their causes		6	5	1
	PC11. Identify causes of faults and take action to rectify the same to maintain product quality		1	0	1
	PC12. Identify faults and irregularities in equipment and machinery and take action within the limits of responsibility		11	10	1
	PC13. Report and replace faulty materials and component parts which do not meet specification		1	0	1
	PC14. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC15. Maintain records and documentation		1	0	1
	Total		50	35	15
4. LSS/N8501: Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	1	0	1
	PC2. Use correct lifting and handling procedures		3	0	3
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organise work		7	5	2
	PC5. Maintain a clean and hazard free working area		6	5	1
	PC6. Deal with work interruptions		3	0	3
	PC7. Move about the workplace with care		1	0	1
	PC8. Maintain tools and equipment		3	0	3
	PC9. Carry out running maintenance within agreed schedules		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC10. Carry out maintenance and/or cleaning outside responsibility		1	0	1
	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		1	0	1
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		6	5	1
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely after use		2	0	2
	PC17. Complete and store accurate records and documentation		1	0	1
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	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
	PC21. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	0	2
	Total		50	15	35
5. LSS/N8601: Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	25	1	0	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		1	0	1
	PC5. Follow environment management system related procedures		0.5	0	0.5
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		6	5	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		2	0	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC10.Minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	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		6	5	1
	PC13.Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		0.5	0	0.5
	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		0.5	0	0.5
	PC16.Undertake first aid, fire-fighting and emergency response training, if asked to do so		0.5	0	0.5
	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		0.5	0	0.5
	Total		25	10	15
6. 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	7	5	2
	PC2.Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	0	3
	PC3.Apply and follow these policies and procedures within the work practices		10	5	5
	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		2	0	2
	Total		25	10	15
	Grand Total	350	350	130	220