

# Model Curriculum

## Skiving Operator (Footwear)

SECTOR: LEATHER  
SUB-SECTOR: FOOTWEAR  
OCCUPATION: SKIVING  
REF ID: LSS/Q2401, 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: 'Skiving Operator (Footwear)' QP No. 'LSS/Q2401 NSQF LEVEL 4'

Date of Issuance: April 9<sup>th</sup>, 2016

Valid up to\*: April 10<sup>th</sup>, 2018

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



Authorised Signatory  
(Leather Sector Skill Council)

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# Skiving Operator (Footwear)

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b>Skiving Operator (Footwear)</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	Skiving Operator (Footwear) LSS/Q2401, v 1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	16-06 – 2016
<b>Pre-requisites to Training</b>	Class V		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Gain knowledge on overview of leather industry and generic skills:</b> 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.</li> <li>• <b>Perform pre-operational activities:</b> Carry out the pre-operational procedures to ensure the correct operation of skiving tools and machines.</li> <li>• <b>Learn and perform skiving operation:</b> Carry out skiving operation appropriately</li> <li>• <b>Handle work area, tools and machines appropriately:</b> 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.</li> <li>• <b>Contribute to achieve quality product in skiving process:</b> Ensure the skiving is done accurately according to the specifications. Identify, report and replace faulty materials and component parts which do not meet specification</li> <li>• <b>Become well versed with environment, health, safety &amp; security at work:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to skiving occupation.</li> <li>• <b>Follow industrial regularity and organizational requirements:</b> Carry out work in accordance with organizational guidelines and procedures, identify and report any possible deviation.</li> </ul>		

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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Overview on Leather Industry and Generic Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> Core skills/ Generic skills and Professional skills collated from all the NOS of the QP</p>	<ul style="list-style-type: none"> <li>• Explain the importance of leather industry and describe leather manufacturing process</li> <li>• Explain general hazards or risk that can lead to accidents</li> <li>• Follow basic safety, health and hygiene measures</li> <li>• Wear and use PPE for safety</li> <li>• Carry out communication effectively with co-workers in writing as well as orally</li> <li>• Read the documents that are necessary for them to read to carry out operator's task</li> </ul>	<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><b>Carry-out Skiving Operation Using Machine</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 374:00</p> <p><b>Corresponding NOS Code</b> LSS/N2401</p>	<ul style="list-style-type: none"> <li>• Make sure the work area is free from hazards</li> <li>• Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of your job role</li> <li>• Ask questions to obtain more information on tasks when the instructions are unclear</li> <li>• Select and sort the tools and materials for the work</li> <li>• Set up the equipment and machineries as per the job requirement</li> <li>• Make sure that tools are safe and clean to use on the material</li> <li>• Agree and review your agreed upon work targets with your supervisor</li> <li>• Minimize wastage and dispose materials safely</li> <li>• Produce the required batch of components to match the job card and the company's production targets</li> <li>• Work in conformance to legal requirements, organizational policies and procedures</li> <li>• Carry out visual inspection to ensure the products are free from handling defects</li> <li>• Perform skiving operations as per specification/instructions</li> <li>• Perform reporting and documentation</li> <li>• Perform sorting and placing</li> </ul>	<p>Sample materials, Grinder Skiving machine, Skiving tools</p>
3	<p><b>Contribute to Achieving Product</b></p>	<ul style="list-style-type: none"> <li>• Set up and test skiving machines to ensure correct operation</li> </ul>	<p>Sample leather defects material,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Quality in Skiving Operations</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> LSS/N2402	<ul style="list-style-type: none"> <li>Ensure the skiving is done accurately according to the specifications</li> <li>Ensure the optimum condition of the disk knife and uniformity in skiving along the edges</li> <li>Identify, report and replace faulty materials and component parts which do not meet specification</li> <li>Follow reporting procedures where the cause of faults cannot be identified.</li> <li>Maintain the required productivity and quality levels</li> <li>Carry out quality checks at agreed intervals and in the approved way</li> </ul>	Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron
4	<b>Maintain the Work Area, Tools and Machines</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 20:00  <b>Corresponding NOS Code</b> LSS/N8501	<ul style="list-style-type: none"> <li>Ensure housekeeping and safety</li> <li>Maintain workplace, tools and equipment</li> </ul>	One set of tools and facility for arranging tools, Skiving machines, Gloves, Safety shoe, Ear plug, Apron, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom Grease Lubricate oil
5	<b>Maintain Health, Safety and Security Requirements at Work</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b> (hh:mm) 25:00  <b>Corresponding NOS Code</b> LSS/N8601	<ul style="list-style-type: none"> <li>Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>Minimize health and safety risks to self and others due to own actions</li> <li>Monitor the workplace and work processes for potential risks and threats</li> <li>Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>Take action based on instructions in the event of fire, emergencies or accidents</li> <li>Follow organisation procedures for shutdown and evacuation when required</li> </ul>	First aid kit, Fire extinguisher, PPE Set
6	<b>Comply with Industry, Regulatory and Organizational Requirements</b>  <b>Theory Duration</b> (hh:mm) 01:00	<ul style="list-style-type: none"> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>Apply and follow policies and procedures within your work practices</li> <li>Identify and report any possible deviation to ethical requirements</li> </ul>	Sample legal documents

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Practical Duration</b> (hh:mm) 02:00</p> <p><b>Corresponding NOS Code</b> LSS/N8701</p>		
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> 39:00</p> <p><b>Practical Duration</b> 461:00</p>	<p><b>Unique Equipment Required:</b> Grinder, Skiving machine, Skiving tools, Sample leather defects material, Inspection report documents, Leather thickness measuring gauge, Gloves, Safety shoe, Ear plug, Apron, One set of tools and facility for arranging tools, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom, Grease ,Lubricate oil, First aid kit, Fire extinguisher, PPE Set, Sample legal documents</p>	

Grand Total Course Duration: **500Hours, 0 Minutes**

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

## Trainer Prerequisites for Job role: “Skiving Operator (Footwear)” mapped to Qualification Pack: “LSS/Q2401, Version 1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q2401, Version 1.0”
2	<b>Personal Attributes</b>	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	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> with 18 months certificate course in Footwear (any) and above
4a	<b>Domain Certification</b>	Certified for Job Role: “Skiving Operator (Footwear)”, mapped to QP: “LSS/Q2401, Version 1.0”. The minimum accepted score should be as per the decision of the respective SSC guidelines.
4b	<b>Platform Certification</b>	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	<b>Experience</b>	Minimum 6 years site experience with Skiving (Footwear) Level-4 qualified



### Annexure1: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	Skiving Operator (Footwear)
<b>Qualification Pack</b>	LSS/Q2401
<b>Sector Skill Council</b>	Leather

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
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
<b>1. LSS/N2401: Carry out footwear skiving operation using machine</b>	PC1. Make sure the work area is free from hazards	100	5	0	5
	PC2. Obtain and check the data on the work ticket or job card and carryout functions in line with the responsibilities of your job role		5	0	5
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC4. Select and sort the tools and materials for the work		2	0	2
	PC5. Set up the equipment and machineries for Skiving as per the job requirement		5	0	5
	PC6. Make sure that tools are safe and clean to use on the material		3	0	3
	PC7. Agree and review your agreed upon work targets with your supervisor		2	0	2
	PC8. Seek feedback from supervisor on work related performance		2	0	2
	PC9. Minimize wastage		8	5	3
	PC10. Produce the required batch of components to match the job card and the company's production targets		5	0	5
	PC11. Dispose of waste materials safely and return-useable materials		2	0	2
	PC12. Work in conformance to legal requirements, organizational policies and procedures		0	0	0
	PC13. Ask questions to obtain more information on tasks when the instructions you have are unclear		10	10	0
	PC14. Carry out visual inspection to ensure the products are free from handling defects		3	0	3
	PC15. Ensure if the grinder is clean. If not, clean the grinder with grinder cleaner		7	5	2
	PC16. Ensure if the skiving disk blade is sharp If not; sharpen the disk blade using the grinder		2	0	2
	PC17. Adjust the width and thickness as per the specifications to perform skiving of the material		3	0	3
	PC18. Carryout skiving operation as per the specification		7	5	2
	PC19. Carry out visual inspection to ensure the accuracy of the skiving machine		5	0	5

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC20. Report risks/ problems likely to affect services to the relevant person promptly and accurately		6	3	3
	PC21. Complete forms, records and other documentation		2	0	2
	PC22. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately		3	0	3
	PC23. Report defective machines, tools and/or equipment to the responsible person		2	0	2
	PC24. Sort and place work to the next stage of production and minimise the risk of damage		4	1	3
	PC25. Pass the skived uppers to the next stage in the manufacturing process after validation		4	1	3
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
<b>2. LSS/N2402: Contribute to achieving product quality in footwear skiving operation</b>	PC1. Set up and test skiving machines to ensure correct operation	<b>50</b>	0.5	0	0.5
	PC2. Operate the machine in accordance with machine and workplace standards		0.5	0	0.5
	PC3. Ensure the skiving is done accurately according to the specifications		10.5	10	0.5
	PC4. Ensure the optimum condition of the disk knife		1	0	1
	PC5. Ensure skiving is uniform even along the curvy edges		1	0	1
	PC6. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		1	0	1
	PC7. Ensure materials and component parts meet specifications		1	0	1
	PC8. Report and replace faulty materials and component parts which do not meet specification		1	0	1
	PC9. Report faults outside personal responsibility to the appropriate person		0.5	0	0.5
	PC10. Identify faults in materials and products		2	0	2
	PC11. Identify causes of faults to maintain product quality		11	10	1
	PC12. Follow reporting procedures where the cause of faults cannot be		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	identified				
	PC13. Maintain the required productivity and quality levels		1	0	1
	PC14. Carry out quality checks at agreed intervals and in the approved way		0.5	0	0.5
	PC15. Identify process problems that effect product quality and report them promptly to appropriate people		0.5	0	0.5
	PC16. Identify faults in process/ finished products and trace their causes		10.5	10	0.5
	<b>Total</b>		<b>50</b>	<b>35</b>	<b>15</b>
<b>3. LSS/N8501: Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>50</b>	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 free working area		3	0	3
	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		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

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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		2	1	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
<b>4. LSS/N8601: Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>25</b>	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
	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		1	0	1

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	the workplace				
	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
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
<b>5. LSS/N8701: Comply with industry, regulatory and organizational requirements</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	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
	<b>Total</b>		<b>25</b>	<b>10</b>	<b>15</b>
	<b>Grand Total</b>	<b>250</b>	<b>250</b>	<b>100</b>	<b>150</b>