

Model Curriculum

Shaving Operator (Finished Leather)

SECTOR: LEATHER
SUB-SECTOR: FINISHED LEATHER
OCCUPATION: SHAVING
REF ID: LSS/Q0501, 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: 'Shaving Operator' QP No. 'LSS/Q0501 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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Shaving Operator (Finished Leather)

CURRICULUM / SYLLABUS

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

Program Name	Shaving Operator (Finished Leather)		
Qualification Pack Name & Reference ID	Shaving Operator LSS/Q0501, V1.0		
Version No.	1.0	Version Update Date	21-06-2016
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, basic health safety and hygiene precautions, generic skills to be followed in leather industry. • Perform pre-operational activities: Identification of tools and quality material, ensure the type of leather required for shaving. Ensure necessary preparation required for shaving of leather and follow standard procedure for the operations. • Learn and perform shaving operation: Carry out shaving of leather. • Contribute to achieve quality product in shaving process: Ensure shaving of leather is done properly to go for next process, carry out regular quality checks and fault identification in shaved leather 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 shaving 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 5 out of 5 National Occupational Standards (NOS) of “Shaving Operator (Finished Leather)” 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 Shaving Operations</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 80:00</p> <p>Corresponding NOS Code LSS/N0501</p>	<ul style="list-style-type: none"> • Identify tools and materials used in shaving operations • Use shaving machine • Carry out shaving operations • Ensure a hazard free workplace and setting up equipment 	<p>Wet blue leather, Spanner, Allen key, Screwdriver, Cutting plier, Scissor, Leather thickness gauge, Trolley, Shaving machine, Garbage bins, Dust pan with handle and broom, Water Bucket, Cleaning brush, Pencil, Plastic tray</p>
3	<p>Contribute to Achieving Product Quality in Shaving Operation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code LSS/N0502</p>	<ul style="list-style-type: none"> • Carry out quality checks at specified intervals according to instructions • Explain the importance of waste disposal & control • Explain ISO • Follow 5S • Explain the importance of reporting and documentation • Describe test equipment 	<p>Sample leather defects material after shaving, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles</p>
4	<p>Maintain the Work Area, Tools and Machines</p>	<ul style="list-style-type: none"> • Ensure housekeeping and safety • Maintain workplace, tools and equipment • Identify the material requirements for 	<p>Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code LSS/N8501</p>	<p>cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <ul style="list-style-type: none"> • Ensure that the cleaning equipment is in proper working condition • Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces • Display the appropriate signage for the work being conducted 	<p>Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom</p>
5	<p>Maintain Health, Safety and Security at Workplace</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code LSS/N8601</p>	<ul style="list-style-type: none"> • Identify hazards and follow safety at workplace • Follow organizational procedures • Follow laid down procedures during medical emergencies and evacuation process • Identify and correct (if possible) malfunctions in machinery and equipment • Seek clarifications from supervisors or other authorized personnel in case of perceived risks 	<p>First aid kit, Fire extinguisher, PPE Set</p>
6	<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 • Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel • Apply and follow these policies and procedures within your work practices • Provide support to supervisor and team members • Identify and report any possible deviation to ethical requirements 	<p>Sample legal documents</p>
	<p>Total Duration</p> <p>Theory Duration 33:00</p> <p>Practical Duration 167:00</p>	<p>Unique Equipment Required: Wet blue leather, Spanner, Allen key, Screwdriver, Cutting plier, Scissor, Leather thickness gauge, Trolley, Shaving machine, Sample leather defects material after shaving, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom, Dust pan with handle, Cleaning brush, Pencil, Plastic tray, 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: “Shaving Operator (Finished Leather)” mapped to Qualification Pack: “LSS/Q0501, 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/Q0501, 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 Finished Leather (any) and above.
4a	Domain Certification	Certified for Job Role: “Shaving Operator (Finished Leather)”, mapped to QP: “LSS/Q0501, 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 Shaving Operator (Finished Leather) Level-4 qualified.

Annexure1: Assessment Criteria

Assessment Criteria	
Job Role	Shaving Operator (Finished Leather)
Qualification Pack	LSS/Q0501, V1.0
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 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/N0501: Carry out shaving operations	PC1. Make sure the work area is free from hazards	100	5	0	5
	PC2. Obtain, check and confirm the data on the work ticket or job card		10	5	5
	PC3. Calculate the number of components needed for production		5	0	5
	PC4. Set up the machine operations based on the gauge readings for the specified thickness		10	5	5
	PC5. Position self to achieve operator comfort and to minimize fatigue		3	0	3
	PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC7. Agree and review your agreed upon work targets with your supervisor		2	0	2
	PC8. Position hide on machine table with flesh side upward		3	0	3
	PC9. Start machine and press foot pedal of machine to raise table with leather on to bring it closer to revolving wheel fitted with spirally fixed knives		5	0	5
	PC10. Hold hide tightly as it is shaved and that the machine has absolutely no vibrations as shaving is done by knives of rotating wheel		5	0	5
	PC11. Change position of leather to shave rest of surface		5	0	5
	PC12. Check visually that shaving of leather is even and to required thickness and hands it over to the assistant operator who confirms the same with the gauge meter		2	0	2
	PC13. Ensure that emery wheels fitted to machine sharpen knife blades automatically in process of shaving		8	5	3
	PC14. Repeat process as per requirement		2	0	2
	PC15. Lubricates machine, if required, and help the mechanic to repair machines in case of breakdown		3	0	3
	PC16. Comply with written instructions		2	0	2
	PC17. Complete forms, records and other documentation		7	5	2
	PC18. Follow company reporting procedures about defective tools and machines which affect work		3	0	3
	PC19. Report any damaged work to the responsible person		8	5	3
	PC20. Sort and place work to assist the next stage of production and minimize the risk of damage		3	0	3
	PC21. Leave work area safe and secure		7	5	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	when work is complete				
	Total		100	30	70
2. LSS/N0502: Contribute to achieving product quality in shaving operations	PC1. Test the machine to ensure correct operations	50	2	0	2
	PC2. Ensure that the leather pieces are positioned on the machine appropriately		7	5	2
	PC3. Operate the machine in accordance with machine and workplace standards		6	5	1
	PC4. Check to confirm that the crust leather is of the specified thickness as per the gauge reading after the shaving process		7	5	2
	PC5. Check the performance of the machine for signs of faulty operations and take action in accordance with workplace procedures		6	5	1
	PC6. Report faults outside personal responsibility to the appropriate person		7	5	2
	PC7. Identify faults in materials and products		6	5	1
	PC8. Identify causes of faults to maintain product quality		7	5	2
	PC9. Follow reporting procedures where the cause of faults cannot be identified		2	0	2
	Total			50	35
3. 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		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		7	5	2
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		2	0	2
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools and equipment		2	0	2
	PC9. Carry out running maintenance within agreed schedules		2	0	2
	PC10. Carry out maintenance and/or cleaning outside responsibility		6	5	1
	PC11. Report unsafe equipment and other dangerous occurrences		7	5	2
	PC12. Ensure that the correct machine guards are in place		1	0	1
	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		1	0	1
	PC15. Dispose of waste safely in the designated location		2	0	2
	PC16. Store cleaning equipment safely		2	0	2

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	after use				
	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		2	0	2
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	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		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		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		1	0	1
	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		6	5	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		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		0.5	0	0.5
PC15. Participate in mock drills/ evacuation procedures organized at the workplace	1	0	1		

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	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		0.5	0	0.5
	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
	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
	Grand Total	250	250	100	150