**Model Curriculum**

**Basic Cutting Operator (Goods & Garments)**

**SECTOR: LEATHER**

**SUB - SECTOR: GOODS & GARMENTS**

**OCCUPATION: BASIC CUTTING**

**REF ID: DIPP/FDDI/Q2201**

**NSQF LEVEL: 2**

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**Basic Cutting Operator (Goods & Garments)**

**CURRICULUM/ SYLLABUS**

This program is aimed at training candidates for the job of a “Basic Cutting Operator - Goods & Garments” in Leather Sector/ Industry and aims at building the following key competencies among the learner.

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| **Program Name** | **Basic Cutting Operator - Goods & Garments** | | |
| **Qualification Pack Name & Reference ID** | DIPP/FDDI/Q2201 | | |
| **Version No.** | 1.0 | **Version Update Date** | 28/02/2017 |
| **Pre-requisites to Training** | Candidate should be able to read and write. | | |
| **Training Outcomes** | **After completing this program, participants will be able to:**   * Define the role and responsibility of Basic Cutting operator * Gain In-depth knowledge about leather industry * Describe leather manufacturing process * Comply with leather defects * Identify folding margins and trimming margin in the leather goods * Able to define dies and its types * Describe about different types of Basic Cutting machines, its parts and functions * Able to do leather identification * Able to carry out basic hand cutting operations * Describe about marking of defects in leather * Able to make style like Hand bag, Messenger Bag, etc. * Know about quality check points of cut components * Understand about man, machine & material productivity * Understand about house-keeping, cleaning and maintenance, first-aid, policy and procedures, health & safety, hazards and its precautions. * Know about work functions in accordance with legislation and regulations * Understand importance of health and hygiene * Understand advantage of effective communication and proper behaviour with co-worker and seniors, time management skills, process of communication (including verbal and written skills), communication barriers and attitude toward work * Understand about team work and advantages involved in working in a team | | |

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| **Sr. No.** | **Module** | **Key Learning Outcomes** | **Equipments Required** |
| 1. | **Overview of leather industry & generic skills**  **Theory Duration**  (hh:mm)  06:30  **Practical Duration**  (hh:mm)  03:30 | * Gain knowledge about leather and Goods & Garments Industry * Identify factory /section working and the role in the section * Gain knowledge of Leather and Goods & Garments manufacturing process * Identify hazards associated with the trade and mitigation * Demonstrate role of Basic Cutting operator in Leather Industry * Will be able to identify various components of Goods & Garments * Wear and use PPE for safety | Student desk & bench, Trainers desk & chair, Hazard signs for safety, Newspaper, different type of samples, stationery items, White board, Flip  chart display  stand |
| 2. | **Carry out Basic Cutting operations Theory Duration:**  (hh:mm)  38:30  **Practical Duration:**  (hh:mm)  100:30 | * Check that the materials is as per specification * Illustrate Goods & Garments designs, styles and dimensions required for Basic Cutting leather for making Goods & Garments * Able to identify the basic goods design * Have the basic knowledge of measurement (cm) * Know various parts & functions of various Basic Cutting machines * Ensure the use of sample for leather Basic Cutting * Ensure necessary preparation required for leather Basic Cutting * Ensure various parts of leather; Butt, belly, neck, shoulder etc. * Ensure the proper use of Basic Cutting dies for different skins * Able to cut the Hand bag, Messenger Bag, etc. * Follow the instructions on the work ticket/ job Card in line * Perform basic hand Cutting operations * Perform machine Basic Cutting operations * Knowledge of damaged tools &equipments * Leave work area safe and secure when work is complete * Set machine pressure for the materials being cut * Respond accordingly where cut items do not meet production specification * Minimise and dispose the waste materials in the approved manner * Clean and make machines safe after use * Carry out basic maintenance of own machines * Pass the cut components to the next stage in the manufacturing process after validation * Report risks/problems likely to affect services to the relevant person promptly and accurately | Punches,  Cutting mat,  Measuring tape,  Leather, Stainless steel scale, Oil stone,  Cutting dies, White  Pencil, Compass, Leather, Scissors,  Hand clicking knife,  Hammer, adhesives |
| 3. | **Contribute to achieve product quality in Basic Cutting operations**  **Theory Duration:**  (hh:mm)  10:00  **Practical Duration:**  (hh:mm)  10:00 | * Ensure cut components are produced as per the specification and sample * Identify and use materials required based on the job card/ work ticket * Ensure maximum uses of cut components with minimum wastage * Take the necessary action when materials do not conform to company quality standards * Report and replace identified faulty materials and component parts which do not meet specification * Identify modifiable defects and rework on them * Carry out work safely and at a rate which maintains work flow * Check the quality of hand bags cut components * Check the quality of messenger bag cut components Identify faults and take appropriate action for rectification * Make adjustments promptly to return product to specification * Maintain the required productivity and quality levels | Leather swatches of defect, Sample leather  defects material |
| 4. | **Maintain work area, tools and machines**  **Theory Duration:**  (hh:mm)  07:30  **Practical Duration:**  (hh:mm)  02:30 | * Handle materials, machinery, equipment and tools safely and correctly * Understand safety precautions of various machines * Use correct lifting and handling procedures * Maintain a clean and hazard free working area * Maintain tools, equipment and machines * Report unsafe equipment and other dangerous occurrences * Use cleaning equipment and methods appropriate for the work to be carried out * Good housekeeping practices * Dispose of waste safely in the designated location * Carry out cleaning according to schedules and limits of responsibility | Cleaning Cloth, water bucket, Mop, Dust bin, Machine cleaning oil, drop box for damage equipments, Cleaning materials, Broom |
| 5. | **Maintain health, safety and security at workplace**  **Theory Duration:**  (hh:mm)  02:30  **Practical Duration:**  (hh:mm)  03:30 | * Comply with health and safety related instructions applicable to the work place * Use and maintain personal protective equipment * Store materials and equipment in line with manufacturer’s and organizational requirements * Minimize health and safety risks to self and others due to own actions * Report hazards and potential risks/threats to supervisors or other authorized personnel * 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 | First aid kit box |
| 6. | **Comply with industry, regulatory and organizational requirements**  **Theory Duration:**  (hh:mm)  01:30  **Practical Duration:**  (hh:mm)  00:30 | * Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures * Seek and obtain clarifications on policies and procedures, from supervisor or authorized personnel * Apply and follow these policies and procedures within work practices * Provide support to supervisor and team members in enforcing these considerations * Identify and report any possible deviation to requirements | Sample of legal papers, organizational rule & policy documents |
| 7. | **Soft Skill**  **Theory Duration**  (hh:mm)  08:30  **Practical Duration**  (hh:mm)  04:30 | * Perform Team & Group activities * Understand importance of health and hygiene * Comply with effective communication & behavior with co-workers & seniors * Comply with Time management Skill * Understand Communication barriers * learn attitude towards work | Stop watch, visual items, Depends on activity- Microphone, Speaker, Art paper, color, pencil etc. |
| 8. | **On Job Training (OJT)**  **Practical Duration:**  (hh:mm)  100:00 | * Understand the practical aspect of learning in classroom/lab * Aware about factory   environment and working  conditions   * Learn working culture of factory * Basic ethics of factory * Perform work under pressure * Quality parameters of a factory * Factory team work * Punctuality * Work Perfection | N/A |
|  | **Total Duration**  **Theory Duration:**  (hh:mm)  75:00  **Practical Duration:**  (hh:mm)  225:00 | **Unique Equipments Required:**  Student desk & bench, Trainers desk & chair, Hazard signs for safety, Newspaper, different type of samples, stationery items, White board, Flip chart display stand, computer, Punches, Cutting mat, Measuring tape, Leather, Stainless steel scale, Oil stone, Cutting dies, White Pencil, Compass, Leather, Scissors, Hand clicking knife, Hammer, adhesives, Leather swatches of defect, Sample leather defects material, Cleaning Cloth, water bucket, Mop, Dust bin, Machine cleaning oil, drop box for damage equipments, Cleaning materials, Broom, First aid kit box, Sample of legal papers, organizational rule & policy documents, Stop watch, visual items, Depends on activity- Microphone, Speaker, Art paper, color, pencil etc. | |

Grand total Course Duration: 300 **Hours**

**Trainer Prerequisites for Job role: “Basic Cutting Operator - Goods & Garments” mapped to Qualification Pack: “DIPP/FDDI/Q2201, Version 1.0”.**

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| **Sr. No.** | **Area** | **Details** |
| **1** | **Description** | To provide better training service with theory & practical to trainees, and mapping to the curriculum detailed mentioned above, in accordance with the Qualification pack “DIPP/FDDI/Q2201, 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 organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field. |
| **3** | **Minimum Educational Qualifications** | Candidate should have a minimum qualification level of Xth pass from any board and discipline. The candidate should have adequate understanding of leather industry. ITI/ Diploma/ Certificate holders, or any other polytechnic/ institute who have been working in the industry for some time and have basic knowledge of the above mentioned. |
| **4a** | **Domain Certification** | Certified for Job Role: “Basic Cutting Operator – Goods & Garments”, mapped to QP: “DIPP/FDDI/Q2201, Version 1.0”. |
| **4b** | **Platform Certification** | Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. |
| **5** | **Experience** | Minimum 3-5 years of academic and/or industry experience and should posses good knowledge of hand and machine cutting. |

**Annexure : Assessment Criteria**

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| **Assessment Criteria** |  |
| **Job Role** | Basic Cutting Operator - Goods & Garments |
| **Qualification Pack** | DIPP/Q2201, Version 1.0 |
| **Sector** | Leather |

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| **Sr. No.** | **Guidelines for Assessment** |
| **1** | Criteria for assessment based on each learning outcomes, will be assigned marks proportional to its importance. |
| **2** | The assessment for theory & practical part is based on knowledge bank of questions created by trainers and approved by Examination Cell. |
| **3** | For each Individual batch, Examination Cell will create question papers for theory part as well as practical for each candidate at each examination. |
| **4** | To pass the Qualification, every trainee should score minimum 60% cumulatively (Theory and Practical) |

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|  | | | **Marks Allocation** | | |
| **NOS** | **Assessment Criteria** | **Total** | **Out Of** | **Theory** | **Practical Skills** |
| **Marks** |
| **FDDI/N2201- Carry out Basic Cutting operation using different machines** | 1. Always ensure that work area is free from any type of hazards |  | 2 | 1 | 1 |
| 2. Understanding job role & responsibility | 1 | 0 | 1 |
| 3. Asking questions for doubt on more information of tasks | 1 | 0 | 1 |
| 4. Review of the special instructions for work target | 1 | 0 | 1 |
| 5.Use of Proper tools & equipments | 6 | 3 | 3 |
| 6. Safety measures check up | 1 | 0 | 1 |
| 7. Correct component selection | 2 | 0 | 2 |
| 8. Quality check of the materials to be used | 1 | 0 | 1 |
| 9. Follow the specification in terms of colour matching of products wherever necessary | 7 | 4 | 3 |
| 10. Defects reporting in the material | 1 | 0 | 1 |
| 11. Product making of all operations done safely, fulfilling the targets | 2 | 0 | 2 |
| 12. Maintain the quality of component or parts as per standard required. | 2 | 0 | 2 |
| 13. Proper work that does not conform to required quality standards | 2 | 0 | 2 |
| 14. Reporting of any damaged work to the work floor incharge | 1 | 0 | 1 |
| 15. Prompt and accurate reporting of any problem which affect services | 1 | 0 | 1 |
| 16. Follow the procedures of company reporting about defective tools and machines which are harmful to work | 1 | 0 | 1 |
| 17. Utilization of best opportunities for progress | 2 | 0 | 2 |
| 18. Self-update & develop knowledge of the products | 2 | 0 | 2 |
| 19. Analyse with others when not sure of new products details | 2 | 0 | 2 |
| 20. Preparation for production and control of damage | 2 | 0 | 2 |
| 21. Analyse feedback from team members about work performance | 1 | 0 | 1 |
| 22. Ask for any kind of help or any information from the Co-workers/ Colleague in a polite manner | 1 | 0 | 1 |
| 23. Honestly and promptly respond to colleagues of their request | 1 | 0 | 1 |
| 24. Check that work area should be safe and secure after completion of work | 1 | 0 | 1 |
| 25. Complete forms, records and other documentation | 2 | 1 | 1 |
| 26. Organizational policies and procedure for legal work requirements | 1 | 0 | 1 |
| 27. Check that work platform is always clean | 2 | 0 | 2 |
| 28. Check the work ticket or job card according to the job role, follow the functions & responsibilities | 1 | 0 | 1 |
| 29. If unsatisfied or unclear, ask question for more information | 1 | 0 | 1 |
| 30. Counting of the components for product making for production purpose | 1 | 0 | 1 |
| 31. Selection of the proper tools and materials for work | 1 | 0 | 1 |
| 32. Process of setting up the equipment | 1 | 0 | 1 |
| 33. Check that tools & materials are safe and clean for use | 1 | 0 | 1 |
| 34. Before commencing the cutting process, materials quality & characteristic check is compulsory | 1 | 0 | 1 |
| 35. For hand cutting & machine cutting purpose, use of tools & equipment | 1 | 0 | 1 |
| 36. Try to avoid any damage to self and other equipments | 2 | 0 | 2 |
| 37. In Basic Cutting neglect the improper material | 1 | 0 | 1 |
| 38. Calculate the number of components required for product making | 7 | 4 | 3 |
| 39. With supervisor, under his supervision agree and fulfill the target | 1 | 0 | 1 |
| 40. Comparison of teammates on work related performance & feedback | 1 | 0 | 1 |
| 41. Before processing the components check the sample | 7 | 4 | 3 |
| 42. Honestly anticipate and respond to requests for assistance from co-workers | 1 | 0 | 1 |
| 43. Implementation for learning opportunities | 1 | 0 | 1 |
| 44. Self-update of product knowledge | 1 | 0 | 1 |
| 45. Minimum wastage & maximum utilization | 1 | 0 | 1 |
| 46. Nesting & pattern interlocking | 1 | 0 | 1 |
| 47. During service period if any problem arise, immediately report to supervisor | 1 | 0 | 1 |
| 48. Check with other co-workers if not sure of new product details | 1 | 0 | 1 |
| 49. Identify and respond defects due to mishandling | 1 | 0 | 1 |
| 50. As per specification sheet produce the required batch of components, matching the production target | 6 | 4 | 2 |
| 51. Report repair of defect tools & equipment | 1 | 0 | 1 |
| 52. Waste materials returned safely for reuse | 6 | 4 | 2 |
| 53. Follow the closedown instruction after completion of work | 1 | 0 | 1 |
| 54. Properly sort the material for production and minimise the risk of damage | 1 | 0 | 1 |
| 55. Systematically keep all forms, records and other documentation | 1 | 0 | 1 |
| 56. Organizational policies and procedures. | 1 | 0 | 1 |
|  | **NOS Total Marks** | **Total** | **100** | **24** | **76** |
| **FDDI/N2202 - Contribute to achieving product quality in Basic Cutting processes** | 1. Standardization of quality |  | 1 | 0 | 1 |
| 2. Follow the specification sheet | 1 | 0 | 1 |
| 3.During production, product should match with specification | 6 | 0 | 6 |
| 4.Continue the required productivity | 6 | 0 | 6 |
| 5.Quality checks at agreed intervals and in the approved way | 6 | 0 | 6 |
| 6.Quality check reporting | 6 | 0 | 6 |
| 7.Replace defective materials & component of the product | 2 | 0 | 2 |
| 8.Identify the problems and report to appropriate supervisor | 7 | 0 | 7 |
| 9. Maintain the production without minimising the quality and minimum downtime | 6 | 0 | 6 |
| 10.Identify faults and take action within the limits of the responsibility | 1 | 0 | 1 |
| 11. Find out defect in finished product | 1 | 0 | 1 |
| 12. If defect is not identified, immediately follow the reporting procedures | 6 | 3 | 3 |
| 13. Safely maintain record | 1 | 0 | 1 |
|  | **NOS Total Marks** | **Total** | **50** | **3** | **47** |
| **FDDI/N2203 - Maintain the work area, tools & machines** | 1. Proper & safe handling of the instruments (tools, machine, material) |  | 2 | 0 | 2 |
| 2. Use proper handling & lifting Instructions | 2 | 0 | 2 |
| 3. Reduction of waste material | 3 | 0 | 3 |
| 4. Preparation of work | 2 | 0 | 2 |
| 5. Maintain a good atmosphere at working area | 3 | 0 | 3 |
| 6. Deal with work interruptions | 2 | 0 | 2 |
| 7. Carefully moving in work area | 3 | 0 | 3 |
| 8. Importance of tools and equipment | 3 | 0 | 3 |
| 9. Running maintenance to be carried out | 4 | 2 | 2 |
| 10. Outside responsibility (maintenance, etc.) | 2 | 1 | 1 |
| 11. Report unsafe instruments | 3 | 2 | 1 |
| 12. Machine guards or protector are in correct place | 1 | 0 | 1 |
| 13. Good working posture | 2 | 1 | 1 |
| 14. Use proper equipment | 3 | 2 | 1 |
| 15. Dispose off waste safely in the designated location | 3 | 1 | 2 |
| 16. Keep tools safely after use | 2 | 1 | 1 |
| 17. Records and documentation | 2 | 1 | 1 |
| 18. Proper lighting, ventilation for comfort work | 2 | 1 | 1 |
| 19. Give inputs in completing documentation | 1 | 0 | 1 |
| 20. Outside your area of responsibility, report things which required to have a check | 1 | 0 | 1 |
| 21. Safe handling of the materials, equipment and tools | 2 | 1 | 1 |
| 22. Maintain environment to secure stock from theft, damage | 2 | 1 | 1 |
|  | **NOS Total Marks** | **Total** | **50** | **14** | **36** |
| **FDDI/N2204 - Maintain health, safety and security at workplace** | 1. Health and safety related instructions |  | 1 | 0 | 1 |
| 2. Utilization of personal protective equipment | 1 | 0 | 1 |
|
| 3. Own activities in line and procedures | 1 | 0 | 1 |
| 4. Healthy lifestyle | 0.5 | 0 | 0.5 |
| 5. Follow the management system | 6 | 3 | 3 |
| 6. If possible, Identify and correct malfunctions in machine and tools | 1 | 0 | 1 |
| 7. Report malfunctions if not rectified | 1 | 0 | 1 |
| 8. As per instruction store materials and equipment | 0.5 | 0 | 0.5 |
| 9. Safely handle waste and debris | 1 | 0 | 1 |
| 10. Controlling own actions for risk/accident | 1 | 0 | 1 |
| 11. Risk clarification from supervisor or authorised personal | 1 | 0 | 1 |
| 12. Keep away from potential risks and threats | 1 | 0 | 1 |
| 13. Work area free from hazards | 0.5 | 0 | 0.5 |
| 14. Report to supervisors for occurring hazards in work place | 5.5 | 3 | 2.5 |
| 15. Participate in mock drills for safety | 0.5 | 0 | 0.5 |
| 16. Basic training of first aid, fire-fighting etc. | 1 | 0 | 1 |
| 17. If any incident happens take the action based instruction | 0.5 | 0 | 0.5 |
| 18. Follow organizational procedures | 1 | 0 | 1 |
|  | **NOS Total Marks** | **Total** | **25** | **6** | **19** |
| **FDDI/N2105 - Comply with industry, regulatory and organizational requirements** | 1. Organizational instruction and procedures |  | 8 | 5 | 3 |
| 2. Clarification from senior person on policies & procedures | 8 | 5 | 3 |
| 3. Implementation of policies and procedures at work place | 3 | 0 | 3 |
| 4. Support to the supervisor and team members | 3 | 0 | 3 |
| 5. Report any deviations to requirements | 3 | 0 | 3 |
|  | **NOS Total Marks** | **Total** | **25** | **10** | **15** |
| **FDDI/N2106 - Soft Skill** | 1. Practices with co-workers |  | 2.5 | 1 | 1.5 |
| 2.      Co-ordinations within group | 2.5 | 1 | 1.5 |
| 3.      Health practises during working period | 2 | 1 | 1 |
| 4.      Use of hygiene factors | 2 | 1 | 1 |
| 5.      Time management | 2.5 | 2 | 0.5 |
| 6.      Follow written & verbal instructions of supervisor | 3 | 3 | 0 |
| 7.      Coordinating with co-workers | 3 | 2 | 1 |
| 8.      Barrier in communication | 3.5 | 3 | 0.5 |
| 9.      Positive attitude | 2 | 1 | 1 |
| 10.  Cooperate with co-workers in efficient work | 3.5 | 3 | 0.5 |
| 11.  Good written communication with co-workers | 3.5 | 2 | 1.5 |
| 12.  Effective oral communication with co-workers | 3.5 | 0 | 3.5 |
| 13.  Follow work culture (Organization) | 3 | 0 | 3 |
| 14.  Reading skills | 3.5 | 0 | 3.5 |
| 15.  Writing skills | 3.5 | 0 | 3.5 |
| 16.  Meetings with supervisor | 3 | 0 | 3 |
| 17.  Different types of hygiene factor | 3.5 | 0 | 3.5 |
| **NOS Total Marks** | **Total** | **50** | **20** | **30** |
| **Grand Total** | | | **300** | **75** | **225** |