

Introduction

Qualification Pack – Basic Cutting Operator - Goods & Garments

SECTOR:	LEATHER
SUB SECTOR:	Goods & Garments
OCCUPATION:	Basic Cutting
REFERENCE ID:	DIPP/FDDI/Q2201

A Basic Cutting Operator is an important job-role associated with Goods & Garments sector. With the growing demand of skills, the importance of an operator with specialized knowledge and skills have increased. There is continuous demand from Goods & Garments, leather products and allied industries for trained manpower in cutting.

Brief Job Description: A Basic Cutting Operator, also called a 'Cutter' is an important job-role associated with Goods & Garments sector. The primary responsibility of a Cutter is to cut leather or other materials to produce goods and garments.

Personal Attributes: Basic Cutting Operator should have good hand-eye coordination and vision (also not suffering with colour blindness). Continuous learning and some additional knowledge and skill may take career of operator to higher level.

Qualifications Pack Code	DIPP/FDDI/Q2201		
Job Role	Basic Cutting Operator - Goods & Garments		
Credits (NSQF)	TBD	Version Number	1.0
Sector	Leather	Drafted on	07/11/2016
Sub-sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018
NSQC Clearance	03/03/2017		

Job Role	Basic Cutting Operator
Role Description	A Basic Cutting Operator, also called a 'Cutter' is an important job-role associated with Goods & Garments sector. The primary responsibility of a Cutter is to cut leather or other materials to produce goods and garments.
NSQF Level	2
Minimum Educational Qualifications	Candidate should be able to read and write.
Maximum Educational Qualifications	N/A
Training (Mandatory)	On-the-Job-Training
Minimum Job Entry Age	18 years
Experience	No experience required
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> 1. FDDI/N2201 Carrying out Basic Cutting operations 2. FDDI/N2202 Contribute to achieving product quality in Cutting operations 3. FDDI/N2203 Maintaining the work area, tools and machines 4. FDDI/N2204 Maintaining the health safety and security requirements at workplace 5. FDDI/N2105 Comply with industry regulatory and organizational requirements 6. FDDI/N2106 Soft Skill <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units

Keywords/ Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill achieving the objectives of the function.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an trainee must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an trainee may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge & Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an trainee needs in order to perform up to the required standard.

Keywords/ Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
TBD	To be Determined

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for carrying out basic cutting operations.

Unit Code	FDDI/N2201
Unit Title (Task)	Carrying out Basic Cutting Operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out cutting operations
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Cutting Operation and Quality standard • Self up gradation & Proper placing • Testimonial & Reporting
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Cutting Operation and Quality standard	<p>PC1. Always ensure that work area is free from any type of hazards</p> <p>PC2. Understanding job role & responsibility</p> <p>PC3. Asking questions for doubt on more information of tasks</p> <p>PC4. Review of the special instructions for work target</p> <p>PC5. Use of Proper tools & equipments</p> <p>PC6. Safety measures check up</p> <p>PC7. Correct component selection</p> <p>PC8. Quality check of the materials to be used</p> <p>PC9. Follow the specification in terms of color matching of products wherever necessary</p> <p>PC10. Defects reporting in the material</p> <p>PC11. Product making of all operations done safely, fulfilling the targets</p> <p>PC12. Maintain the quality of component or parts as per standard required</p> <p>PC13. Proper work that does not confirm to required quality standards</p> <p>PC14. Reporting of any damaged work to the work floor incharge</p> <p>PC15. Prompt and accurate reporting of any problem which affect services</p> <p>PC16. Follow the procedures of company reporting about defective tools and machines which are harmful to work</p> <p>PC17. Utilization of best opportunities for progress</p> <p>PC18. Self-update & develop knowledge of the products</p> <p>PC19. Analyze with others when not sure of new products details</p> <p>PC20. Preparation for production and control of damage</p> <p>PC21. Analyze feedback from team members about work performance</p> <p>PC22. Ask for any kind of help or any information from the Co-workers/ Colleague in a polite manner</p> <p>PC23. Honestly and promptly respond to colleagues of their request</p> <p>PC24. Check that work area should be safe and secure after completion of work</p> <p>PC25. Complete forms, records and other documentation</p> <p>PC26. Organizational policies and procedure for legal work requirements</p> <p>PC27. Check that work platform is clean always</p> <p>PC28. Check the work ticket or job card according to the job role follow the functions & responsibilities</p> <p>PC29. If unsatisfied or unclear, ask question for more information</p> <p>PC30. Production purpose counting of the components for product making</p> <p>PC31. Selection of the proper tools and materials for work</p> <p>PC32. Process of setting up the equipment</p>

	<p>PC33. Check that tools & materials are safe and clean for use</p> <p>PC34. Before commencing the cutting process, materials quality & characteristic check is compulsory</p> <p>PC35. For hand cutting & machine cutting purpose, use of tools & equipment</p> <p>PC36. Try to avoid any damage to self and other equipments</p> <p>PC37. In Basic Cutting neglect the improper material</p> <p>PC38. Calculate the number of components required for product making</p> <p>PC39. With supervisor, under his supervision agree and fulfill the target</p> <p>PC40. Before processing the components check the sample</p> <p>PC41. Honestly anticipate and respond to requests for assistance from co-workers</p> <p>PC42. Implementation for learning opportunities</p> <p>PC43. Self-update of product knowledge</p> <p>PC44. Minimum wastage & maximum utilization</p> <p>PC45. Nesting & pattern interlocking</p> <p>PC46. During service period any relevant to problem or risk immediately report to supervisor</p> <p>PC47. Check with other co-workers if not sure of new product details</p> <p>PC48. Identify and respond defects due to mishandling</p> <p>PC49. As per specification sheet produce the required batch of components, matching the production target</p> <p>PC50. Report repair of defect tools & equipment</p> <p>PC51. Waste materials returned safely for reuse</p> <p>PC52. Follow the close down instruction after completion of work</p>
Self up gradation & Proper placing	<p>PC53. Properly sort the material for production and minimise the risk of damage</p> <p>PC54. Systematically keep all forms, records and other documentation</p> <p>PC55. Organizational policies and procedures</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>KA1. Check that the materials is as per specification</p> <p>KA2. Illustrate Goods & Garments designs, styles and dimensions required for Basic Cutting leather for making Goods & Garments</p> <p>KA3. Able to identify the basic goods design</p> <p>KA4. Have the basic knowledge of measurement(cm)</p> <p>KA5. Know various parts & functions of various Basic Cutting machines</p> <p>KA6. Ensure the use of sample for leather Basic Cutting</p> <p>KA7. Ensure necessary preparation required for leather Basic Cutting</p> <p>KA8. Ensure various parts of leather; Butt, belly, neck, shoulder etc.</p> <p>KA9. Basic Cutting dies for different skins</p> <p>KA10. Able to cut the Hand bag, Messenger Bag, etc.</p> <p>KA11. Follow the instructions on the work ticket/ job Card in line</p> <p>KA12. Perform basic hand cutting operations</p> <p>KA13. Perform basic machine cutting operations</p> <p>KA14. Knowledge of damaged tools & equipments</p> <p>KA15. Leave work area safe and secure when work is complete</p>

	<p>KA16. Set machine pressure for the materials being cut</p> <p>KA17. Respond accordingly where cut items do not meet production specification</p> <p>KA18. Minimize and dispose the waste materials in the approved manner</p> <p>KA19. Clean and make safe machines after use</p> <p>KA20. Carry out basic maintenance of own machines</p> <p>KA21. Pass the cut components to the next stage in the manufacturing process after validation</p> <p>KA22. Report risks/problems likely to affect services to the relevant person promptly and accurately</p>
B. Technical Knowledge	<p>KB1. Use of specification chart</p> <p>KB2. Common factors affect Basic Cutting</p> <p>KB3. Different types of dies</p> <p>KB4. Defects in leather</p> <p>KB5. Common hazards in the work area and work place procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p><u>Writing Skills</u></p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> <p>SA1. Write in English or local language as applicable</p> <p>SA2. Fill up correctly technical forms, application, charts, activity log books in the prescribed format of the company</p> <p><u>Reading Skills</u></p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u></p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> <p>SA5. Should be able to listen</p> <p>SA6. Communicate properly with seniors</p>
B. Professional Skills	<p><u>Quick Decision</u></p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> <p>SB1. Identify the defects and follow the procedure</p> <p>SB2. Take actions in terms of any deviations from the process</p> <p><u>Planning and Arrangement</u></p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> <p>SB3. Preparing the targets along with the supervisors and the co workers</p> <p>SB4. Arrange tools and equipments for work</p> <p>SB5. Planning for placing the different components in an organized manner on a daily basis</p> <p>SB6. Fix targets to produce requisite batch of cut components</p>

	<p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards SB15. implementation of the information gathered from observation, experience, reasoning, or communication to act efficiently</p>
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FDDI/N2201

Carrying out Basic Cutting Operations

NOS Version Control

NOS Code	FDDI/N2201		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Contribute to achieving product quality in basic cutting operations.

Unit Code	FDDI/N2202
Unit Title (Task)	Contribute to achieving product quality in basic cutting operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Maintaining product quality in closing operations.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Follow quality standard • Faults & verification • Reporting and Record keeping
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Follow quality standard	PC1. Standardization of quality PC2. During production, components should match with specifications PC3. Follow the specification sheet PC4. Continue the required productivity PC5. Quality checks at agreed intervals and in the approved way PC6. Quality check reporting PC7. Replace defective materials & component of the product Identify the problems and report to appropriate supervisor PC8. Maintain the production without minimizing the quality and minimum downtime PC9. Identify faults and take action within the limits of the responsibility PC10. Find out defect in finished product PC11. If defect cannot be identified, immediately follow the reporting procedures PC12. Safely maintain record
Knowledge and Understanding (K)	
A. Organizational Context	KA1. Safe working practices and organizational procedures KA2. The organization's procedures and guidelines KA3. Quality systems practiced in the organization KA4. Equipment operating procedures / manufacturer's instructions KA5. Regular quality checkpoints while Basic Cutting KA6. The importance of complying with written instructions
B. Technical Knowledge	KB1. Different types of faults that are likely to be found and how to put them right KB2. Consequences of Basic Cutting components out of sequence and how to prevent it occurring KB3. The importance of marking leather defects KB4. Own responsibilities at work during production
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> The candidate/ trainee on the job needs to know and understand how to: SA1. Write in English or local language as applicable SA2. Fill up correctly technical forms, application, charts, activity log books

	<p>in the prescribed format of the company</p> <p><u>Reading Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u> The candidate/ trainee on the job needs to know and understand how to: SA5. Listen properly SA6. Communicate properly with seniors</p>
<p>B. Professional Skills</p>	<p><u>Quick Decision</u> The candidate/ trainee on the job needs to know and understand how to: SB1. Identify the defects and follow the procedure SB2. Take actions in terms of any critical from the process</p> <p><u>Planning and Arrangement</u> The candidate/ trainee on the job needs to know and understand how to: SB3. Prepare the targets along with the supervisors and the co workers SB4. Arrange tools and equipments for work SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Fix targets to produce requisite batch of cut components</p> <p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards</p>

	SB15. implement the information gathered from observation, experience, reasoning, or communication to act efficiently
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NOS Version Control

NOS Code	FDDI/N2202		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Maintaining the work area, tools and machines.

Unit Code	FDDI/N2203
Unit Title (Task)	Maintaining the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Maintaining the work area, tools and machines.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Preparation & Maintaining equipments, work area and machine • Good working habit • Documentation
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation & Maintaining equipments, work area and machine	PC1. Proper & safe handling of the instruments (tools, machine, material) PC2. Use proper handling & lifting Instructions PC3. Reduction of waste material PC4. Preparation of work PC5. Maintain good atmosphere at working area PC6. Deal with work interruptions PC7. Carefully moving in work area PC8. Importance of tools and equipment PC9. Running maintenance to be carried out PC10. Outside responsibility, other than job role (maintenance, etc.) PC11. Report unsafe instruments PC12. Machine guards or protector are in correct place PC13. Good working posture PC14. Use proper equipment PC15. Dispose off waste safely in the designated location PC16. After use of tools keep safely PC17. Records and documentation PC18. Proper lighting, ventilation for comfortable work PC19. Give inputs in completing documentation PC20. Outside your area of responsibility, report things which required to have a check PC21. Safe handling of the materials, equipment and tools PC22. Maintain environment to secure stock from theft, damage
Knowledge and Understanding (K)	
A. Organizational Context	KA1. Carry out cleaning according to schedules and limits of responsibility KA2. Personal hygiene and duty of care KA3. Safe working practices and organizational procedures KA4. The organization's rules, codes and guidelines(including timekeeping) KA5. The company's quality standards KA6. The importance of complying with written instructions KA7. Equipment operating procedures / manufacturer's instructions
B. Technical Knowledge	KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions

	<p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different types of cleaning equipment and substances and their use</p> <p>KB6. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p><u>Writing Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA1. Write in English or local language as applicable SA2. Fill up correctly technical forms, application, charts, activity log books in the prescribed format of the company</p> <p><u>Reading Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u> The candidate/ trainee on the job needs to know and understand how to: SA5. Listen properly SA6. Communicate properly with seniors</p>
<p>B. Professional Skills</p>	<p><u>Quick Decision</u> The candidate/ trainee on the job needs to know and understand how to: SB1. Identify the defects and follow the procedure SB2. Take actions in terms of any deviations from the process</p> <p><u>Planning and Arrangement</u> The candidate/ trainee on the job needs to know and understand how to: SB3. Prepare the targets along with the supervisors and the co workers SB4. Arrange tools and equipments for work SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Fix targets to produce requisite batch of cut components</p> <p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors</p>

	<p>SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards SB15. implement the information gathered from observation, experience, reasoning, or communication to act efficiently</p>
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NOS Version Control

NOS Code	FDDI/N2203		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Maintaining the health safety and security requirements at workplace.

Unit Code	FDDI/N2204
Unit Title (Task)	Maintaining the health safety and security requirements at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Maintaining the health safety and security requirements at workplace.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Good instruction for Health • Requirements for safety and security • Take action of report
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Good instruction for Health	PC1. Health and safety related instructions PC2. Utilization of personal protective equipment PC3. Own activities in line and procedures PC4. Healthy lifestyle PC5. Follow the management system PC6. If possible, Identify and correct malfunctions in machine and tools PC7. Report if not rectified of malfunctions (machine) PC8. As per instruction store materials and equipment PC9. Safely handle waste and debris PC10. Controlling to own actions for risk/accident PC11. Risk clarification from supervisor or authorized personal PC12. If any incident happen take the action based instruction PC13. Follow organization procedures
Requirements for safety and security	PC14. Keep away from potential risks and threats. PC15. Keep work area free from hazards PC16. Participate in mock drills for safety PC17. Basic training of first aid, fire-fighting etc.
Knowledge and Understanding (K)	
A. Organizational Context	KA1. Minimize health and safety risks to self and others due to own actions KA2. Report hazards and potential risks/threats to supervisors or other authorized personnel KA3. 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 KA4. Organizational procedures for safe handling of equipment and machine operations KA5. Potential accidents and emergencies and response to these scenarios KA6. Details of personnel trained in first aid, fire-fighting and emergency response KA7. Actions to take in the event of a mock drills/evacuation procedures or actual accident, emergency or fire

B. Technical Knowledge	KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Proper disposal system for waste and by-products KB4. Signage related to health and safety and their meaning KB5. Importance of sound health, hygiene and good habits
Skills (S)	
A. Core Skills/ Generic Skills	<p><u>Writing Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA1. Write in English or local language as applicable SA2. Fill up correctly technical forms, application, charts, activity log books in the prescribed format of the company</p> <p><u>Reading Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u> The candidate/ trainee on the job needs to know and understand how to: SA5. Listen properly SA6. Communicate properly with seniors</p>
B. Professional Skills	<p><u>Quick Decision</u> The candidate/ trainee on the job needs to know and understand how to: SB1. Identify the defects and follow the procedure SB2. Take actions in terms of any critical from the process</p> <p><u>Planning and Arrangement</u> The candidate/ trainee on the job needs to know and understand how to: SB3. Prepare the targets along with the supervisors and the co workers SB4. Arrange tools and equipments for work SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Fix targets to produce requisite batch of cut components</p> <p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them</p>

	<p>SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards SB15. implement the information gathered from observation, experience, reasoning, or communication to act efficiently</p>
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FDDI/N2204

Maintaining the health safety and security requirements at workplace

NOS Version Control

NOS Code	FDDI/N2204		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Comply with industry regulatory and organizational requirements.

Unit Code	FDDI/N2105
Unit Title (Task)	Comply with industry regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Comply with industry regulatory and organizational requirements.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Organizational requirements • Industry and regulatory • Identify and report
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Organizational requirements	PC1. Organizational instructions and procedures. PC2. Clarification from senior person on policies & procedures PC3. Implementation of policies and procedures at work place PC4. Support to the supervisor and team members PC5. Report any deviations to requirements
Knowledge and Understanding (K)	
A. Organizational Context	KA1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures KA2. Seek and obtain clarifications on policies and procedures, from supervisor or authorized personnel KA3. Apply and follow these policies and procedures within work practices KA4. Provide support to supervisor and team members in enforcing these considerations KA5. Identify and report any possible deviation to requirements
B. Technical Knowledge	KB1. Country / customer specific regulations
Skills (S)	
A. Core Skills/ Generic Skills	<p><u>Writing Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA1. Write in English or local language as applicable SA2. Fill up correctly technical forms, application, charts, activity log books in the prescribed format of the company</p> <p><u>Reading Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u> The candidate/ trainee on the job needs to know and understand how to: SA5. Listen properly</p>

	SA6. Communicate properly with seniors
B. Professional Skills	<p><u>Quick Decision</u> The candidate/ trainee on the job needs to know and understand how to: SB1. Identify the defects and follow the procedure SB2. Take actions in terms of any critical from the process</p> <p><u>Planning and Arrangement</u> The candidate/ trainee on the job needs to know and understand how to: SB3. Prepare the targets along with the supervisors and the co workers SB4. Arrange tools and equipments for work SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Fix targets to produce requisite batch of cut components</p> <p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards SB15. implement the information gathered from observation, experience, reasoning, or communication to act efficiently</p>

FDDI/N2105

Comply with industry regulatory and organizational requirements

NOS Version Control

NOS Code	FDDI/N2105		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018

National Occupational Standard

Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Soft Skill.

Unit Code	FDDI/N2106
Unit Title (Task)	Soft Skill
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability required for Soft Skill.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Daily Practicing habit with workers and instructions • Proper behavior & Communication and Positive attitude • Time management skill
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Practices with co-workers in written & verbal instructions	PC1. Practices with co-workers PC2. Co-ordinations within group PC3. Health practices during working period PC4. Use of hygiene factors PC5. Time Management PC6. Follow written & verbal instructions of supervisor PC7. Coordinating with co-workers PC8. Barrier in communication PC9. Positive Attitude PC10. Good written communication with co-workers PC11. Cooperate with co-workers in efficient work PC12. Effective oral communication with co-workers PC13. Follow work culture (Organization)
Effective communication & Proper behavior, Positive attitude	PC14. Reading skills PC15. Writing skills PC16. Meetings with supervisor
Hygiene	PC17. Different types of hygiene factor
Knowledge and Understanding (K)	
A. Organizational Context	KA1. Teamwork and collaboration KA2. Adaptability KA3. Problem solving KA4. Critical observation KA5. Conflict resolution
B. Technical Knowledge	KB1. Listening Skills KB2. Counselling Skills KB3. Stress Management KB4. Confidentiality KB5. Group Working KB6. Interpersonal Communication Skills
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The candidate/ trainee on the job needs to know and understand how to:</p> SA1. Write in English or local language as applicable SA2. Fill up correctly technical forms, application, charts, activity log books in the prescribed format of the company

	<p><u>Reading Skills</u> The candidate/ trainee on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, reports, job cards etc</p> <p><u>Oral Communication (Listening and Speaking Skills)</u> The candidate/ trainee on the job needs to know and understand how to: SA5. Listen properly SA6. Communicate properly with seniors</p>
<p>B. Professional Skills</p>	<p><u>Quick Decision</u> The candidate/ trainee on the job needs to know and understand how to: SB1. Identify the defects and follow the procedure SB2. Take actions in terms of any critical from the process</p> <p><u>Planning and Arrangement</u> The candidate/ trainee on the job needs to know and understand how to: SB3. Prepare the targets along with the supervisors and the co workers SB4. Arrange tools and equipments for work SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Fix targets to produce requisite batch of cut components</p> <p><u>Customer Satisfaction</u> The candidate/ trainee on the job needs to know and understand how to: SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service SB8. Evaluate and cut components as per client specifications</p> <p><u>Problem Solving</u> The candidate/ trainee on the job needs to know and understand how to: SB9. Clarify instructions given by the supervisors SB10. Identify possible defects with the cut components SB11. Verify the defects and rectify them SB12. Report to the senior if problems cannot be rectified</p> <p><u>Analytical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB13. Diagnose common problems in the machine based on visual inspection</p> <p><u>Typical Thinking</u> The candidate/ trainee on the job needs to know and understand how to: SB14. control the quality standards of the components as per customer standards SB15. implement the information gathered from observation, experience,</p>

	reasoning, or communication to act efficiently
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NOS Code	FDDI/N2106		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	07/11/2016
Industry Sub – sector	Goods & Garments	Last reviewed on	28/02/2017
Occupation	Basic Cutting	Next review date	31/12/2018