

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Stitcher (Leather Goods & Garments)

Qualification Pack Code LSS /Q5501

Sector Skill Council Leather

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 center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center 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

NOS	PC	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N5501 (Stitch components to produce leather goods& garments)	PC1. Make sure the work area is free from hazards	100	2	0	2
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of your job role		1	0	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	0	2
	PC4. Agree and review your agreed upon work targets with your supervisor		1	0	1
	PC5. and check for special instructions, if any		1	0	1
	PC6. Use the correct tools and equipment		6	5	1
	PC7. Check that equipment is safe and set up in readiness for use		1	0	1
	PC8. Select the correct component parts for the style being worked on		1	0	1
	PC9. Check that the materials to be used are free from faults		1	0	1

	PC10. Ensure the materials used meet the specification matching <ul style="list-style-type: none"> • Within a product • Between a pair of products where applicable 	7	5	2
	PC11. Report faults in the materials	1	0	1
	PC12. Carry out operations at a rate which maintains work flow and meets production targets	1	0	1
	PC13. Conform to company quality standards	1	0	1
	PC14. Report any damaged work to the responsible person	1	0	1
	PC15. 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	1	0	1
	PC16. Seek feedback from team mates on work related performance	1	0	1
	PC17. Ask for help and information from your colleagues, when necessary, in a polite manner	1	0	1
	PC18. Anticipate and respond to requests for assistance from colleagues willingly and politely	2	0	2
	PC19. Follow and utilize opportunities for learning	1	0	1
	PC20. Update and develop knowledge of the products	1	0	1
	PC21. Check with others when unsure of new product details	1	0	1
	PC22. Sort and place work to assist the next stage of production and minimise the risk of damage	1	0	1
	PC23. Leave work area safe and secure when work is complete	2	0	2
	PC24. Complete forms, records and other documentation	1	0	1
	PC25. Work in conformance to legal requirements, organizational policies and procedures	1	0	1
	PC26. Make sure the work area is free from hazards	6	5	1
	PC27. Carry out work functions in line with	1	0	1

	the responsibilities of your job role			
	PC28. Examine the specific item to identify what type of stitching is best suited	2	0	2
	PC29. Ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries	2	0	2
	PC30. Estimate the expected length of time for the process	1	0	1
	PC31. Set up machine according to production requirements- <ul style="list-style-type: none"> • Post Bed Sewing M/c • Computerized Sewing M/c • Zig Zag M/c • Embroidery M/c • Thread cutter for Non-Leather components 	1	0	1
	PC32. Use the correct machine, tools and equipment	1	0	1
	PC33. Set Machine controls for the materials being stitched	1	0	1
	PC34. Perform a test run to ensure machine is operating correctly	1	0	1
	PC35. Adjust machine controls where necessary	1	0	1
	PC36. Report defective machines, tools and/or equipment to the responsible person	6	5	1
	PC37. Operate machines safely and in accordance with guidelines	2	0	2
	PC38. Optimize the positioning and layout of materials to ensure a smooth and rapid throughout	1	0	1
	PC39. Check the equipment prior to making the stitching, including: <ul style="list-style-type: none"> • Correct controls • Correct attachments • Changing needles • Changing threads • Changing awls • Correct Timing • Threading - threading sequence, thread tension, stitch quality • Bobbin- winding & changing 	13	10	3

	PC40. Adjust the tension and stitch length		1	0	1
	PC41. Stitch the correct materials in the right sequence as required by the production specification		2	0	2
	PC42. Pass the stitched item to the next stage in the manufacturing process after validation		2	0	2
	PC43. Respond accordingly where stitched items do not meet production specification		1	0	1
	PC44. Minimise and dispose of waste materials in the approved manner		1	0	1
	PC45. Seek feedback from team mates on work related performance		1	0	1
	PC46. Ask for help and information from your colleagues, when necessary, in a polite manner		1	0	1
	PC47. Anticipate and respond to requests for assistance from colleagues willingly and politely		2	0	2
	PC48. Follow and utilize opportunities for learning		1	0	1
	PC49. Update and develop knowledge of the products		1	0	1
	PC50. Check with others when unsure of new product details		1	0	1
	PC51. Clean and make safe machines after use		1	0	1
	PC52. Carry out basic maintenance of own machines		2	0	2
	PC53. Report risks/ problems likely to affect services to the relevant person promptly and accurately		1	0	1
	PC54. Complete forms, records and other documentation		2	0	2
	PC55. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
		Total	100	30	70
2. LSS/N5502(Contribute to achieving the product quality in stitching operations)	PC1. Identify and use materials required based on the job card/ work ticket	50	1	0	1
	PC2. Take the necessary action when materials do not conform to company quality standards		6	5	1
	PC3. Report and replace identified faulty		11	10	1

	materials and component parts which do not meet specification				
	PC4. Carry out work safely and at a rate which maintains work flow		1	0	1
	PC5. Report to the responsible person when the work flow of other production areas disrupts work		2	0	2
	PC6. Test, sort, track feed and examine work in progress		11	10	1
	PC7. Carry out quality checks at specified intervals according to instructions		1	0	1
	PC8. Apply the allowed tolerances		1	0	1
	PC9. Identify faults and take appropriate action for rectification		1	0	1
	PC10. Make adjustments promptly to return product to specification		1	0	1
	PC11. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		1	0	1
	PC12. Report faults in other processes to the appropriate person		11	10	1
	PC13. Maintain the required productivity and quality levels		1	0	1
	PC14. Complete and maintain documentation		1	0	1
		Total	50	35	15
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		1	0	1
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		3	0	3
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		5	0	5
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		8	5	3
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		1	0	1
	PC11. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC12. Ensure that the correct machine guards are in place		2	0	2

	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		2	0	2
	PC15. Dispose waste safely in the designated location		11	10	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store documentation		2	0	2
	PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working		1	0	1
	PC19. Give inputs and assist in completing documentation		1	0	1
	PC20. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC21. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		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	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		1	0	1
	PC3. Carry out own activities in line with approved guidelines and procedures		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		6	5	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organisational requirements		1	0	1
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to		0.5	0	0.5

	self and others due to own actions				
	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		0.5	0	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		6	5	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	PC18. Follow organisation procedures for shutdown and evacuation when required		1	0	1
		Total	25	10	15
5. LSS/N8701- (Comply with industry, regulatory and organisational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	9	5	4
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	0	3
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		9	5	4
	PC5. Identify and report any possible deviation to these requirements		2	0	2
		Total	25	10	15