

Model Curriculum

Stitcher (Goods & Garments)

SECTOR: LEATHER
SUB-SECTOR: GOODS & GARMENTS
OCCUPATION: STITCHING
REF. ID: LSS/Q5501, VERSION 1.0
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: 'Stitcher – Goods & Garments' QP No. 'LSS/Q.5501 NSQF Level 4'

Date of issuance: January 4th, 2016

Valid up to: November 3rd, 2016

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



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Stitcher (Goods & Garments)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Stitcher (Goods & Garments)”, in the “Leather” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Stitcher (Goods & Garments)		
Qualification Pack Name & Reference ID.	LSS/Q5501, Version 1.0		
Version No.	1.0	Version Update Date	31-12 – 2015
Pre-requisites to Training	Class V with 2-3 Years prior experience as helper in goods/garment manufacturing.		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Gain familiarity with the stitching trade: General introduction to trade, leather manufacturing process and role of a stitcher in leather industry. • Stitch components to produce leather goods & garments: Stitch components for leather goods using machines or by hand. • Contribute to achieving the product quality in stitching operations: Monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications. • Maintain the work area, tools and machines: Organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms. • Maintain health, safety and security at workplace: Comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others. • Comply with industry, regulatory and organisational requirements: Complying with industry, regulatory and organizational requirements at the workplace. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Stitcher (Goods & Garments)” Qualification Pack issued by “SSC: Leather Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Overview of leather industry and stitching operation in goods/garment sector</p> <p>Theory Duration (hh:mm) 01:00</p> <p>Practical Duration (hh:mm) 00:00</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 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 the task. 	Chairs, Trainers desk and computer, Student table, Projector, White projector screen, White board, Flip chart display stand, Safety hazard signs, Newspaper, Stationery, PPE set
2	<p>Stitch components to produce leather goods & garments</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 61:00</p> <p>Corresponding NOS Code LSS/N 5501</p>	<ul style="list-style-type: none"> • Select the correct component parts for the style being worked on • Check that the materials to be used are free from faults and report if any • Carry out operations at a rate which maintains work flow and meets production targets • Sort and place work to assist the next stage of production and minimise the risk of damage • Complete forms, records and other documentation • Work in conformance to legal requirements, organizational policies and procedures • Perform hand stitching operation • Set up machine according to manufacturers’ instructions and production requirements • Perform machine stitching operation • Report risks/ problems likely to affect services to the relevant person promptly and accurately 	Post bed sewing machine, Computerized sewing machine, Zig Zag machine, Embroidery machine, Flatbed sewing machine, Cylinder bed type sewing machine, Sample leather pieces, Eyeleting tool, Revolving punch, Hand creasing machine with tools, Thread trimmer, Scissors, Stitching awl, Stitch maker, Spring divider, Steel rule, Khurpi, Wooden mallet, Indenting scissors, Hand clicking knife, Pricking awl, Lasting pincers, Iron head hammer, Screwdriver, Riveting tool, Bone folder, Edge setting iron, Welt knife, Nail puller, Leather thickness measuring gauge, Manchester nippers, Spring divider, Hand sewing needles, Thread, Dendrite paste, Pasting brushes
3	<p>Contribute to achieving the product quality in stitching operations</p>	<ul style="list-style-type: none"> • Identify and use materials required based on the job card/ work ticket 	Sample leather defects materials, Leather thickness measuring gauge, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 29:00 Corresponding NOS Code LSS/N5502	<ul style="list-style-type: none"> • Take the necessary action when materials do not conform to company quality standards • Test, sort, track feed and examine work in progress • Carry out quality checks at specified intervals according to instructions • Apply the allowed tolerances • Identify faults and take appropriate action for rectification • Complete and maintain documentation 	
4	Maintain the work area, tools and machines Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code LSS/N8501	<ul style="list-style-type: none"> • Ensure housekeeping and safety • Maintain workplace, tools and equipment 	Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom
5	Maintain health, safety and security at workplace Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 22:00 Corresponding NOS Code LSS/N8601	<ul style="list-style-type: none"> • Identify and correct malfunctions in machinery and equipment • Minimize health and safety risks to self and others due to own actions • Monitor the workplace and work processes for potential risks and threats • Carry out periodic walk-throughs to keep work area free from hazards and obstructions, if assigned • 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 • Follow organisation procedures for shutdown and evacuation when required 	First aid kit, Fire extinguisher, PPE Set
6	Comply with industry, regulatory and organisational requirements	<ul style="list-style-type: none"> • Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures 	Sample legal documents

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 22:00 Corresponding NOS Code LSS/N8701	<ul style="list-style-type: none"> Apply and follow policies and procedures within your work practices Identify and report any possible deviation to ethical requirements 	
	Total Duration Practical Duration 09.00 Corresponding NOS Code 192.00	Unique Equipment Required: Post bed sewing machine, Flat bed sewing machine, Cylinder bed type sewing machine, Computerized sewing machine, Zig Zag machine, Embroidery machine, Sample leather pieces, Eyeleting tool, Revolving punch, Hand creasing machine with tools, Thread trimmer, Scissors, Stitching awl, Stitch maker, Spring divider, Steel rule, Khurpi, Wooden mallet, Indenting scissors, Hand clicking knife, Pricking awl, Lasting pincers, Iron head hammer, Screwdriver, Riveting tool, Bone folder, Edge setting iron, Welt knife, Nail puller, Leather thickness measuring gauge, Manchester nippers, Spring divider, Hand sewing needles, Thread, Dendrite paste, Pasting brushes, Sample leather defects material, Gloves, Helmet, Safety shoe, Ear plug, Apron, Goggles, Cleaning cloth, Water bucket, Cleaning materials, Mop, Dust bin, Broom, First aid kit, Fire Extinguisher and Sample legal documents.	

Grand Total Course Duration: 120 Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Stitcher (Goods and Garments)” mapped to Qualification Pack: “LSS/Q5501, Version 1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “LSS/Q5501, 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	10 th with 18 months certificate course in Goods & Garments (any) and above
4a	Domain Certification	Certified for Job Role: “Stitcher (Goods & Garments)”, mapped to QP: “LSS/Q5501, Version 1.0”. The minimum accepted score should be “Grade B or Minimum 50%”
4b	Platform Certification	Certified for Job Role: “Trainer”, mapped to QP: “SSC/Q1402”. The minimum accepted score should be 50%
5	Experience	Minimum 6 years site experience with Stitcher (Goods & Garments) Level-4 qualified

Annexure: Assessment Criteria

Assessment Criteria for Stitcher (Goods and Garments)	
Job Role	Stitcher (Goods and Garments)
Qualification Pack	LSS/Q5501, Version 1.0
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 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	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practica I
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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practica l
	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 the responsibilities of your job role		1	0	1
	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 manufacturers' instructions and 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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practica I
	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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC55. Work in conformance to legal requirements, organizational policies and procedures		1	0	1
	NOS Total Marks	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 materials and component parts which do not meet specification		11	10	1
	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
	NOS Total Marks		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		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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practica l
	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
	NOS Total Marks	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

NOS	PC	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practica I
	PC10. Minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	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
	NOS Total Marks		Total	25	10
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	



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