

QUALIFICATION FILE

Helper – Footwear Upper Making

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☒ Apprenticeship
☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 2

Submitted By:

Leather Sector Skill Council

CFTI Campus, New Building 3rd Floor, 65/1, GST Road, Guindy, Chennai – 600032

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Section 1: Basic Details

1.	Qualification Name	Helper – Footwear Upper Making								
2.	Sector/s	Leather								
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: 2022/LT/LSSC/06846 & V2.0		Qualification Name of existing/previous version: Helper - Upper Making/ V1.0						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA								
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-02-LT-046072025-V2-LSSC	6. NCrF/NSQF Level: 2							
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate								
8.	Brief Description of the Qualification	The primary responsibility of a Helper – Footwear Upper Making is to provide assistance to the footwear machine operators involved in material cutting, insole building, stitching, skiving, etc. and carries out folding, adhesive adding and edge colouring. He /She is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule								
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ability to read and write</td> <td>NA</td> </tr> </tbody> </table> b. Age:			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Ability to read and write	NA
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)								
1	Ability to read and write	NA								
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	12	11. Common Cost Norm Category (I/II/III) (wherever applicable): I							
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA								

13.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	☒ Offline ☐ Online ☐ Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	100 hrs	200hrs	60 hrs	-	360hrs
		Online	-	-	-	-	-
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/ 8156.2602					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Attached in Annexure 4					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:					
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: Speech and Hearing Impairment, Locomotor Disability, Acid Attack Victims, Dwarfism and Mild ID.					
19.	How Participation of Women will be Encouraged	Participation of women will be encouraged through equal opportunities, skill development, safe workplaces, and supportive policies promoting inclusivity.					
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	☒ Yes ☐ No Nos Code - LSS/N8601, Modules name - Energy/electricity conservation practices & Effective waste management/recycling practice					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Sanjay Kumar Email: lssc@leatherssc.org Contact No.: 04435101288 Website: https://leatherssc.org/					
23.	Final Approval Date by NSQC: 07 th Oct 2025	24. Validity Duration: 36 Months				25. Next Review Date: 07 th Oct 2028	

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/ Module Code & Version (if applicable)	Core/ non- core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT- Man.	OJT- Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Carry out supporting activities on cutting operations in footwear.	LSS/N2306 & V3.0	core	2	2	15:00 hrs	45:00 hrs	--	--	60:00 hrs	12	48	-	-	60	20%
2.	Carry out supporting activities on pre-closing operations in footwear.	LSS/N2205 & V2.0	core	2	2	15:00 hrs	45:00 hrs	--	--	60:00 hrs	12	48	-	-	60	20%
3	Carry out supporting activities on closing operations in upper making.	LSS/N2206 & V3.0	Core	2	2	30:00 hrs	30:00 hrs	--	--	60:00 hrs	12	48	-	-	60	20%
4	Support to achieving product quality in footwear upper making.	LSS/N3302 & V3.0	Core	2	1	08:00 hrs	22:00 hrs	--	--	30:00 hrs	35	15	-	-	50	10%
5.	Maintain health safety and security a clean work area and equipment use optimized resources at the workplace, and comply with industry & organizational Requirements	LSS/N8601 & V6.0	Non - core	2	1	12:00 hrs	18:00 hrs	--	--	30:00 hrs	40	60	-	-	100	10%

6.	Employability Skills (30 hours)	DGT/VSQ/N 0101 & V1.0	Non - core	2	1	10:00 hrs	20:00 hrs	--	--	30:00 hrs	20	30	-	-	50	10%
7.	On-the-Job Training (OJT)	N/A	Core	2	2	-	-	60 hrs	-	-	-	-	-	-	-	-
8.	Develop ability to adapt to new tasks technologies and processes while maintaining a continuous learning mindset	LSS/N2215 & V1.0	Core	2	1	10:00 hrs	20:00 hrs	--	--	30:00 hrs	20	30	-	-	50	10%
Duration (in Hours) / Total Marks					12	100	200	60	--	360	151	279			430	100%

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Trainer Prerequisites						
		Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	
		Graduate in any discipline.	Any	4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
		Diploma in any discipline	Any	6	Supervisory job role in cutting/closing dept. in	2		Leather/non-leather footwear industry experience is prepared

					footwear Industry			
		12 th Class	Any	8	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Master Trainer Prerequisites						
		Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	
		Graduate in any discipline.	Any	8	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
		Diploma in any discipline	Any	10	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
	12 th Class	Any	10	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared	
3.	Tools and Equipment Required for Training	☑Yes ☐No (If "Yes", details to be provided in Annexure) Available in Annexure 1						
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA						

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Assessor Prerequisites						
		Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	
		Graduate in any discipline.	Any	4	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
		Diploma in any discipline	Any	6	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
		12 th Class	Any	8	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma or Graduate in any discipline.						
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Lead Assessor Prerequisites						
		Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
				Years	Specialization	Years	Specialization	
		Graduate in any discipline.	Any	8	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared

		Diploma in any discipline	Any	10	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
		12 th Class	Any	12	Supervisory job role in cutting/closing dept. in footwear Industry	2		Leather/non-leather footwear industry experience is prepared
4.	Assessment Mode (<i>Specify the assessment mode</i>)	Theory – Online or Offline Practical – Offline						
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (<i>details to be provided in Annexure-if it is different for Assessment</i>)						

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 22
5.	Estimated nos. of persons to be trained and employed: 20000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: yes If "No", why: Submitted to our Line ministry and awaiting for email.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure – Evidence of Level
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 1
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Annexure Name - Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Annexure 2
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Annexure – Blended Learning
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	NA
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Annexure 3
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Annexure 4
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Annexure 5
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Annexure 6
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	Helper – Footwear Upper Making is multi-skilled and is expected support in various process involved in making Footwear such as Designing, Cutting, Stamping /Embossing, Skiving, Edge Colouring, Folding, Stitching. He/she assist in preparing the work area for upper making, assist in contributing to product quality.	The activities identified are the repetitive on regular basis with little application of understanding in the production unit he/she is deployed in. Considering the outcomes the job roles is pegged at level 02	2
Professional and Technical Skills/ Expertise	Helper- Footwear Upper Making prepares the work area by assisting the operator in organizing tools and equipment used for Footwear like keeping the work area clean and safe. He/ she is also involved in cleaning of tools and equipment's, movements of materials and products from the previous stage of production and to the next stage of production. They also report/ inform the operator in case of faulty materials, tools or equipment identified during assistance	A range of cognitive and practical skills required to accomplish tasks and accept challenges by selecting and applying basic methods, tools, materials and information in Helper – Footwear Upper Making job role. Hence NSQF Level is 2	2
Employment Readiness & Entrepreneurship	The process deployed are engage with the team member and workers, Making helping the upper making activities in Footwear.	The job role has the opportunity for working in the factory and also to support the organization. Hence it was pegged at level 2	2

Skills & Mind-set			
Broad Learning Outcomes/Core Skill	Helper- Footwear Upper Making is expected to report and inform the operator for faulty parts and stocks. He is required to understand manufacturing manuals and job instructions. All of this requires application of basic mathematic skills and organizing skills Helper has to continuously receive and understand instruction/ feedback from the operators and supervisors, therefore are expected to be good in communication skills. Jobholder is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working in the production unit.	Desired mathematical skill, organizing skill, understanding of social, professional and organizing information, communication to the next level is required. Hence NSQF Level is 2	2
Responsibility	The jobholder is mainly responsible for: - Assist in making upper of the leather and non-leather footwear Prepare the work area for the processes. - Assist in maintenance of tools and equipment's. The role of a upper making helper could vary from one production unit to another and also could depend on the type of Footwear being produced	So the job holder works based on instructions and close supervision of operators/ supervisors involved in Footwear parts making activities. Therefore, justifies the pegging of the QP at level 2 and not being responsible for ones work within defined limits (which is a requirement for Level 3). In his routine activity he/she does not always require continuous supervision (which is a requirement of level 1)	2

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment: Available in Annexure 1

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Thickness Gauge	Small Size	1
2	Splitting machine	Minimum width – 110 CM	1
3	Align Key set	NA	1
4	Gimping Scissor	NA	1
5	Teflon head hammer	NA	1
6	Steel scale	1 foot (30 CM)	1
7	Hole punches	Size 6, 7, 8, 9	1
8	Revolving punch	NA	1
9	Measuring tape	2 feet	1
10	Iron Box	NA	1
11	Bone folder	NA	1

12	Rotating Ironing Machine	Min. 5 Bar	1
13	Plastic/Texon board marking Patterns	NA	1
14	Marking jigs of standard size	NA	1
15	Adhesives containers	Min. 100 ml	1
16	Spring Divider	NA	1
17	Scissors	NA	1
18	Marking silver refill	Na	1
19	PPE's	Na	1
20	Edge burning heat rod	NA	1
21	Hand stitching thread	NA	1
22	Marking Pencil	NA	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software – 1 Nos
2. LCD Projector – 1 Nos
3. Projection Screen: 1 (minimum dimension 8/6) Ft – 1 Nos
4. White/Black Boards (4 Feet) - 1 Nos
5. UPS – 500VA – 1 Nos
6. Flip Charts – 1 Roll
7. First Aid Box – 1 Nos

Annexure: Industry Validation Summary

SL No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	Email ID
1	D2 International Pvt. Ltd.	Rajkamal Mukherjee	HR & Admin	P-78, Kasba Industrial Estate Phase-II, Kolka, West Bengal, India - 700107.	9051366222	hr@d2international.com
2	Crescent Export Syndicate	Ramzee Imtiaz	Compliance Head	Plot No. 1640, Bantala Leather Complex, Phase I, Zone- 9, West Bengal, Pin- 743502	9433268526	audit@crescentexp.com

3	Ashdhir Creation LLP	Rishi Ashdhir	Designated Partner	138/M, Picnic Garden Road, Near quality Ice cream factory, near Kustia, Tiljala, Kolkata, West Bengal- 700039	7595959520	rishiashdhir@gmail.com
4	Ayman Tanning Company Pvt. Ltd.	Sharib Ahmed	Director	36, Topsia Road, Uttar Panchannagram, Kolkata- 700039	9830080666	info@ayman.in
5	Jisan Enterprise	Rejoyan Molla	Manager	Vill- B. S. College More, P.O- Tangrakhali, P.S- Canning, Dist- South 24 Parganas, Pin- 743329, West Bengal	8391961420	rejoyan2005@gmail.com
6	Laskar Enterprise	Salauddin Laskar	Proprietor	Vill- Keyakona, P.S- Uttarkusum, P.S- Usthi, Dist- South 24 Parganas, Pin- 743375, West Bengal	9647345721	laskar.enterprise123@gmail.com
7	Arman Hossain Sardar	Arman Hossain Sardar	Proprietor	Banamalipur, Bansra, Jibantala, South 24 Parganas, West Bengal, Pin- 743363	9064555877	armanhossainsardar13@gmail.com
8	Halim Leather Centre	Abdul Halim Molla	Proprietor	Vill+P.O- Barzipur, P.S- Usthi, Dist- South 24 Parganas, Pin- 743375, West Bengal	8016505376	abdulhalimmolla01@gmail.com
9	A.V. Thomas Leather & Allied Products Private Limited	Zulfiqarali Kamal Basha	General Manager - Human Resources	12, Race Course Road, Guindy, Chennai - 600 032, Tamil Nadu	9790257222	zulfi@avtleather.com
10	India Shoes Exports Pvt.Ltd	K. Chandramohan	Head HR , Admin & Compliance	151/4, Mount Poonamallee Road, Ramapuram, Chennai - 600 089, Tamil Nadu	8939800466	hrm@indiashoesexports.in
11	Enco Shoes	A. Farook Basha	Admin Manager	350/3-B, Ammoor Road, Samathuvapuram, Ranipet - 632 402	9025492700	groupshr@encoshoes.com
12	Butler Leather Goods Factory India Pvt Ltd	AF Zafarul Islam	Director	No:74/1A2, 75/1A2, KVT Garden, Pullilune Village, Redhills , Chennai - 600 052	9952020278	zafar@butlerleather.com
13	VRD Exports	Rajeev Gupta	Manager HR	Khasra No. 2013/2, Village Runakta, Agra	9536121233	hr@vrdexports.in
14	Carson Overseas	Zubair Khan	Accounts	B 9,10 & 11 EPIP, Shahtripuram Agra	9267257111	accounts@carsonoverseas.in
15	J M Footwear	Ganesh Yadav	HR Manager	C-39, site- C, UPSIDC Industrial Area Sikandra Agra	8410157427	hr@jmfootex.com
16	Opel Footwear	Hirdesh Sisodiya	Partner	E-27, site-C, UPSIDC Sikandra Agra	9837619777	opelfootwearinfo@gmail.com
17	Milanya Footprints	Shivendra Kapoor	Director	UPSIDC Industrial Area Shastripuram Agra	8171716600	info@milanyafootprints.com
18	Milano Shoe Impex	Aman Shivhare	Director	E-55, site-C, Industrial Area Sikandra Agra	9058880515	amanshivhare@gmail.com
19	Tej Shoe Tech	Ravindra Dixit	Dy Gen. Manager HR	10th - 11th MILE STONE, Agra-Mathura Road, Artoni Agra - 282007	9837019640	tejshoetech@tejshoetech.in
20	Dawar Footwear	Rajeev Mishra	HR Manager	Near Babu Ashram, 12.5 km Agra Delhi Road Agra	9319206555	hrd@dawargroup.com
21	Hampton Shoes	Mr. M. Faisal	HR Manager	Arazi No-971, Katri Peepar Kheda, Kanpur-Lucknow Highway, Unnao- 209861	9838504452	faisal@hamptonshoes.in
22	Marvin Enterprises	Mr. Israrul Haq Khan	Director	CA 29-29, Nehru Bagh, Magarwara- Unnao	9839705608	marvinenterprises@rediffmail.com

23	M M Exim	Inamur Rahim	Proprietor	Plot Number- 206, Nehru bagh, Gate No-1, Magarwara Unnao- 209862	7525880672	mmexim28@gmail.com
24	Global Footwear	Mahesh Agarwal	Account Manager	A-5/1, 5/2, EPIP, Shashtripuram, Sikandra, Agra - 282 007	9837055119	accounts@globalfootwear.co.in

Annexure: Training & Employment Details

Training and Employment Projections: 20000

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	1000	1000	1000	1000	200	200
2025-26	3000	3000	3000	3000	300	300
2026-27	7000	7000	4000	4000	500	500

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: NA

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented: NA

- 1.
- 2.

Content availability for previous versions of qualifications: Available

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☒ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English, Hindi, Tamil, Bengali & Marathi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: NA

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐ Showing Practical Demonstrations to the learners		
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐ Tutorials/ Assignments/ Drill/ Practice		
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	NOS/Modules	Theory Marks	Practical Marks
LSS/N2306 - Carry out supporting activities on cutting operations in footwear.	Assist in preparations and upper cutting operations	12	48
	PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	4
	PC2. choose the tools and materials required for the cutting process and get the components from the designing section	1	4
	PC3. assist the cutter/ clicker performing the clicking operation	2	8
	PC4. count the number of pieces that have been cut for each design and prompt the cutter accordingly.	1	4
	PC5. inform the operator when the desired number of pieces required for the particular pattern is reached	1	6
	PC6. collect the cut uppers from the cutting section and sorts as per job card	1	4
	PC7. assist in splitting operations of cut components	2	8
	PC8. report any damaged components to the cutting or splitting operator	1	4
	PC9. ask questions to obtain more information on tasks when the instructions are unclear	1	2

	PC10. anticipate and respond to requests for assistance from colleagues willingly and politely	1	2
	PC11. update & develop knowledge of the products, check with others when unsure of new product details	-	2
	PC12. dispose of waste materials safely and return re-useable materials	-	-
	Total	12	48
LSS/N2205 - Carry out supporting activities on pre-closing operations in footwear	PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	2
	PC2. check that the number of cut components is equal to that in the work ticket/ job card	1	2
	PC3. sort and place the designed components and their grading to assist the next stage of production	-	2
	PC4. wear proper PPE's for the pre-closing operations	1	3
	PC5. assist in embossing and stamping operations	2	6
	PC6. set the correct parameters required for the embossing/stamping operation like pressure, temperature, and dwell time	1	3
	PC7. support in hand and machine skiving operations	2	6
	PC8. assist in setting the skiving machine with required parameters like RPM, knife sharpness, the width of the skiving, etc.,	1	3
	PC9. take the skived uppers and colour the edges of the components using a brush	-	3
	PC10. assist in reinforcement fusing/ironing set the correct parameters required for this operation like temperature dwell time and pressure	1	6
	PC11. apply the adhesive on the skived edges as per instruction	1	3
	PC12. check the quality and appearance of the product as per the specifications	1	3
	PC13. ask questions to obtain more information on tasks when the instructions are unclear	-	2
	PC14. update & develop knowledge of the products, check with others when unsure of new product details	-	2
	PC15. dispose of waste materials safely and return re-useable materials	-	2
	Total	12	48
LSS/N2206 - Carry out supporting activities on closing operations in upper making.	PC1. support the operator in checking the materials used meet the specification matching within a product between a pair of products where applicable	1	2
	PC2. choose the tools and materials required for the closing process like a stitching machine, hammer, stone, rivets, eyelets, adhesives, zips, fasteners, etc.,	1	2

	PC3. wear proper PPE's like face mask, hand gloves, safety shoes, eye protection glass, etc., while doing the closing operations	1	1
	PC4. apply adhesive on the skived edges as per the specifications	1	4
	PC5. assist in folding operations on the adhesive applied upper components	2	6
	PC6. perform attaching operation using jigs/patterns on the upper components and pass it to next operation	1	8
	PC7. assist the stitching operator in getting the materials and components from respective operators	2	6
	PC8. carry out the pairing of the upper components as per the shade of the leather/style and pass it to next operator	1	5
	PC9. check the quality and appearance of the product as per the specifications	1	6
	PC10. sort and place work to assist the next stage of production	1	2
	PC11. ask questions to obtain more information on tasks when the instructions are unclear	-	1
	PC12. anticipate and respond to requests for assistance from colleagues willingly and politely	-	2
	PC13. update & develop knowledge of the products, check with others when unsure of new product details	-	2
	PC14. dispose of waste materials safely and return re-useable materials	-	1
	Total	12	48
LSS/N3302 - Support to achieving product quality in footwear upper making	PC1. ensure materials and component parts meet specifications	5	1
	PC2. ensure the quality of the product meets specification during production	5	1
	PC3. maintain the required productivity and quality levels	-	2
	PC4. carry out quality checks at agreed intervals and in the approved way	5	1
	PC5. count and verify the number of uppers are as per job card at the start and end of every stage in the processes	-	2
	PC6. sort the components as per the job card after designing, clicking and skiving before passing it to the next stage of production	-	2
	PC7. ensure that the quality and appearance of the uppers are not affected during materials movement	5	1
	PC8. report and replace faulty materials and component parts which do not meet specification with the operators approval	5	1
	PC9. maintain the continuity of production with minimum interruptions and downtime	5	1
	PC10. identify faults and irregularities in equipment and machinery and report to your superior	5	1
	PC11. ensure minimum of wastage and their proper disposal	-	2
	Total	35	15

LSS/N8601: Maintain health safety and security a clean work area and equipment use optimized resources at the workplace, and comply with industry & organizational Requirements	PC 1 Compliance with health, safety and security requirements at the workplace	6	8
	PC 2 Carry out sales activity	4	6
	PC 3 Maintain hygiene and sanitation at the workplace	4	6
	PC 4 Maintain the work area	4	6
	PC 5 Perform maintenance operations	6	8
	PC 6 Compliance with industry, regulatory and organizational requirements	5	8
	PC 7 Respect diversity	5	6
	PC 8 Material conservation practices	-	-
	PC 9 Energy/electricity conservation practices	-	4
	PC 10 Effective waste management/recycling practices	6	8
	Total Marks	40	60
DGT/VSQ/N0101 – Employability Skills	PC 1 Introduction to Employability Skills	1	1
	PC 2 Constitutional values – Citizenship	1	1
	PC 3 Becoming a Professional in the 21st Century	1	3
	PC 4 Basic English Skills	2	3
	PC 5 Communication Skills	1	1
	PC 6 Diversity & Inclusion	1	1
	PC 7 Financial and Legal Literacy	3	4
	PC 8 Essential Digital Skills	4	6
	PC 9 Entrepreneurship	3	5
	PC 10 Customer Service	2	2
	PC 11 Getting ready for apprenticeship & Jobs	1	3
	Total Marks	20	30
On the Job Training (OJT)	PC1 Follow safety guidelines and use personal protective equipment correctly	-	-
	PC2 Identify and understand job roles and responsibilities	-	-
	PC3 Operate tools and machines as per instructions	-	-
	PC4 Perform tasks under supervision with accuracy and care	-	-
	PC5 Maintain cleanliness and organization at the workplace	-	-
	PC6 Follow production process steps as demonstrated	-	-
	PC7 Ask questions and seek clarification when needed	-	-
	PC8 Record work details as required by the supervisor	-	-
	PC9 Show improvement in speed and quality over time	-	-
	PC10 Work respectfully with team members and supervisors	-	-

	Total Marks	-	-
LSS/N2215 Develop the ability to adapt to new tasks, technologies, and processes, while maintaining a continuous learning mindset.	PC1: Demonstrate openness and positive attitude toward learning new tasks and responsibilities.	5	-
	PC2: Actively seek information and training on new technologies and processes relevant to the job.	5	-
	PC3: Apply newly acquired knowledge and skills to improve work performance.	5	-
	PC4: Accept and adjust to changes in work methods, tools, or organizational procedures without resistance.	-	5
	PC5: Participate in workshops, training sessions, or self-learning activities regularly.	-	5
	PC6: Reflect on feedback from supervisors and peers to identify areas for improvement.	-	5
	PC7: Share knowledge and learning experiences with colleagues to support team growth.	-	5
	PC8: Maintain motivation and perseverance when faced with challenges in adapting to changes.	-	5
	PC9: Demonstrate problem-solving skills by trying different approaches when new tasks or technologies are introduced.	-	5
	PC10: Keep updated with industry trends and best practices through reading, online resources, or networking.	5	-
	Total	20	30

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

Leather SSC has well defined assessment process wherein SSC directly executes & monitors the assessment through a pool of trained certified assessors. The assessors are available locally in all major clusters and Question banks are provided in the local language. Clear-cut Pre assessment, Assessment & Post Assessment strategies have been developed incorporating latest technology & real time monitoring of the entire assessment process. All the relevant stakeholders are educated on the Assessment & QA practices with well-defined role for each stakeholder

The assessment consists of majorly two-components

1. Cognitive (Knowledge-based)

- Summative assessment consisting of 20 theory questions with Multiple Choice, equally distributed to NOS present in the qualification pack.
- This will test their knowledge & understanding of the theory concept covered in the training part.

2. Psychomotor (Skill based)

- a. Formative assessment consisting of practical demonstration & performance of the job role as per the NOS ,including VIVA
- b. This will test their skill and application of the practical concepts in the QP.

Assessment Process:

- Training Partner (TP) shares the candidate details in the prescribed format with SSC and assessment is scheduled for a mutually agreed date.
- TP makes the necessary arrangements for assessment
- On the assessment date, the assigned assessor reaches the location (mostly Training Centre) and confirms the assessment arrangements.
- Assessor performs the Pre-assessment QA checks including the lab setup, training attendance, Logbook and candidate documents. It's mandatory to check and confirm the candidate identity with the support of the concerned batch trainer & candidate ID
- Assessment process is completely online using Mobile/ Tablet with live monitoring & recording.
- Theory assessment is completely online & scoring is done automatically. Practical assessment can be proctored in case of End Point Assessor method wherein the proctor uploads the practical video for which scoring is done by end point assessor or assessor based where in assessor gives the scoring for each question.
- Once the practical & viva scoring is completed, the scores are locked & results are generated instantaneously.

Quality Assurance in Assessment Process:

- Detailed SOP/checklist shared with TP & assessor on the assessment process
- Geotagging & Whats app Group –Periodic sharing of pics & videos - What's app group is maintained wherein the assessor shares his/her geotagged photo once they reach the TC. Then only the assessor is given access to the online assessment documents. The assessors are instructed to share the geotagged pics & short videos of assessment in the group as the assessment progress..
- MI Camera Monitoring - As the assessor reaches the TC, Mi camera has to be connected for Live monitoring & the whole assessment activity is recorded. Live monitoring of assessments keep a check on the assessor & TPs during the assessment. Any malpractices involved can be easily caught with evidence.

Best Practices:

1. Assessment:

- a. Geo Tagging
 - b. Access to Online assessment documents for assessor only after reaching the Training Centre.
 - c. Randomization of questions
 - d. Question Paper set at Control
 - e. LIVE monitoring & recording of assessment
2. Assessor
- a. Capacity building trainings given periodically
 - b. Distribution of centers
 - c. Travel arrangements
 - d. Performance of assessor Empaneled
 - e. SLA with emphasis on malpractice
3. Online Platform
- a. User friendly
 - b. Capable of operating in poor internet connectivity
 - c. Randomization of papers
 - d. Photograph of candidate & ID card captured before theory & practical assessment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards

Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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