

Syllabus For Support staffs -Parts Making (Goods and Garments)

Course Name	Support staffs -Parts Making (Goods and Garments)
Course Code	LEA/2023/SSPG/161
Sector	Leather
Level	3
Occupation	A Support staffs -Parts Making (Goods and Garments) assists in various tasks related to the production of leather goods and garments which includes Leather goods and garment components manufacturing, enhancing product quality and maintain a safe working environment ensuring health, safety and security in the workplace
Job Description	Job description of a Support staffs -Parts Making (Goods and Garments) assists in various tasks related to the production of leather goods and garments which includes leather goods and garment components manufacturing, enhancing product quality and maintain a safe working environment ensuring health, safety and security in the workplace adhering to industry, regulatory, and organizational standards
Course Duration	Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	BE/BTECH IN LEATHER TECHNOLOGY/ DIPLOMA IN LEATHER TECHNOLOGY / H.S. WITH CERTIFICATE COURSE IN LEATHER GOODS & GARMENTS 3 YEARS - BE/BTECH, 4 YEARS -DIPLOMA AND HS WITH CERTIFICATE -5 YEARS

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]
1	Leather Craft Industry Overview and Essential Skills	Demonstrate proficiency in various leather crafting techniques, tools, materials with a comprehensive knowledge of the leather industry, its market trends and the ability to create high-quality leather products.	20	10	30
2	Executing Auxiliary Processes in Leather Goods and Garments Component Manufacturing	Execute Auxiliary Processes in Leather Goods and Garments Component Manufacturing of desired quality.	10	110	120
3	Enhancing Product Quality in Parts Manufacturing	Enhance Product Quality in Parts Manufacturing to produce parts that meet or exceed industry standards.	10	20	30
4	Work Area, Tools, and Machinery Maintenance	Maintain a safe and productive work environment by effectively organizing and maintaining their work areas, tools and machineries.	10	20	30
5	Ensuring Health, Safety, and Security in the Workplace	Apply safe working practices in workplace	20	10	30
6	Adhering to Industry, Regulatory, and Organizational Standards	Demonstrate an industry-specific regulations, standards, and best practices in the leather craft sector.	20	10	30
7	OJT				60
8	Employability Skills		60		60
TOTAL:			150	180	390

SYLLABUS:**Module 1: Leather Craft Industry Overview and Essential Skills**

Outcome: Demonstrate proficiency in various leather crafting techniques, tools, materials with a comprehensive knowledge of the leather industry, its market trends and the ability to create high-quality leather products.

Theoretical Content:

- Introduction to the history and evolution of the leather craft industry
- Understanding the current market trends and consumer preferences
- Exploring different types of leather materials and their characteristics
- Studying the various tools, equipment, and machinery used in leather craft
- Understanding the principles of design and aesthetics in leather products
- Learning about quality standards and certifications in the leather industry

Practical Content:

- Basic leatherworking techniques such as cutting, stitching, and finishing
- Hands-on practice with leatherworking tools, equipment, and machinery
- Creating simple leather products like wallets, keychains, or small accessories
- Applying different surface treatments and finishes to leather
- Developing pattern-making skills and creating templates for various products
- Analyzing and evaluating the quality of finished leather products

Tools & Equipment:

Chairs, Trainer's desk and Computer, Student table, Projector, White projector screen, Whiteboard, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set

Module 2: Executing Auxiliary Processes in Leather Goods and Garments Component Manufacturing

Outcome: Execute Auxiliary Processes in Leather Goods and Garments Component Manufacturing of desired quality.

Theoretical Content:

- Overview of auxiliary processes involved in leather goods and garments component manufacturing
- Understanding different types of leather goods and garment components
- Exploring the importance of precision and accuracy in component manufacturing
- Studying techniques for leather cutting, skiving, and edge painting
- Introduction to hardware attachment methods in leather products
- Analyzing the assembly processes for leather goods and garment components

Practical Content:

- Hands-on practice with leather cutting techniques using cutting tools and machinery
- Skiving leather to achieve desired thickness and smooth edges
- Applying edge paints and finishes to enhance the aesthetics of components
- Properly attaching hardware components like buckles, zippers, or snaps to leather

- Assembling different leather components to create finished products
- Assessing the quality and functionality of manufactured leather components

Tools & Equipment :

Job card, Clicking machine, Mecca Knife, Dyes, Required, Tin pattern, Leather sheets, Printing machine, Embossing machine, Stamping machine, Foil, Printing ink, Skiving machine, Rampi, Color, Foam, Container, Brush/ bud, Pasting cane, Rotating fusing machine, Iron box, Sugar coated lining, Steel scale, Button, buckles, Decoration items, Button setter, Wax,

Module 3: Enhancing Product Quality in Parts Manufacturing

Outcome: Enhance Product Quality in Parts Manufacturing to produce parts that meet or exceed industry standards.

Theoretical Content:

- Understanding the importance of product quality in the leather industry
- Exploring the principles of pattern grading and precision cutting for parts manufacturing
- Studying different stitching techniques for durable and aesthetically pleasing parts
- Analyzing material usage efficiency and waste reduction strategies
- Exploring methods to improve the fit and functionality of leather parts
- Introduction to quality control processes and inspection methods

Practical Content:

- Practicing pattern grading techniques to ensure accurate sizing of parts
- Precision cutting of leather materials to minimize waste and optimize material usage
- Mastering stitching techniques for strong and visually appealing seams
- Identifying and rectifying common quality issues in leather parts manufacturing
- Collaborating with others to assemble and test the functionality of leather parts
- Conducting quality inspections to ensure compliance with standards and specifications

Tools & Equipment :

Stage wise inspection while doing the production

Module 4: Work Area, Tools, and Machinery Maintenance

Outcome: Maintain a safe and productive work environment by effectively organizing and maintaining their work areas, tools and machineries.

Theoretical Content:

- Understanding the importance of a clean, organized, and safe work environment
- Exploring ergonomic principles and best practices for work area setup
- Studying the maintenance requirements for leather craft tools and equipment
- Learning about safety protocols and procedures in the leather industry
- Understanding the basics of electrical and mechanical safety in the workshop

- Exploring strategies for waste management and environmental sustainability

Practical Content:

- Organizing and setting up an efficient and ergonomic work area
- Performing routine cleaning and maintenance of tools, equipment, and machinery
- Inspecting and troubleshooting common issues with leather craft equipment
- Implementing safety measures such as proper tool handling and personal protective equipment (PPE) usage
- Responding to emergency situations and administering first aid, if required
- Adopting sustainable practices for waste management and recycling in the workshop

Tools & Equipment:

Floor/ dust cleaning machine, Dry vacuum cleaner, Mop bucket, Detergent, Phenyl, Scrubbing and polishing machine, Gloves, Helmet, Shoes, Apron

Module 5: Ensuring Health, Safety, and Security in the Workplace

Outcome: Apply safe working practices in workplace

Theoretical Content:

- Understanding the importance of health, safety, and security in the workplace
- Studying relevant legislation, regulations, and industry standards
- Identifying potential hazards and risks in the leather craft industry
- Learning about fire safety protocols and emergency evacuation procedures
- Exploring techniques for preventing workplace accidents and injuries
- Understanding the importance of personal well-being and stress management

Practical Content:

- Conducting risk assessments to identify and mitigate potential hazards
- Implementing safety protocols, including proper storage of hazardous materials
- Participating in fire safety drills and familiarizing oneself with emergency exits
- Promoting a safety culture by reporting and addressing unsafe conditions or practices
- Applying ergonomic principles to prevent work-related musculoskeletal disorders
- Engaging in activities and exercises to enhance personal well-being and manage stress

Tools & Equipment:

First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron

Module 6: Adhering to Industry, Regulatory, and Organizational Standards

Outcome: Demonstrate an industry-specific regulations, standards, and best practices in the leather craft sector.

Theoretical Content:

- Understanding industry-specific regulations and standards in the leather craft sector
- Learning about legal and ethical requirements related to manufacturing and trade

- Exploring organizational policies and procedures relevant to the workplace
- Understanding the importance of professionalism and ethical conduct in the industry
- Studying sustainability practices and environmental responsibilities in leather manufacturing
- Exploring intellectual property rights and protection in the leather industry

Practical Content:

- Complying with industry regulations and standards during the manufacturing process
- Adhering to legal and ethical requirements, including fair trade practices
- Following organizational policies and procedures for quality control and documentation
- Demonstrating professionalism through effective communication and teamwork
- Applying sustainable practices, such as using eco-friendly materials or recycling waste
- Respecting intellectual property rights and avoiding plagiarism or unauthorized use of designs or trademarks

Tools & Equipment:

Legal documents according to the labour law

Module No. 7: Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).

Outcome:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain.

Theory Content:

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)

Module No. 8: Employability Skills

Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per

requirement

29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
 31. Explain the significance of identifying customer needs and responding to them in a professional manner.
 32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
 34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
 35. Discuss the significance of maintaining hygiene and confidence during an interview
 36. Perform a mock interview
 37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Demonstrate proficiency in various leather crafting techniques, tools, materials with a comprehensive knowledge of the leather industry, its market trends and the ability to create high-quality leather products.	<ul style="list-style-type: none"> • Explain the history, trends and market dynamics of the leather craft industry. • Demonstrate essential leatherworking skills, such as pattern making, cutting, stitching, and finishing. • Create high-quality leather products with attention to design and aesthetics. • Review quality standards and certifications relevant to the leather industry. • Evaluate the finished leather products for their craftsmanship and adherence to industry standards.
2	Execute Auxiliary Processes in Leather Goods and Garments Component Manufacturing of desired quality.	<ul style="list-style-type: none"> • Execute auxiliary processes involved in leather goods and garments component manufacturing, such as cutting, skiving, edge painting, and hardware attachment. • Carryout accuracy and precision in component manufacturing tasks. • Assemble components and produce finished products with desired quality. • Apply appropriate techniques for enhancing the aesthetics and functionality of components. • Evaluate the manufactured components for their quality, fit, and adherence to specifications.
3	Enhance Product Quality in Parts Manufacturing to produce parts that meet or exceed industry standards.	<ul style="list-style-type: none"> • Apply pattern grading and precision cutting techniques to ensure accurate sizing and minimal waste in parts manufacturing.

Module No.	Outcome	Assessment Criteria
		<ul style="list-style-type: none"> • Demonstrate stitching techniques for strong and visually appealing seams. • Utilize the materials effectively to improve efficiency and minimize waste. • Evaluate the fit, functionality, and overall quality of the manufactured leather parts. • Implement quality control processes and inspections to maintain product standards.
4	Maintain a safe and productive work environment by effectively organizing and maintaining their work areas, tools and machineries.	<ul style="list-style-type: none"> • Organize the cleanliness of the work area for a safe and efficient working environment. • Demonstrate proper maintenance procedures for leather craft tools, equipment, and machinery. • Identify the resolution of common issues with tools and machinery. • Apply safety protocols and adherence to electrical and mechanical safety guidelines. • Implement waste management and recycling practices in the workshop.
5	Apply safe working practices in workplace	<ul style="list-style-type: none"> • Identify potential hazards and risks in the leather craft workplace. • Apply safety protocols and procedures to prevent accidents and injuries. • Participate in fire safety drills and demonstration of knowledge of emergency evacuation procedures. • Implement personal well-being and stress management techniques.
6	Demonstrate an industry-specific regulations, standards, and best practices in the leather craft sector.	<ul style="list-style-type: none"> • Comply with industry-specific regulations, standards, and legal requirements. • Adhere organizational policies and procedures related to quality control, documentation, and conduct. • Demonstrate professionalism through effective communication, teamwork, and ethical conduct. • Apply sustainable practices and environmental responsibilities in leather manufacturing. • Do respect for intellectual property rights and avoidance of plagiarism or unauthorized use of designs or trademarks.
7	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).
8	Employability Skills	As per NCVET guided curriculum

List of Tools, Equipment & materials needed for 30 Trainees

SI No	Items Name	Specification	Qty
1	Clicking Machine:(Leather)	Type: Hydraulic or manual Operation: Manual or semi-automatic Cutting Force: Variable, depending on machine size and model Cutting Area: Varies, typically ranging from small to large sizes Features: Cutting pad, cutting die, adjustable cutting pressure, safety mechanisms Application: Used for precision cutting of leather, fabric, and other materials in various	1
2	Embossing Machine (Leather)	Type: Roller or platen press Operation: Manual or automatic Pressure: Adjustable Embossing Area: Varies, depending on machine size and model Features: Heating elements, temperature control, adjustable pressure, patterned rollers or plates Application: Used for creating decorative patterns, textures, or logos on leather or other materials.	1
3	Skiving Machine (Leather)	Type: Feed or pull-type Operation: Manual or automatic Skiving Thickness: Adjustable Features: Feed mechanism, adjustable depth control, knife sharpening system Application: Used for thinning or beveling leather edges, reducing thickness, and creating smooth and even edges.	1
4	Folding Machine:	Type: Manual or automatic Operation: Mechanical or pneumatic Folding Width: Variable, depending on machine size and model Features: Folding guides, adjustable folding speed, stacking or delivery mechanism Application: Used for folding leather or fabric pieces to create creases or neat folds in preparation for stitching or assembly.	1
5	Stamping Machine:	Type: Flatbed or cylinder press Operation: Manual or automatic	

SI No	Items Name	Specification	Qty
		Stamping Area: Varies, depending on machine size and model Features: Heating elements, temperature control, adjustable pressure, interchangeable dies Application: Used for hot stamping or embossing logos, patterns, or lettering onto leather or other materials.	
6	Rotating Fusing Machine:	Type: Rotary or belt press Operation: Automatic or semi-automatic Fusing Area: Varies, depending on machine size and model Features: Heating elements, temperature control, adjustable pressure, conveyor belt Application: Used for fusing or bonding layers of materials together using heat and pressure, commonly used in bag and shoe manufacturing.	1
7	Eyeleting and Riveting Machine:	Type: Manual or pneumatic Operation: Foot pedal or hand-operated Eyelet/Rivet Size: Various sizes available Features: Eyelet or rivet placement mechanism, adjustable pressure Application: Used for inserting eyelets or rivets into leather or fabric for reinforcement, attaching handles, or creating decorative accents.	1
8	Combined Scrubbing and Polishing Machine (For shoe)	Type: Multi-purpose floor cleaning machine Operation: Electric or battery-powered Brush/Pad Type: Interchangeable brushes or pads for scrubbing and polishing Cleaning/Polishing Path Width: Varies, typically ranging from 12 to 30 inches Water Tank Capacity: Varies, depending on machine size and model Features: Adjustable brush pressure, solution dispensing system, vacuum suction, variable speed control Application: Used for both deep cleaning and polishing of hard surfaces, providing versatility and efficiency in floor maintenance.	1
Hand Tools			
9	Chairs, Trainer's desk and Computer, printer, cartridge, Student table, Projector, White projector screen, Whiteboard, Flip chart display stand, Safety Hazard signs, Newspaper, Stationery, PPE set, Floor/ dust cleaning machine, Dry vacuum cleaner,		As per student no

SI No	Items Name	Specification	Qty
10	Job card, Mecca Knife, Dyes, Required, Tin pattern, Leather sheets, Foil, Rampi, Color, Foam, Container, Brush/ bud, Pasting cane, Iron box, Sugar coated lining, Steel scale, Button, buckles, Decoration items, Button setter, Wax,		1 /each candidate
11	Legal documents according to the labour law		10 no
12	Stage wise inspection while doing the production		1
13	First aid kit, Fire extinguisher, Gloves, Helmet, Shoes, Apron, Mop bucket, Detergent, Phenyl,		As per student no
14	Lubricating Oil for Sewing Machines		1 lit/ machine
15	Job card, Color, Foam/ sponge, Spray gun, Brasso, Gas lighter, Scissor, Thread cutter, Creasing tool, Revolving punch, Riveting tools, Spring divider, Inch tape, Marking awl, Hand Iron, Pasting cane, Silver pen,		As per student no
Materials			
18	Leather shoe upper (sufficient quantity for practice)		1 pair different types
19	Non-Leather Fabrics		30 meter
20	Scrap Leather		1kg each
25	Eye let, Polish	Eyelet, Lace	
26	Pattern Paper	A1 size	2 each

Marks Distribution

Outcome	Outcome Code	Total Th Marks	Total Pr marks
Demonstrate proficiency in various leather crafting techniques, tools, materials with a comprehensive knowledge of the leather industry, its market trends and the ability to create high-quality leather products.	LEA/2023/OC1	30	80
Execute Auxiliary Processes in Leather Goods and Garments Component Manufacturing of desired quality	LEA/2023/OC2	20	170

Enhance Product Quality in Parts Manufacturing to produce parts that meet or exceed industry standards.	LEA/2023/OC3	20	120
Maintain a safe and productive work environment by effectively organizing and maintaining their work areas, tools and machineries	LEA/2023/OC4	20	120
Apply safe working practices in workplace	LEA/2023/OC5	30	80
Demonstrate an industry-specific regulations, standards, and best practices in the leather craft sector.	LEA/2023/OC6	30	80
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	LEA/2023/OC7	0	150
Employability Skill-60 Hrs	DGT/VSQ/N0102	50	0