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# LEATHER PRODUCTS DEVELOPMENT TECHNICIAN



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## COMPETENCY STANDARDS

National Vocational Certificate Level 1-4

Version 1 - April, 2019



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## INTRODUCTION

A Leather Products Development Technician is a tradesman who specializes in the designing and preparation of leather products. This person is a competent cutter and stitcher of leather garments, gloves and other accessories (including bags, wallets, belts etc.). The person is able to plan and structure the work process according to the technical requirements and the company structure. He performs basic maintenance of stitching machines and prepares the machines as per the production requirements. The Leather Products Development Technician is also a competent pattern maker using manual and CAD/CAM tools and is also able to design leather products manually or on various drawing software. The Leather Products Development Technician follows the relevant technical regulations and standards of the trade as well as health and safety regulations. Their work is always guided by environmental and economic aspects.

The job of a Leather Products Development Technician is perfect for focused individuals who have tendency of attending to details and work with perfection. The Leather Products Development Technician is hired by Leather Garments, Gloves and other leather products manufacturer.

Leather products industry is mainly located in Sialkot, Karachi and Kasur with an increasing trend in production and exports. Global fashion trends bring about swift changes in the products, processes and technology in this sector. Therefore, industry requirement for skilled workforce is increasing which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being cognizant of this fact, National Vocational & Technical Training Commission (NAVTTTC) developed competency standards for Leather Products Development Technician under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading Garments and Gloves manufacturing companies of the country.



## **PURPOSE OF THE QUALIFICATION**

The purpose of these qualifications is to set high professional standards for leather industry.

The specific objectives of developing these qualifications are as under:

- Improve the professional competence of the workforce
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for leather products sector
- Enable the existing workforce to capacitate themselves in new technologies and methods

## **DATE OF VALIDATION**

The competency standard is validated by Qualification Validation Committee on February 27 & 28, 2019 at Javson Hotel, Sialkot.

## **DATE OF VALIDATION**

The competency standard is validated on National level by Qualification Validation Committee on August 29, 2019 at Topaz Marquee, Lahore.



## CODE OF QUALIFICATION

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analysing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows;

QUALIFICATION TITLE	CODE
National Vocational Certificate Level-1 in Leather Products Development Technician (Stitcher)	<b>0723LPD00</b>
National Vocational Certificate Level-2 in Leather Products Development Technician (Stitcher)	<b>0723LPD01</b>
National Vocational Certificate Level-3 in Leather Products Development Technician (Pattern Maker)	<b>0723LPD02</b>
National Vocational Certificate Level-4 in Leather Products Development Technician (Computerized Pattern Designer)	<b>0723LPD03</b>





## ENTRY REQUIREMENTS

The entry for National Vocational Certificate level 2-4, in Leather Products Development are given below:

QUALIFICATION TITLE	ENTRY REQUIREMENTS
National Vocational Certificate Level-2 in Leather Products Development Technician (Stitcher)	The entry requirement for this qualification is 8th Grade or equivalent. The entry for assessment of this qualification is open
National Vocational Certificate Level-3 in Leather Products Development Technician (Pattern Maker)	The entry requirement for this qualification is National Vocational Certificate Level-2 in Leather Products Development Technician (Stitcher) or middle with hands on experience. The entry for assessment of this qualification is open
National Vocational Certificate Level-4 in Leather Products Development Technician (Computerized Pattern Designer)	The entry requirement for this qualification is National Vocational Certificate Level-3 in Leather Products Development Technician or middle with one year work experience . The entry for assessment of this qualification is open.



### QUALIFICATIONS DEVELOPMENT COMMITTEE

The Qualifications Development Committee consisted of following members:

Sr. No.	NAME	DESIGNATION & ORGANIZATION
1.	Salman Tariq	Project Manager Leather Products Development Institute
2.	Muhammad Naeem	Stitcher, Jaffson Group of Industries
3.	Ali Hyder	Recruitment Consultant Leather Products Development Institute
4.	Amir Riaz	CEO, Adeelar & Co.
5.	Shoaib Ahmed	Merchandiser, Dianova International
6.	Shahid Iqbal	Gloves Pattern Designer, Unik Industries
7.	Adeel	Rawnjstar
8.	Muhammad Saeed	ITP Instructor, Cobija Industries
9.	Muhammad Faisal	Instructor, Leather Products Development Institute
10.	Waleed Ahmed	Production Executive, Faria Enterprises
11.	Abdul Rehman	Production Manager. ISSB Industries
12.	Umar Iftexhar	GigiSkills Virtual University
13.	Saddam Hussain	Gloves Pattern Designer, Cobija Industries
14.	Nadeem Ahmed	Finishing In charge, Nizamsons Pvt. Ltd.
15.	Muhammad Adnan	Production Coordinator, Nizamsons Pvt. Ltd.



16.	Imran Khan	Quality Control Supervisor, Hadeed Enterprises
17.	Muhammad Ebadullah Bhalli	Project Coordinator, Leather Products Development Institute
18.	Javed Iqbal	Project Manager, Rider Trend
19.	Imran Yousaf	Stitcher, Leather Network
20.	Shahzad Ahmed	Stitcher
21.	Fareeha Elahi	Fashion Instructor, Leather Products Development Institute
22.	Muhammad Rizwan	Pattern Master, Anwar Khawaja Industries
23.	Muhammad Salman Butt	Facilitator, Competency Development
24.	Atif Anees	Facilitator, Competency Development
25.	Fahd Hussain	Provincial Coordinator, GFA Consulting Group GmbH



### QUALIFICATIONS VALIDATION COMMITTEE

The Qualifications Validation Committee consisted of following members:

Sr. No.	Name	Designation & Organization
1.	Salman Tariq	Project Manager Leather Products Development Institute Sialkot
2.	Muhammad Faisal	Instructor Leather Products Development Institute Sialkot
3.	Fareeha Elahi	Fashion Instructor Leather Products Development Institute Sialkot
4.	Muhammad Saeed	ITP Instructor Cobija Industries Sialkot
5.	Javed Iqbal	Production Manager, Rider Trend Sialkot
6.	Shahid Iqbal	Pattern Master Unique Industry Sialkot
7.	Adnan Yousaf	Production In charge Nizamsons Sialkot
8.	Sahir Mehboob	Production Manager Zulfiqar Brothers Sialkot
9.	Muhammad Naeem	Stitcher, Jaffson Group of Industries
10.	Mazhar Hussain	Production In charge Sesil Pvt. Ltd. Sialkot
11.	S. M. Ather Zaidi	Project Manager Government Institute of Leather Technology Gujranwala
12.	M. Mohsin Tariq	Instructor Leather Goods Government Institute of Leather Technology Gujranwala
13.	Mehak Hamid	Lecturer University of Management & Technology Sialkot



14.	Usman Javed	Leather Instructor VIP Industries Sialkot
15.	Irfan Choudhary	Owner, Leather Root Sialkot
16.	Mazhar Waseem	Production Manager Swisspro Sialkot
17.	Muhammad Ebadullah Bhalli	Project Coordinator, Leather Products Development Institute
18.	Muhammad Rizwan	Pattern Master, Anwar Khawaja Industries
19.	Imran Khan	Quality Control Supervisor Hadeed Enterprises Sialkot
20.	Muhammad Salman Butt	National Short Term Expert for CS Development and Validation
21.	Atif Anees	Provincial Coordinator GFA Consulting Group GmbH



**REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS**

Not Applicable



**CATEGORIZATION AND LEVELLING OF THE COMPETENCY STANDARDS**

Code	Name of Duty or (Module)	Level	Credit	Category
102200843	Comply with Work Health and Safety Policies	1	3	Generic
041700838	Obey the Workplace Policies and Procedures	1	2	Generic
001100850	Follow Basic Communication Skills (General)	1	5	Generic
061100855	Operate Computer Functions(General)	1	5	Generic
102200844	Comply Personal Health and Safety Guidelines	2	3	Generic
041700839	Communicate the Workplace Policy and Procedure	2	2	Generic
001100851	Perform Basic Communication (Specific)	2	3	Generic
061100856	Perform Basic Computer Application (Specific)	2	4	Generic
072300707	Perform Cutting Operations	2	10	Technical
072300708	Prepare small parts of leather products	2	27	Technical
072300709	Stitch Leather Garments and Accessories	2	27	Technical
072300710	Stitch Leather Gloves	2	27	Technical
072300711	Perform Finishing Operations on Leather Products	2	10	Technical
102200846	Apply Work Health and Safety Practices (WHS)	3	3	
041700840	Identify and Implement Workplace Policy and	3	2	Generic



	Procedures			
001100852	Communicate at Workplace	3	3	Generic
061100858	Perform Computer Application Skills	3	4	Generic
041300867	Manage Personal Finances	3	3	Generic
<b>072300712</b>	Construct Pattern for Leather Products	3	36	Technical
<b>072300713</b>	Develop Fashion Drawing and Design	3	16	Technical
<b>072300714</b>	Design Leather Products using drawing software	3	20	Technical
102200848	Contribute to Work Related Health and Safety (WHS) Initiatives	4	3	Generic
041700841	Analysis Workplace Policy and Procedures	4	3	Generic
001100853	Perform Advanced Communication	4	3	Generic
061100858	Develop Advance Computer Application Skills	4	4	Generic
041300869	Manage Human Resource Services	4	2	Generic
041300860	Develop Entrepreneurial Skills	4	3	Generic
<b>072300715</b>	Develop pattern for leather products using CAD/CAM	4	26	Technical





## PACKAGING OF QUALIFICATIONS

The national vocational qualifications are packaged as per following:

**National Vocational Certificate Level-4  
in Leather Products Development  
Technician (Computerised Pattern  
Designer)**

**Develop pattern for leather products using CAD/CAM**

**Develop Entrepreneurial Skills**

**Manage Human Resource Services**

**Develop Advance Computer Application Skills**

**Perform Advanced Communication**

**Analysis and Develop Workplace Policy and  
Procedures**

**Contribute to Work Related Health and Safety (WHS)  
Initiatives**





**National Vocational Certificate Level-3  
in Leather Products Development  
Technician (Pattern Maker)**

**Design Leather Products using drawing software**

**Develop Fashion Drawing and Design**

**Construct Pattern for Leather Products**

**Manage Personal Finances**

**Perform Computer Application Skills**

**Communicate at Workplace**

**Identify and Implement Workplace Policy and Procedures**

**Apply Work Health and Safety Practices (WHS)**

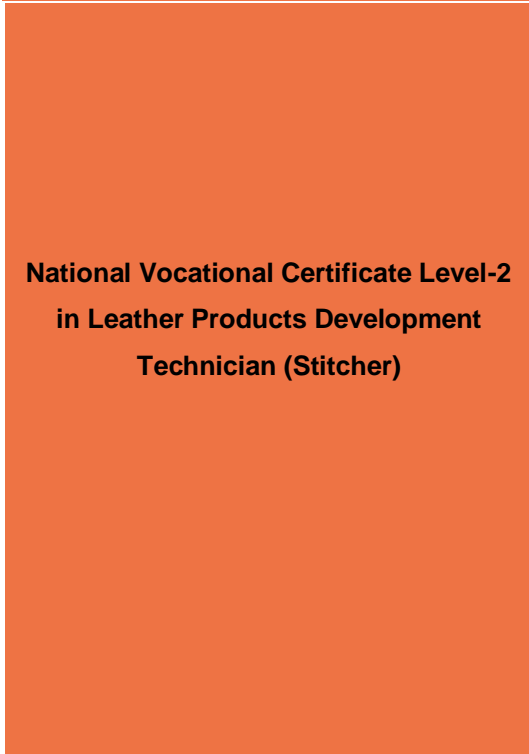


**Perform Finishing Operations on Leather Products**

**Stitch Leather Gloves**

**Stitch Leather Garments and Accessories**

**Prepare small parts of leather products**



**Perform Cutting Operations**

**Perform Basic Computer Application (Specific)**

**Perform Basic Communication (Specific)**

**Communicate the Workplace Policy and Procedure**

**Comply Personal Health and Safety Guidelines**





**National Vocational Certificate Level-1  
in Leather Products Development  
Technician (Stitcher)**

**071300616 Identify Tools & Equipment**

**101200828 Demonstrate Basic Literacy Skills**

**Operate Computer Functions (General)**

**Follow Basic Communication Skills (General)**

**Obey the Workplace Policies and Procedures**

**Comply with Work Health and Safety Policies**



## 102200843 Comply Work Health and Safety Policies

**Overview:** This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Competency Units	Performance Criteria
<b>CU1. Work safely at work place</b>	<b>P1.</b> Identify relevant organizational safety policies and procedures <b>P2.</b> Categorize tools and equipment as per requirements <b>P3.</b> Maintain tools and equipment <b>P4.</b> Follow established safety procedures during work activities <b>P5.</b> Identify existing or potential safety issues to designated persons <b>P6.</b> Report work-related incidents and accidents to supervisor <b>P7.</b> Take necessary measures to minimizing risks
<b>CU2. Communicate work health and safety (WHS) assess at work place</b>	<b>P1.</b> Raise work health and safety issues with supervisor. <b>P2.</b> Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace <b>P3.</b> Make suggestions for improving work health and safety practices
<b>CU3. Minimize risks to personal safety at work place</b>	<b>P1.</b> Identify situations that may endanger the personal safety <b>P2.</b> Document the incident regarding personal safety at work place <b>P3.</b> Eliminate workplace hazards regarding personal safety <b>P4.</b> Identify damaged items and equipment for personal



	safety <b>P5.</b> Notify supervisor regarding damaged items and equipment for personal safety
<b>CU4. Minimize risks to public safety</b>	<b>P1.</b> Identify situations that may endanger the public safety <b>P2.</b> Document the incident at work sites <b>P3.</b> Eliminate workplace hazards at work sites <b>P4.</b> Identify damaged items and equipment related to public safety <b>P5.</b> Notify Situation that may endanger situation for safety measures.

### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Identify the commonly used tools and equipment used at workplace.
- K2:** Rights and responsibilities of employers and employees
- K3:** Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- K4:** State potential hazards in the workplace
- K5:** State commonly used hazard signs and safety symbols

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Identify health and safety policies to maintain and avoid any unwanted incident.



### 041700838 Obey the Workplace Policies and Procedures

**Overview:** This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
<b>CU1. Obey the workplace personal appearance and hygiene</b>	<b>P1.</b> Wear suitable clothes for the workplace and respect local and cultural contexts <b>P2.</b> Meet specific company dress code requirements
<b>CU2. Follow work ethics</b>	<b>P1.</b> Follow company value/ ethics code/ conduct policies and guidelines <b>P2.</b> Use company resources in accordance with company ethical standards <b>P3.</b> Conduct personal behavior and relationships in accord with company policy & procedures <b>P4.</b> Demonstrate ethical behavior with co-workers <b>P5.</b> Report work incident situations or resolve accordingly
<b>CU3. Demonstrate the Work place behaviors</b>	<b>P1.</b> Practice the positive behavior <b>P2.</b> Avoid arguing <b>P3.</b> Adopt flexibility in behavior to accept the resistance
<b>CU4. Communicate workplace policy &amp; procedures</b>	<b>P1.</b> Listen directions carefully <b>P2.</b> Ask relevant questions politely <b>P3.</b> Avoid to use abusive language/ expression <b>P4.</b> Respect co-workers and others
<b>CU5. Review the implementation of workplace policy &amp; procedures</b>	<b>P1.</b> Ensure proper implementation of policies <b>P2.</b> Enlist the gaps for improvement <b>P3.</b> Follow the feedback, if any



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Rules, regulations and SOPs applicable to the organization
- K2:** Turnaround time to achieve target/goal.
- K3:** Operational hierarchal levels in an organization.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broader policies for ensuring work place SOP's





### 001100850 Follow Basic Communication Skills (General)

**Overview:** After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity through basic communication skills

Competency Units	Performance Criteria
<b>CU1. Adopt Effective listening to Skills</b>	<b>P1.</b> Listen attentively to others to improve communication skills <b>P2.</b> Avoid interrupting while listening others <b>P3.</b> Ask questions to ensure understanding <b>P4.</b> Receive and follow instructions as given by supervisor <b>P5.</b> Give the speaker regular feedback to communicate appropriately
<b>CU2. Develop Non verbal communication with peers</b>	<b>P1.</b> Maintain eye contact to improve communication <b>P2.</b> Use facial expressions and gestures <b>P3.</b> Use Body language to communicate appropriately <b>P4.</b> Participate within Peers
<b>CU3. Prepare for Interview to get a job</b>	<b>P1.</b> Prepare yourself for interview to employer <b>P2.</b> Follow schedule according to the sequence of interview <b>P3.</b> Use communication techniques used while appearing in interview <b>P4.</b> Provide basic evidence of related skill <b>P5.</b> Respond appropriately to strong client emotional reactions



<b>CU4. Use communication platform at workplace</b>	<b>P1.</b> Convey message using different communication plate forms <ul style="list-style-type: none"><li>• Face to face</li><li>• Video chat</li><li>• Phone calls/messages</li><li>• Social Media</li></ul>
<b>CU5. Identify communication barriers to improve interpersonal skills</b>	<b>P1.</b> Identify communication barriers to improve communication skills with each other .i.e. <ul style="list-style-type: none"><li>• Attitudinal barrier</li><li>• Physical Barrier</li><li>• Long differences</li><li>• Conflicting information</li><li>• Differing status, position /self-expression</li></ul> <b>P2.</b> Use strategies to overcome these barriers in the client-counsellor relationship

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Minimizing communication barriers
- K2:** Listening, and responding with an open mind in a more effective way.
- K3:** appropriate communication methods.
- K4:** verbal and non-verbal messages appropriately.
- K5:** Confidence building
- K6:** Body language
- K7:** Appropriate Voice tone
- K8:** Interpersonal skills



**K9: listening Skills**

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Find a job through social media resources
  1. Prepare yourself to appear in interview by following points:
    - Effective listening skills
    - Body language
- Work in groups of 3-5 members.
  1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.
  2. Think about the problems or barriers that interfered with the communication.
    - List the reasons for failure identified by your group.
- Non-verbal communication

Have activity cards:

- Worried
- Happy
- Disappointed
- Laughing
- Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.



**061100855 Operate Computer Functions(General)**

**Overview:** The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

<b>Competency Units</b>	<b>Performance Criteria</b>
<b>CU1. Set up the computer for use</b>	<b>P1.</b> Identify physical components of computer <b>P2.</b> Identify peripheral devices of the computer <b>P3.</b> Connect all components of computer <b>P4.</b> Follow procedures to turn on the computer system
<b>CU2. Organize files in folder</b>	<b>P1.</b> Create folders/subfolders with suitable names <b>P2.</b> Save files in relevant folders. <b>P3.</b> Rename and move folders in different drives.. <b>P4.</b> Move folders and files using drag and drop techniques <b>P5.</b> Save folders and files on different media <b>P6.</b> Search for folders/subfolders and files using appropriate tool bars <b>P7.</b> Delete Folder files <b>P8.</b> Restore deleted folder files
<b>CU3. Shut down computer system</b>	<b>P1.</b> Save any work to be retained <b>P2.</b> Close open application programs correctly <b>P3.</b> Shut down computer <b>P4.</b> Switch off any unused peripheral devices <b>P5.</b> Ensure computer safety



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic parts of a computer
- K2:** Definition of computer
- K3:** Definition of Drives
- K4:** enlist computer component

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

## 072300707 Perform Cutting Operations

**Overview:** This competency standard identifies competencies required to perform Cutting Operations for leather products in accordance with product design, material and quality requirements. You will be able to segregate various skin/hide types, trace pattern on leather skins and cut panels for stitching.



Competency Units	Performance Criteria
<b>CU1. Segregate various skin/hide types</b>	<b>P1.</b> Identify and mark defects in skin/hide <b>P2.</b> Differentiate various shades of leather skin/hide correctly <b>P3.</b> Measure skin/hide thickness using leather gauge meter <b>P4.</b> Differentiate skins/hides as per their hardness
<b>CU2. Trace cutting pattern on leather skin/hide</b>	<b>P1.</b> Align skin/hide for cutting according to the Line of Tightness and Line of Stretch-ability <b>P2.</b> Trace panels as per product requirement considering required skin/hide quality while maintaining nesting efficiency/average
<b>CU3. Cut and bundle the panels</b>	<b>P1.</b> Cut panels as per tracing <b>P2.</b> Check quality of cut panels and prepare a report <b>P3.</b> Mark and bundle panels according to product requirements (shade, grain, component etc.)

### Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Understand different synthetic and leather materials
- K2:** Understand various leather types
- K3:** Understand various leather skin/hide quality parameters (shade, grain, stretch-ability, hardness, thickness etc.)
- K4:** Know various defects in skin/hide (butcher cuts, warble fly, tick marks etc.)
- K5:** Understand Operation of various leather cutting tools and equipment (Knife, Scissors, Cutting press, Laser cutting machine)
- K6:** Know Leather measurement techniques
- K7:** Understand product quality requirements (grain and colour matching, shade, size etc.)
- K8:** Understand line of tightness and stretch-ability of leather skin/hide
- K9:** Understand various product components
- K10:** Understand nesting efficiency and know techniques of controlling cutting wastage



**K11:** Understand quality criteria for cutting of skin and leather according to cut panels

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Trace panels on the skin as per product requirements considering required skin quality while maintaining nesting efficiency/average
- Cut and bundle panels as per requirement

### List of Tools and Equipment

- Cutting Pattern
- Knife
- Scissors
- Measuring tape
- Cutting Press
- Cutting die
- Steel scale
- Wooden scale
- Leather gauge meter
- Teflon sheet (cutting sheet)
- Cutting Mat
- Electrical cutter
- Personal protective equipment (Safety glove, goggles, Mask etc.)
- Laser Cutting Machine
- Magnifying Glass
- Product design information-technical sketch, technical file



### 072300708 Prepare Small Parts of Leather Products

**Overview:** This competency standard identifies competencies required to stitch small parts of Leather Products in accordance with product design, and quality requirements. You will be able to handle and operate the stitching machine and stitch small parts of leather garments, leather gloves and other accessories.

Competency Units	Performance Criteria
<b>CU1. Prepare machine according to stitching requirements</b>	<b>P1.</b> Clean the workstation and machine from dust, fluff and oil <b>P2.</b> Set Needle and Thread according to product material <b>P3.</b> Adjust stitch parameters and foot pressure according to product requirement <b>P4.</b> Prepare the workplace for the work operation ( put up of cut panels to sew, technical file/ sewing instruction/sketch)
<b>CU2. Stitch small parts of leather garment</b>	<b>P1.</b> Apply fusing on specified areas of the panel <b>P2.</b> Apply adhesive to the designated area of panel in appropriate quantity <b>P3.</b> Fold panel as per tracing according to adhesive specifications <b>P4.</b> Press the folded area with a hammer homogeneously <b>P5.</b> Stitch the component as per sample or instructions <b>P6.</b> Segregate the stitched small parts of leather garment according to the quality requirements <b>P7.</b> Bundle stitched components according to sizes / number marking <b>P8.</b> Prepare and submit production report on prescribed format
<b>CU3. Prepare small parts of gloves</b>	<b>P1.</b> Prepare Glove Thumb as per sample or instructions <b>P2.</b> Prepare Glove Cuff as per sample or instructions <b>P3.</b> Prepare Glove Fourchette as per sample or instructions <b>P4.</b> Segregate the stitched small parts of gloves according to





	<p>the quality requirements</p> <p><b>P5.</b> Prepare and submit production report on prescribed format</p>
<p><b>CU4. Perform finishing operations on stitched small parts</b></p>	<p><b>P1.</b> Trim extra threads and flash material from stitched components</p> <p><b>P2.</b> Clean tracing lines from stitched components</p> <p><b>P3.</b> Clean the stitched component for dust, oil and adhesive marks</p> <p><b>P4.</b> Clean the workplace after finishing the work</p> <p><b>P5.</b> Check the ready sewn leather garment/gloves according to the product design and quality requirements</p> <p><b>P6.</b> Prepare and submit report on prescribed format</p>



## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Know various types of threads
- K2:** Understand purpose of seam allowance
- K3:** Understand commonly used measuring systems
- K4:** Know process sequence for leather products manufacturing
- K5:** Understand usage of various tracing tools and techniques
- K6:** Understand skiving technique and its purpose
- K7:** Know various types of fusing materials
- K8:** Understand application of various fusing materials
- K9:** Know various adhesives and their application
- K10:** Understand folding requirements of various goods and their components
- K11:** Understand usage of folding tools
- K12:** Know components of various types of stitching machines
- K13:** Understand usage of various types of stitching machines
- K14:** Understand machine cleaning and basic maintenance requirements
- K15:** Know various types of needles and understand their usage
- K16:** Know various types of seams
- K17:** Know different stitch types and their uses
- K18:** Understand stitching parameters
- K19:** Understand usage of Stitch Gauge
- K20:** Know various panels of leather products and their shapes
- K21:** Understand usage of stop watch
- K22:** Know techniques for reducing stitching time
- K23:** Know various accessory attachments of products
- K24:** Understand workplace organization and workplace cleaning
- K25:** Understand product design information (technical file/sketch)



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per stitching requirement
- Prepare a small part of garment or glove from cut panel

### List of Tools and Equipment

- Cleaning brush
- Scissors
- Measuring tape
- Stop Watch
- Binding machine
- Iron press
- Hammer
- Marble Slab
- Single Needle Flat Bed Stitching machine
- Double Needle Stitching machine
- Zig Zag Stitching machine
- Overlock machine
- Stitch gauge
- Needles
- Bobbin
- Bobbin case
- Different types of machine foot
- Needle light
- Eye guard
- Personal Protective Equipment
- Product design information-technical sketch, technical file



### 072300709 Stitch Leather Products

This competency standard identifies competencies required to stitch Leather Garments and Accessories in accordance with product design, and quality requirements. You will be able to trace ready-shape pattern for stitching, stitch and prepare major panels of the leather products, and assemble complete leather product in required finish and quality.

Competency Units	Performance Criteria
<b>CU1. Prepare the workstation</b>	<b>P1.</b> Prepare the workstation for work operation (gather material, set the suitable needle and sewing thread, perform machine calibration) <b>P2.</b> Perceive the product information
<b>CU2. Trace ready-shape pattern of garment components</b>	<b>P1.</b> Place ready-shape pattern on the already cut panel according to seam allowance required for the component <b>P2.</b> Trace pattern on the panel (for leather, adhesive and lining) <b>P3.</b> Bundle the panels according to size (for leather, adhesive and lining)
<b>CU3. Fold different panels of leather garment</b>	<b>P1.</b> Apply fusing on specified areas of the panel <b>P2.</b> Apply adhesive to the designated area of panel in appropriate quantity <b>P3.</b> Fold panel as per tracing according to adhesive specifications <b>P4.</b> Press the folded area with a hammer homogeneously
<b>CU4. Prepare Front panel</b>	<b>P1.</b> Stitch the front panel as per sample or instructions <b>P2.</b> Stitch related small parts with front panel on specific traced area <b>P3.</b> Bundle prepared front panels according to sizes / number marking
<b>CU5. Prepare Back panel</b>	<b>P1.</b> Stitch the back panel as per sample or instructions



	<p><b>P2.</b> Stitch related small parts with back panel on specific traced area</p> <p><b>P3.</b> Bundle prepared back panels according to sizes / number marking</p>
<b>CU6. Prepare sleeves</b>	<p><b>P1.</b> Stitch related small parts with sleeve panel on specific traced area</p> <p><b>P2.</b> Stitch the sleeve as per product requirement</p> <p><b>P3.</b> Control the result of the sewing process according to quality standards and the sewing instruction</p> <p><b>P4.</b> Bundle prepared sleeves according to sizes / number marking</p>
<b>CU7. Prepare lining</b>	<p><b>P1.</b> Stitch the lining panel as per sample or instructions</p> <p><b>P2.</b> Stitch related small parts with lining panel on specific traced areas</p> <p><b>P3.</b> Control the result of the sewing process according to quality standards and the sewing instruction</p> <p><b>P4.</b> Attach required tags and labels with lining at specific place</p>
<b>CU8. Assemble garment</b>	<p><b>P1.</b> Attach front and back panel as per sample or instructions</p> <p><b>P2.</b> Attach both sleeves with arm holes</p> <p><b>P3.</b> Attach collar/belt and/or other related small parts with the body on specific areas</p> <p><b>P4.</b> Attach lining with the shell on specific areas</p> <p><b>P5.</b> Attach accessories with the product according to design requirement</p> <p><b>P6.</b> Control the result of the sewing process according to quality standards and the sewing instruction</p> <p><b>P7.</b> Finalize the garment with closing stitches</p>



<b>CU9. Perform finishing operations on stitched components and garment</b>	<b>P1.</b> Trim extra threads and flash material from stitched components <b>P2.</b> Clean tracing lines from stitched components <b>P3.</b> Clean the stitched component for dust, oil and adhesive marks <b>P4.</b> Control the ready sewn leather garment according to the product design and quality requirements <b>P5.</b> Prepare and submit production report on prescribed format
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### Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Understand panels of various types of leather garments and products
- K2:** Know process sequence for leather products manufacturing
- K3:** Know various types of seams used to stitch major panels of leather products
- K4:** Understand finish and quality requirements of leather products
- K5:** Know various accessory attachments to leather products
- K6:** Understand design instructions
- K7:** Understand various kind of thread according to different stitch and seam types
- K8:** Understand Machine calibration

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare a garment using ready small parts

### List of Tools and Equipment

- Cleaning brush



- Ready-shape pattern
- Tracing tool
- Pressing hammer
- Thread trimmer
- Scissors
- Stop Watch
- Measuring tape
- Hole Punches
- Steel Frame for Stretchable Panels
- Teflon Sheet
- Iron Press
- Single Needle Flat Bed Stitching machine
- Double Needle Stitching machine
- Zig Zag Stitching machine
- Eyelet machine
- Bartek machine
- Overlock machine
- Cylinder Arm Machine
- Binding Machine
- Stitch gauge
- Needles
- Bobbin
- Bobbin case
- Different types of machine foot
- Needle light
- Eye guard
- Personal Protective Equipment



### 072300710 Stitch Leather Gloves

**Overview:** This competency standard identifies competencies required to stitch Leather Gloves in accordance with product design, and quality requirements. You will be able to stitch and prepare major panels of the leather gloves, and assemble complete leather glove in required finish and quality.

Competency Units	Performance Criteria
<b>CU1. Prepare the workstation</b>	<b>P1.</b> Prepare the sewing machine according to the sewing operation (set the suitable needle and sewing thread, perform machine calibration) <b>P2.</b> Perceive the product information
<b>CU2. Prepare front and back panels of Glove</b>	<b>P1.</b> Attach small parts (Finger Tips, Logo, Reflective Piping, patches etc.) with Back and Front Panels at specified areas <b>P2.</b> Stitch Thumb with Front panel <b>P3.</b> Stitch Elastic on Back or Front panel of the gloves with appropriate machine <b>P4.</b> Stitch Fourchette with the Back or Front panel <b>P5.</b> Stitch Cuff / Velcro with the Back or Front panel <b>P6.</b> Control the result of the sewing process according to quality standards and the sewing instruction
<b>CU3. Prepare Lining of the Glove</b>	<b>P1.</b> Stitch glove lining as per sample or instructions <b>P2.</b> Attach required labels with lining at specified areas <b>P3.</b> Control the result of the sewing process according to quality standards and the sewing instruction
<b>CU4. Assemble Glove</b>	<b>P1.</b> Assemble back and front panel of the glove as per sample or instructions <b>P2.</b> Attach stitched lining with the shell <b>P3.</b> Attach accessories with the product according to design requirements





	<p><b>P4.</b> Attach piping (cuff binding, self-folding etc.) with the glove</p> <p><b>P5.</b> Finalize the glove with closing stitches</p> <p><b>P6.</b> Control the result of the sewing process according to quality standards and the sewing instruction</p>
<p><b>CU5. Perform finishing operations on stitched gloves</b></p>	<p><b>P1.</b> Trim extra threads and flash material from stitched components</p> <p><b>P2.</b> Clean tracing lines from stitched components</p> <p><b>P3.</b> Clean the stitched component for dust, oil and adhesive marks</p> <p><b>P4.</b> Adjust glove shape using appropriate shaping tools</p> <p><b>P5.</b> Control the result of the sewing process according to quality standards and the sewing instruction Prepare and submit production report on prescribed format</p>



## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Know various thread types
- K2:** Understand glove stitching parameters
- K3:** Understand various glove lining materials
- K4:** Understand various glove materials
- K5:** Know various glove types and understand their usage
- K6:** Understand panels of various types of leather gloves
- K7:** Understand process sequence for leather gloves manufacturing
- K8:** Know various types of seams used to stitch major panels of leather gloves
- K9:** Understand finish and quality requirements of leather gloves
- K10:** Understand usage of various glove shaping tools
- K11:** Know various accessory attachments to leather gloves
- K12:** Understand workplace organization
- K13:** Understand instructions

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Assemble a glove as per design and according to the quality requirement by using ready small parts
- Adjust glove shape using appropriate tools



## List of Tools and Equipment

- Cleaning brush
- Pressing hammer (wooden)
- Marble Slab
- Scissors
- Measuring tape
- Finger Shape Sticks
- Single Needle Flat Bed Stitching machine
- Double Needle Stitching machine
- Zig Zag Stitching machine
- Bartek machine
- Overlock machine
- Single Needle Post bed machine
- Binding machine
- Plastic Pipe (to straighten the glove)
- Stitch gauge
- Needles
- Bobbin
- Bobbin case
- Different types of machine foot
- Needle light
- Eye guard
- Personal Protective Equipment
- Instruction-design, technical file



### 072300711 Perform Finishing Operations on Leather Products

**Overview:** This competency standard identifies competencies required to Perform Finishing Operations on a leather product in accordance with product design, and quality requirements. You will be able to inspect the stitched product as per quality requirements, perform surface finishing operations and pack the final product as per customer or shipment requirements.

Competency Units	Performance Criteria
<b>CU1. Inspect the stitched product</b>	<b>P1.</b> Clean the product from dust and stains <b>P2.</b> Inspect the product for all quality requirements as per product design <b>P3.</b> Mark all defects / noncompliance areas on the product with prescribed tools <b>P4.</b> Prepare inspection report on the prescribed format
<b>CU2. Perform measurement control</b>	<b>P1.</b> Control the measurement of the leather product according to the measurement chart <b>P2.</b> Check the product for required accessories and attachments <b>P3.</b> Prepare inspection reports on the prescribed format
<b>CU3. Perform surface finishing operations</b>	<b>P1.</b> Adjust shape of product using appropriate equipment <b>P2.</b> Apply appropriate chemicals for surface treatment of leather product as per fashion style <b>P3.</b> Apply wax on leather product as per surface shine requirement
<b>CU4. Pack the final product</b>	<b>P1.</b> Apply tags and labels as per company or customer requirements <b>P2.</b> Pack the product as per shipment and customer requirements <b>P3.</b> Apply labels (bar code, identification etc.) on the package as per shipment and customer requirements
	<b>P4.</b> Prepare packing report on the prescribed format



## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Understand material quality parameters
- K2:** Understand product quality requirements
- K3:** Understand usage of various inspection tools and equipment
- K4:** Understand sizing charts
- K5:** Understand packing instructions
- K6:** Understand importance and usage of Seven quality tools
- K7:** Know product shaping requirements
- K8:** Understand usage of glove shaping tools and equipment
- K9:** Understand application of various surface treatment chemicals
- K10:** Understand hazards and risks of surface treatment chemicals
- K11:** Understand usage of various tagging tools
- K12:** Understand various packing techniques

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Mark all non-compliances on a leather product and prepare a report
- Adjust Shape of leather product as per product requirement
- Finish surface of a leather product using appropriate chemicals

## List of Tools and Equipment

- Measurement tool
- Measuring tape



- Thread cutter / clipper
- Electric Iron for Glove Shaping
- Spray gun
- Cleaning brush
- Tagging gun
- Bar code printer
- Bar code scanner
- Adhesive Tape Roller
- Carton Strapping machine
- Weighing scale
- Needle detector / Needle scanner
- Personal Protective Equipment
- Packing instruction
- Measurement chart/sizing chart
- Ready-made product



### 102200844 Comply with Perform Personal Health and Safety Guidelines

**Overview:** This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

Competency Units	Performance Criteria
<b>CU1. Identify Personal Hazards at Workplace</b>	<p><b>P1:</b> Identify risk to personal health</p> <p><b>P2:</b> Identify hygiene and safety at work place</p> <p><b>P3:</b> Identify processes</p> <p><b>P4:</b> Identify tools, equipment and consumable materials that have the potential to cause harm</p> <p><b>P5:</b> Report, identified risk to Health, hygiene and safety to concerned</p>
<b>CU2. Apply Personal Protective and Safety Equipment (PPE)</b>	<p><b>P1:</b> List the Personal Protective equipment</p> <p><b>P2:</b> Select personal protective equipment in terms of type and quantity according to work orders.</p> <p><b>P3:</b> Wear personal protective equipment according to job requirements.</p> <p><b>P4:</b> Clean personal protective equipment</p> <p><b>P5:</b> Stored Personal Protective equipments in proper place after use.</p>
<b>CU3. Comply Occupational Safety and Health (OSH)</b>	<p><b>P1:</b> Maintain cleanliness and hygiene as per organizational policy</p> <p><b>P2:</b> Comply with Health, hygiene and safety precautions before starting work</p> <p><b>P3:</b> Comply organizational Health, hygiene and safety guidelines during work</p> <p><b>P4:</b> Deal with resolvable problems according to prescribed</p>



		<p>procedures</p> <p><b>P5:</b> Report un resolvable problems to concerned</p> <p><b>P6:</b> Place the tools equipment etc at their prescribed place after completion of work</p>
<b>CU4. Dispose of hazardous Waste/materials from the designated area.</b>		<p><b>P1:</b> Identify hazardous waste materials which needs to be disposed off</p> <p><b>P2:</b> Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure</p> <p><b>P3:</b> Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure</p> <p><b>P4:</b> Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure</p>





## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain safety rules and regulations of organization
- K2:** List Personal protection and safety Equipment
- K3:** Describe meaning of Safety signs and symbols
- K4:** Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- K5:** Describe waste disposal SOPs
- K6:** Explain best practices relating to clean and safe work environment

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



### 041700839 Communicate the Workplace Policy and Procedure

**Overview:** This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
<b>CU1. Identify workplace communication procedures</b>	<p><b>P1.</b> Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p><b>P2.</b> Identify appropriate lines of communication with supervisors and colleagues.</p> <p><b>P3.</b> Seek advice on the communication method/equipment most appropriate for the task</p>
<b>CU2. Communicate at workplace</b>	<p><b>P1.</b> Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p><b>P2.</b> Use appropriate non-verbal behavior at all times</p> <p><b>P3.</b> Encourage, acknowledge and act upon constructive feedback</p>
<b>CU3. Draft Written Information</b>	<p><b>P1.</b> Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p><b>P2.</b> Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.</p> <p><b>P3.</b> Ensure written information meets required standards of style, format and detail.</p> <p><b>P4.</b> Seek assistance and/or feedback to aid communication skills development</p>



<b>CU4. Review Documents</b>	<p><b>P1.</b> Check draft for suitability of tone for audience, purpose, format and communication style</p> <p><b>P2.</b> Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p> <p><b>P3.</b> Check draft for sequencing and structure</p> <p><b>P4.</b> Check draft to ensure it meets organizational requirements</p> <p><b>P5.</b> Ensure draft is proofread, where appropriate, by supervisor or colleague</p>
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## Knowledge and Understanding

- K1:** Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- K2:** Organizational policies, plans and procedures.
- K3:** Barriers to communication
- K4:** Communication model
- K5:** Verbal and written communication techniques

## Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



### 001100851 Perform Basic Communication (Specific)

**Overview:** This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace

Competency Units	Performance Criteria
<b>CU1. Communicate in a team to achieve intended outcomes</b>	<b>P1.</b> Treat team members with respect <b>P2.</b> Maintain positive relationships to achieve common organizational goals <b>P3.</b> Get work related information from team <b>P4.</b> Identify interrelated work activities to avoid confusion <b>P5.</b> Adopt communication skills, which are designed in a team. <b>P6.</b> Identify problems in communication with a team <b>P7.</b> Resolve Communication barrier through discussion and mutual agreement
<b>CU2. Follow Supervisor's instructions as per organizational SOPs</b>	<b>P1.</b> Receive the instructions from Supervisor <b>P2.</b> Carry out the instructions of the supervisor <b>P3.</b> Report to the supervisor as per organizational SOPs
<b>CU3. Develop Generic communication skills at workplace</b>	<b>P1.</b> Develop basic reading skills <b>P2.</b> Develop Basic writing Skills <b>P3.</b> Develop basic listening skills



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Basic Learn and understand Types of communication
- K2:** Basic Reading Skills
- K3:** Basic Writing skills
- K4:** Basic Verbal communication skills
- K5:** Basic Problem solving skills
- K6:** Basic Self-Management Skills
- K7:** Basic Technology Skills
- K8:** Basic Interview Skills
- K9:** Basic Workplace dress code
- K10:** Basic The role of team members and functionality of the teams

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors



## 061100856 Perform Basic Computer Application (Specific)

**Overview:** This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
<b>CU1. Create Word Documents</b>	<b>P1.</b> Open word processing application <b>P2.</b> Create a word document <b>P3.</b> Customize page layout with relevant name setting <b>P4.</b> Set up page in a word document <b>P5.</b> Edit word document as required <b>P6.</b> Use simple formatting tools when creating the document <b>P7.</b> Save word document to directory <b>P8.</b> Insert table in a word document <b>P9.</b> Insert appropriate images into document as necessary <b>P10.</b> Insert header/footer in a word document <b>P11.</b> Insert section break in a word document <b>P12.</b> Set style in word document <b>P13.</b> Select basic Print settings <b>P14.</b> Print the document
<b>CU2. Use internet for Browsing</b>	<b>P1.</b> Use search engines to open website <b>P2.</b> Search data on different topics <b>P3.</b> Refine search to increase relevance of information or content <b>P4.</b> Navigate a website to access the information or content required



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Describing formatting styles and their effect on formatting, readability and appearance of documents
- K2:** Outline purpose, use and function of word-processing software.
- K3:** Editing in MS Word
- K4:** Formatting in MS word
- K5:** Use of different search engines
- K6:** Use of different web pages

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.

Download data through web browser





## 102200846 Apply Work Health and Safety Practices (WHS)

**Overview:** This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process.

Competency Units	Performance Criteria
<b>CU1. Implement safe work practices at work place</b>	<b>P1.</b> Implement relevant rules and procedures of WHS at work place. <b>P2.</b> Comply with duty of care requirements <b>P3.</b> Use personal protective equipment according to safe work practices <b>P4.</b> Contribute to WHS consultative activities <b>P5.</b> Raise WHS issues with relevant personnel
<b>CU2. Participate in hazard assessment activities a work place</b>	<b>P1.</b> Identify hazards or WHS issues in the workplace to relevant personnel <b>P2.</b> Assess and control risks according to own level of responsibility, in line with workplace procedures <b>P3.</b> Report hazards or WHS issues in the workplace to relevant personnel <b>P4.</b> Document risk control actions as required
<b>CU3. Follow emergency procedures at workplace</b>	<b>P1.</b> Report emergencies or incidents promptly to relevant personnel <b>P2.</b> Deal with emergencies in line with own level of responsibility <b>P3.</b> Implement evacuation procedures as required



<b>CU4. Participate in OHS consultative processes</b>	<b>P1.</b> Contribute to workplace meetings, inspections or other consultative activities <b>P2.</b> Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures <b>P3.</b> Take actions to eliminate workplace hazards or to reduce risks
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### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Outline the WHS rights and responsibilities that apply to own role
- K2:** Explain the term duty of care
- K3:** Describe typical health and safety roles in the workplace
- K4:** List and describe common safety signs and symbols
- K5:** Explain procedures for reporting hazards, risks, incidents and accidents
- K6:** Identify and describe common hazards and major causes of accidents relevant to the workplace
- K7:** Explain what the term risk control means
- K8:** List and describe potential emergency situations and how to respond to them

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident.



## 041700840 Identify and Implement Workplace Policy and Procedures

**Overview:** This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
<b>CU1. Identify workplace policy &amp; procedures</b>	<b>P1.</b> Identify the workplace policy & procedures <b>P2.</b> Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. <b>P3.</b> Assure the policies are realistic, resources and personnel to implement <b>P4.</b> Implement the policy & procedures that reflects the organizations commitments <b>P5.</b> Ensure the appropriate methods of implementation, outcomes and performance indicators
<b>CU2. Implement workplace policy &amp; procedures</b>	<b>P1.</b> Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures <b>P2.</b> Implement strategies for continuous improvement in effective and efficient information
<b>CU3. Communicate workplace policy &amp; procedures</b>	<b>P1.</b> Communicate procedures to help implement workplace policy <b>P2.</b> Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities



<b>CU4. Review the implementation of workplace policy &amp; procedures</b>	<b>P1.</b> Identify the trends that may require remedial actions <b>P2.</b> Record the trends that may require remedial actions. <b>P3.</b> Ensure policy and procedures as required are made for continuous improvement of performance
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### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Legislation, regulations and codes of practice applicable to the organization
- K2:** internal and external sources of information and organizational policy & procedures
- K3:** Typical barriers to implementing policies and procedures in an organization.

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.



## 001100852 Communicate at Workplace

**Overview:** This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
1. <b>Communicate within the organization</b>	<b>P1.</b> Communicate within a department <b>P2.</b> Communicate with other departments. <b>P3.</b> Use various media to communicate effectively <b>P4.</b> Communicate orally and written
2. <b>Communicate outside the organization</b>	<b>P1.</b> Deal with vendors <b>P2.</b> Deal with clients/customers <b>P3.</b> Interact with other organisations <b>P4.</b> Use various media to communicate effectively <b>P5.</b> Work with people of different cultures / backgrounds
3. <b>Communicate effectively in workgroup</b>	<b>P1.</b> Assess the issues to provide relevant suggestion to group members <b>P2.</b> Resolve the issues/ problems /conflicts within the group <b>P3.</b> Arrange group working sessions to increase the level of participation in the group processes <b>P4.</b> Communicate messages to group members clearly to ensure interpretation is valid <b>P5.</b> Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices <b>P6.</b> Act upon constructive feedback
4. <b>Communicate in writing</b>	<b>P1.</b> Identify relevant procedures for written information <b>P2.</b> Use strategies to ensure correct communication in writing .i.e.



	<ul style="list-style-type: none"><li>• correct composition</li><li>• clarity</li><li>• comprehensiveness</li><li>• accuracy</li><li>• appropriateness</li></ul> <p><b>P3.</b> Draft assigned written information for approval, ensuring it is written within designated timeframes</p> <p><b>P4.</b> Ensure written information meets required standards of style, format and detail</p> <p><b>P5.</b> Seek assistance / feedback to aid communication skills development</p>
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### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Importance of intra and inter organizational communication
- K2:** Basics of business communication
- K3:** Defining Modes of communication
- K4:** Effective communication in workgroup
- K5:** Communicating through writing
- K6:** The importance of teamwork



### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).



## 061100858 Perform Computer Application Skills

**Overview:** This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
<b>CU1. Prepare In-page documents as per required information</b>	<b>P1.</b> Set keyboard preferences according to information requirements <b>P2.</b> Layout Page according to information requirements <b>P3.</b> Toggle between Languages <b>P4.</b> Identify the usage of tool bar <b>P5.</b> Insert Columns as per requirement <b>P6.</b> Print the document
<b>CU2. Prepare Spreadsheets as per required information</b>	<b>P1.</b> Create workbook according to information requirements <b>P2.</b> Insert sheet according to information requirements <b>P3.</b> Enter basic formulae / functions using cell referencing when required <b>P4.</b> Correct formulas when error messages occur <b>P5.</b> Use a range of common tools during spreadsheet development <b>P6.</b> Edit columns and rows within the spreadsheet Filter data <b>P7.</b> Save the spreadsheet to a folder on a storage device <b>P8.</b> Format spreadsheet using formatting features as required





	<p><b>P9.</b> Incorporate object and chart in spreadsheet</p> <p><b>P10.</b> Print spreadsheet</p>
<p><b>CU3. Use MS Office as per required information</b></p>	<p><b>P1.</b> Use Microsoft Word for documentation</p> <p><b>P2.</b> Use Microsoft Excel for documentation</p> <p><b>P3.</b> Use Microsoft PowerPoint for presentation</p> <p><b>P4.</b> Perform OneNote</p> <p><b>P5.</b> Perform Outlook for emails</p> <p><b>P6.</b> Perform Publisher applications</p>
<p><b>CU4. Perform computer graphics in basic applications</b></p>	<p><b>P1.</b> Perform graphic fundamentals in basic applications</p> <p><b>P2.</b> Draw Points and lines to make images</p> <p><b>P3.</b> Draw Dots in space to make images</p> <p><b>P4.</b> Draw lightening blot Shapes to make images</p> <p><b>P5.</b> Enlarge circles and rectangles to block in forms</p>
<p><b>CU5. Create Email account for communications</b></p>	<p><b>P1.</b> Make email account for communications</p> <p><b>P2.</b> . Compose text of an email message according to organizational guidelines as required</p> <p><b>P3.</b> Create an automatic signature for the user</p> <p><b>P4.</b> Attach files to email message where required</p> <p><b>P5.</b> Send email message</p> <p><b>P6.</b> Reply to / forward a received message using available features</p> <p><b>P7.</b> Save an attachment to the relevant folder</p> <p><b>P8.</b> Save email message using available settings</p> <p><b>P9.</b> Adjust email accounts to restrict and quarantine possible email security problems</p> <ul style="list-style-type: none"> <li>• Print email message as per requirements</li> </ul>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology related to reading help files and prompts
- K2:** Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- K3:** Outline log-in procedures relating to accessing a personal computer (PC)
- K4:** Describe the purpose, use and function of spreadsheet applications.
- K5:** Understand **MS Word** to create documents, flyers, publications
- K6:** Understand **MS PowerPoint** to create presentations
- K7:** Understand **MS Excel** to store, organize, and manipulate data
- K8:** Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more
- K9:** Understand of **Publisher** to create extensive publications, posters, flyers, menus
- K10:** Understand **Outlook** to manage email and calendars, to do lists, and contacts

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.



## 041300867 Manage Personal Finances

**Overview:** This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
<b>CU1. Develop a personal budget</b>	<p><b>P1.</b> Calculate current living expenses using available information to prepare a personal budget.</p> <p><b>P2.</b> Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</p> <p><b>P3.</b> Subtract total expenses from total income to determine a surplus or deficit budget for the specified period.</p> <p><b>P4.</b> Find reasons for a deficit budget and ways to reduce expenditure identified.</p> <p><b>P5.</b> Identify ways to increase income</p>
<b>CU2. Develop long term personal budget</b>	<p><b>P1.</b> Analyze income and expenditure and set long term personal financial goals.</p> <p><b>P2.</b> Develop a long-term budget based on the outcomes of short-term budgeting.</p> <p><b>P3.</b> Identify obstacles that might affect the business</p> <p><b>P4.</b> Formulate a regular savings plan based on budget</p>
<b>CU3. Identify ways to maximize future finances</b>	<p><b>P1.</b> Determine sources to maximize personal income,</p> <p><b>P2.</b> Get further education or training to maintain or improve future income.</p> <p><b>P3.</b> Identify the need for debt to finance living and other expenses,</p> <p><b>P4.</b> Determine the appropriate levels of debt and repayment.</p> <p><b>P5.</b> Consolidate existing debt, where possible, to minimize interest costs and fees.</p> <p><b>P6.</b> Seek professional money management services.</p>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the abilities to plan and organize to keep records and monitor a personal budget
- K2:** Describe abilities to set and review goals
- K3:** Explain basic financial management and record keeping to enable development and management of a personal budget
- K4:** Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- K5:** Outline numeracy skills to compare income and expenditure

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



## 072300712 Construct Pattern for Leather Products

**Overview:** This competency standard identifies competencies required to construct pattern for leather products in accordance with product design, and process requirements. You will be able to construct 5 types of patterns including Base Pattern, Design pattern, Cutting pattern, Lining pattern, and Fusing pattern for leather products. You shall also be able to perform pattern grading as per size adjustment requirement.

Competency Units	Performance Criteria
<b>CU1. Construct Base pattern</b>	<p><b>P1.</b> Prepare the workstation for work operation (put up the requested items and documents)</p> <p><b>P2.</b> Perceive the product information (sketch, measurement chart)</p> <p><b>P3.</b> Draft block for various patterns considering required measurements on pattern sheet</p> <p><b>P4.</b> Mark all the necessary points on the block as per product requirement covering all required clearances</p> <p><b>P5.</b> Draft the required shape of the product for base pattern</p> <p><b>P6.</b> Draw dart points and dart according to product fitting requirement</p> <p><b>P7.</b> Control the drawn pattern according to the measurement chart and control the matching of the pattern pieces</p> <p><b>P8.</b> Cut the drafted base pattern</p>
<b>CU2. Construct Design pattern</b>	<p><b>P1.</b> Trace the base pattern on the pattern sheet</p> <p><b>P2.</b> Add the design according to product requirement on the base pattern (modify the block pattern according to the design)</p> <p><b>P3.</b> Control the drawn design pattern according to the design and control the matching of the pattern pieces</p> <p><b>P4.</b> Cut the design pattern</p>
<b>CU3. Construct Cutting</b>	<p><b>P1.</b> Trace the design pattern on pattern sheet</p> <p><b>P2.</b> Create the cutting pattern by adding seam allowances to</p>



<b>Pattern</b>	<p>the design pattern</p> <p><b>P3.</b> Add grain line, notches and marks for sewing process</p> <p><b>P4.</b> Add nomenclature to identify the cutting pattern pieces</p> <p><b>P5.</b> Cut the cutting pattern</p>
<b>CU4. Construct Lining Pattern</b>	<p><b>P1.</b> Trace the base pattern on pattern sheet</p> <p><b>P2.</b> Create the lining pattern by adding seam allowances and designs to the base pattern</p> <p><b>P3.</b> Control the drawn pattern according to the measurement chart and control the matching of the pattern pieces</p> <p><b>P4.</b> Add grain line, notches and marks for sewing process</p> <p><b>P5.</b> Add nomenclature to identify the cutting pattern pieces</p> <p><b>P6.</b> Cut the lining pattern</p>
<b>CU5. Construct Fusing pattern</b>	<p><b>P1.</b> Trace the cutting pattern on pattern sheet</p> <p><b>P2.</b> Draw the fusing pattern according to product requirement</p> <p><b>P3.</b> Control the drawn pattern according to the measurement chart and control the matching of the pattern pieces</p> <p><b>P4.</b> Cut the fusing pattern</p>
<b>CU6. Perform pattern grading</b>	<p><b>P1.</b> Trace base or design pattern on pattern sheet</p> <p><b>P2.</b> Mark grading points as per measurement of required pattern</p> <p><b>P3.</b> Trace the pattern as per grading points</p> <p><b>P4.</b> Control the graded pattern according to the measurement chart and control the matching of the pattern pieces</p> <p><b>P5.</b> Add nomenclature to identify the cutting pattern pieces</p> <p><b>P6.</b> Cut the graded pattern</p>



## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- K1:** Understand measuring systems used in leather sector
- K2:** Understand size chart and grading system
- K3:** Understand various types of patterns and their uses
- K4:** Understand usage of various pattern tools
- K5:** Know various product materials
- K6:** Understand basic human figure
- K7:** Understand dart manipulation
- K8:** Understand various seam allowances
- K9:** Understand pattern grading techniques

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create a pattern according to product design and measurement chart
- Perform grading of a developed pattern as per size requirements

## List of Tools and Equipment

- Pattern shapers
- Measuring tape
- Different measuring scales
- Pant curve
- Scissors
- Knife
- Pattern table
- Tracing wheel
- Punch machine
- Notches
- Dummies
- Sketch (design information)



### 072300713 Develop Fashion Illustrations

**Overview:** This competency standard identifies competencies required to develop fashion drawing and design for leather products. You will be able to draw a fashion design including figure templates, poses, and various parts of templates, perform rendering and adjust the rendered product on figure templates.

Competency Units	Performance Criteria
<b>CU1. Draw Figure Template</b>	<p><b>P1.</b> Draw a fashion figure through measurement as per standard methods (eight, nine and ten head)</p> <p><b>P2.</b> Draw fashion figure through geometrical shapes</p>
<b>CU2. Draw different Poses of Figure Template</b>	<p><b>P1.</b> Draw front pose</p> <p><b>P2.</b> Draw Side pose</p> <p><b>P3.</b> Draw Back pose</p> <p><b>P4.</b> Draw 3 Quarter Pose</p> <p><b>P5.</b> Draw Quarter pose</p>
<b>CU3. Draw various parts of Figure Template</b>	<p><b>P1.</b> Draw Facial features</p> <p><b>P2.</b> Draw Hand movements</p> <p><b>P3.</b> Draw Arms movements</p> <p><b>P4.</b> Draw Leg movements</p> <p><b>P5.</b> Draw Foot movements</p>
<b>CU4. Perform Rendering of Figure Templates</b>	<p><b>P1.</b> Perform Monotone Skin Rendering</p> <p><b>P2.</b> Perform Two Tone Skin Rendering</p> <p><b>P3.</b> Make different Silhouettes as per design requirement</p>
<b>CU5. Adjust Rendered leather product on Figure Templates</b>	<p><b>P1.</b> Draw basic garment components</p> <p><b>P2.</b> Draw variations of garment components (Sleeves, collar, neckline, cuff, trouser, skirts, etc.) as per design requirement</p> <p><b>P3.</b> Draw Figure Template with leather product design</p> <p><b>P4.</b> Render figure template with leather garment as per design requirement</p>
	requirement





## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to understand:

- K1:** Principles of Art and Design according to the Leather Product
- K2:** The elements of design (harmony, balance, shape and colour)
- K3:** Different types of drawing pencils
- K4:** Various drawing sheets and their usage (Newspaper sheet, Scholar sheet, Canson Sheet, etc.)
- K5:** Shading, lighting and Line Quality
- K6:** Basic colour theory
- K7:** Usage of various Mediums (Pencil colours, Pastels, Crayons, Water colour, poster colours, Acrylics, etc.)
- K8:** Basic Human figure (Male, Female and Kid)
- K9:** Human Body proportion
- K10:** Types of Rendering
- K11:** Measurement and proportions of Fashion figure/Croquis
- K12:** Details of Garment components according to Leather Product Design

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Draw and render Fashion figure/Croquis with Leather Product Design by respecting fashion drawing standards

## List of Tools and Equipment

- Measuring scale
- Pencil Sharpener
- Paint Brushes
- Drawing Board
- Figure template
- Magazine for inspiration, internet



### 072300714 Design Leather Products using Drawing Software

**Overview:** This competency standard identifies competencies required to develop fashion drawing and design for leather products using computer software. Trainee will be able to draw fashion and technical drawings of leather products using Adobe Illustrator, Corel Draw and Photoshop.

Competency Units	Performance Criteria
<b>CU1. Design Leather products using Photo editing software</b>	<b>P1.</b> Develop research board <b>P2.</b> Develop mood board <b>P3.</b> Draw Product design from mood Board <b>P4.</b> Trace leather product according to the product design <b>P5.</b> Render the sketch according to mood board <b>P6.</b> Develop layout for technical drawing of leather product <b>P7.</b> Create technical drawings of leather product <b>P8.</b> Render Technical Design of Leather Product <b>P9.</b> Save the final File <b>P10.</b> Print the final Leather Design file
<b>CU2. Design Leather products using Graphic design soft-wares</b>	<b>P1.</b> Create the basic block of product <b>P2.</b> Give the shape of leather product to basic block <b>P3.</b> Render the leather product as per design requirement <b>P4.</b> Mark the place accessories/ embroidery/ screen printing/ sublimation on the leather product <b>P5.</b> Draw the design of accessories/ embroidery/ screen printing/ sublimation on the marked places <b>P6.</b> Develop layout for technical drawing of leather product <b>P7.</b> Create technical drawings of leather product <b>P8.</b> Save the final File <b>P9.</b> Print the final Leather Design file



## Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to understand:

- K1:** Usage of photo editing software
- K2:** Usage of graphic designing software
- K3:** Usage of methods of Troubleshooting in software
- K4:** Drawing and design Techniques
- K5:** Various Short Keys of software
- K6:** Techniques of printing design, sublimation design and embroidery design in soft wares

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop technical drawing of a product in photo editing software
- Develop technical drawing of a product in graphic designing software

## List of Tools and Equipment

- Computers
- Photo Editing Software Package
- Graphic Designing Software Package
- Printer
- Scanner
- Different inspiration sources (magazines, internet)



**102200848 Contribute to Work Related Health and Safety (WHS) Initiatives**

**Overview:** This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

<b>Competency Units</b>	<b>Performance Criteria</b>
<b>CU1. Contribute to initiate work-related health and safety measures</b>	<b>P1.</b> compile database on work-related health and safety <b>P2.</b> Identify measures that address legal obligations. <b>P3.</b> Consult with individuals/ parties to formulate measures and initiatives <b>P4.</b> Consult with individuals/parties to identify factors impacting on work-related health and safety <b>P5.</b> Participate in consultative meetings.
<b>CU2. Contribute to establish work-related health and safety measures</b>	<b>P1.</b> Assist in planning of work-related health and safety measures <b>P2.</b> Contribute to the development of work-related health and safety measures <b>P3.</b> Identify to implement work-related health and safety measures i.e. <ul style="list-style-type: none"><li>• resourcing requirements,</li><li>• timelines</li><li>• responsibilities</li></ul> <b>P4.</b> Assist to implement work-related health and safety measures and initiatives i.e. <ul style="list-style-type: none"><li>• scheduling</li><li>• liaison</li><li>• administering resources</li><li>• communication</li></ul>



<p><b>CU3. Contribute to ensure legal requirements of WHS measures</b></p>	<p><b>P1.</b> Identify WHS legal requirements</p> <p><b>P2.</b> Apply knowledge of all aspects of WHS measures to</p> <ul style="list-style-type: none"> <li>• Consultation</li> <li>• workplace policies</li> <li>• participation processes</li> </ul> <p><b>P3.</b> Ensure, WHS measures are in accordance with legal requirements</p>
<p><b>CU4. Contribute to review WHS measures</b></p>	<p><b>P1.</b> Develop effective practices to review work-related health and safety measures</p> <p><b>P2.</b> Assist individuals and parties related to WHS measures in following activities</p> <ul style="list-style-type: none"> <li>• preparing reports</li> <li>• communicating review</li> <li>• evaluating outcomes</li> </ul>
<p><b>CU5. Evaluate the organization’s WHS system</b></p>	<p><b>P1.</b> Assess ongoing compliance with OHS (Occupational Health and safety)</p> <p><b>P2.</b> Take feedback from concerned persons regarding WHS measures.</p> <p><b>P3.</b> Assess the overall effectiveness of WHS management practices</p> <p><b>P4.</b> Assist the development process of WHS measures in following ways</p> <ul style="list-style-type: none"> <li>• Suggest amendments</li> <li>• Document amendments</li> <li>• Implement amendments</li> </ul> <p><b>P5.</b> Take feedback from concerned persons regarding WHS measures.</p> <p><b>P6.</b> Communicate improvements in WHS Measures</p>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- K2:** Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- K3:** List factors that impact on work-related health and safety and their potential effects
- K4:** Identify internal and external sources of WHS information and data, and how to access them
- K5:** Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
- K6:** Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- K7:** Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
  - The factors impacting on worker health and safety that they address
  - Effectiveness
  - Costs and benefits
  - Criteria for decisions regarding their implementation in a specific workplace
  - How they should be implemented.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



### 041700841 Comply with Workplace Policy and Procedures

**Overview:** This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
<b>CU1. Manage work timeframes</b>	<b>P1.</b> Complete work tasks within deadlines in according to order of priority <b>P2.</b> Supervisors are informed of any delays in work times or projects
<b>CU2. Manage to convene meeting</b>	<b>P1.</b> Develop agenda in line with meeting purpose <b>P2.</b> Select participants and notify them accordingly <b>P3.</b> Carryout meeting arrangements according to the time <b>P4.</b> Record the minutes of the meeting
<b>CU3. Decision making at workplace</b>	<b>P1.</b>
<b>CU4. Set and meet own work priorities at instent</b>	<b>P1.</b> Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives <b>P2.</b> Use technology efficiently and effectively to manage work priorities and commitments <b>P3.</b> Maintain appropriate work-life balance
<b>CU5. Develop and maintain professional competence</b>	<b>P1.</b> Assess personal knowledge and skills against competency <b>P2.</b> Participate in networks to enhance personal knowledge, skills and work relationships



	<p><b>P3.</b> Seek feedback from employees, clients and colleagues to develop and improve competence</p>
<p><b>CU6. Follow and implement work safety requirements</b></p>	<p><b>P1.</b> Identify and report emergency incidents</p> <p><b>P2.</b> Practice organizational policy and procedures for responding to emergency incidents</p> <p><b>P3.</b> Identify and implement workplace procedures and work instructions for controlling risks</p>





## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Healthy work life balance
- K2:** Meeting terminologies, structures and arrangements
- K3:** Relevant organizational procedures and policies regarding meetings, chairing and minutes.
- K4:** Barriers to implement policies and procedures in an organization and possible strategies to address them.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



## 001100853 Perform Advanced Communication

**Overview:** This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
<b>CU1. Demonstrate professional skills</b>	<p><b>P1.</b> Use different modes of communication to communicate</p> <ul style="list-style-type: none"><li>• Speaking</li><li>• Reading</li><li>• Writing</li><li>• Listening</li><li>• Presentation</li><li>• visual representation etc</li></ul> <p><b>P2.</b> Develop CV Skills according requirements</p> <p><b>P3.</b> Upgrade professional skills by attending trainings, webinars, conferences etc.</p> <p><b>P4.</b> Perform Continuous professional development as required at workplace</p> <p><b>P5.</b> Develop interview skills</p>
<b>CU2. Plan and Organize work</b>	<p><b>P1.</b> Identify task requirements.</p> <p><b>P2.</b> Plan steps to complete tasks.</p> <p><b>P3.</b> Review planning and organizing process.</p> <p><b>P4.</b> Organize work.</p>
<b>CU3. Provide trainings at workplace</b>	<p><b>P1.</b> Assess the need for training</p> <p><b>P2.</b> Prepare trainees for the learning experience</p> <p><b>P3.</b> Present training session</p> <p><b>P4.</b> Support trainees in managing their own learning</p> <p><b>P5.</b> Facilitate group learning</p> <p><b>P6.</b> Provide opportunity for practice</p> <p><b>P7.</b> Provide feedback on progress on trainees</p>



	<b>P8.</b> Review delivery experience
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### Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explaining the training skills
- K2:** Identification of the professional skills
- K3:** Describing the advanced language skills
- K4:** Understanding of the assessment and trainees feedback methods
- K5:** Direct and indirect communication methods
- K6:** Explaining the need of the training type at the work place

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma



## 061100858 Develop Advance Computer Application Skills

**Overview:** This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

Competency Units	Performance Criteria
<b>CU1. Manage Information System to complete a task</b>	<b>P1.</b> Perform Data Entry in MS office <b>P2.</b> Manage File/folder in MS office <b>P3.</b> Perform Scanning of document <b>P4.</b> Maintain Office Record in drives <b>P5.</b> Perform Printing of document <b>P6.</b> Search required Files/Folders <b>P7.</b> Convert Files in required format. <b>P8.</b> Manage sizes of Files/Folders <ul style="list-style-type: none"><li>• Compress</li><li>• Zip /unzip</li></ul>
<b>CU2. Prepare Presentation using computers</b>	<b>P1.</b> Prepare presentation as per requirements, i.e. <ul style="list-style-type: none"><li>• Open blank presentation and add text / graphics</li><li>• Create a simple design for a presentation</li><li>• Apply existing styles within a presentation</li><li>• Use presentation template and slides to create a presentation</li><li>• Use various tools to improve the look of the presentation</li><li>• Save presentation to the appropriate storage device and</li></ul>



	<p>folder with required name</p> <p><b>P2.</b> Customize basic settings to meet user requirements</p> <p><b>P3.</b> Format presentation as require</p> <ul style="list-style-type: none"> <li>• Develop organizational charts</li> <li>• Add objects and manipulate to meet presentation purposes</li> <li>• Modify slide layout, including text and colours, to meet presentation requirements</li> <li>• Save presentation in another format</li> <li>• Save to storage device and close presentation</li> </ul> <p><b>P4.</b> Add slide show effect into presentation as required to enhance the presentation</p> <ul style="list-style-type: none"> <li>• Incorporate pre-set Animation</li> <li>• Apply Multimedia effects</li> <li>• Record Narration</li> <li>• Apply hyperlink</li> <li>• Apply video</li> <li>• Rehearse Timings</li> <li>• Test presentation for overall effect</li> </ul> <p><b>P5.</b> Print the presentation</p> <ul style="list-style-type: none"> <li>• Select appropriate print format for presentation</li> <li>• Select preferred slide orientation</li> <li>• Add notes and slide numbers</li> <li>• Preview slides and run spell check before presentation</li> <li>• Print selected slides and submit presentation to appropriate person for feedback</li> </ul> <p><b>P6.</b> Practice verbal presentation</p> <p><b>P7.</b> Practice presentation through AV Aids</p>
<p><b>CU3. Use Microsoft Access to manage database</b></p>	<p><b>P1.</b> Collect the data using a standard data base package.</p> <p><b>P2.</b> Start access to manage database .i.e.</p> <ul style="list-style-type: none"> <li>• identify problem statement of Data</li> </ul>



	<ul style="list-style-type: none"><li>• Develop a table with fields /attributes according to database usage/ user requirements</li><li>• Create a primary key and establish an index for each table</li><li>• Modify table layout and field attributes as required</li><li>• Create a relationship between the two tables</li><li>• Add data in a table according to information requirements</li><li>• Add records as required</li><li>• delete records as required</li><li>• Save database to storage area</li><li>• close down database to storage area</li><li>• Apply criteria in the following Query</li><li>• SQL view of Query</li><li>• Wildcards of query</li><li>• Query Criteria</li></ul> <p><b>P3.</b> Customize basic settings:</p> <ul style="list-style-type: none"><li>• Adjust page layout to meet user requirements</li><li>• Open and view different toolbars</li><li>• Format font as appropriate for the purpose of the database entries</li><li>• Create reports</li><li>• Design reports to present data in a logical sequence</li><li>• Modify reports to include or exclude additional requirements</li><li>• Distribute reports to appropriate person in a suitable format</li></ul> <p><b>P4.</b> Create forms</p> <ul style="list-style-type: none"><li>• Use a wizard to create a simple form</li><li>• Open existing database and modify records through a simple form</li></ul>
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	<ul style="list-style-type: none"><li>• Rearrange objects within the form to accommodate information requirements</li></ul>
<b>CU4. Develop graphics for Design</b>	<p><b>P1.</b> Develop graphic design concepts based on a thorough understanding of the communication need</p> <p><b>P2.</b> Use design techniques confidently to produce designs</p> <p><b>P3.</b> Integrate design tools skillfully to produce designs</p> <p><b>P4.</b> Evaluate the success of completed designs to meet objectives</p> <p><b>P5.</b> evaluate feedback from client / peers</p>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1:** List basic technical terminology to read help files and prompts
- K2:** Outline the different types of formal and informal presentations
- K3:** Explain Power point presentation
- K4:** Segregation of Data
- K5:** Define the relation among data
- K6:** Define criteria in the query
- K7:** Creates and modify reports and forms.
- K8:** Outline basic database design principles
- K9:** Current graphic design software
- K10:** Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.





## 041300869 Manage Human Resource Services

**Overview:** This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
<p><b>CU1. Determine strategies for delivery of human resource services</b></p>	<p><b>P1.</b> Analyze business strategy and operational plans to determine human resource requirements</p> <p><b>P2.</b> Review external business environment that likely impact on organization's human resource requirements</p> <p><b>P3.</b> Consult line and senior managers to identify human resource needs in their areas</p> <p><b>P4.</b> Review organization's requirements for diversity in the workforce</p> <p><b>P5.</b> Deliver human resource services that comply with business goals</p> <p><b>P6.</b> Develop strategic action plan for delivery of human resource services</p> <p><b>P7.</b> Develop roles and responsibilities of human resource team</p> <p><b>P8.</b> Develop quality assurance policy</p>
<p><b>CU2. Manage the delivery of human resource services</b></p>	<p><b>P1.</b> Communicate human resource strategies and services to internal and external stakeholders</p> <p><b>P2.</b> Develop and negotiate service agreements between</p> <ul style="list-style-type: none"> <li>• The human resource team,</li> <li>• Service providers</li> <li>• Client groups</li> </ul> <p><b>P3.</b> Document service specifications, performance standards and timeframes</p> <p><b>P4.</b> Document /communicate service</p>



	<ul style="list-style-type: none"> <li>• Specifications,</li> <li>• Performance standards</li> <li>• Timeframes</li> </ul> <p><b>P5.</b> Monitor Quality assurance processes</p> <p><b>P6.</b> Ensure that services are delivered by appropriate providers, according to service agreements and operational plans</p> <p><b>P7.</b> Identify underperformance of human resource team or service providers</p>
<p><b>CU3. Evaluate human resource service delivery</b></p>	<p><b>P1.</b> Establish Management information system for human resource services</p> <p><b>P2.</b> Conduct survey to determine level of satisfaction</p> <p><b>P3.</b> Analyze feedback of survey</p> <p><b>P4.</b> Recommend changes to service delivery</p> <p><b>P5.</b> Support agreed change processes across the organization</p>
<p><b>CU4. Manage integration of business ethics in human resource practices</b></p>	<p><b>P1.</b> Ensure ethics in personal behavior</p> <p><b>P2.</b> Ensure code of conduct is observed across the organization,</p> <p><b>P3.</b> Observe confidentiality requirements in dealing with all human resource information</p> <p><b>P4.</b> Deal promptly with unethical behavior</p> <p><b>P5.</b> Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior</p>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Identify the key provisions of legal and compliance requirements that apply to managing human resources
- K2:** Summarize the organization's code of conduct
- K3:** Explain human resource strategies and planning processes and their relationship to business and operational plans
- K4:** Describe performance and contract management
- K5:** Explain how feedback is used to modify the delivery of human resources.

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

## Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.



## 041300860 Develop Entrepreneurial Skills

**Overview:** This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
<b>CU1. Develop a business plan</b>	<p><b>P1.</b> Conduct a market survey to collect following information</p> <ul style="list-style-type: none"><li>• Customer /demand</li><li>• Tools, equipment, machinery and furniture with rates</li><li>• Raw material</li><li>• Supplier</li><li>• Credit / funding sources</li><li>• Marketing strategy</li><li>• Market trends</li><li>• Overall expenses</li><li>• Profit margin</li></ul> <p><b>P2.</b> Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses</p> <p><b>P3.</b> Compile the information collected through the market survey, in the business plan format</p>
<b>CU2. Collect information regarding funding sources</b>	<p><b>P1.</b> Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate</p> <p><b>P2.</b> Choose the best available option according to investment requirement</p>



	<p><b>P3.</b> Prepare documents according to the loan agreement requirement</p> <p><b>P4.</b> Include the information of funding sources in the business plan</p>
<b>CU3. Develop a marketing plan</b>	<p><b>P1.</b> Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning</p> <p><b>P2.</b> Include the information of marketing plan in the business plan</p>
<b>CU4. Develop basic business communication skills</b>	<p><b>P1.</b> Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills</p> <p><b>P2.</b> Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.</p> <p><b>P3.</b> Use specific business terms used in the market</p>



## Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- K1:** Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- K2:** Describe 7Cs of business communication
- K3:** Define different modes of communication and their application in the industry
- K4:** Enlist specific business terms used in the industry
- K5:** Enlist the available funding sources
- K6:** Explain how to get loan to start a new business
- K7:** Explain market survey and its tools e.g: questionnaire, interview, observation etc
- K8:** Describe the market trends for specific product offering
- K9:** State the main elements of business plan
- K10:** Explain how to fill the business plan format

## Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

## Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile



### 072300715 Develop pattern for leather products using CAD/CAM

**Overview:** This competency standard identifies competencies required to construct pattern for leather products on CAD/CAM software in accordance with product design, and process requirements. You will be able to construct all types of patterns including Base Pattern, Design pattern, Cutting pattern, Lining pattern, and Fusing pattern for leather products. You shall also be able to perform pattern grading as per size adjustment requirement and perform Marker making for cutting.

Competency Units	Performance Criteria
<b>CU1. Create Base pattern of leather products</b>	<p><b>P1.</b> Draft blocks for various patterns considering required measurements in CAD software</p> <p><b>P2.</b> Create all the necessary points on the block covering all required clearances</p> <p><b>P3.</b> Create required shape of the product for base pattern</p> <p><b>P4.</b> Control the drawn pattern according to the measurement chart</p> <p><b>P5.</b> Mark dart points and dart according to product fitting requirement</p> <p><b>P6.</b> Separate base pattern from the block</p>
<b>CU2. Create the other required patterns according to product</b>	<p><b>P1.</b> Create design pattern according to the product requirement on the base pattern</p> <p><b>P2.</b> Control the drawn pattern according to the design and control the matching of the pattern pieces</p> <p><b>P3.</b> Create cutting pattern by adding seam allowances, drill, marks, notches, grain line and nomenclature to the design pattern</p> <p><b>P4.</b> Create lining pattern by adding seam allowances, drill, marks, notches, grain line and nomenclature to the design pattern</p>



		<b>P5.</b> Draw fusing pattern according to product requirement , add grain line and nomenclature
<b>CU3. Perform Grading</b>	<b>Pattern</b>	<b>P1.</b> Set various grading angles on required pattern <b>P2.</b> Grade the pattern according to the size chart or grading rule <b>P3.</b> Control the grading according to the measurement chart and control the matching of the pattern pieces <b>P4.</b> Separate the graded pattern from the prepared pattern
<b>CU4. Perform making and plotting/printing for required leather products</b>	<b>Marker</b>	<b>P1.</b> Transfer the required pattern for marker making in CAD software <b>P2.</b> Set the required fabric width <b>P3.</b> Mark the pattern according to the required sizes and calculated quantity <b>P4.</b> Prepare markers by respecting cutting standards (grain lines) according to the design (matching of garment pieces) <b>P5.</b> Compare auto and manual marker to maximize efficiency by minimizing the material waste <b>P6.</b> Create a PLT/DXF/AMMA/pdf file and print the pattern





### Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to understand:

- K1:** Usage of CAD/CAM software
- K2:** Methods of Troubleshooting in CAD/CAM software
- K3:** Various Short Keys in CAD/CAM software
- K4:** Various types of patterns
- K5:** Grading methods
- K6:** Various size charts
- K7:** Various leather materials and their classification
- K8:** Marker making by respecting cutting standards
- K9:** Digitizing
- K10:** Plotting

### Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create a cutting pattern in CAD/CAM
- Perform grading in CAD/CAM
- Create marker on the required material in CAD/CAM

### List of Tools and Equipment

- Computer system
- CAD/CAM software
- Printer
- Plotter
- Digitizer
- Scanner
- Manual patterns
- Pattern stand
- Measuring tape
- Sketch/ design instruction



## LIST OF TOOLS AND EQUIPMENT

- Adhesive Tape Roller
- Bar code printer
- Bar code scanner
- Bartek machine
- Binding machine
- Bobbin
- Bobbin case
- CAD/CAM software
- Carton Strapping machine
- Cleaning brush
- Computer system
- Cutting die
- Cutting Mat
- Cutting Pattern
- Cutting Press
- Cylinder Arm Machine
- Different measuring scales
- Different types of machine foot
- Digitizer
- Double Needle Stitching machine
- Drawing Board
- Dummies
- Electric Iron for Glove Shaping
- Electrical cutter
- Eye guard
- Eyelet machine
- Finger Shape Sticks
- Fire Extinguisher
- First Aid Kit
- Graphic Designing Software Package



- Hammer
- Hole Punches
- Internet
- Iron press
- Knife
- Laser Cutting Machine
- Leather gauge meter
- Magnifying Glass
- Manual patterns
- Marble Slab
- Measuring scale
- Measuring tape
- Needle detector / Needle scanner
- Needle light
- Needles
- Notches
- Overlock machine
- Paint Brushes
- Pant curve
- Pattern shapers
- Pattern stand
- Pattern table
- Pencil Sharpener
- Personal Protective Equipment (Safety Shoes, Safety Gloves, Safety Goggles, Safety Helmet and Ear Plugs etc.)
- Photo Editing Software Package
- Plastic Pipe (to straighten the glove)
- Plotter
- Pressing hammer
- Printer
- Projection screen



- Projector
- Punch machine
- Ready-shape pattern
- Scanner
- Scissors
- Single Needle Flat Bed Stitching machine
- Single Needle Post bed machine
- Smoke Detecting Alarm
- Software packages (Word, Excel, and Power Point etc.)
- Spray gun
- Steel Frame for Stretchable Panels
- Steel scale
- Stitch gauge
- Stop Watch
- Tagging gun
- Teflon sheet (cutting sheet)
- Thread trimmer
- Tracing tool
- Tracing wheel
- Weighing scale
- Wooden scale
- Zig Zag Stitching machine
- Magazines, inspiration source
- Figure templates
- Technical files (quality requirements, design/product information)
- Packing information

