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LEATHER PRODUCTS DEVELOPMENT TECHNICIAN

CBT CURRICULUM

National Vocational Certificate Level 4

Version 1 - April, 2019

NAVTTC

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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 competent in cutting and stitching 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. He is also a competent pattern maker using manual as well as 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 individual who have tendency of attending to details and work with perfection. The Leather Products Development Technician is usually hired by Leather Garments, Gloves and other leather products manufacturer.

Definition/ Description of the training program for *Leather Products Development Technician*

Global fashion trends bring about swift changes in the products, processes and technology in leather industry. Therefore, industry's need for skilled workforce is increasing which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being aware of this fact, National Vocational & Technical Training Commission (NAVTTC) 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 training program

The purpose of this program is to set high professional standards for leather industry. The specific goals of developing this program are as under:

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

Overall objectives of training program

The main objectives of this training program are to increase employability in the leather sector consisting of individuals who can maintain high work quality and can prove to be an asset for the leather sector.

Competencies to be gained after completion of course

The main role of this course is to transform an idea into a tangible product. By the end of this course the trainee will be able to gain expertise in selection of leather, design development, manual pattern making, CAD/CAM pattern making, cutting, stitching and packing. Trainee will be an expert in making of a concept to a finish product. Competencies to be gained after completion of course are mentioned below:

Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives

Module 2: Analyse Workplace Policy and Procedures

Module 3: Perform Advanced Communication

Module 4: Develop Advance Computer Application Skills

Module 5: Manage Human Resource

Module 6: Develop Entrepreneurial Skills

Module 7: Develop pattern for leather products using CAD/CAM

Module 8: Monitor the duties and activities of a team

Possible available job opportunities available immediately and later in the future

The job opportunities available are in the fields of Graphic designing, fashion designing, manual pattern making, computerized pattern making as well as in cutting, stitching and finishing department of leather industry.

Trainee entry level

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 not specified.
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 not specified.

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 (Computerized Pattern Designer) or GIII or middle with 1 year work experience. The entry for assessment of this qualification is not specified.

Minimum qualification of trainer

B.Sc. (Hons) in Fashion Designing/Textile Engineering and minimum 01 Years of Industrial experience in relevant filed or F.A and minimum 05 Years of Industrial experience in relevant field

Recommended trainer: trainee ratio

Ratio of 2: 25 is recommended.

Medium of instruction i.e. language of instruction

English/Urdu/Regional Language

Duration of the course (Total time, Theory & Practical time)

Total: 3,060 Hours (Theory: 567 Hours & Practical: 2,493 Hours)

Sequence of the modules

This qualification is made up of 08 modules. In 1st module trainee will able to learn basic communication skills to communicate effectively with in the workplace, basic techniques of reporting and communicating with the customers. In 2nd module knowledge about Health and Safety and precautionary measures to take during performing tasks is given to the trainee. Module 1 & 2 can run parallel to Module: 3,4,5,6 & 7.

Module: 3 are related to the cutting procedures of leather skin, basic techniques to select the appropriate leather, tracing selected leather according to the pattern and cutting in different ways is mentioned in this module.

Module 4, 5 & 6 is mainly about the stitching methods. These modules include the learning to select the thread, appropriate machine and needle type for the assigned job, basic maintenance of the machine and management of workplace also included in these modules. Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons. Module: 7 give the knowledge to complete the stitched product and pack it according to the requirement of the customer. Finishing of the product covers latest techniques of polishing and trimming.

Module 8,9,10 and 11 are related to the development of the pattern manually and on computer by using CAD/CAM software, designing of the product by hand and by using computer software.

Module 12 is related to competences required for supervising leather products manufacturing processes.

All these modules help to make a leather product from a concept to a tangible product by using advanced skills being practiced worldwide.

The distribution table is shown below:

National Vocational Certificate Level-4 in Leather Products Development Technician (Computerized Pattern Designer) Time allocation: 460 hrs.	
Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives	Module 2: Analyse Workplace Policy and Procedures
Module 3: Perform Advanced Communication	Module 4: Develop Advance Computer Application Skills
Module 5: Manage Human Resource	Module 6: Develop Entrepreneurial Skills
Module 7: Develop pattern for leather products using CAD/CAM	Module 8: Monitor the duties and activities of a team

Summary – overview of the curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives	**LU1.** Contribute to initiate work-related health and safety measures **LU2.** Contribute to establish work-related health and safety measures **LU3.** Contribute to ensure legal requirements of WHS measures **LU4.** Contribute to review WHS measures **LU5.** Evaluate the organization's WHS system	**6**	**24**	**30**
Module 2: Analyse Workplace Policy and Procedures	**LU1.** Manage work timeframes **LU2.** Manage to convene meeting **LU3.** Decision making at workplace **LU4.** Set and meet own work priorities at instent **LU5.** Develop and maintain professional competence Follow and implement work safety requirements	**6**	**24**	**30**
Module 3: Perform Advanced Communication	**LU1.** Demonstrate professional skills **LU2.** Plan and Organize work **LU3.** Provide trainings at workplace	**6**	**24**	**30**
Module 4: Develop Advance Computer Application Skills	**LU1.** Manage Information System to complete a task **LU2.** Prepare Presentation using computers **LU3.** Use Microsoft Access to manage database **LU4.** Develop graphics for Design	**8**	**32**	**40**
Module 5: Manage Human Resource	LU1**.** Determine strategies for delivery of human resource services LU2. Manage the delivery of human resource services LU3. Evaluate human resource service delivery LU4. Manage integration of business ethics in human resource practices	**4**	**16**	**20**

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 6: Develop Entrepreneurial Skills	**LU1.** Develop a business plan **LU2.** Collect information regarding funding sources **LU3.** Develop a marketing plan **LU4.** Develop basic business communication skills	**6**	**24**	**30**
Module 7: Develop pattern for leather products using CAD/CAM **Aim:** This module aims to teach basic use of CAD/CAM software and basic pattern formation in this software.	**LU1:** Create base pattern of leather products **LU2:** Create the other required patterns according to product **LU3:** Perform pattern grading **LU4:** Perform marker making and plotting/printing for required leather products	32 Hours	128 Hours	160 Hours
Module 8: Monitor the duties and activities of a team **Aim:** This modules aims at developing the advanced knowledge, skills and understanding needed to monitor the duties and activities of a team	**LU1:** Observe and check that professional standards are maintained throughout operations **LU2:** Check that operatives are present and manage absence issues for operational areas **LU3:** Support the head of department **LU4:** Supervise operatives in work areas	30 Hours	90 Hours	120 Hours

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Module-1

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Modules

Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives

Objective: 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).

Duration: 30 Hours **Theory: 06 Hours** **Practice: 24 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Contribute to initiate work-related health and safety measures	**The trainee is able to:** • compile database on work-related health and safety • Identify measures that address legal obligations. • Consult with individuals/ parties to formulate measures and initiatives • Consult with individuals/parties to identify factors impacting on work-related health and safety	•	•	•	•

	• Participate in consultative meetings.				
LU2. Contribute to establish work-related health and safety measures	**The trainee is able to:** • Assist in planning of work-related health and safety measures • Contribute to the development of work-related health and safety measures • Identify to implement work-related health and safety measures i.e. • resourcing requirements, • timelines • responsibilities • Assist to implement work-related health and safety measures and initiatives i.e. • scheduling • liaison • administering	•	•	•	•

	resources • communication				
LU3. Contribute to ensure legal requirements of WHS measures	**The trainee is able to:** • Identify WHS legar requirements • Apply knowledge of all aspects of WHS measures to • Consultation • workplace policies • participation processes • Ensure, WHS measures are in accordance with legal requirements	•	•	•	•
LU4. Contribute to review WHS measures	**The trainee is able to:** • Develop effective practices to review work-related health and safety measures • Assist individuals and parties related to WHS measures in following activities • preparing reports	•	•	•	•

	• communicating review • evaluating outcomes				
LU5. Evaluate the organization's WHS system	**The trainee is able to:** • Assess ongoing compliance with OHS (Occupational Health and safety) • Take feedback from concerned persons regarding WHS measures. • Assess the overall effectiveness of WHS management practices • Assist the development process of WHS measures in following ways • Suggest amendments • Document amendments • Implement amendments • Take feedback from concerned persons	•	•	•	•

	regarding WHS measures. • Communicate improvements in WHS Measures				

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Module-2

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Module 2: Analyse Workplace Policy and Procedures

Objective: 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.

Duration: 30 Hours **Theory: 06 Hours** **Practice: 24 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Manage work timeframes	**The trainee is able to:** • Complete work tasks within deadlines in according to order of priority • Supervisors are informed of any delays in work times or projects	•	•	•	•
LU2. Manage to convene meeting	**The trainee is able to:** • Develop agenda in line with meeting purpose • Select participants and notify them accordingly • Carryout meeting arrangements	•	•	•	•

	according to the time • Record the minutes of the meeting				
LU3. Decision making at workplace	**The trainee is able to:** •	•	•	•	•
LU4. Set and meet own work priorities at instent	**The trainee is able to:** • Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives • Use technology efficiently and effectively to manage work priorities and commitments • Maintain appropriate work-life balance	•	•	•	•
LU5. Develop and maintain professional competence	**The trainee is able to:** • Assess personal knowledge and skills against competency • Participate in networks to enhance personal knowledge, skills and	•	•	•	•

	work relationships • Seek feedback from employees, clients and colleagues to develop and improve competence				
LU6. Follow and implement work safety requirements	**The trainee is able to:** • Identify and report emergency incidents • Practice organizational policy and procedures for responding to emergency incidents • Identify and implement workplace procedures and work instructions for controlling risks	•	•	•	•

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Module-3

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Module 3: Perform Advanced Communication

Objective: 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.

Duration: 30 Hours **Theory: 06 Hours** **Practice: 24 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Demonstrate professional skills	**The trainee is able to:** • Use different modes of communication to communicate • Speaking • Reading • Writing • Listening • Presentation • visual representation etc • Develop CV Skills according requirements • Upgrade professional skills by attending trainings, webinars, conferences etc. • Perform Continuous professional development as required at workplace	•	•	•	•

	• Develop interview skills				
LU2. Plan and Organize work	**The trainee is able to:** • Identify task requirements. • Plan steps to complete tasks. • Review planning and organizing process. • Organize work.	•	•	•	•
LU3. Provide trainings at workplace	**The trainee is able to:** • Assess the need for training • Prepare trainees for the learning experience • Present training session • Support trainees in managing their own learning • Facilitate group learning • Provide opportunity for practice • Provide feedback on progress on trainees • Review delivery experience	•	•	•	•

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Module-4

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Module 4: Develop Advance Computer Application Skills

Objective: 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

Duration: 40 Hours **Theory: 08 Hours** **Practice: 32 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Manage Information System to complete a task	**The trainee is able to:** • Perform Data Entry in MS office • Manage File/folder in MS office • Perform Scanning of document • Maintain Office Record in drives • Perform Printing of document • Search required Files/Folders • Convert Files in required formet. • Manage sizes of	•	•	•	•

	Files/Folders • Compress • Zip /unzip				
LU2. Prepare Presentation using computers	**The trainee is able to:** • Prepare presentation as per requirements, i.e. • Open blank presentation and add text / graphics • Create a simple design for a presentation • Apply existing styles within a presentation • Use presentation template and slides to create a presentation • Use various tools to improve the look of the presentation • Save presentation to the appropriate storage device and folder with required name	•	•	•	•

	• Customize basic settings to meet user requirements • Format presentation as require • Develop organizational charts • Add objects and manipulate to meet presentation purposes • Modify slide layout, including text and colours, to meet presentation requirements • Save presentation in another format • Save to storage device and close presentation • Add slide show effect into presentation as required to enhance the presentation • Incorporate pre-set Animation				

	• Apply Multimedia effects • Record Narration • Apply hyperlink • Apply video • Rehearse Timings • Test presentation for overall effect • Print the presentation • Select appropriate print format for presentation • Select preferred slide orientation • Add notes and slide numbers • Preview slides and run spell check before presentation • Print selected slides and submit presentation to appropriate person for feedback • Practice verbal				

	presentation • Practice presentation through AV Aids				
LU3. Use Microsoft Access to manage database	**The trainee is able to:** • Collect the data using a standard data base package. • Start access to manage database .i.e. • identify problem statement of Data • Develop a table with fields /attributes according to database usage/ user requirements • Create a primary key and establish an index for each table • Modify table layout and field attributes as required • Create a relationship between the two tables • Add data in a table	•	•	•	•

	according to information requirements • Add records as required • delete records as required • Save database to storage area • close down database to storage area • Apply criteria in the following Query • SQL view of Query • Wildcards of query • Query Criteria • Customize basic settings: • Adjust page layout to meet user requirements • Open and view different toolbars • Format font as appropriate for the				

	purpose of the database entries • Create reports • Design reports to present data in a logical sequence • Modify reports to include or exclude additional requirements • Distribute reports to appropriate person in a suitable format • Create forms • Use a wizard to create a simple form • Open existing database and modify records through a simple form • Rearrange objects within the form to accommodate information requirements				

LU4. Develop graphics for Design	**The trainee is able to:** • Develop graphic design concepts based on a thorough understanding of the communication need • Use design techniques confidently to produce designs • Integrate design tools skillfully to produce designs • Evaluate the success of completed designs to meet objectives • evaluate feedback from client / peers	•	•	•	•

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Module-5

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Module 5: Manage Human Resource

Objective: 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.

Duration: 20 Hours **Theory: 04 Hours** **Practice: 16 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Determine strategies for delivery of human resource services	**The trainee is able to:** • Analyze business strategy and operational plans to determine human resource requirements • Review external business environment that likely impact on organization's human resource requirements • Consult line and senior managers to identify human resource needs in their areas • Review organization's requirements for	•	•	•	•

	diversity in the workforce • Deliver human resource services that comply with business goals • Develop strategic action plan for delivery of human resource services • Develop roles and responsibilities of human resource team • Develop quality assurance policy				
LU2. Manage the delivery of human resource services	**The trainee is able to:** • Communicate human resource strategies and services to internal and external stakeholders • Develop and negotiate service agreements between • The human resource team,	•	•	•	•

	• Service providers • Client groups • Document service specifications, performance standards and timeframes • Document /communicate service • Specifications, • Performance standards • Timeframes • Monitor Quality assurance processes • Ensure that services are delivered by appropriate providers, according to service agreements and operational plans • Identify underperformance of human resource team or service providers				

LU3. Evaluate human resource service delivery	**The trainee is able to:** • Establish Management information system for human resource services • Conduct survey to determine level of satisfaction • Analyze feedback of survey • Recommend changes to service delivery • Support agreed change processes across the organization	•	•	•	•
LU4. Manage integration of business ethics in human resource practices	**The trainee is able to:** • Ensure ethics in personal behavior • Ensure code of conduct is observed across the organization, • Observe confidentiality	•	•	•	•

	requirements in dealing with all human resource information • Deal promptly with unethical behavior • Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior				

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Module-6

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Module 6: Develop Entrepreneurial Skills

Objective: 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.

Duration: 30 Hours **Theory: 06 Hours** **Practice: 24 Hours**

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1. Develop a business plan	• **The trainee is able to:** • Conduct a market survey to collect following information • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin	•	•	•	•

	• Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses • Compile the information collected through the market survey, in the business plan format				
LU2. Collect information regarding funding sources	**The trainee is able to:** • Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate • Choose the best available option according to investment requirement • Prepare documents according to the loan agreement requirement • Include the information of funding sources in	•	•	•	•

	the business plan				
LU3. Develop a marketing plan	**The trainee is able to:** • Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning • Include the information of marketing plan in the business plan	•	•	•	•
LU4. Develop basic business communication skills	**The trainee is able to:** • Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills • Use different modes of communication to communicate internally and externally e.g.:	•	•	•	•

	presentation, speaking, writing, listening, visual representation, reading etc. • Use specific business terms used in the market				

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Module-7

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Module 7: Develop pattern for leather products using CAD/CAM

Objective of the module: This module aims to teach basic use of CAD/CAM software and basic pattern formation in this software.

Duration: 160 Hours **Theory:** 32 Hours **Practical:** 128 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Create Base pattern of leather products	**The trainee will be able to:** • Draft blocks for various patterns considering required measurements in CAD software • Create all the necessary points on the block covering all required clearances • Create required shape of the product for base pattern • Control the drawn pattern according to the measurement chart • Mark dart points and dart according to product fitting requirement • Separate base pattern from the block	• Knowledge of tools in CAD/CAM software and understanding their usage • Understanding of measuring units e.g. mm, cm, inches etc. • Knowledge to understand technical sheet (tech pack) • Understanding of sizing systems used in leather sector e.g. European, UK, USA • Knowledge to draw different lines, curves, angles and shapes in CAD/CAM software • Knowledge of dart, points and notches • Basic knowledge of human body proportions e.g. head line, shoulder line, chest line, waist line, hip line, thigh line, calf line, bottom line • Knowledge of dart transfer according to the product • Knowledge of extraction of base from block pattern in CAD software	**Total** 40 Hours **Theory:** 08 Hours **Practical:** 32 Hours	Computer Set CAD/CAM Software Digitizer Printing Plotter Printer Scanner Air Conditioner Chair Pattern Table Projector Cutting Plotter Pattern Stand Pattern Sheets Scissors Plotter Paper Knife/Blade for Cutting	**Theory** Classroom **Practical** Workshop Computer Lab

				Plotter Cartridge for Printing Plotter Pens, Measurement Tape	
LU2: Create the other required patterns according to product	**The trainee will be able to:** • Create design pattern according to the product requirement on the base pattern • Control the drawn pattern according to the design and control the matching of the pattern pieces • Create cutting pattern by adding seam allowances, drill, marks, notches, grain line and nomenclature to the design pattern • Create lining pattern by adding seam allowances, drill, marks, notches, grain line and nomenclature to the design pattern • Draw fusing pattern according to product requirement, add grain line and nomenclature	• Knowledge of Copy patterns • Understanding of design importance • Understanding of dart manipulation • Knowledge of label and accessories placement in design pattern • Understanding of placement techniques according to the actual design in CAD software • Understanding of different seams according to the design e.g. overlock seam, safety overlock seam, lock stitch seam, piping seam etc. • Knowledge about the direction of panels of the pattern in CAD software • Knowledge of purpose of lining and lining materials • Understanding the difference between base and lining pattern • Knowledge of label and accessories placement in lining pattern CAD software • Knowledge about the direction of panels of the pattern in lining in CAD software • Knowledge of copy Lining Pattern in CAD software • Knowledge of interface material (fusing) and its types • Knowledge of application and benefits of	**Total** 40Hours **Theory:** 08 Hours **Practical:** 32 Hours	Computer Set CAD/CAM Software Digitizer Printing Plotter Printer Scanner Air Conditioner Chair Pattern Table Projector Cutting Plotter Pattern Stand Consumables Pattern Sheets Scissors Plotter Paper Knife/Blade for Cutting	**Theory** Classroom **Practical** Workshop Computer Lab

		interface material (fusing) according to the product • Understanding of fusing patterns e.g. under collar, under cuff, Flap, bone pocket etc. • Knowledge about the panel's direction of the pattern in fusing in CAD software • Understanding of product/article name, size, cutting quantity and panel name in CAD software		Plotter Cartridge for Printing Plotter Pens, Measurement Tape	
LU3: Perform Pattern Grading	**The trainee will be able to:** • Set various grading angles on required pattern • Grade the pattern according to the size chart or grading rule • Control the grading according to the measurement chart and control the matching of the pattern pieces • Separate the graded pattern from the prepared pattern	• Basic knowledge of Grading types e.g. Machine Grading, Manual Grading & Computerized Grading • Knowledge of grading techniques e.g. standard grading, restriction grading, Coordinated grading (break size grading) • Knowledge of sizing system e.g. UK, European and USA • Knowledge of housekeeping of pattern e.g. proper marking, binding, labeling, hanging etc. • Understanding of grading rule by defining X-Axis and Y-Axis • Knowledge to separate each pattern in CAD software from grading e.g. separating Small & Large size pattern from complete size run	**Total** 40 Hours **Theory:** 08 Hours **Practical:** 32 Hours	Computer Set CAD/CAM Software Digitizer Printing Plotter Printer Scanner Air Conditioner Chair Pattern Table Projector Cutting Plotter Pattern Stand Pattern Sheets Scissors Plotter Paper Knife/Blade for Cutting	**Theory** Classroom **Practical** Workshop Computer Lab

				Plotter Cartridge for Printing Plotter Pens, Measurement Tape	
LU4: Perform Marker making and plotting/printing for required leather products	**The trainee will be able to**: • Transfer the required pattern for marker making in CAD software • Set the required fabric width • Mark the pattern according to the required sizes and calculated quantity • Prepare markers by respecting cutting standards (grain lines) according to the design (matching of garment pieces) • Compare auto and manual marker to maximize efficiency by minimizing the material waste • Create a PLT/DXF/AMMA/pdf file and print the pattern	• Knowledge about marker and marker making • Knowledge about color bundle(variant) • Knowledge about material width and efficiency of cutting and wastage control • Understanding of product/article name, size, cutting quantity and panel name • Knowledge about pattern placement in marker • Knowledge about Auto & Manual marker making • Knowledge about output file extensions • Knowledge about plotting and cutting the pattern from CAD software	**Total** 40 Hours **Theory:** 08 Hours **Practical:** 32 Hours	Computer Set CAD/CAM Software Digitizer Printing Plotter Printer Scanner Air Conditioner Chair Pattern Table Projector Cutting Plotter Pattern Stand Pattern Sheets Scissors Plotter Paper Knife/Blade for Cutting Plotter	**Theory** Classroom **Practical** Workshop Computer Lab

				Cartridge for Printing Plotter Pens, Measurement Tape	

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Module-8

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Module 8: Monitor the duties and activities of a team

Objective of the module: This modules aims at developing the advanced knowledge, skills and understanding needed to monitor the duties and activities of a team

Duration: 120 Hours **Theory:** 30 Hours **Practical:** 90 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Observe and check that professional standards are maintained throughout operations	**The trainee will be able to:** • Monitor the use of personal protective equipment and wear appropriate uniform throughout shift by associates • Monitor the extent to which associates maintain a safe, hygienic and secure working environment • Observe and check that associates work effectively as part of a team and communicate efficiently with each other throughout shift • Ensure that associates attend briefing and be aware of daily requirements and other issues	• Principles of professional standards, including personal safety and appropriate uniform (for health and safety purposes and to present a professional image), maintaining a safe and secure working environment • The benefits of working effectively as part of a team and communicating efficiently with each other throughout shift, including good working practices, using technical and social language as appropriate, efficient production of leather products, contributing to excellence in quality, meeting organisational goals • The features of a good briefing, including rotas for the day, level of production, any customers' special requirements, special information on standards expected; and how it should be delivered, including using clear language, watching the body language of associates, providing opportunities to ask questions • Checking that all equipment is in good working order, including cleanliness, testing the equipment, and checking the quality and quantity of materials delivered to the section, using organisational standards	**Total** 30 hours **Theory:** 8 hours **Practical:** 22 hours	Duty rota Job descriptions Standard operating procedures for safe working Logbooks for recording accidents and incidents Uniform (appropriate to the organization) Organizational health and safety policy	**Theory** Class room with multimedia aid, audio-visual facilities and flip charts Visits to leather garment and glove factories **Practical** Real or realistic environment of designing and manufacturing leather products (Workshop, factory, laboratory etc.)

	• Monitor the extent to which associates check that all equipment is in good working order and check the quality and quantity of material and production	• Key elements of an organisational safety policy, including standards of personal safety, procedures for reporting sickness and accidents, minimum acceptable standards of cleaning • Leather and synthetic material safety and handling when storing and manufacturing • Hazards and risks of chemicals in storage, handling, transportation, processing and disposing • Problems and unexpected situations, including unexpected wastage, failure of Standard Operating Procedures • Responding to accidents in accordance with organisational requirements, including arranging for first aid, alerting supervisors and/or management (depending on the nature and seriousness of the accident), recording the accident and the actions taken • Dealing with problems and unexpected situations in an appropriate manner, including consulting with associates, issuing directives, arranging training • Compliance with relevant regulations and standards			
LU2: Check that operatives are present and manage absence issues for operational areas	**The trainee will be able to:** • Check the work requirements for the day • Check that the number of associates at work match both the duty rota and	• Operational knowledge and understanding of work areas, including leather good manufacturing, pattern making, designing, housekeeping, display centre etc. • Checking the production requirements for the day, special customer requirements for quality, packaging etc.	**Total** 30 hours **Theory:** 7 hours **Practical:**	Daily production / work plan Schedule of production and delivery Copies of staffing rotas	**Theory** Class room with multimedia aid, audio-visual facilities and flip charts Visits to leather garment and glove factories **Practical**

	work requirements • Adjust the duty rota according to requirements • Tackle the absent associates with appropriate methods • Take appropriate steps to motivate staff to avoid absenteeism	• Checking that the number of associates at work match both the rota and production requirements, including checking staffing rota, understanding job descriptions, being aware of associates' capabilities, levels of training, appraisals • Adjusting the duty rota according to requirements, tackling absenteeism, including keeping a record of the reasons staff give for absence, monitoring trends, discussing absence with associates, providing management and peer support during and after absence • Taking appropriate steps for motivation of staff to avoid absenteeism, including promoting staff loyalty, managing teamwork and the team effort, understanding the health backgrounds of associates	23 hours	Job descriptions Training records Appraisals Log for recording absences Uniform (appropriate to the organisation)	Real or realistic environment of designing and manufacturing leather products (Workshop, factory, laboratory etc.)
LU3: Support the head of department	**The trainee will be able to:** • Discuss and agree on methods and formats of communication with the head of department • Agree with the head of department daily and medium-term areas for delegated responsibilities • Support the head of department in managing work area activities and responsibilities • Ensure that every-day work area requirements of	• Methods and formats for communication with the Head of Department, including formal, informal, verbally, in writing, using the log; communicating through positive body language, using appropriate technical and social language • Areas for responsibilities delegated by Head of Department on a daily and medium-term basis, including operational, administrative and supervisory support • Agreeing with the Head of Department daily and medium-term areas for delegated responsibilities, including through discussion, negotiating own goals, developing own skills • Supporting the Head of Department in undertaking training and inspections, including	**Total** 30 hours **Theory:** 8 hours **Practical:** 22 hours	Markers and pens Notebook Log book Record of allocated duties and tasks Noticeboard Daily production / work plan Fire equipment First aid equipment Equipment for contacting security Standard Operating Procedures for	**Theory** Class room with multimedia aid, audio-visual facilities and flip charts Visits to leather garment and glove factories **Practical** Real or realistic environment of designing and manufacturing leather products (Workshop, factory, laboratory etc.)

	section are signed off by head of department	observation, developing and providing training, recording the outcomes of inspections, evaluating the effectiveness of training • Ensuring that every-day requirements of section are signed off by Head of Department, including presenting completed requisitions for sign-off, raising queries and issues		different work area and operations Organizational procedures for dealing with emergencies and problems, including accidents, fire, evacuations Uniforms (appropriate to the organisation)	
LU4: Supervise operatives in work areas	**The trainee will be able to**: • Ensure that associates are punctual and efficient in carrying out their duties • Communicate instructions and other information clearly to associates • Motivate associates in a timely and efficient manner to complete all their duties • Ensure that all staff are performing at the optimum level when carrying out work area duties • Create a friendly, professional environment which inspires teamwork within work area	• Encouraging punctuality and efficiency, including leading by example, observing, investigating problems and issues • The methods of communication with associates, including verbally and in writing, using appropriate technical language, and using them effectively, including managing the volume and tone of verbal communications, ensuring written communications are legible and passed on to the right person • Motivating staff effectively, including leading by example, praise and encouragement at the right time, providing additional support where required • Ensuring that all associates are performing at optimum levels, including optimum allocation of roles and responsibilities, monitoring workloads, providing additional support where required • Ensuring that associates are producing the highest quality of products • Creating a friendly, professional environment	**Total** 30 hours **Theory:** 7 hours **Practical:** 23 hours	Markers and pens Notebook Log book Record of allocated duties and tasks Noticeboard Daily production / work plan Fire equipment First aid equipment Preventive maintenance program Equipment for contacting security Standard Operating Procedures for different work area and operations Organizational	**Theory** Class room with multimedia aid, audio-visual facilities and flip charts Visits to leather garment and glove factories **Practical** Real or realistic environment of designing and manufacturing leather products (Workshop, factory, laboratory etc.)

	• Monitor the extent to which quality service is provided	which inspires teamwork, including a positive working environment, good communications between associates, using technical and social language appropriately, effective team leadership and management • Compliance with relevant regulations and standards		procedures for dealing with problems Organizational procedures for dealing with emergencies and problems, including accidents, fire, evacuations Uniforms (appropriate to the organisation)	

General assessment guidance for *Leather Product Development Technician*

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

Sessional assessment is going on all the time. Its purpose is to provide feedback on what students are learning:

- to the student: to identify achievement and areas for further work
- To the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

Final assessment is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment.

Methods of assessment

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student's performance.

Examples for direct assessment of a Leather Product Development Technician include:

- Work performances, for example tracing a pattern on Leather, Grading of Pattern Manually/CAD/CAM, Stitching leather components, make a mood board; Drawing a leather product in graphic designing software, perform finishing operation on leather product, preparing a job report.
- Demonstrations, for example demonstrating cutting of leather by tracing pattern on leather, selection of leather before cutting, grain and color matching.
- Direct questioning, where the assessor would ask the student why he is using the current material for the said job, or how the student can differentiate in Ladies & Gents Patterns or between lining pattern and cutting pattern, how a job can be performed using various techniques including the future trends.
- Paper-based tests, such as multiple choice or short answer questions on material management, machine operations, hand tools, finishing, information about Stitch Per Inch, Rendering figure templates, CAD/CAM operations or developing productive working relationships with associates.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Leather Product Development Technician include:

- Work products, such as a completed leather product.
- Workplace documents, such as list of materials designing style used in developing the product, Sketch Book or other kind of projects.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if complex designing skills are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that designing activity. An interview about the effect of the designing processes on different leather products would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of designing and stitching a product has been assessed, another assessor (e.g. the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

Assessment strategy for *Leather Product Development Technician*

This curriculum includes 11 modules:

Module 1: Demonstrate communication skills

Module 2: Maintain safe work environment

Module 3: Perform cutting operations

Module 4: Prepare small parts of leather products

Module 5: Stitch leather garments and accessories

Module 6: Stitch leather gloves

Module 7: Perform finishing operations on leather products

Module 8: Construct pattern for leather products

Module 9: Develop fashion drawing and design

Module 10: Design leather products using drawing software

Module 11: Develop pattern for leather products using CAD/CAM

Module 12: Monitor the duties and activities of a team

Sessional assessment

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

Final assessment

In general, the final assessment shall be conducted in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The final theoretical assessment shall consist of two sub-parts. Part A shall last for 2 hours and shall consist of half multiple choice and half short-answer questions. Part B shall last for 1 hour and shall consist of short answer and at least two extended answer questions.

For the final practical assessment, each student shall be assessed over a period of two days, with two 3-hour sessions on each day. This represents a total of four sessions comprising 12 hours of practical assessment for each student. During this period, each student must be assessed on his/her ability to produce leather Garment or Glove as per drawing.

The final assessment for each certificate shall be conducted separately comprising of following modules in each certificate;

National Vocational Certificate Level 4 in Leather Products Development Technician (Computerized Pattern Designer)

Module 1: Contribute to Work Related Health and Safety (WHS) Initiatives

Module 2: Analyse Workplace Policy and Procedures

Module 3: Perform Advanced Communication

Module 4: Develop Advance Computer Application Skills

Module 5: Manage Human Resource

Module 6: Develop Entrepreneurial Skills

Module 7: Develop pattern for leather products using CAD/CAM

Module 8: Monitor the duties and activities of a team

The assessment team

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 20 students shall therefore require assessments to be carried out over a four-day period. For a group of only 10 students, assessments would be carried out over a two-day period only.

Planning for assessment

- Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.
- Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment program for each group of five students. Training providers must agree the furniture articles for practical assessments in advance.

Complete list of tools and equipment

Sr. No.	Name of Item/ Equipment/ Tools	Specification	Quantity	Unit
1	Awl Needle	Standard size	5	Nos.
2	Adhesive Tape Roller	Tape Roller to hold the Tape	5	Nos.
3	Announcement system	Wireless Mic, minimum 12 inch speaker, Battery Support, AUX & Bluetooth support	1	No.
4	Bar Code Printer	8 MB Flash, 8 MB SD Ram, Print Width: 4.09"/104mm, Print Length: 39"/990mm, Print speed: 5"	1	No.
5	Bar Code Scanner	Illumination LED's: 617nm+-30nm, Motion Tolerance: 10cm/sec standard, Aimer: Green LED aimer526nm, reading angle : Skew 40 angle, pitch 40 angle, Supported: read standard 1D, PDF, 2D, Postal, & OCR symbologies	1	No.
6	Bar tack Machine	Computerized Heavy, Single Needle	1	No.
7	Binding Machine	Arm Diameter 46mm, Sewing Speed 2500 rpm; Stitch Length 5.5mm; height of Pressure foot 10mm, Needle DPX-17	1	No.
8	Bobbin	Various sizes according to machines	75	Nos.
9	Bobbin Case	For Stitching Machines	75	Nos.
10	Brushes	Paint Brush of assorted sizes for the fashion designing purpose(Complete set 1-5)	25	Set.
11	Buffing Machine	8" Buffer Durable 0.5 Hp; 110 V; 3.1 Amp, Offload speed 3450 RPM, CUL Listed Long Shaft 6 3/4 inch, Soft-center Buff 6-8 inch	1	No.
12	Button Attach Machine	Computerized for Heavy Garments, High Speed, with Button Holing Sewing System	1	No.
13	Button Press Machine	Button Press Machine along with air compressor machine	1	No.
14	Button Stitch Machine	Computerized for Heavy Garments, High Speed, with Button Holing Sewing System	1	No.
15	CAD/CAM Software	Electra/Assist Bulmer or other software used for the computerized pattern making	1	No.

16	Carton Strapping Machine	Shrinking Force 259 Kg, Manual Strapping Tool	1	No.
17	Cleaning Brush	Small Brushes for the machine cleaning	25	Nos.
18	Clipper / Trimmer	Thread Clipper/Trimmer; Standard size	25	Nos.
19	Computer Set	Minimum specifications: Screen 17 Inch, Ram 8 GB, 500GB Hard Drive, Core i5 Processor (or equivalent), Mouse, Key Board, VGA Cable & Data Cables	25	Set.
20	Cutting Die	Made with Iron, Die of different shapes to cut the panels	5	Set.
21	Cutting Mat	Cutting Mat for Garments Pattern Size: 25x36 inch	15	Nos.
22	Cutting Mat for Gloves	Rubber Sheet, 3x3 ft.	15	Nos.
23	Cutting Pattern	various types and sizes as per products to be prepared	5	Nos.
24	Cutting Press	20 Ton , Max Cutting Force: 120 KN, Motor power: 0.75 Kw	1	No.
25	Cutting Table with Light	5.5x4x3 ft. along with the proper light	5	Nos.
26	Cylinder Arm Machine	Single Needle Unison Feed Cylinder Bed Sewing Machine	2	Nos.
27	Different inspiration sources (magazines, Catalogues)	Fashion Magazines, Product Catalogues	10	Nos.
28	Different types of walking foot	Universal walking foot, Patch Work foot, Roller foot	15	Set.
29	Digitizer	60x50 inch	1	No.
30	Drawing Board	25x15 inch	25	Nos.
31	Dummies	Men, Ladies Mannequin	4 Ladies, 4 Gents	Nos.
32	Electrical Cutter	Fabric Cutter 10 Inch Straight Knife	1	No.
33	Emergency Alarm System (Fire, Smoke)	Standard size fire and smoke sensors with alarm	4	Nos.
34	Eye Guard	Eye Guard for Protection of eyes	25	Nos.
35	Eyelet machine	Single Needle Lock Stitch Machine (heavy) with auto trimmer, Direct Drive (Computerized)	1	No.
36	Finger Shape Sticks	Wooden; various sizes	5	Set.
37	Fire Extinguishers	Different types of fire extinguisher used against all types of fire	3	Set.
38	First Aid Box	General Aid Box Kit	4	Nos.
39	Flat Bed Double Needle Lock Stitch Machine with complete accessories (Folder,	Double Needle Lock Stitch Machine (heavy) with auto trimmer, Direct Drive	5	Nos.

	Stitch Gauge)			
40	Flat Bed, Single Needle Lock Stitch Machine with complete accessories (Folder, Stitch Gauge)	Single Needle Lock Stitch Machine (heavy) with auto trimmer, Direct Drive	15	Nos.
41	Flat Lock Three Needle Machine	Flat Lock Machine 3 Needle 5 Thread Cylinder Interlock auto trimmer	1	No.
42	French Curve	5 sets of Sew French Curve Metric Shaped Ruler	25	Set.
43	Gauge Meter,	Measurement range 0-14mm	5	Nos.
44	Graphic Designing Software	Coral Draw, Adobe Illustrator	1	No.
45	Hammer	Standard size Iron hammer	15	Nos.
46	Hole Punches	To Single hole in card board sheet	10	Nos.
47	Instruction-design, technical file	Basic Technical File of a Garment with material and size specification,	1	No.
48	Internet	Internet Connection with Wi-Fi router	1	No.
49	Iron Base Heater	Base for heating the Iron	5	Nos.
50	iron Hand of Different Sizes	Different Shapes and sizes of Irons (For Thumb, Ladies, Gents)	5	Set.
51	Iron Press along with the Iron Stand	minimum 2000 Watts	3	Nos.
52	Knife Sharpener	Sharpener to sharpen the Blade that is fixed in the fabric Cutter	5	Nos.
53	Korean Scale	Type of Scale used in the Pattern Making Process	25	Nos.
54	Allen Key (L-key) Set	9 Pcs of Sets Size Details (T8s, T9s,T10s, T15s, T20s,T25s,T27s,T30s,T40s,)	5	Set.
55	Laser Cutting Machine	Cutting Area: 1300x900 mm, Laser Power: 110 Watt, Voltage: 220 V, Single Head	1	No.
56	Leather Cutting Knife	Small Knife for leather cutting	25	Nos.
57	Machine Oil	For lubrication of machines	30	Liter
58	Magnifying Glass	Basic Magnifying Glass for the inspection of leather	5	Nos.
59	Marble Slab	4 Inch Thick and 3ftx3ft	3	Nos.
60	Measurement Tape	Measuring Tape Length: 60 Inch	25	Nos.
61	Mobile Set	Mobile phone set able to run IOS/Android mobile Operating System, with camera	1	No.

62	Needle Detector	Needle Detection Area: 2.5(W)x5(D)cm, Magnetic Induction: High φ0.8mm steel - Low φ0.1mm steel at 5mm height from detecting surface	1	No.
63	Needle Light	LED Light to be attached on the machine for better lighting 0.9w, Frequency: 50/60HZ, Input: 220 V	35	Nos.
64	Needles of sewing Machines	Extra Needles for every sewing machine	40	Packs.
65	Notcher	To make different kinds of holes in the leather	5	Nos.
66	Number Machine	Stamping Machines No Of Fonts : 6 Dimensions : 6.4 X 4.3 X 14	3	Nos.
67	Oil Can	Small Oil can for the oiling of the machines	10	Nos.
68	One Hole Punch	Hole Punch to make single/ Double hole in Pattern Sheet	5	Nos.
69	Over Lock Machine	Over Lock Machine 4 Thread (Heavy) Direct Drive, with Cutter and Suction Device	3	Nos.
70	Packing information	Template of packing instructions and details	1	No.
71	Pant Curve Tool	Tool used in the Pattern Making of the products	25	Nos.
72	Pattern Hanger	Steel wire Hanger to hang the Pattern	50	Nos.
73	Pattern Shaper	Tool used in the Pattern Making of the products	25	Nos.
74	Pattern Stand	8x6x9ft adjustable height	4	Nos.
75	Pattern Table	8x4x3.5ft	5	Nos.
76	Photo Editing Software	Adobe Photo Shop	1	No.
77	Plastic Pipe to straighten the gloves	1 ft. PVC pipe 0.5 Inch diameter	10	Nos.
78	Post Bed Double Needle Lock Stitch Machine	Post Bed Machine Servo Moto Double Needle Lock Stitch Machine	3	Nos.
79	Post Bed Single Needle Lock Stitch Machine	Post Bed Machine Servo Moto Single Needle Lock Stitch Machine	3	Nos.
80	PPE (Apron, gloves, goggles, dust & chemical hazards masks, safety shoes, ear plugs, Cap	Safety kit	25	Set.
81	Pressing Hammer	Wooden Hammer	15	Nos.
82	Printer	Laser Jet Printer for Computer Class Use, Black n White	2	Nos.
83	Printing Plotter	Rotary Letter Press Structure, Ink Jet Printer, Size:	1	No.

		3000x500x1070mm, 600 Dpi, Type of motor: X Axis, Y Axis , Cartridge : HP45 (Minimum 75~305m2/H (2head))		
84	Product Design information-technical Sketch, Technical File	Template of Tech Pack	1	No.
85	Projector	1080p, 1.2x Zoom	2	Nos.
86	Projector Screen,	6x6 ft. screen	2	Nos.
87	Punch Machine	Machine used for making holes in the paper/sheet	5	Nos.
88	Quality Inspection Report	Template for Quality Inspection Report	1	No.
89	Ready Made Products	Any Complete Leather Product for performing Checking & Packing Task	25	Nos.
90	Ready Shape Pattern	Complete Pattern, Cut by Pattern Maker of card board or X-Ray Sheet	5	Nos.
91	Rubber Hammer	Hammer with Rubber Head, 16 oz.	10	Nos.
92	Samples of Leather Skin	Complete Hides of Leather, Cow, Sheep, Goat, Buffalo	10	Set.
93	Scanner	Maximum resolution of 2400 x 4800 (Optical) dpi1 for excellent scanning quality for both photos and documents.	2	Nos.
94	Scissors Pattern Cutting	Scissors 11 Inch	25	Nos.
95	Scissors	Scissors 10 Inch	25	Nos.
96	Screw Driver Set	#2 x 1-1/2 inch; #1 x 3 inch, #2 x 4 inch, #3 x 6 inch, #4 x 8 inch	5	Set.
97	Skiving Machine	Leather trimming width from 15mm up to 50mm in single stroke; Speed: 1000 -1200 RPM	1	No.
98	Software Package(MS Office),	MS word, MS Excel, MS Power Point	25 Numbers	Nos.
99	Spirit Lamp	Spirit Lamp with Burner	10 Pcs	Nos.
100	Spray Booth	Booth with Iron stand and Spray Gun along with the air compressor	01 Number	No.
101	Spray gun	Spray Gun with compressor	1	Set.
102	Steel Frame for Stretchable Panels	Steel Frame of 2x3 ft. with spikes to hold the leather panels	25	Nos.
103	Steel Scale (12 Inch, 24 inch & 36 Inch)	Steel Scale of 12 Inch, 24 Inch & 36 Inch Length	25	Set.
104	Stitch Gauge	Assessor to control the Gauge of the leather	25	Set.
105	Stopwatch	Standard type	25	Nos.

106	Swatches of Different Leathers	Nubuck, Suede, Analyone, Burnish, Split, Glaze	5	Set.
107	Swatches of Synthetic Material	PU & PVC coated materials	5	Set.
108	Tag Gun with Pins	Tagging Gun to pack the product and hanging Hand tag	5	Nos.
109	Teflon Sheet for the Press Cutter	2 Inch Sheet as per the size of Cutting Press	2	Nos.
110	Teflon Sheet(Cutting Sheet) for Gloves	36”x36” half inch thickness	25	Nos.
111	Testing Station with Proper Light	Stainless Steel Stand, Table top size 3x6x4ft with LED Lights on top	1	No.
112	Thread Burner	Lighter or any other tool to burn the threads	25	Nos.
113	Tracing Table	Size: 2’x4x3’; Transparent glass on Top with LED Lights inside	2	Nos.
114	Tracing Wheel	Tracing wheel with wooden Handle and Spiked wheel on top	25	Nos.
115	Two Hole Punch	Two hole puncher to make holes in the pattern sheet	10	Nos.
116	Water & Sand Bucket	Iron Baskets with Red Paint	2	Set.
117	Weighing Scale	Small Weight Scale to calculate the GSM of the fabric	3	Nos.
118	Wooden Hammer	Standard sizes	15	Nos.
119	Wooden Scale	12 Inch Scale	25	Nos.
120	Zigzag Machine	1 Needle, Lockstitch Machine, Zigzag stitching Machine, with Large Hook	2	Nos.
	Specific items for Module-12		25	copies
121	Performance Appraisals		25	copies
122	Daily production / work plan		25	copies
123	Duty Rota		25	copies
124	Equipment for contacting security		25	copies
125	Job descriptions		25	copies
126	Log for recording absences		25	copies
127	Logbooks for recording accidents and incidents		25	copies
128	Noticeboard		25	copies
129	Organizational health and safety policy		25	copies
130	Organizational procedures for dealing with emergencies and problems, including		25	copies

	accidents, fire, evacuations			
131	Organizational procedures for dealing with problems		25	copies
132	Preventive maintenance program		25	copies
133	Record of allocated duties and tasks		25	copies
134	Schedule of production and delivery		25	copies
135	Standard Operating Procedures for different work area and operations		25	copies
136	Standard operating procedures for safe working		25	copies
137	Training records		25	copies
138	Uniforms (appropriate to the organisation)		25	No.
139	Work area log books		25	copies

List of consumable supplies

Sr. No.	Name of Consumable Supplies
1	Gloves
2	Apron
3	goggles
4	Dust mask
5	Chemical hazard mask
6	Safety shoes
7	Ear plugs
8	Brushes
9	Phenyl powder
10	Report templates
11	Paper (A4)
12	Note pad
13	Record register
14	Pencils (3H, 2H, & 2.5 H.B.)
15	Note pad
16	Toner for printers
17	Led Pencils
18	Ball {Points
19	Leather assorted types
20	Marking Pen/Pencil/Chalk
21	Erasers
22	Blades for cutting knife
23	Machine Oil
24	Cleaning Cloth
25	WD 40

26	Thread
27	Needles
28	Adhesive
29	Stain remover solution
30	Double Tape
31	Fusing
32	Pins for Tag Guns
33	Poly Bags in assorted sizes
34	Wax for Leather
35	Paper Tape
36	Crayons
37	Lacquer
38	Ready Leather Products
39	Plastic Wire for Carton Strapping Machine
40	Bar Code Stickers
41	Markers
42	Butter Papers
43	Waste Material to give shape to complete product
44	packing tape
45	Sharpener
46	Clutch Pencil
47	Drafting paper
48	Dividers (Seam allowance pencil)
49	Sketch Books
50	Color Pencils
51	Poster Colors
52	Water Colors
53	Scholar Sheets
54	Pointer in different colors

55	Tracing Papers
56	Cartridge of CAD/CAM Printer
57	Fabric for lining
58	Buttons
59	Zips
60	Wheel for Buffing Machine
61	Pattern Sheets
62	Stitching Guiding Exercise
63	Clips to hold the leather
64	Reinforcement material
65	Hang Tags
66	Size Labels
67	Creams for Leather Finishing
68	Silica Gel
69	Dot Maker
70	Notcher for pattern making

Credit values

The credit value of the National Certificate Level 4 in Leather Products Development Technician is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines.

The credit values are as follows:

Competency Standard	Estimate of hours	Credit
1: Contribute to Work Related Health and Safety (WHS) Initiatives	30 Hours	03
2:Analyse Workplace Policy and Procedures	30 Hours	03
3: Perform Advanced Communication	30 Hours	03
4: Develop Advance Computer Application Skills	40 Hours	04
5: Manage Human Resource	20 Hours	02
6:Develop Entrepreneurial Skills	30 Hours	03
7: Develop pattern for leather products using CAD/CAM	160 Hours	16
8: Monitor the duties and activities of a team	120 Hours	12

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