

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOOTWEAR MAKER**

**KNQF LEVEL: 3**

**OCCUPATIONAL STANDARDS ISCED CODE: 0723 254 A**

First published 2019

Revised 2024

Second revision 2025

All rights reserved. No part of this Occupational Standard may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods without the prior written permission of ---------- except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, write to the --------------, at the address below:

# FOREWORD

Provision of quality education and training is fundamental to the Government’s overall strategy for socio-economic development. Quality education and training contribute to achievement focused on Kenya’s development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meeting the provisions the Constitution of Kenya. The education sector had to be aligned to the Constitution and this resulted in formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 1 of 2019). A key feature of this policy is the change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery that allows for multiple entry and exit in TVET programs.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for developing a competency-based curriculum for Footwear Production Level 3. These Occupational Standards will also be the bases for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for the Leather Sector’s growth and sustainable development.

# PREFACE

Kenya Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high-quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya, emphasized the need toreform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

This Occupational Standards has been developed in adherence to the Kenya National Qualification Framework and CBETA standards and guidelines in conjunction with Leather Sector Skills Advisory Committee (SSAC) have developed these Occupational Standards for a Footwear maker. These occupational standards will be the bases for development of competency-based curriculum for Footwear Production Level 3. These Standards will also be the bases for assessment of an individual for competence certification.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to the Council Members, Council secretariat, Leather SSAC, expert workers and all those who participated in the development of these occupational standards.

-----------------------

# ACKNOWLEDGMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am sincerely thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I appreciate National Leather Sector Skills Committee who enabled the development of this curriculum. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in this curriculum. I thank all the individuals and organizations who participated in the validation of these Standards.

I acknowledge all other institutions which in one way or another contributed to the development of these Standards.

CONTENTS

[FOREWORD ii](#_Toc196988391)

[PREFACE iii](#_Toc196988392)

[ACKNOWLEDGMENT iv](#_Toc196988393)

[ABBREVIATION AND ACRONYMS vi](#_Toc196988394)

[KEY TO ISCED UNIT CODE vii](#_Toc196988395)

[OVERVIEW viii](#_Toc196988396)

[CARRY OUT FOOT WEAR MATERIALS PREPARATION 1](#_Toc196988397)

[PERFORM FOOTWEAR CLOSING OPERATIONS 7](#_Toc196988398)

[CARRY OUT FOOTWEAR CONSTRUCTION AND FINISHING 14](#_Toc196988399)

[REPAIR FOOTWEAR PRODUCTS 22](#_Toc196988400)

# ACRONYMS

OSHA Occupation Safety and Health Act

PPE Personal Protective Equipment

SSAC Sector Skills Advisory Committee

TVET Technical and Vocational Education and Training

TVETA Technical and Vocational Education and Training Authority

ISCED International Standard Classification of Education

# KEY TO ISCED UNIT CODE



# OVERVIEW

Footwear maker occupational standard consists of required competencies that an individual must have to work in a footwear production industry. It entails Materials preparation, performing footwear closing operations, carrying out footwear construction and finishing, and repairing footwear products.

Units of learning competency for Footwear Production Level 3 qualification include the following core units:

**CORE** **COMPETENCIES**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| **0723 251 01A** | Carry Out Foot Wear Materials preparation |
| **0723 251 02A** | Perform footwear closing operations |
| **0723 251 03A** | Carry out footwear construction and finishing operations |
| **0723 251 04A** | Repair footwear products |

**MODULE ONE**

## CARRY OUT FOOT WEAR MATERIALS PREPARATION

**UNIT CODE:** **0723 251 01A**

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out materials preparation. It involves Identify cutting tools, equipment, materials and machines, making and cutting footwear patterns, identifying footwear materials, cutting footwear materials, inspecting footwear components, component marking and preparation.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **pattern cutting function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Utilize cutting and material preparation tools, machines equipment and materials. | * 1. Pattern making tools, equipment, materials and machines are utilized according to job requirements   2. Pattern cutting tools, equipment, materials and machines are utilized according to job requirements   3. Component preparation tools, equipment, materials and machines are utilized according to job requirements   4. Workplace practices are maintained as per OSHA   5. Standard operating procedures (SOPs) are followed according to organization set up.   6. Footwear pattern cutting tools equipment and machine are maintained and stored within agreed organizational schedule.   7. Legal requirements, standards, procedures and regulations are observed as per professional codes |
| 1. Make and cut footwear patterns | * 1. Footwear sketches and illustrations are interpreted in relation to design   2. New footwear patterns are made, or existing patterns are adapted to meet the initial footwear design   3. Footwear pattern specifications are adjusted as per the product design and allowances required   4. Methods of pattern cutting are identified as per the job requirement   5. Footwear Patterns are cut as per the standard form   6. Footwearpatterns are confirmed as per the design specification   7. Machine outputs are tested or organized in accordance with company procedures to ensure required standards are met |
| 1. Identify footwear materials | 3.1 Footwear materials are identified according to the job requirements   * 1. Footwear materials are selected and sorted as per the job requirement   2. Quality and characteristics of the footwear material are checked according to job requirements   3. Legal requirements, standards, procedures and regulations are observed as per professional codes   4. Records and documents are maintained as per the organizational policy |
| 1. Cut footwear materials | * 1. Machine output is determined or organized in accordance with company procedures to ensure required standards are met   2. Footwear materials are cut and ensured free from production and handling damages   3. Footwear cut material are correctly sorted to assist the next stage of production   4. Footwear batch of components are produced to match the work ticket and the company’s production targets   5. Foot wear materials wastage is minimized according to organizational policies   6. Legal requirements, standards, procedures and regulations are observed as per professional codes   7. Written instructions are observed as per the job requirements   8. Workplace practices are maintained as per OSHA   9. Records and documents are maintained as per the organizational policy |
| 1. Inspect footwear components | * 1. Footwear component color and shade is checked according to job specifications.   2. Footwear components size and pairing is checked according to job specifications.   3. Footwear components defects are identified according to job requirements.   4. Footwear component quality and quantities are checked as per work schedules   5. Footwear components are checked according to the design.   6. Footwear components are correctly sorted to assist the next stage of production   7. Work that does not conform is corrected to required quality standards |
| 1. Component marking and preparation | * 1. Component marking methods are identified according to the type of shoe   2. Selection of component parts for the style being worked on is done according to job specifications.   3. Components marking is carried out according to the type of shoe.   4. Footwear components substance is checked according to job specification.   5. Splitting operation is carried out according to job specifications   6. Skiving operation is carried out according to shoe design and job specifications   7. Footwear components are correctly sorted to assist the next stage of production according organizational policy |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| Variables | Range |
| --- | --- |
| 1. Footwear cutting and material preparation tools, machines, equipment and materials   may include but are not limited to | * Cutting knife * Cutting mat * Cutting board * Masking tape * Mannila paper * Clicking machine * Drawing materials * Scissors * Skiving machines/tools * Splitting machines/tools * Marking tools |
| 1. Selection may include but are not limited to | * Sources * Type of material * Job requirement |
| 1. Defects may include but are not limited to | * Gorge marks * Cuts * Tick bites * Brand marks * Scratches * Tear * Loose threads on fabric |
| 1. Marking methods may include but are not limited to | * Crayon marking * Notch marking * Color marking * Lining stamping |
| 1. Types of skive may include but are not limited to | * Folding * Underlay * Closed seam * Raw edge |
| 1. Component marking may include but are not limited to | * Stitch marking * Position marking * Decoration points |
| 1. Footwear components may include but not limited to: | * Upper components * Bottom components |
| 1. Machine output may include but are not limited to | * Pattern samples * Service samples * Machine operation * Number of components |
| 1. Machine adjustments parameters include may but are not limited to | * Machine setting * Sharpening * Pressure setting |
| 1. Workplace practices include may but are not limited to | * Housekeeping * Handling of tools, equipment and machines * OSHA |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

* Cutting
* Drawing and sketching
* Operation of cutting tools, equipment and machines
* Identifying and selecting pattern making materials
* Interpreting sketches and illustrations
* Splitting
* Skiving
* Mark identification skill
* Use of tools
* Interpreting work ticket
* Communicating and interacting skills
* Safety practices

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Interpretation of work ticket
* Types of shoes
* Methods of pattern making
* Types of material, leather types and finishes
* Tools, machines and equipment operating procedures
* Basic machine maintenance procedures
* Basic product knowledge
* Footwear terms
* Skiving and splitting techniques
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, etc.).
* Record keeping
* Safe work practices
* Workshop rules and regulations

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Operated cutting and material preparation tools, machines and equipment for footwear. 2. Interpreted footwear sketches and made footwear patterns 3. Drew and cut footwear patterns 4. Selected footwear materials 5. checked the quality and characteristics of the footwear material 6. Inspected footwear components 7. Carried out component marking 8. Performed skiving operations 9. Performed splitting operations 10. Maintained workplace practices 11. maintained records and documents 12. Determined machine outputs |
| 1. Resource Implications | The following resources must be provided:   * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place.   3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written tests   2. Practical test   3. Projects   4. Third party reports   5. Oral test   6. Interview   7. Observation |
| 1. Context of Assessment | The competency may be assessed:   1. workplace 2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## PERFORM FOOTWEAR CLOSING OPERATIONS

**UNIT CODE:** **0723 251 02A**

**Unit description**

This unit covers the competencies required to perform footwear closing operations. It entails utilizing tools, equipment, materials and machines for closing operations, performing footwear closing operations and carrying out shoe upper finishing operations.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| 1. Utilize tools, equipment, materials and machines for closing operations | 1. ***Tools, equipment, machines and materials*** for footwear closing operation are utilized as per the job requirement 2. ***Tools, equipment and machines*** for footwear closing operation are selected as per the job requirement 3. Footwear closing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 4. Footwear closing tools, equipment and machines are maintained within agreed schedule 5. Standard operating procedures (SOPs) are followed according to organization set up. 6. Written instructions are observed as per the job requirements 7. Legal requirements, standards, procedures and regulations are observed as per professional codes. 8. ***Workplace practices*** are maintained as per OSHA 9. Records and documents are maintained as per the organizational policy |
| 1. Perform footwear closing operations | 1. ***Closing operation*** is carried out according to job specification 2. Work that does not conform is corrected to required quality standards 3. Footwear uppers are correctly sorted to assist the next stage of production 4. Written instructions are observed as per the job requirements 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. ***Workplace practices*** are maintained as per OSHA 7. Records and documents are maintained as per the organizational policy 8. Footwear closing machines are serviced/ maintained within organizations schedules. 9. Comply with occupational health and safety requirements according to OSHA |
| 1. Carry out shoe upper finishing operations. | 1. ***Footwear finishing machine, tools, equipment*** are materials are utilized according to job specifications 2. ***Footwear finishing machine, tools, equipment*** are materials are selected according to job specifications 3. Footwear finishing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 4. ***Trimming*** is carried out according to type of shoe upper. 5. Shoe upper lacing holes are reinforced where applicable according to type of shoe. 6. Temporary lacing is carried out according to type of shoe upper. 7. ***Finishing operations*** are carried out as per the job requirements 8. Quality of shoe upper is checked out according to job specifications. 9. Work that does not conform is corrected to required quality standards 10. Shoe uppers are correctly sorted to assist the next stage of production 11. Written instructions are observed as per the job requirements 12. Legal requirements, standards, procedures and regulations are observed as per professional codes. 13. ***workplace practices*** are maintained as per OSHA 14. Records and documents are maintained as per the organizational policy |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Personal protective equipment (PPE)may include but are not limited to | * Safety shoes * Dust mask * Aprons/ overall * Rubber gloves |
| 1. Closing operation may include but are not limited | * Topline treatment methods * Folding * Binding * Bagging * Collar * Padding * Edge treatment methods * Raw edge * Burnishing * Staining * Folding * Binding |
| 1. Footwear closing tools equipment machines and materials may include but are not limited to | * **Tools**   + Bone folder   + Hammer   + Hand stitching needle   + Adhesive brush   + Dressing tool   + Shears/scissors/cutters   + Leather substance gauge   + Cleaning brush * **Materials.** * Adhesive * Threads * Reinforcing tapes * **Machines** * Sewing * Trimming * Eyeleting |
| 1. Trimming may include but are not limited to | * Loose threads * Excess allowance |
| 1. Finishing operations may include but are not limited to | * Top line and edge treatment * Types of seams |
| 1. Workplace practices may include but are not limited to | * Compliance with safety hazards and measures while working * Safety in machine setting and maintenance * Use of PPE |

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

The individual needs to demonstrate skills in:

* Stitching/ fitting shoe upper component
* Finishing operations.
* Accuracy
* Neatness
* Safety practices
* Machine operation and adjustment
* Application of adhesives
* Adjusting and setting procedures
* Communicating and interacting skills
* Interpreting work ticket
* maintenance

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* closing operations
* Safe work practices
* Tools equipment and machines
* Closing materials
* Finishing operations
* Types of seams
* Types of stitches
* Finishing materials
* Quality standards
* Maintenance
* Positive work values (being organize, cost, quality and safety consciousness, patience, etc.)

**EVIDENCE GUIDE**

This provides advice on assessment and must be in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency. | * 1. Performed footwear closing operations   2. Checked and finished shoe upper   3. Complied with occupational health and safety requirements   4. Used appropriate personal protective equipment (PPE)   5. Stitched shoe uppers   6. Carried out finishing operation   7. Utilized the closing machines   8. Demonstrated safety practices   9. Operated footwear closing machines   10. Reinforced shoe lacing holes   11. Correctly sorted out shoe uppers   12. Followed written instructions   13. Kept records |
| 1. Resource Implications. | The following resources must be provided:   * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place.   3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment. | Competency may be assessed through***:***   * 1. Practical tests   2. Observation   3. Questionnaire   4. Case studies   5. Written examinations   6. Oral presentation/tests |
| 1. Context of Assessment. | The competency may be assessed:   1. workplace 2. Simulated workplace |
| 1. Guidance information for assessment. | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR CONSTRUCTION AND FINISHING

**UNIT CODE:** **0723 251 03A**

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear construction. It entails utilizing tools, equipment and materials for construction and finishing operations, aassembling shoe upper and bottom components, carrying out conditioning and shoe lasting operations, performing sole attaching operations and carrying out basic finishing operations.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1. Utilizing tools, equipment and materials for construction and finishing operations | 1. Shoe construction tools, machines and equipment are utilized as per job specification 2. Shoe lasting tools, machines and equipment are utilized as per job specification 3. Shoe conditioning, equipment and machines are utilized according to job specifications 4. Sole attaching, tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications 5. Tools, equipment, machines and materials for footwear finishing operations are utilized according to method of finishing 6. Tools, equipment, machines and materials for footwear shoe room operations are utilized based on the job requirement 7. Workplace practices are maintained as per OSHA 8. Standard operating procedures (SOPs) are followed according to organization set up. 9. Records and documents are maintained as per the organizational policy |
| 1. Assemble shoe upper and bottom components | * 1. Job requirements are identified according to job specifications.   2. Shoe upper, bottom components and lasts are “married up” according to job specifications   3. Fitting of toe puffs and stiffeners is carried out according to job specifications   4. Shoe construction tools, machines and equipment are utilized as per organizational infrastructure.   5. Standard operating procedures (SOPs) are followed according to organization set up.   6. Assembled uppers, bottom components and lasts are correctly sorted to assist the next stage of production.   7. Written instructions are observed as per the job requirements |
| 1. Carry out conditioning and shoe lasting operations | 1. Methods ofconditioning are identified according to the organizational infrastructure and upper material 2. Conditioning, equipment and machines are utilized according to job specifications 3. Conditioning equipment and machines parameters are Set/adjusted as per job specifications 4. Lastingmethod is determined according to job specifications 5. Shoe lasting tools, machines and equipment are utilized as per organizational infrastructure. 6. Lasting tools, equipment and machines parameters are Set/adjusted as per job specifications. 7. Lasting operations are carried out according to job specifications. 8. Workplace practices are maintained as per OSHA |
| 1. Perform sole attaching operations | 1. Shoe attaching methods are identified according to the type of shoe 2. Shoe construction tools, equipment and machines are utilized according to job specifications 3. Sole attaching, tools, equipment and machines parameters are Set/adjusted as per job specifications. 4. Shoe is heat set according to materials used 5. Sole attaching operations are carried out according to method of construction 6. Written instructions are observed as per the job requirements 7. Workplace practices are maintained as per OSHA |
| 1. Carry out basic finishing operations | * 1. Carry out Finishing operations in the correct sequence according to required specification   2. Finished shoes are correctly sorted to assist the next stage according to the organizational policy   3. Shoe room operations are carried out as per the job requirements   4. Quality of the shoe is inspected based on the job specifications   5. Faults are identified and report returned to appropriate section for Finishing and shoe room operations according to job specifications   6. Shoe packaging operations are carried out as per job requirement   7. Workplace practices are maintained as per OSHA   8. Records and documents are maintained as per the organizational policy   9. Complete production and other records |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Shoe construction tools, machines and equipment may include but are not limited to | * Hand tools and equipment * Lasting pliers * Stitching * Pair of pincers * Last * Machines * Back molding machine * Lasting machine * Roughing machine * Cementing machine * Heat setting machine * Sole attaching machine |
| 1. Shoe finishing and shoe room tools, machines, equipment and materials may include but are not limited to | * Edge pairing machine * Hot waxing machine * Heel pairing machine * Embossing machine * Size stamping machine * Brushing/Polishing machine * Spraying Machine * Hand brush * Pigments * Polish * Dyes |
| 1. Construction method may include but are not limited to | * Veldtschoen * Machine welted * Cemented |
| 1. Lasting methods may include but are not limited to s | * Flat lasting * Out flanged * Vertical lasting |
| 1. Conditioning operations may include but are not limited to | * Contact mulling * Rapid conditioning * Toe steaming |
| 1. Sole attaching operations | * Sole preparation * Heat setting * Sole attaching * Removal from last * pairing |
| 1. Machines parameters may include but are not limited to | * Setting and adjustment * Routine maintenance |
| 1. Sole attaching operations may include but are not limited to | * Bottom and sole roughing * Adhesive application * Heat activation * Sole setting and attachment |
| 1. Shoe finishing and shoe room operations may include but are not limited to | * Heel pairing * Heel scour * Edge pair * Slip lasts * Stain heel * Clean uppers and welts * Ink edges * Trimming * Lacing * Branding * Brushing and polishing * Labeling * Cleaning and dressing * Fitting sock lining, heel padding and lacing * Final inspection * Packing and dispatch |
| 1. Faults may include but not limited to | * Creases * Scratches * Stains * Improper pairing |

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

***The individual needs to demonstrate skills in***

* Accuracy
* Neatness
* Safety practices
* Machine’s parts and function and adjustments
* Sizing and pairing
* Finishing and shoe room operations
* Cleaning and polishing
* Finishing tools, machines and equipment operation
* Familiarity with upper and lining component parts
* Faults identification
* Quality standards
* Machine maintenance
* Machine and equipment setting procedures
* Communicating and interacting skills
* Interpreting work ticket
* Maintenance
* Heat setting.

**Required Knowledge**

***The individual needs to demonstrate knowledge of:***

* Safe work practices
* Closing tools equipment and machines.
* Finishing and shoe room materials
* Finishing and shoe room operations
* Familiarity with upper and lining component parts
* Common faults associated with shoe room operations
* Quality standards
* Machine maintenance
* Positive work values (being organize, cost, quality and safety consciousness, patience, etc.)

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Determined method of shoe construction 2. Utilized shoe construction tools, machines and equipment 3. Assembled shoe upper, bottom components and ‘last plant’ 4. Carried out conditioning operations 5. Carried out shoe lasting operations 6. Carried out heat setting. 7. Performed sole attaching operations 8. Utilized tools, machines and equipment for footwear finishing and shoe room operations 9. Carried out finishing operations 10. Carried out shoe room operations 11. Identified faults on footwear 12. Kept records 13. Observed safety practices. |
| 1. Resource Implications | The following resources must be provided:   * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place.   3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. Projects 6. Third party reports 7. Oral tests. |
| 1. Context of Assessment | Competency may be assessed on:  The competency may be assessed:   1. workplace 2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## REPAIR FOOTWEAR PRODUCTS

**UNIT CODE: 0723 251 04A**

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear repair operations. It entails identifying shoe repair operation, tools, equipment, materials, machines and carrying out shoe repair operations

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1. Identify shoe repair operation | 1. Shoe repair requirements are assessed based on the job requirement 2. Footwear ***repair operations*** are identified according to the job requirements 3. Footwear ***repair operations*** are selected according to the job requirements 4. Standard operating procedures (SOPs) are followed according to organization set up. 5. Written instructions are observed as per the job requirements 6. Legal requirements, standards, procedures and regulations are observed as per professional codes. 7. ***workplace practices*** are maintained as per OSHA 8. Records and documents are maintained as per the organizational policy |
| 1. Utilize tools, equipment and materials for shoe repair operations | 1. Tools equipment machines and materials are identified as per the job requirements 2. Tools equipment machines and materials are selected as per the job requirements 3. ***Repairing tools, equipment*** and ***machines parameters*** are Set/adjusted and used as per job specifications. 4. Standard operating procedures (SOPs) are followed according to organization set up. 5. Tools equipment’s and machines are handled with care according to manufacturer’s specifications 6. Written instructions are observed as per the job requirements 7. Legal requirements, standards, procedures and regulations are observed as per professional codes. 8. ***Workplace practices*** are maintained as per OSHA 9. Records and documents are maintained as per the organizational policy |
| 1. Carry out shoe repair operations | 1. ***Preparations*** are carried out according to the job requirements 2. New components are attached according to the required repair work 3. Trimming of any excess materials is carried out based on the job requirement 4. Waste is minimizing as per the organizational policy 5. ***Finishing operations*** are carried as per job requirement 6. Faults are identified and report returned to appropriate section for repair according to job specifications 7. Written instructions are observed as per the job requirements 8. Legal requirements, standards, procedures and regulations are observed as per professional codes. 9. ***workplace practices*** are maintained as per OSHA 10. Records and documents are maintained as per the organizational policy |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Repair operations may include but are not limited to: | * Soling * Patching * Stitching * Sock lining fitting |
| 1. Preparations may include but are not limited to: | * Cleaning * Patch work * Bottom components preparations * Thread waxing * Buffing * Sole scoring |
| 1. Finishing operations may include but are not limited to: | * Dying * Polishing * Lacing |
| 1. Repairing tools, equipment may include but are not limited to: | * Clicking knives * Guillotine * Scissors * Cutting mats * Mallets * Shoe hammers * Cutting boards * Fid awl * Bone folder * Punching board * Oil stone * Punches * Lasting pliers * Lasts * Pincers * Stitching awl * Wing divider * Measuring tapes * Shoe tape measure * Flexible tape * Foot ruler |
| 1. Machines parameters may include but are not limited to: | * Setting and adjustment * Routine maintenance |
| 1. Fault may include but are not limited to: | * Creases * Scratches * Stains |
| 1. Workplace practices may include but are not limited to: | * Compliance with safety hazards and measures while working * Safety in machine setting and maintenance * Use of PPE |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required skills**

The individual needs to demonstrate the following skills:

* Shoe repair
* Sizing and pairing
* Cleaning/Dressing and polishing
* Repair machines operation
* Quality control
* Interpreting work ticket and written instructions
* Communicating and interacting skills
* Demonstrate safety practices.
* Record keeping.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices
* Standard Operating Procedures (SOPs)
* Materials used in footwear repair operations
* Required repair operation procedures
* Recording and reporting practices.
* Tools, machines equipment and materials
* Common faults associated with repairing operations
* Care and handling of shoes, materials, tools and equipment’s
* Machine maintenance

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Assessed repair work 2. Identified shoe repair operations 3. Identified and used tools and equipment for shoe repair operations 4. Carried out shoe repair operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place.   3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. Oral tests 6. Third party reports 7. Projects 8. Portfolio of evidence |
| 1. Context of Assessment | Competency may be assessed:  4.1 The competency may be assessed:   1. workplace 2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |