

**REPUBLIC OF KENYA**

**COMPETENCY BASED MODULAR CURRICULUM**

**FOR**

**FOOTWEAR PRODUCTION**

**KNQF LEVEL 5**

**PROGRAMME ISCED CODE: 0723 454A**

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# FOREWORD

The provision of quality education and training is fundamental to the Government’s overall strategy for social and economic development. Quality education and training contribute to the achievement of Kenya’s development blueprint and sustainable development goals.

Reforms in the education sector are necessary to achieve Kenya Vision 2030 and meet the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution, and this resulted in the formulation of the Policy Framework for Reforming Education and Training in Kenya (Sessional Paper No. 14 of 2012). A key feature of this policy is the radical 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 the mode of delivery allow for multiple entry and exit in TVET programmes.

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 this curriculum has been developed. For trainees to build their skills on foundational hands-on activities of the occupation, units of learning are grouped in modules. This has eliminated duplication of content and streamlined exemptions based on skills acquired as a trainee progresses in the up-skilling process, while at the same time allowing trainees to be employable in the shortest time possible through the acquisition of part qualifications.

It is my conviction that this curriculum will play a great role in developing competent human resources for the Footwear Production Sector’s growth and development.

**PRINCIPAL SECRETARY**

**STATE DEPARTMENT FOR TVET**

**MINISTRY OF EDUCATION**

# PREFACE

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

TVET Act CAP 210A and Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya for Sustainable Development emphasized the need to reform 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 the Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualifications Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes, suggested delivery methods, learning resources, and methods of assessing the trainee’s achievement. In addition, the units of learning have been grouped in modules to concretize the skills acquisition process and streamline upskilling.

I am grateful to all expert trainers and everyone who played a role in translating the Occupational Standards into this competency-based modular curriculum.

# ACKNOWLEDGEMENT

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support were received from expert trainers, institutions and organizations.

I recognize with appreciation the role of the Leather National Sector Skills Committee (NSSC) in ensuring that competencies required by the industry are addressed in the curriculum. I also thank all stakeholders in the Leather for their valuable input and everyone who participated in developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that individuals aspiring to work in the Leather Sector acquire competencies to perform their work more efficiently and effectively.

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# ACRONYMS

PPE Personal Protective Equipment

NSSC National Sector Skills 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



# COURSE OVERVIEW

Footwear Production level 5 qualification consists of competencies that an individual must have to work in a footwear production industry. It involves carrying out footwear pattern cutting, carrying out footwear material preparation, carrying out footwear closing operations, carrying out footwear construction and finishing, carrying out footwear finishing operations, Footwear design and pattern cutting, cutting footwear materials, carrying out Footwear component preparation operations, and Footwear construction.

**Summary Of Units Of Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Units Title** | **Unit Duration (Hours)** | **Credit Factor** |
| **MODULE I** | | | |
| **0723 251 01A** | Foot Wear Materials preparation I | 100 | 10.0 |
| **0723 251 02A** | Footwear closing operations I | 90 | 9.0 |
| **0723 251 03A** | Footwear construction and finishing I | 130 | 13 |
| **0723 251 04A** | Footwear products Repair | 35 | 3.5 |
| **MODULE II** | | | |
| **0723 351 01A** | Foot wear pattern cutting | 100 | 10.0 |
| **0723 351 02A** | Foot Wear Materials preparation II | 50 | 5.0 |
| **0723 351 03A** | Footwear closing operations II | 120 | 12.0 |
| **0723 351 04A** | Footwear construction and finishing II | 120 | 20.0 |
| **MODULE III** | | | |
| 0611 441 01A | Digital Literacy | 40 | 4.0 |
| 0031 441 02A | Communication Skills | 40 | 4.0 |
| 0723 351 02A | Foot measurements and calculations | 100 | 10.0 |
| 0723 451 02A | Footwear design and pattern cutting | 180 | 18.0 |
| 0723 451 03A | Cutting footwear materials | 75 | 7.5 |
| 0723 451 04A | Footwear component preparation operations | 40 | 4.0 |
| **MODULE IV** | | | |
| 0417 441 01A | Work ethics and practices | 40 | 4.0 |
| 0413 441 02A | Entrepreneurial skills | 40 | 4.0 |
| 0723 451 06A | Costs and estimates | 50 | 5.0 |
| 0723 551 08A | Footwear closing operations III | 130 | 13.0 |
| 0723 551 09A | Footwear construction | 120 | 12.0 |
| 0723 551 10A | Footwear finishing operations | 100 | 10.0 |
| **Sub Total** | | **1730** |  |
| **Industry Training** | | **480** |  |
| **GRAND TOTAL** | | **2130** |  |

**Entry Requirements**

An individual entering this course should have any of the following minimum requirements:

1. Kenya Certificate of Secondary Education (KCSE) mean grade D (plain)

**Or**

1. Level 4 certificate in footwear production

**Or**

1. Equivalent qualifications as determined by TVETA.

**Trainer qualification**

Qualifications of a trainer for Footwear Production Level 5 include:

1. Possession of a Diploma / Level 6 qualification in Footwear Production / Leather Technician or in related trade area; and
2. Registered by TVETA.

**Industry Training**

An individual enrolled in this course will be required to undergo Industry training for a minimum period of 480 hours in a leather production facility sector. The industrial training may be taken after completion of all units for those pursuing the full qualification or be distributed equally in each unit for those pursuing part qualification. In the case of dual training model, industrial training shall be as guided by the dual training policy.

**Assessment**

The course shall be assessed formatively and summatively:

1. During formative assessment all performance criteria shall be assessed based on performance criteria weighting.
2. Number of formative assessments shall minimally be equal to the number of elements in a unit of competency.
3. During summative assessment basic and common units may be integrated in the core units or assessed as discrete units.
4. Theoretical and practical weighting for each unit of learning shall be as follows
5. 10:90 for units in Module 1 and module 2
6. 30:70 for units in Module 3 and Module 4
7. Formative and summative assessments shall be weighted at 60% and 40% respectively in the overall unit of learning score

For a candidate to be declared competent in a unit of competency, the candidate must meet the following conditions:

1. Obtained at least 40% in theory assessment in formative and summative assessments.
2. Obtained at least 60% in practical assessment in formative and summative assessment where applicable.
3. Obtained at least 50% in the weighted results between formative assessment and summative assessment where the former constitutes 60% and the latter 40% of the overall score.
4. Assessment performance rating for each unit of competency shall be as follows:

|  |  |
| --- | --- |
| **MARKS** | **COMPETENCE RATING** |
| 80 -100 | Attained Mastery |
| 65 - 79 | Proficient |
| 50 - 64 | Competent |
| 49 and below | Not Yet Competent |
| Y | Assessment Malpractice/irregularities |

1. Assessment for Recognition of Prior Learning (RPL) may lead to award of part and/or full qualification.

**Certification**

A candidate will be issued with a Certificate of Competency upon demonstration of competence in a core Unit of Competency. To be issued with Kenya **National TVET Certificate** in in Footwear Production Level 5 the candidate must demonstrate competence in all the Units of Competency as given in the qualification pack. A Statement of Attainment certificate may be issued upon demonstration of competence in a certifiable element within a unit.

The certificates will be issued by the Qualification Awarding Institution

# MODULE I

## FOOT WEAR MATERIALS PREPARATION I

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

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry Out Foot Wear Materials preparation**

**Duration of Unit:** 100 hours

**Unit Description**

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

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Utilize cutting and material preparation tools, machines equipment and materials. | **12** |
|  | Make and cut footwear patterns | **22** |
|  | Identify footwear materials | **16** |
|  | Cut footwear materials | **20** |
|  | Inspect footwear components | **18** |
|  | Component marking and preparation | **12** |
| **Total** | | **100** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Utilize cutting and material preparation tools, machines equipment and materials. | 1. Tools, equipment, machines and materials for;  * Footwear pattern making * Footwear pattern cutting * Component preparation  1. Handling and storage 2. Occupational safety 3. Maintenance operations | Written assessment  Oral assessment  Practical assessment  Projects |
| 2.Make and cut footwear patterns | 1. Pattern making procedure 2. Methods of producing, 3. Mean forme 4. Standard forme 5. Sectional patterns (Outer, lining, bottom) 6. Allowances 7. Cutting patterns 8. Economical layout of materials 9. Net and working patterns 10. Work presentation 11. Record and documentation 12. Safety practices | Practical  Written assessment  Oral assessment  Projects |
| 3. Identify footwear materials | 1. Footwear materials 2. Types of footwear materials 3. Leather 4. Leather substitutes 5. Fittings/accessories 6. Types of adhesives 7. Bottom materials 8. Selection 9. Physical properties of footwear materials 10. Material safety | Written assessment  Oral assessment  Practical assessment  Projects |
| 4. Cut footwear materials | 1. Principles of Cutting 2. Methods of cutting 3. Machine cutting 4. Hand cutting 5. Economical layout of material 6. Quality consideration 7. Accuracy considerations 8. Health and safety practices. | Written assessment  Oral assessment  Practical assessment  Projects |
| 5. Inspect footwear components | 1. Characteristics and variation in Footwear components 2. Upper and Bottom materials 3. Footwear colour and shade 4. Footwear components substance 5. Footwear components defects 6. Footwear component quantity 7. Footwear component design 8. Footwear component coding | Written assessment  Oral assessment  Practical assessment  Projects |
| 6. Component marking and preparation | 1. Methods of Component marking 2. Procedures of Component Marking 3. Splitting  * Splitting methods * Splitting procedures and operations  1. Skiving  * Skiving methods * Skiving procedures and operation | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction**

* Direct instruction
* Project based
* Discussions
* Demonstration by trainer
* Practice by the trainee

**Recommended Resources for 25 Trainees**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting rubber mats  5 Oil stones  25 Leather shears  25 Awls  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted accessories  PPE’s  (*to be tailored according to task description*) | 1 Clicking press / machine  Assorted cutting dies  1 Splitting machine  5 Skiving machines  (*to be tailored according to task description*) |

## FOOTWEAR CLOSING OPERATIONS I

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

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Perform Footwear closing operations I**

**Duration of Unit:** 90 hours

**Unit Description**

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

**Summary of Learning Out comes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Utilize tools, equipment, materials and machines for closing operations | **30** |
| 2. | Perform footwear closing operations | **40** |
| 3. | Carry out shoe upper finishing operations | **20** |
| **Total** | | **90** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Utilize tools, equipment, materials and machines for closing operations | 1. Footwear closing tools, equipment and machines 2. Footwear closing materials 3. Machine, tools and equipment setting and operation 4. Procedure of basic maintenance 5. Care and handling 6. Handling 7. Moving 8. Storing 9. Maintenance 10. operation 11. Health and Safety practices 12. Documentation and reporting | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform footwear closing operations | 1. Footwear component Fitting 2. Footwear components closing procedures 3. Types of seams  * Open seams * Closed seams * Silked seam * Butt  1. Top line and Edge treatment methods  * Folding * Binding * Edge staining.  1. Top line and Edge treatment Materials, Tools, machines and equipment 2. Top line and Edge treatment procedures 3. Records and documentations 4. Health and safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out shoe upper finishing operations | 1. Shoe upper finishing 2. Trimming 3. Reinforcement of Shoe upper eyelet 4. Temporary lacing. 5. Fitting of toe puffs and stiffeners 6. Edge staining 7. Quality checks and control 8. Records and documentations 9. Health and safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction**

* Direct instruction
* Project based
* Discussions
* Demonstration by trainer
* Practice by the trainee

**Recommended Resources for 25 Trainees**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | 10 Slit punches  25 Stitching awls  25 Cutting boards  25 Seam rippers  25 Scissors  (*to be tailored according to task description*) | PPE’s  Assorted stitching threads  Shoe upper leather  Leather lining  Eyelets  Dyes / stains  Assorted adhesives  Shoe laces  (*to be tailored according to task description*) | Assorted sewing machines  Seam rubbing down machine  Folding machines  (*to be tailored according to task description*) |

## FOOTWEAR CONSTRUCTION AND FINISHING I

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

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out footwear construction and finishing I**

**Duration of Unit:** 130 hours

**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, assembling shoe upper and bottom components, carrying out conditioning and shoe lasting operations, performing sole attaching operations and carrying out basic finishing operations.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | utilize tools, equipment and materials for construction and finishing operations | **20** |
|  | Assemble shoe upper and bottom components | **14** |
|  | Carry out conditioning and shoe lasting operations | **44** |
|  | Perform sole attaching operations | **32** |
|  | Carry out basic finishing operations | **20** |
| **Total** | | **130** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. utilize tools, equipment and materials for construction and finishing operations | 1. Footwear construction and finishing tools, equipment and machines 2. Tools, equipment and machine operation 3. Basic maintenance 4. Care and handling 5. Footwear construction and finishing materials  * Selection * Sources  1. Documentation and reporting | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Assemble shoe upper and bottom components | 1. Assembling of;  * Shoe uppers * Bottom components * Last * Materials  1. ‘Marring up’ shoe uppers, bottom components and last 2. Interpretation of Job requirements 3. Quality checks and control | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out conditioning and shoe lasting operations | 1. Type of shoe upper 2. Methods of conditioning  * Rapid condition * Contact mulling * Toe steaming  1. Shoe conditioning equipment and machines 2. Conditioning procedures 3. Methods of lasting  * Flat lasting * Out flanged  1. Tools, equipment and machines 2. Quality checks and controls 3. Bottom stock components preparation 4. Heat setting | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform sole attaching operations | 1. Methods of sole attaching  * Cemented * Molded construction * Veldschoen * California  1. Sole attaching procedures  * Bottom preparation * Sole attachment * Heel attaching * Scouring * Attaching and pressing | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out finishing operations | 1. Footwear finishing operations  * Heel pairing * Edge staining  1. Methods of footwear finishing  * Edge finishing * Bottom finishing * Polishing  1. Shoe room operations (not limited to;)  * Tack removal * Sock insertion * Cleaning * Hot air treeing * Dressing * Attach trimming * Packing * Labelling * Spray dressing  1. Final inspection 2. Quality check and control 3. Documentation and reporting 4. Packaging and Dispatch | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction**

* Direct instruction
* Field trips
* Project based
* Discussions
* Demonstration by trainer
* Practice by the trainee

**Recommended Resources for 25 Trainees**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | PPE’s  25 Lasts  25 Shoe hammers  25Pincers  10 Mallet  25 Stitching awls  Heat source  Brushes  (*to be tailored according to task description*) | Assembled shoe uppers  Leather lining  Tacks  Assorted adhesives  Soles  Shanks  Sewing threads  Stiffeners  Texon boards  Scouring paper  Assorted dyes / polishes and stains  Applicator / pad  (*to be tailored according to task description*) | Toe puff and counter setting machine  Lasting machines  Assorted conditioning machines  Scouring machine  Spraying machine  (*to be tailored according to task description*) |

## FOOTWEAR PRODUCTS REPAIR

**UNIT CODE: 0723 251 04A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Perform footwear product repair**

**Duration of unit:** 35 hours

**Unit Description**

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

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Identify shoe repair operations | **9** |
|  | utilize tools and equipment for shoe repair operations | **6** |
|  | Carry out shoe repair operations | **20** |
| **Total** | | **35** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify shoe repair operation | * Assessment for repair * Shoe repair operations * Upper repairs * Sole repairs * Bottom repair * Hand stitching | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Utilize tools, equipment and materials for shoe repair. | * Shoe repair operation tools, equipment and machines * identification * Machine, tools/equipment operation * Basic maintenance * Care and handling * Repairing materials * Stitching threads * Adhesives * Patches * Waxes * Documentation and reporting | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out shoe repair operations | * Shoe repair operations and procedures.   + Sole mending   + Patching worn out shoe upper   + Re-lasting the shoe upper.   + Heel rebuilding   + Sole attaching   + Finishing operations * Quality check and control * Documentation and reporting * Packaging and Dispatch | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction**

* Direct instruction
* Projects
* Case studies
* Discussions
* Demonstration by trainer
* Practice by the trainees

**Recommended Resources for 25 Trainees**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | 25 Stitching awl  Sewing needles  10 Shoe anvils  Assorted Lasts  Shoe hammer  Lasting pliers  Mallet  Indian pattern knife  Leather shears  Pincers  (*to be tailored according to task description*) | PPE’s  Leather dyes  Waxes  Tacks  Assorted adhesives  Stitching threads  Repair patches  Soles  Shoe laces  Packaging materials  (*to be tailored according to task description*) | Assorted sewing machine  (*to be tailored according to task description*) |

# MODULE II

## FOOT WEAR PATTERN CUTTING

**UNIT CODE:** **0723 351 01A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out Foot Wear pattern cutting**

**Duration of Unit:** 80 hours

**Unit Description**

This unit specifies the competencies required to carry out pattern cutting. It involves Interpreting footwear sketches/illustrations, performing footwear pattern cutting and carrying out footwear pattern grading

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Develop footwear patterns | **60** |
| 2. | Perform footwear pattern cutting | **20** |
| 3. | Carry out footwear pattern grading | **20** |
| **Total** | | **80** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Develop footwear patterns | 1. Footwear design Materials, Machines, Tools and equipment 2. Handling 3. Moving 4. Storing 5. Maintenance 6. operation 7. Classification of footwear pattern 8. Masking Methods 9. Standard geometrical dimensions 10. Footwear Design Sketching and illustration 11. Pattern Development 12. Mean forme 13. Standard forme 14. Sectional patterns (Outer, lining, bottom) | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform footwear pattern cutting | 1. Cutting patterns 2. Work presentation | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out footwear pattern grading | 1. Pattern grading tools, materials and machines 2. Footwear Grading methods 3. Footwear Pattern grading procedures 4. Record and documentation 5. Safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Flow charts
* Notes taking

**Required resources**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting mats  5 Oil stones  25 Leather shears  25 Awls  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted  PPE’s  (*to be tailored according to task description*) | 1 Clicking press / machine  Assorted cutting dies  (*to be tailored according to task description*) |

## FOOT WEAR MATERIALS PREPARATION II

**UNIT CODE:** **0723 351 02A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out Foot Wear Materials preparation**

**Duration of Unit:** 50 hours

**Unit Description**

This unit specifies the competencies required to carry out materials preparation. It involves identifying footwear materials, cutting footwear materials and component marking and preparation.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Identify footwear materials | **18** |
| 2. | Cut footwear material | **12** |
| 3. | Perform Component marking and preparation | **20** |
| **Total** | | **50** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify footwear materials | 1. Footwear materials 2. Classification 3. Types of leather 4. Types of leather substitutes 5. Fittings/accessories 6. Types of adhesives 7. Selection 8. Material safety 9. Cutting tools, equipment and machines 10. Classification 11. Selection | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Cut footwear materials | 1. Work ticket interpretation 2. Material defects and Inspection Techniques 3. Footwear Cutting Tools, machines and equipment 4. Cutting tools 5. Punching tools 6. Sharpening tools 7. Care and handling 8. Handling 9. Moving 10. Storing 11. Sharpening and grinding 12. operation 13. Principles of Cutting 14. Techniques 15. Economical layout. 16. Quality consideration 17. accuracy 18. Safety | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform Component marking and preparation | 1. Methods of Component marking 2. Identification marking 3. Stitch marking 4. Component marking Tools and equipment 5. Procedures of Component Marking 6. Decoration methods 7. Stamping 8. Carving 9. Stitches 10. Decoration Tools and equipment 11. Decoration procedures and operations 12. Splitting Operation 13. Checking Leather substance 14. Splitting machine, tools and equipment 15. Splitting methods 16. Splitting procedures and operations 17. Skiving 18. Checking Leather substance 19. Skiving Tools, machines and equipment 20. Skiving methods 21. Skiving procedures and operation | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**List of Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting rubber mats  5 Oil stones  25 Leather shears  25 Awls  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted accessories  PPE’s  (*to be tailored according to task description*) | 1 Clicking press / machine  Assorted cutting dies  1 Splitting machine  5 Skiving machines  (*to be tailored according to task description*) |

## FOOTWEAR CLOSING OPERATIONS II

**UNIT CODE:** **0723 351 03A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Perform Footwear closing operations II**

**Duration of Unit:** 120 hours

**Unit Description**

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

**Summary of Learning Out comes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Utilize tools, equipment, materials and machines for closing operations | **24** |
| 2. | Perform footwear closing operations | **66** |
| 3. | Carry out shoe upper finishing operations. | **30** |
| **Total** | | **120** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| * + - 1. utilize tools, equipment, materials and machines for closing operations | 1. Footwear closing tools, equipment and machines 2. Footwear closing materials 3. Threads 4. Adhesives 5. Machine, tools and equipment setting and operation 6. Basic maintenance 7. Care and handling 8. Safety 9. Documentation and reporting | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform footwear closing operations | 1. Footwear component pairing 2. Footwear components closing procedures 3. Types of seams 4. Open seams 5. Closed seams 6. Silked seam 7. Butt 8. Top line and Edge treatment methods 9. Top line and Edge treatment Materials, Tools, machines and equipment 10. Top line and Edge treatment procedures and operations 11. Records and documentations 12. Safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out shoe upper finishing operations | 1. Shoe upper finishing 2. Trimming 3. Reinforcement of Shoe upper eyelet 4. Temporary lacing. 5. Fitting of toe puffs and stiffeners 6. Edge staining 7. Quality checks and control 8. Records and documentations 9. Safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction:**

* Direct instruction
* Project based
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | 10 Slit punches  25 Stitching awls  25 Cutting boards  25 Seam rippers  25 Scissors  (*to be tailored according to task description*) | PPE’s  Assorted stitching threads  Assorted leather accessories  Shoe upper leather  Leather lining  Eyelets  Dyes / stains  Assorted adhesives  Shoe laces  (*to be tailored according to task description*) | Assorted sewing machines  Seam rubbing down machine  Folding machines  (*to be tailored according to task description*) |

## FOOTWEAR CONSTRUCTION AND FINISHING II

**UNIT CODE:** **0723 351 04A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Perform Footwear construction and finishing II**

**Duration of Unit:** 200 hours

**Unit Description**

This unit covers the competencies required to carry out footwear construction. It involves applying knowledge of footwear production, identifying footwear production tools, equipment and machines, identifying footwear production materials and demonstrating footwear production practices, assembling shoe upper, bottom components and ‘last plant’, carrying out shoe lasting operations, carrying out conditioning operations and performing sole attaching operations.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply knowledge of footwear production | **32** |
|  | Identify footwear production tools, equipment and machines | **10** |
|  | Identify footwear production materials | **10** |
|  | Demonstrate footwear production practices | **20** |
|  | Assemble shoe upper, bottom components and ‘last plant’ materials | **10** |
|  | Carry out shoe lasting operations | **10** |
|  | Carry out conditioning operations | **54** |
|  | Perform sole attaching operations | **54** |
| **Total** | | **200** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply knowledge of footwear production | * Introduction to footwear * footwear terminology * Steps of footwear production * Parts and styles of footwear * parts * Quarters * Toe cap * Apron * Vamp * Tongue * Back strap * Heel * Sole * Stiffener * styles * derby/Gibson * moccasin * sandals * oxford * slip-on * Foot anatomy * Structure of the foot * Growth * Functions of the foot * Common feet disorders  1. Foot measurements | * Case studies * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Identify footwear production tools, equipment and machines | * Footwear tools, equipment and machines * Procedure of Maintenance * Care and handling * Storage of tools and machines | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Identify footwear production materials | * Footwear materials * Sources of footwear material * Types of footwear materials * Footwear accessories * Bottom and upper components * Material defects | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Demonstrate footwear production practices | * footwear production practices * general methods of production * Quality control in footwear production * Workplace documentation * Minimization of Wastage of production material * Responsibilities, duties and target setting * Problems, conflicts or contingencies at work place | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Identify tools, equipment and materials for construction and finishing operations | 1. Footwear tools, equipment and machines 2. Finishing materials 3. Shoe room materials 4. Shoe room operation tools, equipment and machines | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Assemble shoe upper, bottom components and ‘last plant | 1. Assembling methods 2. Shoe uppers 3. Bottom components 4. Last 5. Materials 6. ‘Marring up’ shoe uppers, bottom components and last 7. Interpretation of Job requirements 8. Quality checks and control 9. Records and documentations 10. Safety practices | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Carry out shoe lasting and conditioning operations | 1. Methods of lasting 2. String lasting 3. Flat lasting 4. Vertical lasting 5. Out flanged 6. Tools, equipment and machines 7. Quality checks and controls 8. Heat setting 9. Type of shoe upper 10. Methods of conditioning 11. Rapid condition 12. Contact mulling 13. Toe steaming 14. Shoe conditioning equipment and machines 15. Conditioning procedures | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |
| 1. Perform sole attaching operations | 1. Methods of sole attaching 2. Cemented 3. Molded construction 4. Veldschoen 5. California 6. Sole attaching procedures 7. Bottom preparation 8. Sole attachment 9. Heel attaching 10. Scoring 11. attaching and pressing 12. Footwear finishing operations 13. Shoe room operations and procedures. | 1. Written assessment 2. Oral assessment 3. Practical assessment 4. Projects |

**Suggested Methods of Instruction:**

* Direct instruction
* Project based
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee

**List of Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | PPE’s  10 Slit punches  25 Stitching awls  25 Cutting boards  25 Seam rippers  25 Scissors  Assorted leather working tools and equipment  Brannock device  Assorted measuring equipment  Foot anatomy dummies  (*to be tailored according to task description*)  25 Lasts  25 Shoe hammers  25Pincers  10 Mallet  25 Stitching awls  Heat source  Brushes  (*to be tailored according to task description*) | Assorted stitching threads  Assorted leather types  Assorted leather substitutes  Leather linings  Assorted accessories  Eyelets  Dyes / stains  Assorted adhesives  Shoe laces  (*to be tailored according to task description*)  Assembled shoe uppers  Leather lining  Tacks  Assorted adhesives  Soles  Shanks  Sewing threads  Stiffeners  Texon boards  Scouring paper  Assorted dyes / polishes and stains  Applicator / pad  (*to be tailored according to task description*) | Assorted sewing machines  Assorted finishing machines  (*to be tailored according to task description*)  Toe puff and counter setting machine  Lasting machines  Assorted conditioning machines  Scouring machine  Spraying machine  (*to be tailored according to task description*) |

# MODULE III

## DIGITAL LITERACY

**UNIT CODE:**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Digital Literacy

**Duration of Unit:** 40 Hours

**Unit Description**

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, managing data and information, performing online communication and collaboration, applying cybersecurity skills and job entry techniques, and performing jobs online.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Operate Computer Devices | **6** |
|  | Solve Tasks Using Office Suite | **14** |
|  | Manage Data and Information | **6** |
|  | Perform Online Communication and Collaborations | **4** |
|  | Apply Cybersecurity Skills | **4** |
|  | Perform Online Jobs | **4** |
|  | Apply job entry techniques. | **2** |
| **Total** | | **40** |

**Learning Outcomes, Content, and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested**  **Assessment Methods** |
| --- | --- | --- |
| 1. Operate computer devices | * Meaning and importance of digital literacy * Functions and Uses of Computers * Classification of computers * Components of a computer system * Computer Hardware   + The System Unit E.g. Motherboard, CPU, casing   + Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.   + Output Devices e.g. hardcopy output and softcopy output   + Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives   + Computer Ports e.g. HDMI, DVI, VGA, USB type C etc. * Classification of computer software * Operating system functions * Procedure for turning/off a computer * Mouse use techniques * Keyboard Parts and Use Techniques * Desktop Customization * File and Files Management using an operating system * Computer Internet Connection Options   + Mobile Networks/Data Plans   + Wireless Hotspots   + Cabled (Ethernet/Fiber)   + Dial-Up   + Satellite * Computer external devices management   + Device connections   + Device controls (volume controls and display properties) | * Observation * Written assessment * Oral assessment * Practical assessment |
| 1. Solve tasks using Office suite | * Meaning and Importance of Word Processing * Examples of Word Processors * Working with word documents   + Open and close word processor   + Create a new document   + Save a document   + Switch between open documents * Enhancing productivity   + Set basic options/preferences   + Help resources   + Use magnification/zoom tools   + Display, hide built-in tool bar   + Using navigation tools * Typing Text * Document editing (copy, cut, paste commands, spelling and Grammar check) * Document formatting   + Formatting text   + Formatting paragraph   + Formatting styles   + Alignment   + Creating tables   + Formatting tables * Graphical objects   + Insert object (picture, drawn object)   + Select an object   + Edit an object   + Format an object * Document Print setup   + Page layout,   + Margins set up   + Orientation. * Word Document Printing * Meaning & Importance of electronic spreadsheets * Components of Spreadsheets * Application areas of spreadsheets * Using spreadsheet application   + Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar.   + Cell Data Types   + Block operations   + Arithmetic operators (formula bar (-, +, \*, /).   + Cell Referencing * Data Manipulation   + Using Functions (Sum, Average, SumIF, Count, Max, Max, IF, Rank, Product, mode etc)   + Using Formulae   + Sorting data   + Filtering data   + Visual representation using charts * Worksheet printing * Electronic Presentations * Meaning and Importance of electronic presentations * Examples of Presentation Software * Using the electronic presentation application   + Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars).   + Open and close presentations   + Creating Slides (Insert new slides, duplicate, or reuse slides.)   + Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check).   + Use magnification/zoom tools   + Apply or change a theme.   + Save a presentations   + Switch between open presentations * Developing a presentation   + Presentation views   + Slides   + Master slide * Text   + Editing text   + Formatting   + Tables * Charts   + Using charts   + Organization charts * Graphical objects   + Insert, manipulate   + Drawings * Prepare outputs   + Applying slide effects and transitions   + Check and deliver     - Spell check a presentation     - Slide orientation     - Slide shows, navigation * Print presentations (slides and handouts) | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Manage Data and Information | * Meaning of Data and information * Importance and Uses of data and information * Types of internet services   + Communication Services   + Information Retrieval Services   + File Transfer   + World Wide Web Services   + Web Services   + Automatic Network Address Configuration   + NewsGroup   + Ecommerce * Types of Internet Access Applications * Web browsing concepts   + Key concepts   + Security and safety * Web browsing   + Using the web browser   + Tools and settings   + Clearing Cache and cookies   + URIs   + Bookmarks   + Web outputs * Web based information   + Search   + Critical evaluation of information   + Copyright, data protection * Downloads Management * Performing Digital Data Backup (Online and Offline) * Emerging issues in internet | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform online communication and collaboration | * Netiquette principles * Communication concepts   + Online communities   + Communication tools   + Email concepts * Using email   + Sending email   + Receiving email   + Tools and settings   + Organizing email * Digital content copyright and licenses * Online collaboration tools   + Online Storage (Google Drive)   + Online productivity applications (Google Docs & Forms)   + Online meetings (Google Meet/Zoom)   + Online learning environments   + Online calendars (Google Calendars)   + Social networks (Facebook/Twitter - Settings & Privacy) * Preparation for online collaboration   + Common setup features   + Setup * Mobile collaboration   + Key concepts   + Using mobile devices   + Applications   + Synchronization | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Apply cybersecurity skills | * Data protection and privacy   + Confidentiality of data/information   + Integrity of data/information   + Availability of data/information * Internet security threats   + Malware attacks   + Social engineering attacks   + Distributed denial of service (DDoS)   + Man-in-the-middle attack (MitM)   + Password attacks   + IoT Attacks   + [Phishing Attacks](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#phishing-attacks)   + [Ransomware](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#ransomware) * Computer threats and crimes * Cybersecurity control measures   + Physical Controls   + Technical/Logical Controls (Passwords,PINs, Biometrics)   + Operational Controls * Laws governing protection of ICT in Kenya   + The Computer Misuse and Cybercrimes Act No. 5 of 2018   + The Data Protection Act No. 24 Of 2019 | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Perform Online Jobs | * Introduction to online working * Types of online Jobs * Online job platforms   + Remotask   + Data annotation tech   + Cloud worker   + Upwork   + Oneforma   + Appen * Online account and profile management * Identifying online jobs/job bidding * Online digital identity * Executing online tasks * Management of online payment accounts. | * Observation * Portfolio of Evidence * Project * Written assessment * Practical assessment * Oral assessment |
| 1. Apply job entry techniques | * Types of job opportunities * Self employment * Service provision * product development * salaried employment * Sources of job opportunities * Resume/ curriculum vitae * What is a CV * How long should a CV be * What to include in a AC * Format of CV * How to write a good CV * Don’ts of writing a CV * Job application letter * What to include * Addressing a cover letter * Signing off a cover letter   Portfolio of Evidence   * Academic credentials * Letters of commendations * Certification of participations * Awards and decorations   Interview skills   * Listening skills * Grooming * Language command * Articulation of issues * Body language * Time management * Honesty * Generally knowledgeable in current affairs and technical area | * + Observation   + Oral assessment   + Portfolio of evidence   + Third party report * Written assessment |

**Suggested Methods Instruction**

* + Instructor-led facilitation using active learning strategies
  + Demonstration by trainer
  + Practical work by trainees
  + Viewing of related videos
  + Group discussions
  + Project
  + Role play
  + Case study

**Recommended Resources for 25 Trainees**

* 25 computers with the following software:
  + Windows/Linux/Macintosh Operating System
  + Microsoft Office Software
  + Google Workspace Account
  + Antivirus Software
* 2 Printers
* Printing Papers
* External storage media
* 1 Projector
* 1 Whiteboard
* 1 Smartboard/Smart TV (Where applicable)
  + Assorted whiteboard markers
  + Internet connection
  + 5 samples of CVs
  + 5 samples of job applications

## COMMUNICATION SKILLS

**UNIT CODE:**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply Communication Skills

**Duration of Unit:** 40 hours

**Unit Description**

This unit covers the competencies required to apply communication skills. It involves applying communication channels, written, non-verbal, oral, and group communication skills.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply communication channels. | **10** |
|  | Apply written communication skills. | **12** |
|  | Apply non-verbal skills. | **4** |
|  | Apply oral communication skills. | **4** |
|  | Apply group communication skills. | **10** |
| **Total** | | **40** |

**Learning Outcomes, Content, and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply communication channels | * Communication process * Principles of effective communication * Channels/medium/modes of communication * Factors to consider when selecting a channel of communication * Barriers to effective communication * Flow/patterns of communication * Sources of information * Organizational policies | * Oral questions * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply written communication skills | * Types of written communication * Elements of communication * Organization requirements for written communication | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply non-verbal communication skills | * Utilize body language and * gestures * Apply body posture * Apply workplace dressing code | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply oral communication skills | * Types of oral communication pathways * Effective questioning techniques * Workplace etiquette * Active listening | * Oral assessment * Written assessment * Observation * Portfolio of Evidence * Practical assessment * Third party report |
| 1. Apply group discussion skills | * Establishing rapport * Facilitating resolution of issues * Developing action plans * Group organization techniques * Turn-taking techniques * Conflict resolution techniques * Team-work | * Oral assessemnt * Written assessment * Observation * Portfolio of Evidence * Practical assessment |

**Suggested Methods of Instruction**

* Discussion
* Roleplaying
* Simulation
* Direct instruction
* Demonstration
* Field trips

**Recommended Resources for 25 trainees**

|  |  |  |
| --- | --- | --- |
| **General Resources** | **Tools and Equipment** | **Materials and Supplies** |
| * 25 Desktop computers/laptops | Mobile phones | Flashcards |
| * Internet connection |  | Flip charts |
| * 1 Projector * 1 Printer |  | 2 packets of assorted colors of whiteboard marker pens |
| * 1 Whiteboard |  | Printing papers |
| * Report writing templates |  |  |

## FOOT MEASUREMENTS AND CALCULATIONS

**UNIT CODE**: **0723 451 01A**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out foot measurements and calculations I**

**Duration of unit:** 100 hours

**Unit Description**

This unit specifies the competencies required to carry out foot measurements and calculations.

It involves applying knowledge of footwear anatomy, carrying out foot measurements, Identify footwear sizing system, obtaining measurements, performing simple calculation and estimating approximate quantities

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/NO** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply knowledge of footwear anatomy | **14** |
|  | Carry out foot measurements | **10** |
|  | Identify footwear sizing system. | **30** |
|  | Obtain foot measurements | **30** |
|  | Perform simple calculation | **6** |
|  | Estimate approximate quantities | **10** |
| **Total** | | **100** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Apply knowledge of footwear anatomy | * Obtaining foot measurements * Foot measuring devices * Systems of foot measurement | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Carry out foot measurements | * Simple calculations * Production calculations * Procedures of foot measurement | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Identify footwear sizing system. | * Shoe sizing systems * English * American * Chinees * Italy * Paris point * metric * use of shoe sizing systems * Measurements recording | * Written assessment * Oral assessment * Practical assessment * Projects |
| 1. Obtain foot measurements | * Obtaining foot measurements * Foot measuring devices * Systems of foot measurement | * Written test * Case studies * Oral questioning |
| 1. Perform simple calculation | * Simple calculations * Production calculations verified based on production requirements | * Practical * Written test * Oral questioning * Observation |
| 1. Estimate approximate quantities | * Measurements or quantities estimated on job requirements * Measurements recording without error * Calculation of quantities of materials suitable for work undertaken | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | Brannock device  25 Tape measures  25 Calculators  10 meter rulers  Thickness gauge  Foot anatomy dummies  (*to be tailored according to task description*) | PPE’s  Pencils  (*to be tailored according to task description*) | (*to be tailored according to task description*) |

## FOOTWEAR DESIGN AND PATTERN CUTTING

**UNIT CODE:** 0723 451 02A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out footwear design and pattern cutting**

**Duration of Unit:** 180 hours

**Unit Description**

This unit covers the competencies required to carry out footwear design and pattern cutting. It entails carrying out market survey, identifying design resources, developing footwear sketches/illustrations, designing and cut footwear patterns and grading foot wear patterns

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Carry out market survey | **10** |
|  | Identify design resources | **30** |
|  | Develop footwear sketches/illustrations | **60** |
|  | Design and cut footwear patterns | **60** |
|  | Grade footwear patterns | **20** |
| **Total** | | **180** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Carry out market survey | * Market determination techniques * Marketing Research tools * Data collection * Data analysis and presentation | * Written test * Case studies * Oral questioning |
| 1. Identify design resources | * Qualities of a footwear designer * Footwear Design * Manual design * CAD design * Design tools and Equipment * Work presentation | * Practical * Written test * Oral questioning * Observation |
| 1. Develop footwear sketches/illustrations | * Theme Development * Sketching media * Manual * CAD * Photoshop * Thematic Development of Footwear sketches and illustrations * Story board/ inspirational board Creation | * Practical * Oral questioning * Observation |
| 1. Design and cut footwear patterns | * Footwear design Materials, Machines, Tools and equipment * Masking Methods * Standard geometrical dimensions * Footwear Design Sketching and illustration * Pattern Development and Cutting * Mean forme * Standard forme * Sectional patterns (Outer, lining, bottom) | * Practical * Written test * Oral questioning * Observation |
| 1. Grade footwear patterns | * Footwear Grading methods * Footwear Pattern grading procedures | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting rubber mats  5 Oil stones  25 Leather shears  25 Awls  25 French curves set  25 design tables  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted accessories  PPE’s  (*to be tailored according to task description*) | 25 computers with CAD software for footwear  (*to be tailored according to task description*) |

## CUTTING FOOTWEAR MATERIALS

**UNIT CODE:** 0723 451 03A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Cut Footwear material**

**Duration of Unit:** 75 hours

**Unit Description**

This unit covers the competencies required to cut footwear material. It entails identifying footwear materials, tools and equipment, analysing footwear materials, cutting footwear material and preparing production report/work ticket/ job card.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Identify footwear materials, tools and equipment | **12** |
| 2. | Analyse footwear materials | **25** |
| 3. | Cut footwear material | **30** |
| 4. | Prepare production report/work ticket/ job card | **8** |
| **Total** | | **75** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify Footwear materials, tools and equipment | * Footwear materials * Classification * Selection * Cutting tools, equipment and machines * Classification * Selection | * Practical * Written test * Oral questioning * Observation |
| 1. Analyse Footwear materials | * Footwear material testing * Testing Methods * Equipment, tools and machines * Footwear material sample Preparation * Physical and visual tests on Footwear * Analysis report Writing | * Practical * Written test * Oral questioning * Observation |
| 1. Cut Footwear material | * Work ticket interpretation * Material defects and Inspection Techniques * Footwear Cutting Tools, machines and equipment * Principles of Cutting * Techniques * Safety | * Practical * Written test * Oral questioning * Observation |
| 1. Prepare production report/work ticket/ job card | * Development of a Production work ticket * Data input on work ticket | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting rubber mats  5 Oil stones  25 Leather shears  25 Awls  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted accessories  PPE’s  (*to be tailored according to task description*) | 1 Clicking press / machine  Assorted cutting dies  1 Splitting machine  5 Skiving machines  CAM software and machines  (*to be tailored according to task description*) |

## FOOTWEAR COMPONENT PREPARATION

**UNIT CODE:** 0723 451 04A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Prepare Footwear components**

**Duration of Unit: 4**0 hours

**Unit Description**

This unit covers the competencies required to prepare footwear components. It entails inspecting footwear components, carrying out component, position/stitch and decoration markings, performing skiving and splitting operations and carrying out top line and edge treatment.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Inspect Footwear components | **12** |
|  | Carry out component marking | **4** |
| 1. . | Carry out position/stitch marking | **4** |
|  | Carry out decoration operations | **14** |
|  | Perform splitting operations | **2** |
|  | Perform skiving operations | **2** |
|  | Carry out edge treatment | **2** |
| **Total** | | **40** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Inspect Footwear components | * Characteristics and variation in Footwear components * Upper and Bottom materials * Footwear colour and shade * Footwear components substance * Footwear components defects * Footwear component quantity * Footwear component design * Footwear component coding | * Practical * Written test * Oral questioning * Observation |
| 1. Carry out component marking | * Methods of Component marking * Component marking Tools and equipment * Procedures of Component Marking | * Practical * Written test * Oral questioning * Observation |
| 1. Carry out position/stitch marking | * Methods of Component marking * Component marking Tools and equipment * Procedures of Component Marking | * Practical * Written test * Oral questioning * Observation |
| 1. Carry out decoration operations | * Decoration methods * Decoration Tools and equipment * Decoration procedures and operations | * Practical * Written test * Oral questioning * Observation |
| 1. Perform splitting operations | * Splitting Operation * Checking Leather substance * Use of thickness gauge * Splitting machine, tools and equipment * Splitting procedures and operations | * Practical * Written test * Oral questioning * Observation |
| 1. Perform skiving operations | * Skiving * Skiving Tools, machines and equipment * Skiving procedures and operation | * Practical * Written test * Oral questioning * Observation |
| 1. Carry out top line and edge treatment | * Top line and Edge treatment methods * Top line and Edge treatment Materials, Tools, machines and equipment * Top line and Edge treatment procedures and operations | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop with flat working benches | 25 Rulers (30 cm and 1M)  15 Lasts  25 Tailors tape  25 Clicking knife  25 Scissors  25 Indian pattern knives  25 Cutting rubber mats  5 Oil stones  25 Leather shears  25 Awls  Decoration tools  (*to be tailored according to task description*) | 10 Masking tapes  Manilla paper / Drawing paper  25 Drawing pencils  25 Silver pens / crayons / tailor’s chalk  Assorted adhesives Assorted leather types  Assorted leather substitutes  Assorted accessories  PPE’s  (*to be tailored according to task description*) | 1 Clicking press / machine  Assorted cutting dies  1 Splitting machine  5 Skiving machines  (*to be tailored according to task description*) |

# MODULE IV

## WORK ETHICS AND PRACTICES

**UNIT CODE:**

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Apply work ethics and practices.

**Duration of Unit: 4**0 hours

**Unit Description**

This unit covers competencies required to demonstrate employability skills. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving, and promote customer care.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply self-management skills | **10** |
|  | Promote ethical practices and values | **4** |
|  | Promote Teamwork | **10** |
|  | Maintain professional and personal development | **10** |
|  | Apply Problem-solving skills | **4** |
|  | Promote Customer care. | **2** |
| **Total** | | **40** |

**Learning Outcomes, Content, and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply self-management skills | * Self-awareness * Formulating personal vision, mission, and goals * Healthy lifestyle practices * Strategies for overcoming work challenges * Emotional intelligence   Coping with Work Stress.  Assertiveness versus aggressiveness and passiveness   * Developing and maintaining high self-esteem * Developing and maintaining positive self-image * Time management * Setting performance targets * Monitoring and evaluating performance targets | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote ethical work practices and values | * Integrity * Core Values, ethics and beliefs * Patriotism * Professionalism * Organizational codes of conduct * Industry policies and procedures | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Teamwork | Types of teams  Team building  Individual responsibilities in a team  Determination of team roles and objectives  Team parameters and relationships  Benefits of teamwork  Qualities of a team player  Leading a team  Team performance and evaluation  Conflicts and conflict resolution  Gender and diversity mainstreaming  Developing Healthy workplace relationships  Adaptability and flexibility  Coaching and mentoring skills | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Maintain professional and personal development | * Personal vs professional development and growth * Avenues for professional growth * Recognizing career advancement * Training and career opportunities * Assessing training needs * Mobilizing training resources * Licenses and certifications for professional growth and development * Pursuing personal and organizational goals * Managing work priorities and commitments * Dynamism and on-the-job learning | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Apply Problem-solving skills | * Causes of problems * Methods of solving problems * Problem-solving process * Decision making * Creative thinking and critical thinking process in development of innovative and practical solutions | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |
| 1. Promote Customer Care | * Identifying customer needs * Qualities of good customer service * Customer feedback methods * Resolving customer concerns * Customer outreach programs * Customer retention | * Observation * Written assessment * Oral assessment * Third party reports * Portfolio of evidence * Project * Practical |

**Suggested Methods of Instruction**

* Instructor lead facilitation of theory using active learning strategies.
* Demonstrations
* Simulation/Role play
* Group Discussion
* Presentations
* Projects
* Case studies
* Assignments

**Recommended Resources for 25 Trainees**

* Computers
* Stationery
* Charts
* Video clips
* Audio tapes
* Radio sets
* TV sets
* LCD projectors

## ENTREPRENEURIAL SKILLS

**UNIT CODE:**

**Relationship to occupational standards**

This unit addresses the unit of competency: Apply Entrepreneurial skills.

**Duration of unit:** 40 hours

**Unit Description:**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves demonstrating an understanding of financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, and developing business innovative strategies and business plans.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Apply financial literacy | **6** |
|  | Apply the entrepreneurial concept | **4** |
|  | Identify entrepreneurship opportunities | **6** |
|  | Apply business legal aspects | **6** |
|  | Innovate Business Strategies | **6** |
|  | Develop business plan | **12** |
| **Total** | | **40** |

**Learning Outcomes, Content and Suggested Assessment Methods**

| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| --- | --- | --- |
| 1. Apply financial literacy | * Personal finance management * Balancing between needs and wants * Budget Preparation * Saving management * Factors to consider when deciding where to save * Debt management * Factors to consider before taking a loan * Investment decisions * Types of investments * Factors to consider when investing money * Insurance services * insurance products available in the market * Insurable risks | * Observation * Project * Written assessment * Oral assessment * Third party report * Interviews |
| 2.Apply entrepreneurial concept | * Difference between Entrepreneurs and Business persons * Types of entrepreneurs * Ways of becoming an entrepreneur * Characteristics of Entrepreneurs * salaried employment and self-employment * Requirements for entry into self-employment * Roles of an Entrepreneur in an enterprise * Contributions of Entrepreneurship | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 3.Identify entrepreneurship opportunities | * Sources of business ideas * Factors to consider when evaluating business opportunity * Business life cycle | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 4.Apply business legal aspects | * Forms of business ownership * Business registration and licensing processing * Types of contracts and agreements * Employment laws * Taxation laws | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 5.Innovate business Strategies | * Creativity in business * Innovative business strategies * Entrepreneurial Linkages * ICT in business growth and development | * Observation * Project * Written assessment * Oral assessment * Third party report |
| 6.Develop Business Plan | * Business description * Marketing plan * Organizational/Management * plan * Production/operation plan * Financial plan * Executive summary * Business plan presentation * Business idea incubation | * Observation * Written assessment * Project * Oral assessment * Third party report |

**Suggested Methods of Instruction**

* Direct instruction with active learning strategies
* Project (Business plan)
* Case studies
* Field trips
* Group Discussions
* Demonstration
* Question and answer
* Problem solving
* Experiential
* Team training
* Guest speakers

**Recommended Resources for 25 Trainees**

* 5 Case studies
* 5 Business plan templates
* 10 Computers
* 1 Overhead projectors
* Internet
* Video clips
* 5 Newspapers and Handouts
* 5 Business Journals
* 25 sets of Writing materials

## COSTS AND ESTIMATES

**UNIT CODE:** 0723 451 06A

**Relationship to Occupational Standards**

This unit addresses the unit of competency: **Perform estimates and costing**

**Duration of Unit: 50** hours

**Unit Description**

This unit covers the competencies required to perform estimates and costing. It entails Performing cost accounting, working out production requirement, performing estimation, quotation and cost backing

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
|  | Work out production requirement | **12** |
|  | Perform estimating and quotation | **12** |
|  | Perform Cost Accounting | **20** |
|  | Perform cost back | **6** |
| **Total** | | **50** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Work out production requirement | * Footwear materials * Workshop space (accommodation) * Footwear machines * Footwear production * Post production operations * Finishing operation | * Observation * Oral questioning * Written tests * Practicals |
| 1. Perform estimating and quotation | * Determination of cost per unit * Estimates and quotes * Assignment of functions | * Observation * Oral questioning * Written tests * Practicals |
| 1. Perform cost Accounting | * Determination of cost elements * Material costing * Labour costing * Determination of overheads * Determination of machine running hours * Accommodation costs * Record keeping | * Observation * Oral questioning * Written tests * Practicals |
| 1. Perform cost back | * Controls * Data collection * Determination of variance | * Observation * Oral questioning * Written tests |

**Suggested Methods of Instruction**

* Demonstration by trainer
* Discussions
* Practical work by trainee(s)
* Exercises by trainee
* Industrial visits
* Videos
* Power point presentation
* Industrial attachment

**Recommended Resources**

* Stationery
* Computers
* Costing and estimating software
* Imposition software

## FOOTWEAR CLOSING OPERATIONS II

**UNIT CODE:** 0723 551 08A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Perform Footwear closing operations II**

**Duration of Unit:** 130 hours

**Unit Description**

This unit covers the competencies required to perform footwear closing operations. It entails determining job requirement, operating footwear closing machines, performing footwear closing operations and checking and finishing shoe upper.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Determine job requirement | **6** |
| 2. | Operate Footwear closing machines | **44** |
| 3. | Perform Footwear closing operations | **64** |
| 4. | Check and finish shoe upper | **16** |
| **Total** | | **130** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Determine job requirement | * Standard operating procedures (SOPs) * Occupational health and safety (OSHA) * Personal protective equipment (PPE) * Interpretation of Job requirements | * Practical * Written test * Oral questioning * Observation |
| 1. Operate Footwear closing machines | * Closing machine operation * Machine parts and functions * Safety: * -Operator * -Workmates * -Machine * Closing tools and equipment * Closing machine testing * Closing machine servicing/ maintenance | * Practical * Written test * Oral questioning * Observation |
| 1. Perform Footwear assembly operations | * Closing materials, machines, tools and equipment and their uses * Footwear component Fitting * Footwear components closing procedures | * Practical * Written test * Oral questioning * Observation |
| 1. Check and finish shoe upper | * Shoe upper finishing * Trimming of Loose thread and excess allowance * Reinforcement of Shoe upper eyelet * Temporary lacing. * Fitting of toe puffs and stiffeners * Quality checks and control * Documentation | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | 10 Slit punches  25 Stitching awls  25 Cutting boards  25 Seam rippers  25 Scissors  (*to be tailored according to task description*) | PPE’s  Assorted stitching threads  Shoe upper leather  Leather lining  Eyelets  Dyes / stains  Assorted adhesives  Shoe laces  (*to be tailored according to task description*) | Assorted sewing machines  Seam rubbing down machine  Folding machines  (*to be tailored according to task description*) |

## FOOTWEAR CONSTRUCTION

**UNIT CODE:** 0723 551 09A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out footwear construction**

**Duration of Unit:** 120 hours

**Unit Description**

This unit covers the competencies required to carry out footwear construction. It entails determining job requirement, operating footwear closing machines, performing footwear closing operations and checking and finishing shoe upper.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Determine job requirement | **4** |
| 2. | Determine method of shoe construction | **10** |
| 3. | Identify shoe construction tools, machines and equipment | **6** |
| 4. | Make leather shoe | **100** |
| **Total** | | **120** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Determine job requirement | * Standard operating procedures (SOPs) * Occupational health and safety (OSHA) * Personal protective equipment (PPE) * Interpretation of Job requirements | * Practical * Written test * Oral questioning * Observation |
| 1. Determine method of shoe construction | * Shoe Functions * Methods of footwear construction * Lasting methods * Bottom stock components preparation * Sole attachment methods | * Practical * Written test * Oral questioning * Observation |
| 1. Identify shoe construction tools, machines and equipment | * Types/ functions of the shoes * Shoe construction tools, equipment and machines | * Practical * Written test * Oral questioning * Observation |
| 1. Make leather shoe | * Shoe making procedures and operations * Assembling * Lasting * Sole attachment | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | PPE’s  25 Lasts  25 Shoe hammers  25Pincers  10 Mallet  25 Stitching awls  Heat source  Brushes  (*to be tailored according to task description*) | Assembled shoe uppers  Leather lining  Tacks  Assorted adhesives  Soles  Shanks  Sewing threads  Stiffeners  Texon boards  Scouring paper  (*to be tailored according to task description*) | Toe puff and counter setting machine  Lasting machines  Assorted conditioning machine  (*to be tailored according to task description*) |

## FOOTWEAR FINISHING OPERATIONS

**UNIT CODE:** 0723 551 10A

**Relationship to Occupational Standards**

This unit addresses the Unit of Competency: **Carry out Footwear finishing operations**

**Duration of Unit:** 100 hours

**Unit Description**

This unit covers the competencies required to carry out footwear construction. It entails identifying footwear operations, tools and equipment for footwear finishing operations and carrying out finishing operations.

**Summary of Learning Outcomes**

By the end of this unit, the learner should be able to:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Learning Outcomes** | **Duration (Hours)** |
| 1. | Identify Footwear finishing operation | **10** |
| 2. | Identify tools and equipment for Footwear finishing operations | **10** |
| 3. | Carry out Footwear finishing operations | **80** |
| **Total** | | **100** |

**Learning Outcomes, Content and Suggested Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Learning Outcome** | **Content** | **Suggested Assessment Methods** |
| 1. Identify Footwear finishing operation | * Finishing Operations * Shoe room operations | * Written test * Oral questioning * Observation |
| 1. Identify tools and equipment for Footwear finishing operations | * Methods of Footwear construction * Footwear finishing materials, tools, equipment and machines * Shoe room operation tools, equipment and machines | * Practical * Written test * Oral questioning * Observation |
| 1. Carry out Footwear finishing operations | * Footwear finishing operations and procedures. * Shoe room operations and procedures. * Quality check and control * Documentation and reporting * Faults Identification and Reporting * Packaging and Dispatch | * Practical * Written test * Oral questioning * Observation |

**Suggested Methods of Instruction:**

* Direct instruction
* Project
* Case studies
* Field trips
* Discussions
* Demonstration by trainer
* Practice by the trainee
* Projection
* Notes taking

**Recommended Resources:**

|  |  |  |  |
| --- | --- | --- | --- |
| **General resources** | **Tools and equipment** | **Material and supplies** | **Machines** |
| 1 equipped workshop | PPE’s  25 Lasts  25 Shoe hammers  25Pincers  10 Mallet  25 Stitching awls  Heat source  Brushes  Scissors  (*to be tailored according to task description*) | Constructed shoes  Assorted adhesives  Soles  Sewing threads  Stiffeners  Texon boards  Scouring paper  Assorted dyes / polishes and stains  Applicator / pad  Packaging materials  (*to be tailored according to task description*) | Scouring machine  Spraying machine  (*to be tailored according to task description*) |