

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOOTWEAR CRAFTSPERSON**

**KNQF LEVEL: 5**

**OCCUPATIONAL STANDARDS 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 economic development. Quality education and training will contribute to achievement Kenya’s development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of the 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 allows 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 these Occupational Standards were developed for developing a competency-based curriculum for Footwear Production Level 5. 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. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for 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 standard curriculum has been developed in adherence to the Kenya National Qualification Framework and CBETA standards and guidelines. These occupational standards will be the bases for development of competency-based curriculum for Footwear Production Level 5. 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 these occupational standards. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in this curriculum

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

# ABBREVIATION AND 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



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# **OVERVIEW**

Footwear crafts person occupational standard consists of competencies that an individual must possess work in a footwear production industry. It involves carrying out footwear design and pattern cutting, cutting footwear material, preparing footwear components, performing footwear closing operations, carrying out footwear construction, carrying out footwear finishing operations and carrying out footwear shoe room operations.

Units of Competency comprising Footwear Production level 5 qualification consists of the following basic, common and core units:

**BASIC UNITS OF LEARNING**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| 0611 441 01A | Apply Digital Literacy |
| 0031 441 02A | Apply Communication Skills |
| 0417 441 01A | Apply Work ethics and practices |
| 0413 441 02A | Apply Entrepreneurial skills |

**COMMON UNITS OF LEARNING**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Unit Title** | |
| 0723 451 01A | Carry Out Foot Measurements and Calculations | |
| 0723 451 03A | | Perform Estimates and Costing |

**CORE** **UNITS OF LEARNING**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| 0723 251 01A | Carry Out Foot Wear Materials preparation I |
| 0723 251 02A | Perform footwear closing operations I |
| 0723 251 03A | Carry out footwear construction and finishing I |
| 0723 251 04A | Repair footwear products |
| 0723 351 03A | Carry out pattern cutting |
| 0723 351 04A | Carry out Foot Wear Materials preparation II |
| 0723 351 05A | Perform Footwear closing operations II |
| 0723 351 06A | Perform Footwear construction and finishing II |
| 0723 451 04A | Carry out Footwear design and pattern cutting |
| 0723 451 05A | Cut footwear materials |
| 0723 451 06A | Prepare Footwear Components |
| 0723 551 07A | Perform Footwear Closing Operations III | |
| 0723 551 08A | Carry out Footwear construction II | |
| 0723 551 09A | Footwear finishing operations | |

**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:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place.  2.3 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 | Assessment could be conducted:   1. Workplace 2. Simulated environment |
| 5. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

# BASIC UNITS OF COMPETENCY

## APPLY DIGITAL LITERACY

**UNIT CODE:**  **0611 441 01A**

**UNIT DESCRIPTION:**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace functions | **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. Operate computer devices | * 1. C***omputer device*** usage is determined as per workplace requirements.   2. ***Computer hardware*** is identified according to job requirements.   3. ***Computer software*** is identified according to workplace requirements.   4. Computer devices are turned on or off as per the correct workplace procedure.   5. ***Mouse techniques*** are applied in solving tasks as per workplace requirements.   6. Keyboardtechniques are applied in solving tasks as per workplace requirements.   7. Computer files and folders are created and managed as per workplace requirements.   8. ***Internet connection option***s are identified and applied in connecting computer devices to the Internet.   9. ***External devices*** are identified and connected to the computer devices as per the job requirement. |
| 1. Solve tasks using Office suite | 1. ***Word processing concepts***are applied in solving workplace tasks as per job requirements. 2. Worksheet data is entered and prepared in accordance with work procedures. 3. Worksheet data is built and edited in accordance with workplace procedures. 4. ***Data manipulation*** on a worksheet is undertaken in accordance with work requirements. 5. Worksheets are saved and printed in accordance with job requirements. 6. ***Electronic presentation concepts***are applied in solving workplace tasks as per job requirements. |
| 1. Manage data and information | * 1. Office ***internet services*** are identified and applied in accordance with office procedures.   2. ***Internet access applications*** are determined in accordance with office operation procedures.   3. Internet search is performed as per job requirements.   4. Online digital content is downloaded in accordance with workplace requirements.   5. Digital content is identified and backed up in accordance with workplace procedures. |
| 1. Perform online communication and collaborations | * 1. Netiquette principles are observed as per work requirements.   2. Electronic mail communication is executed in accordance with workplace policy.   3. Digital content copyright and licenses are identified and applied according to workplace policies and regulatory requirements.   4. ***Online*** ***collaboration tools*** are applied in accordance with workplace policies and regulatory requirements. |
| 1. Apply cybersecurity skills | * 1. ***Data protection*** and ***privacy*** is classified in accordance with workplace policies and regulatory requirements.   2. ***Internet security threats*** are identified as per workplace policies and regulatory requirements.   3. Computer threats and crimes are detected in accordance to Information Management security guidelines   4. ***Cybersecurity control measures*** are applied in accordance with workplace policies and regulatory requirements. |
| 1. Perform online jobs | * 1. ***Online job platforms*** are identified as per the job requirements.   2. Online accounts and profiles are created in accordance with the work requirements.   3. Online jobs are identified according to the bidder’s skillset.   4. Online digital identity is managed according to industry best practices.   5. Online job bidding is done as per the specific job requirements.   6. Online tasks are executed according to the job requirements.   7. Personal online payment account is managed in accordance with financial regulations. |
| 1. Apply job entry techniques | * 1. ***Job opportunities*** are sought based on competencies.   2. A winning resume/CV is developed as per job advertisement.   3. An application/cover letter is developed based on the job advertisement.   4. ***certificates and testimonials*** are organized as per resume.   5. ***Interview skills*** are demonstrated as per job advertisement. |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Computer devices may include but are not limited to: | * Desktops * Laptops * Smartphones * Tablets * Smartwatches |
| 1. Computer hardware may include but are not limited to: | * 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. |
| 1. Computer software may include but are not limited to: | * System software e.g. Operating System (Windows, Macintosh, Linux, Android, iOS) * Application Software e.g. Word Processors, Spreadsheets, Presentations etc. * Utility Software e.g. Antivirus programs |
| 1. External devices may include but are not limited to: | * Printers * Projectors * Smart Boards * Speakers * External storage drives * Digital/Smart TVs |
| 1. Word processing concepts may include but are not limited to: | * Creating word documents * Editing word documents * Formatting word documents * Saving word documents * Printing word documents |
| 1. Mouse techniques may include but are not limited to: | * Clicking * Double-clicking * Right-clicking * Drag and drop |
| 1. Internet connection options may include but are not limited to: | * Mobile Networks/Data Plans * Wireless Hotspots * Cabled (Ethernet/Fiber) * Dial-Up * Satellite * ISDN (Integrated Services Digital Network) |
| 1. Data manipulation may include but are not limited to: | * Use of formulae * Use of functions * Sorting * Filtering * Visual representation using charts |
| 1. Electronic presentation concepts may include but are not limited to: | * Creating slides * Editing slides * Formatting slides * Applying slide effects and transitions * Creating and playing slideshows * Saving presentations * Printing slides and handouts |
| 1. Internet services may include but are not limited to: | * Communication Services * Information Retrieval Services * File Transfer * World Wide Web Services * Web Services * Directory Services * Automatic Network Address Configuration * News Group * Ecommerce |
| 1. Internet access applications/software may include but are not limited to: | * Browsers * Email Apps * eCommerce Apps |
| 1. Online collaboration tools may include but are not limited to: | * Online Storage * Online productivity applications * Online meetings, * Online learning environments, * Online calendars * Social networks |
| 1. Data protection and privacy may include but not limited to: | * Confidentiality of data/information * Integrity of data/information * Availability of data/information |
| 1. Internet security threats may include but not limited to: | * Malware attacks * Social engineering attacks * Software supply chain attacks * Advanced persistent threats (APT) * 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) |
| 1. Security threats control measures may include but not limited to: | * Counter measures against cyber terrorism * Physical Controls * Technical/Logical Controls * Operational Controls |
| 1. Online job platforms may include but are not limited to: | * Remotask * Data annotation.tech * Cloudworker * Upwork * Oneforma * Appen |
| 1. Job opportunities may include but not limited to: | * Self employment * Service provision * product development * salaried employment |
| 1. Certificates and testimonialsmay include but not limited to: | * Academic credentials * Letters of previous employments/ services rendered * Letters of commendation * Certifications of participation * Awards |
| 1. Interview skills may include but not limited to: | * Listening skills * Grooming * Language command * Articulation of issues * Body language * Time management * Honesty * Generally knowledgeable in current affairs and technical area |

**REQUIRED KNOWLEDGE AND SKILLS**

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

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Computer Hardware and Software Concepts
* Computer Security Concepts (Data security and privacy)
* Cyber security threats and control measures
* Understanding Computer Crimes
* Detection and protection against computer crimes
* Laws governing protection of ICT in Kenya
* Digital Identity Management
* Netiquette Principles
* Fundamentals of Copyright and Licenses
* Word processing;

1. Functions and concepts of word processing;
2. Documents and tables creation and manipulations;
3. Document editing;
4. Document formatting;
5. Word processing utilities

* Spreadsheets;

1. Meaning, types and importance of spreadsheets;
2. Components of spreadsheets;
3. Functions, formulae, and charts, uses and layout;
4. Data formulation, manipulation and application to cells;
5. Editing & formatting spreadsheets;

* Presentation Packages;

1. Types of presentation Packages.
2. Creating, formulating, running, editing, printing and presenting slides and handouts

* Networking and Internet;

1. Internet connectivity.
2. Browser and digital content management;
3. Managing data, information, and digital content
4. Electronic mail and World Wide Web

* Fundamentals of Online Working;

1. Online Profile Management;
2. e-Portfolio Management;
3. Online Jobs Bidding;
4. Online Payment Systems;

* Job entry techniques

1. Job searching sites
2. Interview preparation skills
3. Interview handling

**Required skills**

The individual needs to demonstrate the following skills:

* Active listening
* Keyboard Skills
* Mouse Skills
* Analytical skills
* Creativity
* Interpretation Skills
* Communication
* Spreadsheet operations (applying fundamental operations such as addition, subtraction, division and multiplication)
* Computer Use Safety Skills
* Document Editing Skills
* Document Formatting Skills
* Document Printing Skills
* Netiquette Skills
* Internet Browsing Skills
* Problem Solving Skills
* Online Collaboration Skills
* Cybersecurity Skills
* CV writing
* grooming

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of competency | ***Assessment requires evidence that the candidate:***   * 1. Operated computer devices as per workplace policies and regulations.   2. Solved tasks using the office suite as per workplace policies and regulations.   3. Manage data and information as per workplace policies and regulations.   4. Performed online communication and collaboration as per workplace policies and regulations.   5. Applied cybersecurity skills in accordance with workplace policies and regulations.   6. Executed online tasks according to the job requirements.   7. Searched for job opportunity based on competencies.   8. Prepared job requirement documentations based on job opportunity.   9. Demonstrated interview skills based on the job opportunity. |
| 1. Resource implications | The following resources should be provided:   * 1. Appropriately simulated environment where assessment can take place.   2. Access to relevant work environments where assessment can take place.   3. Resources relevant to the proposed activities or task. |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * 1. Observation   2. Oral assessment   3. Portfolio of evidence   4. Interviews   5. Third party report   6. Written assessment   7. Practical assessment   8. Projects |
| 1. Context of assessment | Competency may be assessed:   * 1. Workplace   2. Simulated environment. |
| 1. Guidance information for assessment | * 1. Holistic assessment with other units relevant to the industry sector and workplace job role is recommended. |

## APPLY COMMUNICATION SKILLS

**UNIT CODE:** **0031 441 02A**

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace function | **PERFORMANCE CRITERIA**  These are assessable statements that specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Apply communication channels | 1. Specific communication channels are identified and applied based on workplace requirements. 2. Challenges are identified and addressed as per the operational standards of the organization. 3. Communication channels are evaluated to meet workplace needs. |
| 1. Apply written communication skills | * 1. Types of written communication are identified and applied according to the workplace requirements.   2. Written communication needs are identified and implemented according to workplace procedures.   3. Written communication guidelines are analyzed, evaluated, and revised based on workplace needs. |
| 1. Apply non-verbal communication skills | 3.1 Existing non-verbal communication techniques are identified and applied based on organization policy.  3.2 Non-verbal communication techniques are articulated to enhance inclusivity according to workplace requirements.  3.3 Non-verbal communication techniques are modeled to enhance inclusivity according to workplace requirements. |
| 1. Apply oral communication skills | 4.1 Types of oral communication are identified and established as per organization policy.  4.2 Pathways of oral communication are identified and established as per organization policy.  4.3 Pathways of oral communication are reviewed according to organization procedures.  4.4 Pathways of oral communication are maintained according to the organization standards. |
| 1. Apply group communication skills | 1. Group communication strategies are appliedbased on the workplace needs. 2. Groups are organized in accordance with workplace procedures. 3. Effective questioning, listening and non-verbal communication techniques are used as per needs.   5.4 Group communication challenges are identified and addressed according to the workplace needs. |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Communication strategies may include but are not limited to: | * Language switch * Comprehension check * Repetition * Asking confirmation * Paraphrasing * Clarification request * Translation * Restructuring * Generalization |
| 1. Effective group interaction may include but not limited to: | * Identifying and evaluating what is occurring within an interaction in a non-judgmental way. * Using active listening. * Making decision about appropriate words, behavior. * Putting together response which is culturally appropriate. * Expressing an individual perspective. * Expressing own philosophy, ideology and background and exploring impact with relevance to communication |
| 1. Situations may include but are not limited to: | * Establishing rapport * Eliciting facts and information * Facilitating resolution of issues * Developing action plans |

**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:

* Active listening
* Interpretation
* Negotiation
* Writing
* Oral skills
* Creative thinking
* Critical thinking
* Decision making
* Analytical
* Innovation
* Conflict skills
* Leadership
* Problem solving skills
* Management
* Organizational
* Teamwork

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Communication process
* Dynamics of groups
* Styles of group leadership
* Key elements of communications strategy
* Principles of effective communication
* Turn-taking techniques
* Conflict resolution techniques
* Work planning
* Work organization
* Company policies
* Company operations and procedure standards
* Fundamental rights at the workplace
* Personal hygiene
* Accountability
* Workplace problems and how to deal with them

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of Competency. | Assessment requires evidence that the candidate:   * 1. Identified and applied specific communication channels based on workplace requirements.   2. Identified and applied specific written communication correspondence according to the workplace requirements.   3. Applied and developed non-verbal strategies to communicate in all areas of the workplace requirements.   4. Established pathways of oral communication as per workplace policy.   5. Applied group communication strategies based on workplace needs. |
| 1. Resource Implications | The following resources should 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 in this unit may be assessed through:   * 1. Observation   2. Oral assessment   3. Portfolio of evidence   4. Interviews   5. Third party report   6. Written assessment   7. Practical assessment   8. Projects |
| 1. Context of Assessment | Competency may be assessed:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## APPLY WORK ETHICS AND PRACTICES

**UNIT CODE:** **0417 441 01A**

**UNIT DESCRIPTION**

This unit covers competencies required to effectively apply work ethics and practices. 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.

**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 Range*** |
| --- | --- |
| 1. Apply self-management skills | 1. Personal vision, mission and goals are formulated based on potential and concerning organization objectives and strategic plan 2. Self-esteem and a positive self-image are developed and maintained based on value 3. Emotional intelligence and stress management are demonstrated as per workplace requirements. 4. Assertiveness is developed and maintained based on the requirements of the job. 5. Accountability and responsibility for one's actions are demonstrated based on workplace instructions. 6. Time management, attendance and punctuality are observed as per the organization’s policy. 7. Personal goals are managed as per the organization’s objective 8. Self-strengths and weaknesses are identified based on personal objectives 9. Motivation, initiative and proactivity are utilized as per the organization policy 10. Individual performance is evaluated and monitored according to the agreed targets. |
| 1. Promote ethical work practices and values | 1. Integrity is demonstrated as per acceptable norms 2. Codes of conduct is applied as per the workplace requirements 3. Policies and guidelines are observed as per the workplace requirements 4. Professionalism is exercised in line with organizational policies |
| 1. Promote Team work | 3.1 ***Teams*** are formed to enhance productivity based on organization’s objectives  3.2 Duties are assigned to teams under the organization policy.  3.3 Team activities are managed and coordinated as per set objectives.  3.4 Team performance is evaluated based on set targets as per workplace policy.  3.5 ***Conflicts*** are resolved between team members in line with organization policy.  3.6 Gender and diversity-related issues are identified and mainstreamed in accordance with workplace policy.  3.7 Healthy ***relationships*** are developed and maintained in line with the workplace.  3.8 Adaptability and flexibility are applied in dealing with team members as per workplace policies |
| 1. Maintain professional and personal development | 4.1 ***Personal growth and development*** needs are identified and assessed in line with the requirements of the job.  ***4.2 Training and career opportunities*** are identified and utilized based on job requirements.  4.3 ***Resources*** for training are mobilized and allocated based on organizations and individual skills needs.  4.4 Licenses and certifications relevant to the job and career are obtained and renewed as per policy.  4.5 Recognitions are sought as proof of career advancement in line with professional requirements.  4.6 Work priorities and personal commitments are balanced and managed based on the requirements of the job and personal objectives.  4.7 Dynamism and on-the-job learning are embraced in line with the organization’s goals and objectives. |
| 1. Apply Problem solving skills | 5.1 ***Creative, innovative*** and practical solutions are developed based on the problem  5.2 Independence and initiative in identifying and solving problems are demonstrated based on the requirements of the job.  5.3 Team problems are solved as per the workplace guidelines  5.4 Problem-solving strategies are applied as per the workplace guidelines  5.5 Problems are analyzed and assumptions tested as per the context of data and circumstances |
| 1. Promote Customer Care | 6.1 Customers' needs are identified based on their characteristics  6.2 Customer ***feedback*** is allowed and facilitated in line with organization policies.  6.3 Customer concerns and complaints are analyzed and resolved in line with the set organizational culture.  6.4 Proactive customer outreach programs are implemented as per organizational policies  6.5 Customer retention strategies are developed and implemented in line with the organizational policy |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Feedback may include but not limited to: | * Verbal * Written * Informal * Formal |
| 1. Conflicts include but are not limited to: | * Interpersonal Conflict. * Intrapersonal Conflict. * Intergroup Conflict. * Intragroup Conflict. |
| 1. Relationships may include but not limited to: | * Man/Woman * Trainer/trainee * Employee/employer * Client/service provider * Husband/wife * Boy/girl * Parent/child * Sibling relationships |
| 1. Team may include but not limited to: | * Small work group * Staff in a section/department * Inter-agency group * Virtual teams |
| 1. Personal growth may include but not limited to: | * Growth in the job * Career mobility * Gains and exposure the job gives * Net workings * Benefits that accrue to the individual as a result of noteworthy performance |
| 1. Personal objectives may include but not limited to: | * Long term * Short term * Broad * Specific |
| 1. Trainings and career opportunities may include but not limited to | * Participation in training programs * Serving as Resource Persons in conferences and workshops * Capacity building |
| 1. Resource may include may but not limited to: | * Human * Financial * Technology |
| 1. Creative and innovative may include but not limited to: | * New ideas * Original ideas * Different ideas * Methods/procedures * Processes * New tools |
| 1. Emerging issues may include but not limited to: | * Artificial Intelligence * Data confidentiality * National cohesion * Open offices |

**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:

* Active listening
* Critical thinking
* Organizational
* Negotiation
* Monitoring
* Evaluation
* Problem solving
* Decision Making
* Leadership
* Creative/innovative thinking
* Adaptability
* Conflict management
* Emotional intelligence
* Teamwork

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Work values and ethics
* Company policies and procedures
* Company operations, procedures and standards
* Flexibility and adaptability
* Concept of time and leisure time
* Decision making
* Work planning
* Organizing work
* Monitoring and evaluation
* Record keeping
* Gender and diversity mainstreaming
* Drug and substance abuse
* Professional growth and development
* creativity
* Innovation
* problem solving
* customer care
* mentoring and coaching.
* Emerging issues

**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 require evidence that the candidate:   * 1. Applied self-management skills as per organizational procedures.   2. Promoted ethical practices and values as per organizational procedures.   3. Promoted Teamwork as per workplace assignments.   4. Maintained professional and personal development as per organizational procedures.   5. Applied Problem-solving skills based on work requirements.   6. Identified customer needs based on their characteristics.   7. Gave back Customer feedback in line with organization policies. |
| 1. Resource Implications | The following resources should 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 in this unit may be assessed through:   1. Observation 2. Oral questioning 3. Written test 4. Portfolio of Evidence 5. Interview 6. Third party report |
| 1. Context of Assessment | Competency may be assessed:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## APPLY ENTREPRENEURIAL SKILLS

**UNIT CODE:** **0413 441 02A**

**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, developing business innovative strategies, and developing business plans.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements that specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in Range*** |
| --- | --- |
| 1. Apply Financial Literacy | 1. **Sources of personal and business** ***funds*** are identified as per financial procedures and standards 2. Personal finances are managed as per financial procedures and standards 3. Savings are managed as per financial procedures and standards 4. Debts are managed as per financial procedures and standards 5. Investments are undertaken as per financial procedures and standards 6. Insurance services are procured as per financial procedures and standards |
| 1. Apply entrepreneurial concept | 1. Entrepreneurs and Business persons are distinguished as per principles of entrepreneurship 2. ***Types of entrepreneurs*** are identified as per principles of entrepreneurship 3. Ways of becoming an entrepreneur are identified as per principles of Entrepreneurship 4. ***Characteristics of Entrepreneurs*** are identified as per principles of Entrepreneurship 5. Salaried employment and self-employment are distinguished as per principles of entrepreneurship 6. ***Requirements for entry into self-employment*** are identified according to business procedures and standards 7. Roles of an Entrepreneur in an enterprise are determined according to business procedures and standards 8. **Contributions of entrepreneurship** to National development are identified as per business procedures and standards |
| 1. Identify entrepreneurial opportunities | 1. Business ideas are identified as per business procedures and standards 2. Factors to consider when evaluating business opportunity viability are explored based on business procedure and standards 3. Entrepreneurial opportunities are evaluated as per business procedures and standards 4. Business ideas and opportunities are generated as per business procedures and standards 5. Business life cycle is analysed as per business procedures and standards |
| 1. Apply business legal aspects | 1. ***Forms of business ownership*** are identified as per legal procedures and practices 2. Business Registration and Licensing processes are identified as per legal procedures and practices 3. Types of Contracts and Agreements are analysed as per legal procedures and practices 4. Employment Laws are identified as per legal procedures and practices 5. Taxation laws are identified as per legal procedures and practices |
| 1. Innovate Business strategies | 1. Business innovation strategies are determined by the organization standards 2. Creativity in business development is demonstrated in accordance with business standards 3. ***Innovative business standards*** are developed as per business principles 4. Linkages with other entrepreneurs are created as per best practice 5. ICT is incorporated in business growth and development as per best practice |
| 1. Develop Business Plan | 1. Business idea is described as per business procedures and standards 2. Business description is developed as per business plan format 3. Marketing plan is developed as per business plan format 4. Organizational/Management plan is prepared in accordance with business plan format 5. Production/operation plan is prepared in accordance with business plan format 6. Financial plan is prepared in accordance with the business plan format 7. Executive summary is prepared in accordance with business plan format 8. Business plan is presented as per best practice 9. Business ideas are incubated as per institutional policy. |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Sources of personal funds mayinclude but not limited to: | * Salary/Wages * Investments * Savings * Inheritance * Government Benefits |
| 1. Sources of business finance mayinclude but not limited to: | * Equity Financing * Debt Financing, * Personal Savings/Investment * Retained Earnings * Grants and Subsidies * Crowdfunding * supplier Credit: * Leasing and Asset Financing: |
| 1. Types of entrepreneurs may include but not limited to: | * Innovators * Imitators * Craft * Opportunistic * Speculators |
| 1. Characteristics of Entrepreneurs may include but not limited to: | * Creative * Innovative * Planner * Risk taker * Networker * Confident * Flexible * Persistent * Patient * Independent * Future oriented * Goal oriented |
| 1. Requirements for entry into self-employment may include but not limited to | * Technical skills * Management skills * Entrepreneurial skills * Resources * Infrastructure |
| 1. Forms of businesses ownership may include but not limited to: | * Sole proprietorship * Partnership * Limited companies * Cooperatives |
| 1. Innovative business standards may include but not limited to: | * New products * New methods of production * New markets * New sources of supplies * Change in industrialization |

**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:

* Analytical
* Management
* Problem-solving
* Root-cause analysis
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Decision making
* Business communication
* Change management
* Competition
* Risk
* Net working
* Time management
* Leadership
* Factors affecting entrepreneurship development
* Principles of Entrepreneurship
* Features and benefits of common operational practices, e. g., continuous improvement (kaizen), waste elimination,
* Conflict resolution
* Health, safety and environment (HSE) principles and requirements
* Customer care standards
* Basic financial management
* Business strategic planning
* Impact of change on individuals, groups and industries
* Government and regulatory processes
* Local and international market trends
* Product promotion standards
* Market and feasibility studies
* Government and regulatory processes
* Local and international business environment
* Relevant developments in other industries
* Regional/ County business expansion standards

**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. Identified Sources of personal and business finance as per financial procedures and standards 2. Managed Personal finances as per financial procedures and standards 3. Made Investment decisions as per financial procedures and standards 4. GeneratedBusiness ideas and opportunities based on business procedure and standards 5. Analysed business life cycle based on business procedure and standards 6. Determined business innovative standards as per business principles 7. Developed and presented a business plan as per regulatory framework. |
| 1. Resource Implications | The following resources should 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. Oral questions 3. Third party report 4. Interviews 5. Portfolio |
| 1. Context of Assessment | Competency may be assessed:   1. Workplace 2. simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# COMMON UNITS OF COMPETENCY

## CARRY OUT FOOT MEASUREMENTS AND CALCULATIONS I

**UNIT CODE: 0723 451 01A**

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out measurements and calculations. It involves applying knowledge of basic footwear anatomy, carrying out foot measurements, identifying footwear sizing system obtaining measurements, performing simple calculation and estimating approximate quantities

**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. Apply knowledge of basic footwear anatomy | * 1. Foot requirements are assessed according to the foot anatomy.   2. Legal requirements, standards, procedures and regulations are observed as per professional codes.   3. Workplace practices are maintained as per OSHA   4. Records and documents are maintained according to organizational policy |
| 1. Carryout foot measurements | 1. ***Measuring devices, tools, equipment and machines*** are identified according to job requirement. 2. Records and documents are maintained based on the job specifications. 3. ***Calculations*** *are* carried out based on the measurements obtained 4. Foot measurements are carried out based on the foot anatomy. 5. Footwear sizes are identified based on the Sizing systems 6. Standard geometrical measurements are calculated based on the standard last length |
| 1. Identify footwear sizing system | 1. shoe sizing systems are identified according to the job requirement 2. knowledge of shoe sizing system is demonstrated according to job requirement    1. records and documents are maintained according to organizational policy |
| 1. Obtain foot measurements | * 1. Measurements are obtained according to job instructions using ***measuring devices***   2. ***System of measurement*** to be used is identified |
| 1. Perform simple   calculation | * 1. ***Simple calculations*** carried out based on the requirements of the situation   2. Correctness of calculations verified based on production requirements |
| 1. Estimate approximate quantities | * 1. Measurements or quantities estimated on job requirements   2. Measurements identified/recorded without error   3. Quantities of materials suitable for work undertaken are calculated and recorded according to job instructions |

**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. Measuring device may include but are not limited to | * Tape measure * Ruler * Meter stick * Thickness Gauge * Divider |
| 1. System of measurement may include but are not limited to | * English system * Metric system |
| 1. Simple Calculations (Four Fundamental Operations) may include but are not limited to | * Addition * Subtraction * Multiplication * Division |

**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:

* Reading and interpreting work ticket
* Measuring and calculating manually
* Recording measurement
* Operating electronic calculating devices
* Communicating effectively

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Drawings and specifications
* Materials relevant to the construction processes
* Basic operation in measurement and calculations

**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 | * 1. Demonstrated effective use of measuring devices   2. Took and recorded accurate measurements   3. Performed simple calculations according to specifications   4. Estimated required quantities of materials |
| 1. Resource Implications | The following resources should 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:  3.1 Portfolio Assessment  3.2 Interview  3.3 Case Study/Situation  3.4 Observation/Demonstration and oral questioning |
| 1. Context of Assessment | 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 ESTIMATES AND COSTING

**UNIT CODE:** 0723 451 03A

**UNIT DESCRIPTION**

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

**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. Perform Cost Accounting | * 1. Cost element are calculated according to job specification   2. Material costing is performedaccording to job specification   3. Costing labour is calculatedaccording to job specification   4. Overheads are calculated ***according*** to job specification   5. Machine running hours are calculated according to production requirement. | |
| 1. Working out production requirement | * 1. Printing substitutes are ordered according to job requirement   2. Ink is chosen according to job specification   3. Pre-press is chosen according to job specification   4. Press production is carried out according to job requirement   5. Post press production is carried out according to job specification   6. Finishing operation is chosen according to job specification | |
| 1. Perform estimating and quotation | * 1. Functions are assigned according to job specification   2. Estimating and quoting are calculated according to job description and specification   3. Cost per unit is determined according to job specification | |
| 1. Perform cost back | | * 1. Controls are performed according to the actual cost   2. Data collection is conducted according to job requirements   3. Variance is calculated according to job cost summary |

**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. Cost elementmay include but is not limited to***:*** | * direct and indirect expenditure * material * wages * expenses * overheads divisions * costing methods (e.g. job, batch, unit, process, departmental, standard) |
| 1. Material costing may include but is not limited to: | * Purchasing * Requisition * Suppliers * Order * Material receipt * Storage * Control * Bin card * Replenishment * Request and issue of material * Valuing |
| 1. Costing labour may include but is not limited to***:*** | * Personnel recording * Gate time control * Wages calculation * Payroll * Wage and job process * Job cost card * Remuneration schemes |
| 1. Overhead may include but is not limited to***:*** | * Expense heading * Fixed and variable overhead * Depreciation * Revaluation * Apportion to department and production * Budget centre types * Cost centre * Cost rates |

**REQUIRED KNOWLEDGE**

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

* ICT
* Organization policy
* Costing techniques
* Pricing techniques
* Materials utilization
* Documentation knowledge
* Printing processes
* Human Resource Policy
* Methods of working
* Standard Operating Procedures
* Market rates
* Labour Laws and Regulations

**REQUIRED SKILLS**

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

* Calculation of Production Time
* Communication
* Team work
* Printing Operations
* Human Resource capability
* Calculation of Material Quantity
* Interpreting Work Orders
* Costing Techniques
* Numerical Techniques
* Pricing Techniques

**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 cost accounting   2. Worked out production requirement   3. Performed estimating and quotation   4. Performed cost back |
| 1. Resource Implications. | The following resources should 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   2. Written |
| 1. Context of Assessment. | Competency may be assessed:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment. | * 1. Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

# CORE UNITS OF LEARNING

**CARRY OUT FOOT WEAR MATERIALS PREPARATION I**

**UNIT CODE: 0723 251 01A**

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out Foot Wear Materials Preparation. It involves Utilizing 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 I

**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:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place.  2.3 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. | Assessment could be conducted:  4.1 Workplace  4.2 Simulated environment |
| 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 I

**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:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place.  2.3 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 | Assessment could be conducted:  4.1 Workplace  4.2 Simulated environment |
| 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. 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:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place.  2.3 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 on:   * 1. workplace   2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT PATTERN CUTTING

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

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out pattern cutting. It involves developing footwear patterns, performing footwear pattern cutting and carrying out footwear pattern grading.

**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. Develop footwear patterns | 1. Footwear sketches and illustrations are interpreted in relation to design 2. ***Tools equipment, materials and machines*** are identified in accordance with the sketches and illustrations 3. Sketches and illustrations are interpreted to specifications as per the design 4. Footwear patterns are developed to meet the initial footwear design as per the sketches and illustrations 5. New or adapted footwear patterns are developed to meet the initial footwear design 6. Existing footwear last or new last, are adapted/procured as per the design 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 organizational policy |
| 2.Perform footwear pattern cutting | 1. . Footwear cutting tools, equipment, materials and machines are identified according to the job requirements 2. Footwear Pattern cutting tools equipment and machine are selected according to job requirements 3. Footwear Patterns are cut as per the standard forms 4. Footwear cutting tools equipment and machine are maintained within agreed schedule 5. Footwear cutting tools, equipment and ***machines parameters*** are Set/adjusted and operations carried out as per manufacturers specifications 6. ***Machine outputs*** are tested or organized in accordance with company procedures to ensure required standards are met 7. Footwear pattern specification are adjusted as per the product design and allowances required 8. Care and handling of cut footwear patterns is observed based on the organizational policy 9. Legal requirements, standards, procedures and regulations are observed as per professional codes. 10. ***Workplace practices*** are maintained as per OSHA 11. records and documents are maintained as per the organizational policy |
| 3. Carry out footwear pattern grading | 1. Footwearpatterns are ***confirmed*** as per the design specification 2. ***Grading method*** are identified according to resource available and various needs 3. Footwear grading tools, equipment, materials and machines are identified according to the job requirements 4. Pattern grading is carried out according to different sizes and fittings. 5. Graded patterns are cheeked for visual proportion as per the sizes and fittings 6. The pattern trials are carried out as per the different sizes and fittings |

**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 tools equipment, materials and machines   may include but are not limited to | * Cutting knife * Cutting mat * French curves * Cutting board * Masking tape * Mannila paper |
| 1. Machine output may include but are not limited to | * Product sample * Service samples * Machine operation |
| 1. Machine adjustments parameters include may but are not limited to | * Machine setting * Sharpening |
| 1. Workplace practices include may but are not limited to | * Housekeeping * Handling of tools, equipment and machines * Observing safety * OSHA |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

* Communication and interaction skills
* Cutting
* Drawing and sketching
* Operating of cutting tools, equipment and machines
* Identifying and selecting pattern making materials
* Interpreting work ticket
* Interpreting sketches and illustrations

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Grading methods
* Footwear sizing system
* Interpretation of work ticket
* Methods of pattern development.
* Material type and characteristics
* Foot measurements
* Lasts
* Safe work practices
* Equipment operating procedures
* Basic maintenance procedures
* Basic product knowledge
* Footwear terms
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, etc.).
* Record keeping

**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. interpreted Footwear sketches 2. Utilized footwear cutting tools, machines, equipment and materials 3. Developed footwear patterns 4. Observed legal requirements, standards, procedures and regulations 5. Maintained Workplace practices 6. Maintained records and documents 7. Maintained footwear cutting tools, equipment and machines 8. Tested machine outputs 9. Drew footwear patterns 10. Adjusted footwear pattern 11. Cut and confirmed footwear patterns 12. Identified Grading method 13. Carried out Pattern grading. 14. Carried out footwear pattern trial samples 15. Checked graded patterns |
| 1. Resource Implications | The following resources must be provided:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place  2.3 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 tests   6. Interview   7. Observation |
| 1. Context of Assessment | Assessment could be conducted:   * 1. Workplace   2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOT WEAR MATERIALS PREPARATION II

**UNIT CODE: 0723 351 04A**

**Unit description**

This unit specifies the competencies required to cut footwear materials. It involves identifying footwear materials, identifying footwear cutting tools, equipment and machines, testing footwear materials and cutting footwear materials.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describes the key outcomes which makes up material 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. Identify footwear materials | 1. Footwear materials are identified according to the job requirements 2. Footwear materials are selected and sorted as per the job requirement 3. Check the quality and characteristics of the footwear material according to job requirements 4. ***Footwear material testing equipment and tools*** are identified according to according to test to be done 5. ***Tests*** to be carried out are determined based on the available resources 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 |
| 2. Cut footwear materials | 2.1. Functions are assigned according to job specification  *2.2* ***Machine outputs*** is determined or organized in accordance with company procedures to ensure required standards are met  2.3 Footwear materials are cut and ensured free from production and handling damages  2.4 Footwear cut material are correctly sorted to assist the next stage of production  2.5 Footwear batch of components are produced to match the work ticket and the company’s production targets  2.6 Legal requirements, standards, procedures and regulations are observed as per professional codes.  2.7 Foot wear materials wastage is minimized according to organizational policies.  2.8 Written instructions are observed as per the job requirements  *2.9* ***Workplace practices*** are maintained as per OSHA  *2.10 R*ecords and documents are maintained as per the organizational policy |
| 3.Component marking and preparation | 1. Component ***marking methods*** are identified according to the type of shoe 2. Select the correct component parts for the style being worked on 3. Tools, equipment, machines and materials are identified according to marking method 4. Take the necessary action when materials do not conform to quality standards according to organizational policy 5. Components are marked based on the type of shoe 6. Components position and stitch marking is carried out according to job requirements. 7. ***Decoration method*** is identified according to the shoe design 8. Edge staining procedure is identified according to shoe design 9. Tools and equipment are identified according to decoration method. 10. Decoration operations are carried out according to type of decoration 11. Work that does not conform is corrected to required quality standards 12. Footwear components are correctly sorted to assist the next stage of production according to organizational policy 13. Written instructions are observed as per the job requirements 14. Legal requirements, standards, procedures and regulations are observed as per professional codes. 15. ***Workplace practices*** are maintained as per OSHA 16. 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.

| Variables | Range |
| --- | --- |
|  |  |
| 1. Workplace practices may include but are not limited to | * housekeeping * handling of tools, equipment and machines * observing safety * OSHA |
| 1. Footwear material testing equipment and tools include but are not limited to | * Sole adhesion tester * Measuring gauge * Abrassion testing machine |
| 1. Tests may include but are not limited to | * Rub fastness * Tear strengh of leather * Water spotting * Grain break * Colour fastness * Flexibility |
| 1. Marking methods may include but are not limited to | * Crayon marking * Notch marking * Color marking * Lining stamping |
| 1. Decoration method may include but are not limited to | * Perforations * Stitching * Gimping * Stamping |
| 1. Machines parameters may include but not limited to | * Speed setting * Machine setting * Sharpening * Pressure setting |
| 1. Machine outputs may include but not limited to | * Number of components * Number of machines used * personel |

**Required Skills**

* Communicating and interacting skills
* Cutting
* Operating skills of cutting tools, equipment and machines
* Splitting
* Skiving
* Decoration
* Identifying and selecting skills
* Interpreting work ticket

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Interpretation of work ticket
* Material type and characteristics
* Types of footwear
* Types of footwear materials
* Types of skive
* Different leather types and finishes
* Familiarity with the types of upper and lining components
* Safe work practices
* Equipment operating procedures
* Routine maintenance procedures
* Basic product knowledge
* Footwear terminologies
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, etc.).
* Record keeping

**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. Maintained ***Workplace practices*** 2. Maintained records and documents 3. Utilized footwear cutting tools, equipment and machines 4. Maintained Footwear cutting tools, equipment and machines. 5. Carried out component marking 6. Carried out position/stitch marking 7. Carried out decoration operations 8. Performed skiving operations 9. Performed splitting operations 10. Footwear cutting tools, equipment and machines are identified and selected according to the job requirements 11. Set/adjusted and operated Footwear cutting tools, equipment and ***machines parameters*** 12. Determined ***Machine outputs*** 13. ensured Footwear components are free from production and handling damages 14. sorted and batched Footwear components 15. Minimized Foot wear materials wastage 16. observed written instructions |
| 1. Resource Implications. | The following resources should 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 assessment. 2. Practical assessment 3. Projects 4. Third party reports 5. Interview |
| 1. Context of Assessment. | Competency may be assessed:   * 1. Workplace   2. Simulated environment |
| 1. Guidance information for assessment. | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## PERFORM FOOTWEAR CLOSING OPERATIONS II

**UNIT CODE: 0723 351 05A**

**UNIT DESCRIPTION**

This unit covers the competencies required to perform footwear closing operations. It entails identifying 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 job requirement 2. Footwear closing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 3. Footwear closing tools, equipment and machines are maintained within agreed schedule according to organization policy 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. Perform footwear closing operations | 1. ***Footwear Closing machine, tools, equipment*** and ***materials*** are identified according to job specifications 2. Footwear closing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 3. ***closing operation*** is carried out according to job specifications 4. Work that does not conform is corrected to required quality standards 5. Footwear uppers are correctly sorted to assist the next stage of production according to organizational policy 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 10. Footwear closing machines are serviced/ maintained within organizations schedules. |
| 1. Carry out shoe upper finishing operations. | 1. ***Footwear finishing machine, tools, and equipment*** are identified according to job specifications 2. Footwear finishing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 3. Loose thread and excess allowances are trimmed according to job requirement 4. Shoe upper lacing holes are reinforced where applicable according to type of shoe. 5. Temporary lacing is carried out according to type of shoe upper. 6. Quality of shoe upper is checked out according to job specifications. 7. Work that does not conform is corrected to required quality standards 8. Footwear components are correctly sorted to assist the next stage of production as per the organizational policy 9. Written instructions are observed as per the job requirements 10. Legal requirements, standards, procedures and regulations are observed as per professional codes. 11. ***workplace practices*** are maintained as per OSHA 12. 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. Machine parameters may include but are not limited to | * Machine setting * Sharpening |
| 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   + stitching needle   + Adhesive brush   + Dressing tool   + Shears/scissors/cutters   + Leather substance gauge   + Cleaning brush   **Materials.**   * Adhesive * Threads * Reinforcing tapes |
| 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:***

* Machine stitching/ fitting shoe upper component
* Finishing operations.
* Accuracy
* Neatness
* Machine operation and adjustment
* Application of adhesives
* Identification of stitches
* Trimming
* Adjusting and setting procedures
* Communicating and interacting skills
* Interpreting work ticket

**Required Knowledge**

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

* Safe work practices
* Machine’s parts and function and adjustment
* Tools equipment and machines.
* Use of PPE
* Shoe upper materials
* Topline and edge treatment
* Adhesives and auxiliaries.
* Types of seams
* Types of stitches
* Types of threads and needles
* 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. Used appropriate personal protective equipment (PPE) 2. Identified closing tools, equipment, machines and materials 3. Identified types of stitching machines 4. Set/adjusted and Operated footwear closing machines 5. Performed footwear closing operations 6. Carried out upper finishing 7. Reinforced shoe lacing holes 8. Checked and finished shoe upper 9. Complied with occupational health and safety requirements |
| 2.Resource Implications. | The following resources should 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. |
| 3.Methods of Assessment. | Competency may be assessed through:   1. Practical tests 2. Observation 3. Questionnaire 4. Case studies 5. Written examinations 6. Oral presentation |
| 1. Context of Assessment. | Competency may be assessed:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment. | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## PERFORM FOOTWEAR CONSTRUCTION AND FINISHING II

**UNIT CODE: 0723 351 06A**

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear construction. It involves applying knowledge of footwear production, identifying footwear production tools, machines and equipment, identifying footwear production materials and demonstrating footwear production practices Assembling shoe uppers, bottom components and ‘last plant, carrying out shoe lasting operations, carrying out conditioning operations and performing sole attaching 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. Apply knowledge of footwear production | * 1. Sequence /flow in shoe making is determined according to the principals and practices in footwear production   2. ***Parts and styles of footwear*** are identified, recognized according to design.   3. Footwear operations are maintained safely as per the production target   Legal requirements, standards, procedures and regulations are observed as per professional codes. |
| 1. Utilise footwear production tools, equipment and machines | * 1. ***Tools, equipment and machines*** are identified and selected based on work and manufacturer’s specifications.   2. Tools, equipment and machines for footwear production are identified according to job requirement   3. Handling and care requirements for tools, equipment and machines are identified according to organizational policy   4. ***Set up and operation of machine/s*** is carried out according to manufacturer’s manual |
| 1. Utilize footwear production materials | * 1. Types and sources of materials are identified as per work order   2. ***Materials*** are identified and selected in accordance with work order   3. Uses of materials for footwear production are identified in accordance with work order   4. Handling and care requirements for materials are identified according to organizational policy   5. OHS practices relevant to materials uses are identified according OHS Standards   6. Physical properties of materials are identified in accordance with work order   Common surface defects of materials are identified in accordance with work order |
| 1. Demonstrate footwear production practices | * 1. ***Production operations*** are reviewed to identify opportunities for process improvement according to organizational policy   2. Work load is prioritized to meet job orders and delivery dates according to organizational policy   3. Wastage of production material and time is minimized through consistent practice of quality procedures according to organizational policy   4. Responsibilities and duties are performed in a positive manner to promote cooperation within the workplace according to organizational policy   5. Problems, conflicts or contingencies are recognized and addressed and/or referred to ***appropriate person(s)*** according to organizational policy   6. Workplace practices are maintained as per OSHA |
| 1. Assemble shoe upper, bottom components and ‘last plant’ | 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 identified 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 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 |
| 1. .Carry out conditioning operations | * 1. ***conditioning, equipment and machines*** are identified according to job specifications   2. Conditioning equipment and ***machines parameters*** are Set/adjusted as per job specifications.   3. Type/ function of the shoe is determined according to job specifications.   4. Conditioning operations are carried out according to job specifications   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. Carry out shoe lasting operations | 1. ***Lasting method*** is determined according to job specifications 2. shoe lasting tools, machines and equipment are identified as per organizational infrastructure. 3. Lasting tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. ***Lasting operations*** are carried out according to job specifications. 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. Perform sole attaching operations | 1. Shoe attaching methods are identified according to the type of shoe 2. ***Shoe construction tools, equipment and machines*** are identified according to job specifications 3. sole attaching, tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. Sole attachment method is determined according to job requirement 5. Shoe is heat set according to materials used 6. ***Sole attaching operations*** are carried outaccording to method of construction 7. Footwear finishing and shoe room operations are carried out as per job description 8. Written instructions are observed as per the job requirements 9. Legal requirements, standards, procedures and regulations are observed as per professional codes. 10. ***workplace practices*** are maintained as per OSHA 11. 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. Parts and styles of   footwear may include but are not limited to: | * Parts of footwear are: * Upper components * Lining and interlining components * Bottom components * Styles of footwear: * Derby * Oxford * Boot * Slip-on |
| 1. Materials may include but are not limited to: | * Leather * Synthetic * Fabric * Reinforcement materials * Grindery |
| 1. Tools and machines may include but are not limited to: | * Upper making tools * Lasting tools * Stitching machines * Lasting machines |
| 1. Incident scene may include but are not limited to: | * Indoor or outdoor * In a rural or urban environment |
| 1. Appropriate person(s) may include but are not limited to: | * Team leader/Supervisor * Production manager * Shop steward |
| 1. Set up and operation of machine/s may include but are not limited to: | * Set up machines * Adjustment * operation of machines |
| 1. Shoe construction tools, equipment and machines may include but are not limited to | * Hand tools and equipment * Lasting pliers * Pair of pincers * Last * Machines * Back molding machine * Lasting machine * Roughing machine * Cementing machine * Heat setting machine * Sole attaching machine |
| 1. Lasting method may include but are not limited to | * Flat lasting * Outflanged * Vertical lasting * String lasting |
| 1. Lasting operation may include but are not limited to s | * Upper conditioning * Toe and puff moulding * Lasting * Heat setting |
| 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 |

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

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

* Accuracy
* Neatness
* Communication skills – communicating and interacting with co-workers
* Operation and setting of common footwear production materials, tools and equipment

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear construction. It entails Assembling shoe uppers, bottom components and ‘last plant, carrying out shoe lasting operations, carrying out conditioning operations and performing sole attaching 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. Assemble shoe upper, bottom components and ‘last plant’ | 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 identified 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 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 |
| 1. .Carry out conditioning operations | * 1. ***conditioning, equipment and machines*** are identified according to job specifications   2. Conditioning equipment and ***machines parameters*** are Set/adjusted as per job specifications.   3. Type/ function of the shoe is determined according to job specifications.   4. Conditioning operations are carried out according to job specifications   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. Carry out shoe lasting operations | 1. ***Lasting method*** is determined according to job specifications 2. shoe lasting tools, machines and equipment are identified as per organizational infrastructure. 3. Lasting tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. ***Lasting operations*** are carried out according to job specifications. 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. Perform sole attaching operations | 1. Shoe attaching methods are identified according to the type of shoe 2. ***Shoe construction tools, equipment and machines*** are identified according to job specifications 3. sole attaching, tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. Sole attachment method is determined according to job requirement 5. Shoe is heat set according to materials used 6. ***Sole attaching operations*** are carried outaccording to method of construction 7. Footwear finishing and shoe room operations are carried out as per job description 8. Written instructions are observed as per the job requirements 9. Legal requirements, standards, procedures and regulations are observed as per professional codes. 10. ***workplace practices*** are maintained as per OSHA 11. 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. Shoe construction tools, equipment and machines may include but are not limited to | * Hand tools and equipment * Lasting pliers * Pair of pincers * Last * Machines * Back molding machine * Lasting machine * Roughing machine * Cementing machine * Heat setting machine * Sole attaching machine |
| 1. Lasting method may include but are not limited to | * Flat lasting * Outflanged * Vertical lasting * String lasting |
| 1. Lasting operation may include but are not limited to s | * Upper conditioning * Toe and puff moulding * Lasting * Heat setting |
| 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 |

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

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

* Accuracy
* Neatness
* Use of PPE
* Machine operation and adjustment
* Familiarity with upper and lining component parts
* Application of adhesives
* Trimming
* Adjusting and setting procedures
* Communicating and interacting skills
* Interpreting work ticket

**Required Knowledge**

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

* Safe work practices
* Machine’s parts and function and adjustment
* Tools equipment and machines.
* Adhesives and auxiliaries.
* Familiarity with upper and lining component parts
* 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 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 job requirement 2. Determined method of shoe construction 3. Identified shoe construction tools, machines and equipment 4. Assembled shoe upper, bottom components and ‘last plant’ 5. Carried out conditioning operations 6. Carried out shoe lasting operations 7. Performed sole attaching operations 8. Carried out footwear finishing operations 9. Carried out shoe room operations |
| 2.Resource Implications | The following resources should 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. |
| 3.Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. projects 6. Third party reports |
| 4.Context of Assessment | Competency may be assessed on:   1. Workplace 2. Simulated environment |
| 5.Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR DESIGN AND PATTERN CUTTING

**UNIT CODE:** 0723 451 04A

**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

**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. Carry out market survey | * 1. Target market is determined according to needs.   2. Research tools are identified and developed according to market needs   3. Market data is collected according to identified research tools.   4. Collected data is analysed and conclusions made according to findings. |
| * 1. Identify design resources | * 1. Required personnel is identified according to design requirements   2. ***Design media*** are identified according to design requirements. |
| * 1. Develop footwear sketches/illustrations | * 1. Design theme is identified according to research findings.   2. Sketching media are identified according to design theme.   3. Footwear sketches are developed according to design requirements.   4. Story board/ inspirational board are developed according to workplace procedures. |
| * 1. Design and cut footwear patterns | 4.1 ***Tools and materials*** are identified according to design requirements  4.2 Design last is masked according to masking method  4.3 Standard geometrical dimensions are marked according to standard last length (SLL) 4.4 Design is sketched on the last according to design requirements  4.5Sketch design is transferred from 3D tape pattern to 2D  4.6 Standard forme is developed according to design requirements  4.7 Design patterns are developed and cut according to standard forme. |
| * 1. Grade foot wear patterns | ***5.1 Grading method*** are identified according to resource available  5.2 Pattern grading is carried out according to different sizes and fittings. |

**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. Design media may include but are not limited to | * Sketching pencils * Sketch book * Markers * Brushes * Erasers * Water color papers |
| 1. Tools and materials may include but are not limited to | * Designing last * Masking tape * Shoe tape measure * Clicking knife * Pencil * Flexible tape * CAD |
| 1. Grading method may include but are not limited to | * Hand grading * Machine grading * CAD |

**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:

* Communicating and interacting skills
* Masking
* Cutting
* Drawing and sketching
* Operation of design tools, equipment
* Interpreting work ticket
* Designing

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Grading methods
* Designing tools
* Research methods
* CAD
* Interpretation of work ticket
* Computer literacy
* Design media
* Foot measurements
* Last
* Safe work practices
* Basic product knowledge
* Footwear terms
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, 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. Carried out market survey 2. Identified design resources 3. Developed footwear sketches/illustrations 4. Designed and cut footwear patterns 5. Graded foot wear patterns |
| 1. Resource Implications | The following resources should 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. Projects 4. Written tests 5. Practical 6. Case studies 7. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CUT FOOTWEAR MATERIALS

**UNIT CODE:** 0723 451 05A

**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.

**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 footwear materials, tools and equipment | * 1. ***Footwear material*** are identified according to design requirement and type of shoe   2. ***Cutting tools, equipment and machines*** are identified according to organization infrastructure and design requirements |
| 1. Analyse footwear materials | * 1. ***Footwear material testing equipment and tools*** are identified and used according to according to test to be done   2. Footwear material samples are prepared according to KEBS standards   3. ***Physical and visual test*** is carried out on footwear material according to KEBS standards   4. Analysis report is prepared and recommendations noted according to finding from analysis. |
| 1. Cut footwear material | * 1. Instructions given on the work ticket or job card are followed in line with the responsibilities of your job role.   2. Materials are inspected for ***defects*** according to production requirements   3. Correct tools, machine and equipment are used according to production requirement   4. Cutting operations are carried out according to principles of cutting   5. Report any damaged work to the supervisor/ quality controller |
| 1. Prepare production report/work ticket/ job card | * 1. Production template is developed according to organizational procedures.   2. Production template are filled according to work ticket. |

**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. Footwear material may include but are not limited to | * Natural material * Leather * Fabric * Artificial material * PVC * PU * Bottom component * Stiffeners and toe puff * Insole |
| 1. Cutting tools, equipment and machines may include but are not limited to | * Clicking knives * Clicking machines * Cutting board |
| 1. Footwear material testing equipment and tools may include but are not limited to | * Flexometer * Tensor meter strength * Tear tester * Stitch tester * Rub fastness * Abrasive tester |
| 1. Physical and visual test may include but are not limited to | * Tensile testing * Abrasive testing * Rub fastness testing * Observation |
| 1. Defects may include but are not limited to | * Gorge marks * Brand marks * Cuts * Tick marks * Scratches * Texture * Poor break |

**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:

* Communicating and interacting skills
* Cutting
* Operation of cutting tools, equipment and machines
* Interpreting work ticket
* Economical utilization of the materials

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices
* Types and characteristics of the footwear materials
* Footwear terms
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, etc.).
* Formulae for calculating area
* Units of measurement and abbreviations
* Fundamental operations (addition, subtraction, division, multiplication)
* Cutting tools, equipment and machines
* CAD/ CAM
* Common defects
* Principles of cutting
* Interpretation of work ticket
* Computer literacy
* Basic product knowledge

**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. Identified footwear materials, tools and equipment 2. Analysed footwear materials 3. Cut footwear material 4. Prepared production report/work ticket/ job card |
| 1. Resource Implications | The following resources should 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 5. Project 6. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## PREPARE FOOTWEAR COMPONENTS

**UNIT CODE**: 0723 451 06A

**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

**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. Inspect footwear components | * 1. Footwear component color and shade is checked is according to job specifications.   2. Footwear components size/pairing is checked according to job specifications.   3. Footwear components substance is checked according to job specifications.   4. Footwear components ***defects*** are identified according to job requirements.   5. Footwear component quantities are checked as per work schedules/work ticket/ job card   6. Footwear component design is checked according to job specifications.   7. Footwear components are coded according to organizational procedures. |
| 1. Carry out component marking | * 1. Component ***marking methods*** are identified according to organization infrastructure   2. Tools and equipment are identified according to marking method   3. Components are marked out to job specifications. |
| 1. Carry out position/stitch marking | * 1. Component ***marking methods*** are identified according to organization infrastructure   2. Tools and equipment are identified according to marking method   3. Components are position/stitch marked out according to job specifications. |
| 1. Carry out decoration operations | * 1. ***Decoration method*** is identified according to shoe design   2. Tools and equipment are identified according to decoration method and level of production   3. Decoration operations are carried out according to job specifications |
| 1. Perform skiving operations | * 1. ***Types of skive*** is identified according to shoe design   2. Tools, machines and equipment for skiving are identified according to level of production   3. Components are marked according to type of skive   4. Skiving operation is carried out according to type of skive |
| 1. Perform splitting operations | * 1. Leather substance is checked according to job specification.   2. Splitting machine, tools and equipment are identified according to organization infrastructure.   3. Splitting operation is carried out according to organization infrastructure.   4. Component substance is confirmed according to job specifications. |
| 1. Carry out top line and edge treatment | * 1. ***Topline and edge treatment methods*** are identified according to job specifications.   2. Tools, machines and equipment are identified according to topline and edge treatment method   3. Topline and edge treatment is carried out according to job specifications. |

**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. Defects may include but are not limited to | * Gorge marks * Cuts * Vainness * Tick bites |
| 1. Marking methods may include but are not limited to | * Crayon marking * Notch marking * Color marking * Lining stamping |
| 1. Decoration method may include but are not limited to | * Perforations * Stitching * Gimping * Stamping |
| 1. Types of skive may include but are not limited to | * Folding * Underlay * Closed seam * Raw edge |
| 1. Topline and edge treatment methods may include but are not limited to | * Topline treatment methods * Folding * Binding * Bagging * Collar * Padding * Edge treatment methods * Raw edge * Burnishing * Staining * Folding * Binding |

**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:

* Splitting
* Skiving
* Folding
* Measuring
* Binding
* Staining
* Burnishing
* Creativity
* Communication

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Parts and functions of:
* Splitting machine
* Skiving machine
* Thickness gauge
* Folding machine
* Edge dying machine
* Safety regulations
* Machine manuals
* Component storage
* Waste disposal
* Types of skive
* Topline and edge treatment
* Different leather types and finishes
* Familiarity with the types of upper and lining components
* Positive work values (patience, cost, quality and safety consciousness, etc.)
* Types of footwear materials

**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. Inspected footwear components 2. Carried out component marking 3. Carried out position/stitch marking 4. Carried out decoration operations 5. Performed skiving operations 6. Performed splitting operations 7. Carried out top line and edge treatment |
| 1. Resource Implications | The following resources should 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 5. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. Workplace 2. Simulated workplace setting |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## PERFORM FOOTWEAR CLOSING OPERATIONS III

**UNIT CODE:** 0723 551 07A

**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.

**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. Determine job requirement | * 1. Follow standard operating procedures (SOPs) according to organization setup   2. Comply with occupational health and safety requirements according to OSHA   3. Use appropriate ***personal protective equipment (PPE)*** in accordance with SOPs   4. Identify job requirements from specifications, drawings, job sheets or work instructions |
| 1. Operate footwear closing machines | * 1. Machine manuals are obtained and used according to organizational set up.   2. Machine and operator’s safety operations are observed according to manufacturer’s manual   3. ***Footwear closing machine*** is set up according to manufacturer’s manual.   4. Footwear closing machine is tested according to type of job.   5. Footwear closing machine is operated according to type of job.   6. Footwear closing machine is serviced/ maintained according to manufacturer’s manual. |
| 1. Perform footwear closing operations | * 1. Shoe components are obtained according to job specifications.   2. Fitting together shoe components is carried out according to job card/ work ticket.   3. Correct stitching thread/ adhesive/ Machine/ tools / equipment are identified according to job specifications   4. Shoe components are positioned according to identified construction process   5. Attach and assemble shoe components in correct sequence |
| 1. Check and finish shoe upper | * 1. Loose thread and excess allowance are trimmed according to job specifications   2. Shoe upper eyelet is reinforced where applicable according to job specifications.   3. Temporary lacing is carried out according to job specifications.   4. Fitting of toe puffs and stiffeners is carried out according to job specifications.   5. Quality of shoe upper is checked out according to job specifications.   6. Produced shoe uppers are documented according to organization procedures. |

**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. Footwear closing machine may include but are not limited to | * + Stitching machine     - * Flat bed       * Post bed       * Cylinder arm       * Bar tacking   + Seam rubbing down machine |
| 1. Safety Requirements may include but are not limited to | * Compliance with safety hazards and measures while working * Safety in machine setting and maintenance |
| 1. Tools may include but are not limited to | * Dressing tool * Shears/scissors/cutters * Leather substance gauge * Cleaning brush |
| 1. PPE may include but are not limited to | * Apron * Mask |

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

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

* Stitching/ fitting shoe upper components
* Accuracy
* Neatness
* Use of PPE
* Machine operation and adjustment
* Application of adhesives
* Identification of stitches
* Trimming
* Adjusting and setting procedures
* Communicating and interacting skills
* Interpreting work ticket

**Required Knowledge**

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

* Safe work practices
* Machine’s parts and function and adjustment
* Tools and equipment
* Shoe upper materials
* Adhesives
* Types of seams
* Top line treatment
* Types of stitches
* Types of threads and needles
* Types of machines
* 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. Operated footwear closing machines   7. Attached and assembled shoe components in correct sequence   8. Reinforced shoe lacing holes |
| 1. Resource Implications. | The following resources should 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   2. Observation   3. Questionnaire   4. Case studies   5. Written examinations   6. Oral presentation |
| 1. Context of Assessment. | Competency may be assessed:   1. Workplace 2. Simulated |
| 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 II

**UNIT CODE:** 0723 551 08A

**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.

**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. Determine job requirement | * 1. Follow standard operating procedures (SOPs) according to organization setup   2. Comply with occupational health and safety requirements according to OSHA   3. Use appropriate ***personal protective equipment (PPE)*** in accordance with SOPs   4. Identify job requirements from specifications, drawings, job sheets or work instructions |
| * + 1. Determine method of shoe construction | * 1. Function of the shoe is determined according to job specifications   2. ***Lasting method*** is determined according to job specifications.   3. Sole attachment method is determined according to job requirement.   4. ***Bottom stock components*** are determined according to job requirements |
| * + 1. Identify shoe construction tools, machines and equipment | * 1. Level of production is determined according to organization infrastructure and market demand   2. Type/ function of the shoe is determined according to job specifications.   3. ***Shoe construction tools, equipment and machines*** are determined according to job specifications |
| * + 1. Make leather shoe | * 1. Shoe upper components are paired “married up” according to job specifications.   2. Shoe upper is lasted according to job specifications.   3. Shoe is heat set according to materials used   4. Shoe sole is attached to shoe upper according to method of construction |

**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. Lasting method may include but are not limited to | * Flat lasting * Vertical lasting * Out flanged lasting * String lasting * Slip lasting |
| 1. Bottom stock components may include but are not limited to | * Sole * In-sole * Stiffeners and toe puff * Heels * Shanks |
| 1. Shoe construction tools, equipment and machines may include but are not limited to | * Hand tools and equipment * Lasting pliers * Pair of pincers * Last * Machines * Back molding machine * Lasting machine * Roughing machine * Cementing machine * Heat setting machine * Sole attaching machine |

**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:

* Adjusting and setting procedures
* Measuring thickness of leather using thickness gauge and ruler
* Communicating and interacting skills
* Interpreting work ticket

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices
* Machine’s parts and function and adjustments
* Tools
* Familiarity with upper and lining component parts
* Quality standards
* Maintenance
* Positive work values (being organize, cost, quality and safety consciousness, patience, attention to details, etc.)
* 5S

**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 job requirement 2. Determined method of shoe construction 3. Identified shoe construction tools, machines and equipment 4. Made leather shoe |
| 1. Resource Implications | The following resources should be provided:  2.1 Access to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place.  2.3 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 5. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

**CARRY OUT FOOTWEAR FINISHING OPERATIONS**

**UNIT CODE:** 0723 551 10A

**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

**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 Utilized footwear finishing operation | 1.1 Constructed shoe is analyzed according to ***method of construction.***  1.2 ***Shoe finish operations*** are selected according to job specification  1.3 Shoe room operations are selected according to job specification |
| 2 Utilized tools and equipment for footwear finishing operations | 2.1 Level of production is determined according to organization infrastructure and market demand  2.2 Method of shoe constructed is determined according to job specifications.  2.3 ***Shoe finishing tools, equipment and machines*** are determined according to job specifications |
| 3 Carry out finishing operations | 3.1 Perform finishing operations according to customer specifications and workplace procedures.  3.2 Check footwear against specifications to ensure correct sizing  3.3 Identify faults, report and return to appropriate section for repair according to quality standards  3.4 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. Method of construction may include but are not limited to | • Welted  • Veldtschoen. |
| 1. Shoe finish operations may include but are not limited to | • Heel pairing  • Heel scour  • Edge pare  • Slip lasts  • Stain heel  • Clean uppers and welts  • Ink edges |
| 1. Shoe finishing tools, equipment and machines may include but are not limited to | • Edge pairing machine  • Naumkeag machine  • Hot waxing machine  • Heel pairing machine |

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

**Required skills**

The individual needs to demonstrate the following skills:

* Trimming
* Sizing and pairing
* Cleaning and polishing
* Finishing machine operation
* Quality control
* Interpreting work ticket
* Communicating and interacting skills

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices and procedures and use of personal protective equipment (PPE)
* Standard Operating Procedures (SOPs)
* Characteristics of typical materials used in footwear finishing
* Required finishing procedures
* Industry and product processes, tools, machines and equipment
* Recording and reporting practices.

**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:  1.1 Identified footwear finishing operation  1.2 Identified and used tools and equipment for footwear finishing operations   * 1. Carried out finishing operations |
| 1. Resource Implications | The following resources should 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:  3.1 Interview  3.2 Observation  3.3 Written tests  3.4 Practical   * 1. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:  4.1 Workplace  4.2 Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

**CARRY OUT FOOTWEAR FINISHING OPERATIONS**

**UNIT CODE:** 0723 551 09A

**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

**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 footwear finishing operation | * 1. Constructed shoe is analyzed according to ***method of construction.***   2. ***Shoe finish operations*** are selected according to job specification |
| 1. Identify tools and equipment for footwear finishing operations | * 1. Level of production is determined according to organization infrastructure and market demand   2. Method of shoe constructed is determined according to job specifications.   3. ***Shoe finishing tools, equipment and machines*** are determined according to job specifications |
| 1. Carry out finishing operations | * 1. Perform finishing operations according to customer specifications and workplace procedures.   2. Check footwear against specifications to ensure correct sizing   3. Identify faults, report and return to appropriate section for repair according to quality standards   4. 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. Method of construction may include but are not limited to | * Welted * Veldtschoen. |
| 1. Shoe finish operations may include but are not limited to | * Heel pairing * Heel scour * Edge pare * Slip lasts * Stain heel * Clean uppers and welts * Ink edges |
| 1. Shoe finishing tools, equipment and machines may include but are not limited to | * Edge pairing machine * Naumkeag machine * Hot waxing machine * Heel pairing machine |

**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:

* Trimming
* Sizing and pairing
* Cleaning and polishing
* Finishing machine operation
* Quality control
* Interpreting work ticket
* Communicating and interacting skills

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices and procedures and use of personal protective equipment (PPE)
* Standard Operating Procedures (SOPs)
* Characteristics of typical materials used in footwear finishing
* Required finishing procedures
* Industry and product processes, tools, machines and equipment
* Recording and reporting practices.

**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. Identified footwear finishing operation 2. Identified and used tools and equipment for footwear finishing operations 3. Carried out finishing operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Workplace with proper lighting and ventilation   2. Personal Protective Equipment (PPE)   3. Footwear finishing tools, equipment and machines (Edge pairing, heel souring and edge trimming machines)   4. Constructed shoe   5. Finishing materials (wax, polish and solvents) |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical 5. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. On the job 2. In a Simulated workplace setting |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |