

FEDERAL MINISTRY OF EDUCATION

National Skills Qualifications

FOR

LEATHER WORK

LEVEL 1, 2 & 3

February, 2025



Innovation Development
and Effectiveness in the
Acquisition of Skills
(IDEAS) Project

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National Board for Technical Education

Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria



**NATIONAL OCCUPATIONAL
STANDARDS (NOS)**

FOR

**LEATHER
WORKS**

LEVEL 1-3

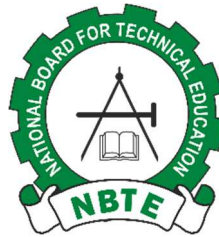
JANUARY, 2023

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National Board for Technical Education

Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria



NATIONAL OCCUPATIONAL STANDARDS (NOS)

FOR

LEATHER WORKS

LEVEL 1

JANUARY, 2023

OVERVIEW

This qualification is for those interested in developing a career in the finished Leather goods (FLG) subsector in leather value chain for the award of National Skills Qualifications (NSQ). It is aimed at producing Job-man in leather works at NSQ level 1 with the competencies to produce leather foot wears, leather bags, leather belts, leather wallet, leather and trunk-box under strict supervision.

This qualification is subject to review based on the requirements of the relevant sector.

LEATHER WORKS NSQ LEVEL 1 JOB-MAN

QUALIFICATION PURPOSE

This qualification is for those interested in developing a career in finished leather goods (FLG) subsector in the leather industry. It is aimed at the ability of the learner to acquire sufficient knowledge and skills in the work environment to carry out basic making and cutting operations, fixing and coupling operations in leather work and support experienced workers in the production process.

NSQ LEVEL: 1

At the end of the Units within this level, the Learner should be able to:

1. Know Occupational Health and Safety in leather work environment
2. Communicate effectively in leather work environment.
3. Work effectively in a team.
4. Understand the basic element of leather
5. Use basic tools for leather works
6. Carry out marking-out and cutting operation for leather works.
7. Prepare leather for production.
8. Carry out simple fixing and coupling operations in leather works production
9. Understanding stamping and smoothing operations in leather works
10. Carry out basic sewing operations on leather works.

NSQ LEVEL 1 - JOB-MAN

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
01	FLW/LWK/001/L1	Occupational Health and safety in leather work environment	2	20	Mandatory Unit
02	FLW/LWK/002/L1	Communication Skills in leather work environment	2	20	Mandatory Unit
03	FLW/LWK/003/L1	Team work	1	10	Mandatory Unit
04	FLW/LWK/004/L1	Fundamentals of leather	1	10	Mandatory Unit
05	FLW/LWK/005/L1	Basic Tools and Equipment for leather works	1	10	Mandatory Unit
06	FLW/LWK/006/L1	Marking Out and Cutting operations in leather works	3	30	Mandatory Unit
07	FLW/LWK/007/L1	Leather preparation techniques	3	30	Mandatory Unit
08	FLW/LWK/008/L1	Basic fixing and coupling operations in leather woks	4	40	Mandatory Unit
09	FLW/LWK/009/L1	Basic stamping and smoothing operations	2	20	Mandatory Unit
10	FLW/LWK/010/L1	Basic sewing operation in leather works	3	30	Mandatory Unit
TOTAL			22	220	

NOTE: This is a 22-credit unit qualification. To achieve this qualification; Learners are required to achieve all credit units. Each Credit is equivalent to 10 Guided Learning Hours (GLH). The Total Learning Hours will therefore consist of the GLH *plus* the independent learning hours of the candidate, which is generally 50% – 150% of the GLH. ***The actual Total Learning Hours for each Credit will then be a minimum of 15 hours.***

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approved by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning Outcome	A statement of what a learner will know, understand or be able to do, as a result of learning process.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 1: Occupational health and Safety in Leather work environment**Unit Reference Number:** FLW/LWK/001/L1**QCF NSQ Level: 1 Credit Value: 2****Guided Learning Hours: 20****Unit Purpose:**

This unit is aimed to build competencies of the candidate in observing safe working practices in the leather work environment.

Objectives:

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

1. Know basic occupational and environmental health and safety in leather works
2. Understand personal safety in the leather work environment
3. Demonstrate knowledge of first aid application
4. Maintain personal health and hygiene in the work environment
5. Maintain hygiene, safe and secure workplace
6. Work safely in hygiene and secure workplace
7. Demonstrate handling of fire emergencies in workplace

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: KNOW BASIC OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY IN LEATHER WORKS	1.1	Explain occupational health and safety		
	1.2	Identify health and safety risks in Leather work environment		
	1.3	Identify environmental hazard risks		
	1.4	Explain the effect of environmental hazards		
	1.5	Use environmental protection methods		
LO 2: UNDERSTAND PERSONAL SAFETY IN THE LEATHER WORK ENVIRONMENT	2.1	Recognise safety rules in the workplace		
	2.2	Select personal protective equipment (PPEs)		
	2.3	Use appropriate personal protective equipment (PPEs) correctly		
	2.4	Use clean working surrounding/environment		
LO 3: DEMONSTRATE KNOWLEDGE OF FIRST AID APPLICATION	3.1	Identify first aid materials		
	3.2	Select first aid materials		
	3.3	Use first aid methods		
	3.4	Carry-out first aid procedures for defined situations		
LO 4: MAINTAN PERSONL HEALTH AND HYGIENE IN THE WORK ENVIRONMENT	4.1	Wear clean, smart and appropriate Personal Protective Equipment (PPEs)		
	4.2	Work safely at all times complying with health and safety and other relevant		

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.							
		regulations and guidelines									
	4.3	Get any cuts, grazes and wounds given immediate treatment by the appropriate person(s) in the work environment.									
	4.4	Report illness and infections promptly to the appropriate person(s).									
	4.5	State own responsibility under the Health and Safety Act as it relates to own occupation.									
	4.6	State general rules on hygiene that must be followed in the work environment.									
	4.7	State Personal Protective Equipment (PPEs) such as Head Protection, Foot Protection, Face and Eye Protection, Hand and Body Protection, etc.									
	4.8	State the importance of maintaining good personal hygiene.									
	4.9	Describe how to deal with cuts, grazes and wounds by a First Aider.									
	4.10	Explain why it is important to deal with cuts, grazes and wounds promptly in the work environment.									
LO 5: MAINTAIN HYGIENIC, SAFE AND SECURE WORKPLACE	5.1	State the importance of working in a healthy, safe and hygienic workplace.									
	5.2	Report any accident or near accidents quickly and accurately to the proper person(s).									
	5.3	Follow health, hygienic and safety procedures in doing any work.									
	5.4	Practice emergency									

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.			
		procedures during work.					
	5.5	Follow organizational security procedures in doing work.					
	5.6	Ensure the proper disposal Methods of organic and inorganic waste.					
	5.7	Ensure the proper pollution Control of organic and inorganic waste are strictly followed					
	5.8	Follow sound and noise control and protection methods in the work environment.					
	5.9	State where information About health and safety procedures and regulations can be obtained in the work environment					
	5.10	Identify any hazards or potential hazards					
	5.11	Deal with hazards or potential hazards identified above					
	5.12	Ensure that identified hazards or potential hazards are handled by appropriate personnel.					
	5.13	Describe types of hazards in The workplace that may occur.					
	5.14	Describe how types of hazards occur in the workplace can be dealt with.					
	5.15	State the hazards that can be dealt personally.					
	5.16	State the hazards that should be reported to someone else for treatment and/ or seeking for external solution.					
LO 6:	6.1	State how to warn other people					

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
WORK SAFELY IN HYGIENIC AND SECURE WORKPLACE		about hazards and why this is important.		
	6.2	State why accidents and near accidents should be reported and who they should be reported to.		
	6.3	Describe the types of emergencies that may happen in the workplace.		
	6.4	Describe how to deal with types of emergencies in the workplace.		
	6.5	State where to find the first- aid equipment in the work environment.		
	6.6	Identify who is a registered First-aider in the work place.		
	6.7	State safe lifting and handling techniques that should be followed in the work place.		
	6.8	State other ways of working Safely relevant to own position in the work place and why they are important.		
LO 7: DEMONSTRATE HANDLING OF FIRE EMERGENCIES IN THE WORKPLACE	7.1	Describe the organizational emergency procedures, with particular reference to fire outbreak		
	7.2	Describe how own organizational emergency procedures should be followed e.g. in the event of fire outbreak.		
	7.3	State the possible causes for of fire out-break in the work place.		
	7.4	Describe how to minimize the possibility of fire out- break in the workplace.		
	7.5	State where to find the alarms (e.g. fire alarms) and how to set them off.		
	7.6	State why a fire should never		

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.			
		be approached unless it is safe.					
	7.7	State the importance of following the fire safety laws.					
	7.8	Describe organizational Security procedures for dangers e.g fire outbreak					
	7.9	State why organizational Security procedures for dangers e.g fire outbreak is important.					
	7.10	State the importance of reporting all usual or unusual (non-routine) incidents that will constitute dangers in the workplace to the appropriate personnel.					

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 2: Communication skills in Leather work environment**Unit Reference Number:** FLW/LWK/002/L1**QCF Level: 1****Credit Value: 2****Guided Learning Hours: 20****Unit Purpose:**

This unit is aimed at understanding of basic ways to communicate effectively in Leather Work Practices in the leather work environment.

Objectives:

1. Understand communication system in leather work environment
2. Know how to use non-complex communication system in a work environment
3. Locate sources of information in the work environment
4. Understand customer relations skills
5. Understand how to use communication means in a work environment

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: UNDERSTAND COMMUNICATION SYSTEM IN LEATHER WORKS ENVIRONMENT	1.1	Explain the term communication in leather works								
	1.2	Identify the types of communications in the work environment.								
	1.3	Explain the importance of communication in the work environment								
	1.4	State the ethics in communication in the work environment.								
	1.5	Communicate a business message in the given leather work environment.								
LO 2: KNOW HOW TO USE A NON- COMPLEX COMMUNICATION SYSTEM IN A WORK ENVIRONEMNT	2.1	Use a simple verbal means to pass on necessary information.								
	2.2	Use non verbal means to pass on necessary information e.g. body language such as nodding or shaking of head, eye contact, etc.								
	2.3	Use symbols and signs effectively in a work environment e.g. safety signs, pathways, etc.								
	2.4	Follow direction or signs to find assistance and location in a work environment e.g. finding of locations of								
		equipment, work stations, offices, job flow, etc								
	2.5	Use diagrams/signs/symbols to illustrate some non-verbal means of communication used in the work environment.								
LO 3: LOCATE SOURCES OF INFORMATION IN THE	3.1	Identify various sources of information in a work environment								
	3.2	Recognize information passed in								

[illegible]

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 3: Team Work

Unit Reference Number: FLW/LWK/003/L1

QCF NSQ Level: 1 Credit Value: 1

Guided Learning Hours: 10

Unit Purpose:

This unit is aimed to impact into the learner, the necessary knowledge and skills required to develop team spirit and positive working relationship with the fellow workers in the leather work environment.

Objectives:

1. Understand how to develop positive working relationship with team members in the work environment
2. Understand how to take responsibility within the team
3. Know policy and regulations of organisation

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
LO 1: UNDERSTAND HOW TO DEVELOP POSITIVE WORKING RELATIONSHIP WITH TEAM MEMBERS IN THE WORK ENVIRONMENT	1.1	Identify the need for developing positive working relationship with colleagues in the work environment.		
	1.2	Explain the importance of relating with other people in a way that makes them feel valued and respected.		
	1.3	Assist team members when one's services are required.		
	1.4	Explain to the authorized personnel when request is made for assistance falling outside one's area of responsibility.		
	1.5	Communicate information to colleagues about own work that might affect performance of others.		
LO 2: UNDERSTAND HOW TO TAKE RESPONSIBILITIES WITHIN THE TEAM	2.1	Explain own role and responsibilities within the team for a given group assignment.		
	2.2	Perform individual tasks in a given group assignment in line with the team's rules and regulations.		
	2.3	Participate effectively in a given team work.		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
	2.4	Give own report of task carried out in a team whenever it is required		
LO 3: KNOW POLICY AND REGULATIONS OF ORGANIZATION.	3.1	Work in line with organizational standards		
	3.2	Use organization code of practice for given job done in the team.		
	3.3	Explain organizational code of conduct for own jobs		
	3.4	Explain organizational code of conduct for team jobs.		
	3.5	Explain activities of the team work that may negatively affect organizational code of conduct to the higher authority.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 4: FUNDAMENTALS OF LEATHER**Unit Reference Number:** FLW/LWK/004/L1**NSQ Level 1:** JOB-MAN**Credit Value:** 1**Guided Learning Hour:** 10 hours

Unit Purpose: This unit is aimed at providing the trainee with basic knowledge of leather and its use in production of leather product.

Objectives:

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

1. Know leather and finished leather products
2. Know types of leather for making products
3. Know the applications of different types of leather
4. Understand Measurement units used in leather works

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 4: FUNDAMENTALS OF LEATHER

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand types of leather for making leather products	1.1	List the types of animal skins used for leather works								
	1.2	List sources of leather								
	1.3	Explain finished leather products								
LO 2 Know leather and finished leather products	2.1	Explain types of leather								
	2.2	Explain classification of leathers								
	2.3	Identify types of leather								
LO 3 Know the applications of different types of leather	3.1	Explain the various uses of leather for finished leather products								
	3.2	Explain how to store leather and finished leather products								
	3.3	Describe how to change leather colour								
	3.4	Explain how to dispose leather waste								
LO 4 Understand how to measure effectively in	4.1	List the measuring tools used in leather works								
	4.2	explain measurement using metric system								
	4.3	Explain measurement in yards								

leather works	4.4	Explain measurement of leather in square foot (sqft)									
	4.5	Compare the metric system of measurement to measurement in yards									
	4.6	Explain how to measure leather of various sizes									
	4.7	Carry out simple measurement in leather works									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 5: Basic Tools and equipment for leather works**Unit Reference Number:** FLW/LWK/005/L1**NSQ Level 1:** JOB-MAN**Credit Value:** 1**Guided Learning Hour:** 10 hours

Unit Purpose: This unit is designed to acquaint the learner with necessary knowledge and skills required to use basic tools and equipment used for leather works.

Objectives:

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

1. Understand basic working tools used for leather works
2. Understand basic equipment used for leather works
3. Know the care for tools and equipment used leather works

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 5: Basic tools and equipment for leather work

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand Basic working tools in leather works	1.1	List basic working tools used in leather works								
	1.2	State the functions of each working tools used in leather works								
	1.3	Use basic tools to carry out simple operations of								
		measurement, making out and cutting								
LO 2 Understand basic equipment in leather works	2.1	List the primary equipment used in leather works								
	2.2	Describe the function of each of the primary equipment used in leather works								
	2.3	List basic equipment used in cutting operation in leather works.								
	2.4	List basic equipment used in sewing operation in leather works.								
	2.5	Identify equipment used for smoothing/roughing operation								
	2.6	Use simple equipment in leather works								
LO 3 Know the care for tools and equipment used in leather works	3.1	Describe the care for basic working tools used for leather works								
	3.2	Describe the care for simple equipment used for leather works								
	3.3	Explain safety precaution required in handling tools and equipment used for leather works.								
Learner's Signature:						Date:				
Assessor's Signature:						Date:				
IQAM Signature (if sampled)						Date:				
EQAM Signature (if sampled)						Date:				

UNIT 6: Basic Marking out and Cutting Operations in leather Works**Unit Reference Number:** FLW/LWK/006/L1**NSQ Level 1:** JOB- MAN**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is designed to acquaint the learner with necessary knowledge and skills in marking-out and cutting operations in leather works.

Objectives:

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

1. Understand measurement for leather works
2. Know pattern and its components
3. Understand Marking-out Operation in leather works
4. Understand Cutting Operations in leather works

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 6: Basic Marking out and Cutting Operations in leather Works

LO (Learning Outcome)		Criteria	Evidence type				Evidence reference page number			
L01 Understand measurement for leather works	1.1	List the units used in measurement for leather works								
	1.2	List tools for used measurement for leather works								
	1.3	Describe how to take measurement								
	1.4	Carry out simple components of a leather product								

L02 Know Pattern and its components	2.1	Explain patterns in leather work								
	2.2	State the importance of patterns in leather works								
	2.3	List appropriate tools/equipment for making pattern								
	2.4	Describe how to mark patterns for leather product								
L03 Understand Marking-out Operation in leather work	3.1	Explain Marking-out operation in leather work								
	3.2	State the importance of marking-out in leather works								
	3.3	Identify tools used for marking-out operations in leather work								
	3.4	Select appropriate tools used in making leather material								
	3.5	Describe how to mark-out left and right pattern in leather works where necessary								
	3.6	Carry-out a simple marking operation								
L04 Understand Cutting operation in leather works	4.1	List basic cutting tools used in leather works								
	4.2	Explain basic manual cutting processes in leather works								
	4.	Describe how to cut								

	3	paper pattern using hand tools									
	4.4	Cut simple leather materials for making leather product									
	4.5	Carry out cutting process of various leather products									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 7: LEATHER PREPARATION TECHNIQUES**Unit Reference Number:** FLW/LWK/007/L1**NSQ Level 1:** JOB-MAN**Credit Value:** 2**Guided Learning Hour:** 20 hours

Unit Purpose: This unit is designed to provide the trainee with the knowledge and skills of the techniques for preparing leathers for production

Objectives:

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

1. Know basic process of preparing leathers for leather products
2. Understand Scaving Process in leather works
3. Understand Smoothing/Roughing Process in leather works
4. Understand Folding Process in leather works
5. Understand Adhesives/Gum in leather works

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 7: leather Preparation Techniques

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Know basic process of preparing leathers for leather product	1.1	Explain the term leather preparation								
	1.2	List leather preparation methods such as: <ul style="list-style-type: none"> • Scaving • Folding • Application of Adhesive/Gum 								
	1.3	State the importance of preparing leather for production								
LO 2 Understand various edge treatment in leather works	2.1	Explain the term edge treatment in leather works								
	2.2	List type of edge treatment in leather works								
	2.3	State the importance of edge treatment in leather works								
LO 3	3.1	Explain Scaving process in leather works								
Understand Scaving process in leather works	3.2	State the importance of Scaving in leather works								
	3.3	Identify basic tools/equipment for Scaving operation in a leather works								
LO: 4 Understand the application Adhesives/Gum in leather works	4.1	Explain Adhesives/Gum in leather works								
	4.2	List types Adhesives/Gum in leather works								
	4.3	Explain the importance of applying Adhesives/Gum for leather preparation								
	4.4	Describe the procedure of applying Adhesives/Gum in leather works								
	4.5	Carry out the application of Adhesives/Gum on various types of leather								
	4.6	State precautionary measures in applying								

		Adhesives/Gum for leather works											
LO 5 Understand Folding operations in leather works	5.1	Explain the term folding in leather works											
	5.2	State the importance of folding operation in leather works											
	5.3	List methods of folding leathers											
	5.4	Describe the techniques of folding leathers											
	5.5	Carry out the folding of various leather											

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	

UNIT 8: BASIC FIXING AND COUPLING OPERATIONS IN LEATHER WORKS**Unit Reference Number:** FLW/LWK/008/L1**NSQ Level 1:** JOB- MAN**Credit Value:** 4**Guided Learning Hour:** 40 Hours

Unit Purpose: This unit is aimed at providing the basic knowledge and skills for Fixing and Coupling Operations in leather works

Objectives:

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

1. Carry out Fixing operations in leather works
2. Carry out Coupling operations in leather works
3. Understand Safety Precaution in Fixing and Coupling Operations

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 8: Basic Fixing and Coupling Operations in leather works

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Carry out Fixing operation	1.1	Describe Fixing Operation								
	1.2	List tools/equipment used in Fixing Operation								
	1.3	Select leader material for use								
	1.4	identify pattern for use								
	1.5	Carry out marking out operation								
	1.6	Cut leather into components for Fixing Operation								
	1.7	Prepare leather component for Fixing Operation								
	1.8	Identify marks/sign on the leather components								
	1.9	Identify the various shapes of the leather components								
	1.10	Carry out Fixing of leather components to meet the design								
	1.11	State the consequent of mistake in Fixing leather components								
	1.12	Stich the fixed component								
LO 2 Carry out Coupling operation	2.1	Describe Coupling in leather works								
	2.2	List tools/equipment used in Coupling Operation								
	2.3	Choose appropriate method of Coupling for a specific task								
	2.4	Identify marks/sign on the leather components								
	2.5	Carry out lasting operation (foot wear)								
	2.6	Identify coupling parts for leather works								
	2.7	Couple parts for leather works								

LO 3	3.1	State safety precautions in fixing Operation									
Understand Safety	3.2	State safety precautions in coupling Operation									
Precaution in fixing and Coupling Operations	3.3	List the Personal Protective Equipment (PPE) used in 3.1 and 3.2 above									

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 9: BASIC STAMPING, SIZING, BRANDING AND PACKAGING OPERATIONS IN LEATHER WORKS**Unit Reference Number:** FLW/LWK/009/L1**NSQ Level:** 1**Credit Value:** 2**Guided Learning Hour:** 20 hours

Unit Purpose: This unit is designed to provide trainee with basic knowledge and skills in Stamping, sizing, branding and packaging operations.

Objectives:

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

1. Know basic Stamping operations
2. Understand basic sizes
3. Understand branding techniques
4. Understand various ways of packaging

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 9: Basic Stamping and Smoothing operations in leather works

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1	1.1	Explain Stamping operation in leather works								
Understand Basic Stamping Operations	1.2	State the importance of Stamping Operation in leather works								
	1.3	List the types of stamps used in leather works								
	1.4	List different types of stamping used for leather products								
	1.5	List consumables items used in Stamping Operation								
	1.6	State how to prepare surface Stamping Operation								
	1.7	Carry out simple Stamping of leather product								
LO 2	2.1	Explain the importance of sizing in leather products								
Understand basic sizes	2.2	Explain various sizes in leather works								
	2.3	Explain standard sizes for male and female								
	2.4	Differentiate between French/Paris and English sizes								
	2.5	Use sizes on products								
LO 3 Understand branding techniques	3.1	Explain the importance of branding								
	3.2	Explain reason that determine branding position on leather products								
	3.3	Identify tools and equipment used for brand printing								
	3.4	Identify methods of brand printing								
	3.5	Carryout branding								
	3.6	Describe a way of protecting your brand								
LO 4	4.1	Identify tools and equipment used for packaging								

Understand various ways of packaging	4.2	List various ways of packing in leather works										
	4.3	State the importance of packing leather products										
LO 5 Understand Safety Precaution in Stamping, sizing, branding and packaging Operations	5.1	State safety precautions in Stamping Operation										
	5.2	State safety precautions in sizing Operation										
	5.3	State safety precautions in branding Operation										
	5.4	State safety precautions in packaging Operation										
	3.5	List the Personal Protective Equipment (PPE) used in 5.1 to 5.4 above										

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 10: BASIC SEWING OPERATION IN LEATHER WORKS**Unit Reference Number:** FLW/LWK/010/L1**NSQ Level:** 1**Credit Value:** 3**Guided Learning Hour:** 30 hours**Unit Purpose:** This unit is aimed to provide the trainee with the knowledge and skills in Basic Sewing Operation in leather works**Objectives:**

At the end of this unit, the learner should be able to

1. Understand the fundamentals of sewing
2. Understand the Sewing Machines used in leather works
3. Demonstrate the use of Sewing Machines used for leather works
4. Carry out Hand-Stitching operation of leather
5. Understand Safety Precaution in the use of Sewing Machines

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 10: Basic Sewing Operation in leather works

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand the fundamentals of Sewing in leather works	1.1	Explain the term Sewing								
	1.2	State the importance of Sewing in leather works								
	1.3	List tools and equipment used in sewing leathers								
	1.4	Explain types of stitches used in leather works								
	1.5	State the applications of various stiches used in leather works								
LO 2 Understand Sewing	2.1	Describe Sewing Machine used in leather works								
Machines used leather works	2.2	State the different types of Sewing Machines used for making leather products								
	2.3	Identify the component parts of a Manual Sewing Machines used for leather works								
	2.4	Identify consumables items applicable to the Sewing Machine used for leather works								
LO 3 Demonstrate the use of Manual Sewing Machines used for leather works	3.1	Practice peddle motion of Manual Sew Machine								
	3.2	Select appropriate needle								
	3.3	Fix needle in the Manual Sewing Machine								
	3.4	Put thread on the bobbin for Sewing Operation								
	3.5	Fix the bobbin inside bobbin case and onto the Sewing Machine								
	3.6	Trace the threads from appropriate places (up and down) to the needle in readiness for sewing process								
	3.7	Bring out the two threads at the mouth of the needle from the appropriate places								
	3.8	Select leather material								
	3.9	Perform straight sewing on various of leather								

LO: 4 Understand the use of Sewing Machines	4.1	List basic working tools used for hand stitching processes on leather products e.g. - Needles - Pinching needles - Knives/ razor - Scissors, - Etc								
	4.2	Identify basic materials used for hand stitching processes on leather products e.g. - Threads - Chewing gum cube - Lighter/ Match boxes - Etc								
	4.3	Fix threads on the needles for hand stitching processes.								
	4.4	Carry out hand stitching processes using one needles								
	4.5	Carry out hand stitching processes using two needles								
	4.6	Carry out finishing of hand stitching process (i.e. nutting of threads with scissor/razor and fire).								
LO: 5 Understand Safety Precaution in the use of Sewing Machines	5.1	State safety precautions in use of manual Sewing Machines								
	5.2	State safety precautions in hand Stitching Operation								
	5.3	List the Personal Protective Equipment (PPE) used in 3.1 and 3.2 above								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

Additional information about the unit	
Unit aim(s)	
Unit expiry date	
Details of the relationship between the unit and relevant National Occupational Standards (if appropriate)	
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	
Name of the Organisation submitting the unit	
Guided Learning Hours	

NATIONAL VALIDATION LIST 2023

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National Board for Technical Education

Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria



**NATIONAL OCCUPATIONAL
STANDARDS (NOS)**

FOR

**LEATHER
WORKS**

LEVEL 2

JANUARY, 2023

OVERVIEW

This qualification is for those interested in developing a career in the finished Leather goods (FLG) subsector in leather value chain for the award of National Skills Qualifications (NSQ). It is aimed at producing Assistant Operator at NSQ level 2 with the competencies to produce leather foot wears, leather bags, leather belts, leather wallet, leather and trunk-box under strict supervision.

This qualification is subject to review based on the requirements of the relevant sector.

LEATHER WORKS NSQ LEVEL 2 ASSISTANT OPERATOR**QUALIFICATION PURPOSE**

This qualification is for those interested in developing a career in Finished Leather Goods (FLG) subsector. It is aimed to acquaint the learner with sufficient knowledge and skills in the work environment to produce leather foot wears, leather bags, leathers belt, leather wallet, trunk – boxes and other leather products under supervision.

NSQ LEVEL: 2

At the end of the Units within this level, the Learner should be able to:

1. Understand occupational health and Safety in leather work environment
2. Communicate effectively in work environment.
3. Work effectively in a team.
4. Understand various operations in leather works
5. Perform Sewing Operations in leather works
6. Carry out Smoothing Operation used in leather works
7. Perform Stamping Operations on leather works
8. Carry out leather reconditioning operations
9. Fix Fixtures on leather products
10. Produce leather footwears

NSQ LEVEL 2 – ASSISTANT OPERATOR

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
01	FLW/WFLWK/001/L2	Occupational Health and Safety in leather work environment	2	20	Mandatory Unit
02	FLW/LWK/002/L2	Communication system in leather work environment	2	20	Mandatory Unit
03	FLW/LWK/003/L2	Team Work	1	10	Mandatory Unit
04	FLW/LWK/004/L2	Operations in leather works	2	20	Mandatory Unit
05	FLW/LWK/005/L2	Sewing Operation in leather works	3	30	Mandatory Unit
06	FLW/LWK006/L2	Smoothing Operation in leather works	2	20	Mandatory Unit
07	FLW/LWK/007/L2	Stamping Operation in leather works	2	20	Mandatory Unit
08	FLW/LWK/008/L2	Leather reconditioning Operation	2	20	Mandatory Unit
09	FLW/LWK/009/L2	Fixtures on Leather Works	2	20	Mandatory Unit
10	FLW/LWK/010/L2	Leather Foot Wear	4	40	Mandatory Unit
Total			22	220	

NOTE: This is a 28-credit unit qualification. To achieve this qualification; Learners are required to achieve all credits units. Each Credit is equivalent to 10 Guided Learning Hours (GLH). The Total Learning Hours will therefore consist of the GLH *plus* the independent learning hours of the candidate, which is generally 50% – 150% of the GLH. ***The actual Total Learning Hours for each Credit will then be a minimum of 15 hours.***

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning Outcome	A statement of what a learner will know, understand or be able to do, as a result of learning process.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

Unit 1: Occupational health and Safety in leather work environment**Unit Reference Number:** FLW/LWK/001/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

This unit is aimed to build competency of the candidate in observing safe working practices in the leather work environment.

Objectives:

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

1. Apply basic knowledge of occupational and environmental health and safety in leather works
2. Observe personal safety in the work environment
3. Demonstrate knowledge of first aid application
4. Maintain personnel health and hygiene in the work environment
5. Maintain hygienic, safe and secure workplace
6. Work safely in hygienic and secure workplace

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Pag No.			
LO 1: Apply Basic Knowledge of Occupational and Environmental Health and Safety in Leather Works	1.1	Explain occupational health and safety								
	1.2	Identify health and safety risks in Leather work								
	1.3	Identify environmental hazard risks								
	1.4	Explain the effect of environmental hazards								
	1.5	Use environmental protection methods								
LO 2: Observe Personal Safety in the Work Environment	2.1	Recognise safety rules in the workplace								
	2.2	Select personal protective equipment (PPEs)								
	2.3	Use appropriate personal protective equipment (PPEs) correctly								
	2.4	Use clean working surrounding/environment								
LO 3: Demonstrate Knowledge of First Aid Application	3.1	Identify first aid materials								
	3.2	Select first aid materials								
	3.3	Use first aid methods								
	3.4	Demonstrate first aid procedures for defined situations								
LO 4: Maintain Personnel Health and Hygiene in the Work Environment	4.1	Wear clean, smart and Appropriate Personal Protective Equipment (PPEs)								
	4.2	Work safely at all times complying with health and safety and other relevant regulations and guidelines								
	4.3	Get any cuts, grazes and Wounds								

[illegible]

[illegible]

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Pag No.
	6.4	Describe how to deal with types of emergencies in the workplace.		
	6.5	State where to find the first-aid equipment in the work environment.		
	6.6	Identify who is a registered First-aider in the work place.		
	6.7	State safe lifting and handling techniques that should be followed in the work place.		
	6.8	State other ways of working safely relevant to own position in the work place and why they are important.		
LO 7: Demonstrate Understanding of Handling Fire Emergencies in the Workplace	7.1	Describe the organizational emergency procedures, with particular reference to fire outbreak		
	7.2	Describe how own organizational emergency procedures should be followed e.g. in the event of fire outbreak.		
	7.3	State the possible causes of fire out-break in the work place.		
	7.4	Describe how to minimize the possibility of fire out-break in the workplace.		
	7.5	State where to find the alarms (e.g. fire alarms) and how to set them off.		
	7.6	State why a fire should never be approached unless it is safe.		
	7.7	State the importance of following the fire safety laws.		

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Pag No.			
	7.8	Describe organizational Security procedures for dangers e.g fire outbreak								
	7.9	State why organizational Security procedures for dangers e.g fire outbreak is important.								
	7.10	State the importance of Reporting all usual or Unusual (non-routine) incidents that will constitute dangers in the workplace to the appropriate personnel.								

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 2: Communication System in Leather works environment**Unit Reference Number:** FLW/LWK/002/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

This unit is aimed at understanding of basic ways to communicate effectively in Leather Work Practices in the leather work environment.

Objectives:

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

1. Locate sources of information in the work environment
2. Use non-complex communication system in a work environment
3. Apply knowledge of communication in leather works environment
4. use communication means in the work environment
5. Use communication means in the work environment
6. Communicate effectively in a team work

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Recognition of Prior Learning (RPL)
2. Direct Observation (DO)
3. Personal statement/Learning Journal (PS/LJ)
4. Questions and Answers (QA)
5. Witness Testimony (WT)
6. Assignment (ASS)

Unit 2: Communication System in Leather works environment

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: LOCATE SOURCES OF INFORMATION IN THE WORK ENVIRONMENT	1.1	Identify sources of information in an organization.								
	1.2	Identify sources of information in own work environment.								
	1.3	Locate sources of information in own work environment.								
	1.4	Relate appropriately with the sources of information in own work environment.								
	1.5	Use various information flow systems in a work environment.								
	1.6	Use information available in own work environment to avoid challenges in a given work situation.								
	1.7	Report findings in work situations in accordance to information flow procedures in a given work environment.								
LO 2: USE NON- COMPLEX COMMUNICATION SYSTEM IN A WORK ENVIRONMENT	2.1	Use simple verbal means to pass necessary information in the work environment.								
	2.2	Demonstrate simple non- verbal means to pass necessary information in the work environment e.g. body language (shaking/nodding of head).								
	2.3	Use simple non-verbal means to pass necessary information in the work environment e.g. body language								

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.4	Read symbols and sign correctly as a means of passing information in the work environment.		
	2.5	Interpret symbols and signs appropriately as a means of passing information in the work environment.		
	2.6	Sketch with labelling various symbols and signs appropriately as a means of passing information in the work environment.		
LO 3: APPLY KNOWLEDGE OF COMMUNICATION IN LEATHER WORKS ENVIRONMENT	3.1	Explain the term communication in leather works.		
	3.2	Identify the types of communication available in the work environment.		
	3.3	Explain the importance of communication in the work environment.		
	3.4	State the ethics in communication in an organizational work environment.		
	3.5	State the ethics in communication in own work environment		
	3.6	Communicate a business message in own work environment.		
LO 4: USE COMMUNICATION MEANS IN THE WORK ENVIRONMENT	4.1	Locate the various communication equipment in the work environment.		
	4.2	Use effectively the various communication equipment in the work environment e.g. telephone, radio message, etc.		

	4.3	Pass information effectively with chosen communication equipment to the right personnel.											
	4.4	Pass information effectively to the right personnel using symbols, signs and codes.											
	4.5	Obey laid down instructions and Regulations in line with ethics of The work environment.											
	4.6	Obey communicated instructions in line with ethics of the own work environment.											
LO 5: USE COMMUNICATION AS TOOL TO RELATE WITH CUSTOMER IN A WORK ENVIRONMENT	5.1	Explain customer relation skills in the work environment.											
	5.2	Outline benefits of customer relations skills											
	5.3	Outline steps to get feedback from customers.											
LO 6: COMMUNICATE EFFECTIVELY IN A TEAM WORK	6.1	Describe Team work in a work environment.											
	6.2	State the importance of Team work in a work environment.											
	6.3	Identify own role and responsibility within a team work.											
	6.4	Recognize requirement of own services in a team work.											
	6.5	Ensure that correct information is received of own responsibilities in a team work											
	6.6	Communicate effectively the outcome of own services in a team work.											

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 3: Team Work**Unit Reference Number:** FLW/LWK/003/L2**NSQ Level:** 1**Credit Value:** 1**Guided Learning Hours:** 10**Unit Purpose:**

This unit is aimed to impact into the learner, the necessary knowledge and skills required to develop team spirit and positive working relationship with the fellow workers in the leather work environment.

Objectives:

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

1. Develop positive working relationship with colleagues in the work environment
2. Take responsibilities within the team
3. Comply with policy and regulations of organization

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Recognition of Prior Learning (RPL)
2. Direct Observation (DO)
3. Personal statement/Learning Journal (PS/LJ)
4. Questions and Answers (QA)
5. Witness Testimony (WT)
6. Assignment (ASS)

Unit 3: Team Work

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1:	1.1	Explain the need for developing positive working relationship with								
DEVELOP POSITIVE WORKING RELATIONSHIP WITH COLLEAGUES IN THE WORK ENVIRONMENT		colleagues in the work environment.								
	1.2	Explain the importance of relating with other people in a way that makes them feel valued and respected.								
	1.3	Assist team members when one's services are required.								
	1.4	Report to the authorized personnel when request is made for assistance falling outside one's area of responsibility.								
	1.5	Communicate information to colleagues about own work that might affect performance of others.								
LO 2:	2.1	Explain own role and responsibilities within the team for a group work.								
TAKE RESPONSIBILITIES WITHIN THE TEAM	2.2	Carry out individual tasks in a given group assignment in line with the team's rules and regulations.								
	2.3	Participate effectively in a given team work.								
	2.4	Give own report of task carried out in a team whenever it is required.								
LO 3:	3.1	Carry out own tasks in a team in line with organizational standards								
COMPLY WITH POLICY AND REGULATIONS OF ORGANIZATION.	3.2	Use organization code of practice for given job done in the team.								
	3.3	Assess organizational code of conduct for own and team jobs.								

	3.4	Explain organizational code of conduct for own and team jobs										
	3.5	Itemize rules that guide the activities of the team										
	3.5	Report activities of the team work that may affect organizational code of conduct to the higher authority.										

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

Unit 4: Operations in leather works**Unit Reference Number:** FLW/LWK/004/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

The unit is aimed at producing competent personnel with basic knowledge and skills in general leather work practices to be able to function effectively in the leather work environment.

Objectives:

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

1. Understand types of leather used in leather works
2. Measure effectively in Leather Works
3. Use basic working tools in Leather Works
4. Use basic Equipment in Leather works
5. Carry out Manual Cutting process in leather works
6. Demonstrate basic skills in sewing leather works
- 7. Demonstrate basic skills in making patterns in leather works**

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement (LJ/PS)

Unit 4: **Operations in leather works**

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Understand types of leather used in leather works	1.1	List various types of Leather									
	1.2	List the types of Animal skins used for leather works.									
	1.3	Identify the types of leathers used for producing leather products.									
	1.4	Name sources of different types of leather.									
	1.5	Identify different leathers for different uses.									
LO 2: Measure effectively in Leather Works	2.1	List the measuring devices e.g. tape rule used in leather works.									
	2.2	Explain the functions of tape Rule in measuring leather materials for making leather products.									
	2.3	Explain how to measure leather of various sizes.									
	2.4	Compare the metric system of Measurement to measurement in yards common to fabric materials.									
	2.5	Carry out simple measurement in leather works.									
	2.6	Carry out simple measurement of leather in square foot									
LO 3:	3.1	List basic working tools used in leather works									
Use basic working tools in Leather	3.2	Identify basic working tools used for leather works									
	3.3	State the functions of each									

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
Works		working tools used in leather works								
LO 4: Use basic Equipment in Leather works	4.1	List the primary equipment used in leather works.								
	4.2	List basic equipment used in cutting processes in leather works								
	4.3	Identify the basic equipment used for leather works								
	4.4	Describe the function of each basic equipment used in leather works								
	4.5	Use basic Equipment in Leather works								
LO 5: Carry out Cutting process in leather works	5.1	List basic cutting tools used in leather works.								
	5.2	Explain how to cut paper pattern using hand tools								
	5.3	Explain basic cutting process in leather works								
	5.4	Describe the process of cutting leather materials using basic cutting tools								
	5.5	Cut simple leather materials using appropriate cutting tools								
LO 6: Demonstrate basic skills in sewing materials for leather works	6.1	State basic operation of leather sewing machine								
	6.2	Describe basic preparation of cutting leather material for sewing								
	6.3	Describe how leather sewing machine works								

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
	6.4	Carry out simple sewing in leather works.									
LO 7: Demonstrate basic skills in making patterns in leather works	7.1	Sketch simple patterns for leather works using paper									
	7.2	Produce simple patterns of leather works using paper									
	7.3	Describe how to cut pattern on materials using appropriate tools									
	7.4	Cut simple pattern on the materials using appropriate tools									
	7.5	Identify sectional cuts component of pattern on the material									

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 5: Sewing Operations**Unit Reference Number:** FLW/LWK/005/L2**NSQ Level:** 2**Credit Value:** 3**Guided Learning Hours:** 30**Unit Purpose:**

This unit is aimed at acquiring the knowledge and skills for carrying out sewing of leather products using electric sewing machines.

Objectives:

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

1. Understand Electric sewing machines used for leatherworks
2. Operate the components of electric sewing machines
3. Operate Electric Sewing machines
4. Operate Zig-Zag sewing machines used for Leather products (foot wears, bags, belts, wallets, etc).

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement (LJ/PS)

UNIT 5: Sewing Operations

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Understand Electric sewing machines used for leather works	1.1 Identify the different types of sewing machines used for leather works									
	1.2 Describe the components of electric sewing machines used for leather works									
	1.3 state the functions of the various components parts of a sewing machine used for leather works									
	1.4 Select consumable items used in sewing operation									
	1.5 Gather information from manufacturer's manual									
LO 2: Operate the components of electric sewing machines	2.1 Control electric sewing machines effectively.									
	2.2 Set needles on the electric sewing machine for sewing process.									
	2.3 Position needles on the sewing machine.									
	2.4 Put thread on the bobbin (reeler) for sewing processes.									
	2.5 Fix the bobbin inside the bobbin case and onto the electric sewing machine.									
	2.6 Trace the thread from the appropriate positions to the needle in preparation for sewing.									
	2.7 Bring out the two threads from the up and down positions out of the hole of the plate in readiness for sewing process.									
LO 3: Operate Electric Sewing machines	3.1 Select leather materials to be sewed on electric sewing machine									
	3.2 Select types of working tools to be fixed on the electric sewing machines for specified jobs.									
	3.3 Set up the electric sewing									

[illegible]

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 6: Roughing/Smoothing Operation for Leather Works**Unit Reference Number:** FLW/LWK/006/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

This unit is designed to provide trainee with basic knowledge and skills in Smoothing operations for leather products.

Objectives:

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

1. Understand machines used in Roughing/Smoothing Operations in leather works
2. Operate Roughing/Smoothing Machines used for leather products
3. Carry out Roughing/Smoothing process of leather products with machines

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement (LJ/PS)

UNIT 6: Roughing/Smoothing Operation for Leather Works

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand machines used in Roughing /Smoothing Operations in leather works	1.1 Identify the different types of machines used for roughing/ smoothing leather works		
	1.2 Identify the components of roughing/smoothing machines used for leather works		
	1.3 Identify materials used for roughing/ smoothing of leather products e.g. iron rod, table, screw, etc.		
	1.4 Identify consumables used for roughing/ smoothing of leather products e.g. abrasive paper, smoothing paper, gum etc.		
	1.5 Describe the functions of the physical components of the roughing /smoothing machines used for leather works		
LO 2: Operate Roughing/Smoothing Machines used for leather products	2.1 Position the roughing/smoothing machine onto appropriate work place		
	2.2 Set the head of the roughing/smoothing machines ready for operation.		
	2.3 Fix the rough paper and smooth paper appropriately on the rotor head of the machines.		
	2.4 Start the machine for the operation of the machines.		

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	2.5 Demonstrate ability to operate the machine for roughing/smoothing process.		
LO 3: Carry out Roughing/Smoothing process of leather works	3.1 Identify the leather material to be roughen/smoothened.		
	3.2 Identify the areas of leather materials to be roughen/roughened.		
	3.3 Determine the extent of required to be made on a given work.		
	3.4 Identify the appropriate abrasive paper (rough/ smooth) required for a given job.		
	3.5 Identify the areas on the leather materials to be roughen/smoothened		
	3.6 Explain the advantages of roughing/smoothing of leather materials on a machine.		
	3.7 Carry out roughening/smoothing of a given job on the machine.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 7: Stamping Operation in Leather Works**Unit Reference Number:** FLW/LWK/007/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

This unit is designed to provide trainee with basic knowledge and skills in Stamping operations for leather products.

Objectives:

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

1. Understand tools/equipment and materials used for different types of stamping
2. Understand the procedure for stamping of leather products
3. Prepare surfaces of various leather products for stamping process
4. Stamp brands on Leather products manually
5. Stamp brands on leather products using stamping machines

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement

UNIT 7: Stamping Operation in Leather Works

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type					Evidence Ref. Page No.			
LO 1: Understand tools/ equipment and materials used for different types of stamping	1.1 Identify the different types of stamping used for leather products (foot wears, bags, belts, wallets) i.e. manual and machine stamping									
	1.2 Identify the components of manual stamping and their functions.									
	1.3 Identify the components of stamping machine and their functions.									
	1.4 Identify materials used in manual stamping of leather products and their functions e.g. transparent plate, mesh etc.									
	1.5 Identify consumable items used for machine stamping of leather products e.g. paints, thinner, cushion foam, water cleaner, e.t.c.									
	1.6 Describe the functions of the components of the stamping machines used for leather products.									
LO 2: Understand the procedure for stamping of leather products	2.1 Set logo on the platforms of the stamping machines (manual or machines) to avoid distortion of the stamps on the leather products.									
	2.2 Position the materials to be stamped at convenient work surfaces for stamping operations.									
	2.3 Fix the transparent plate appropriately between the logo and leather products.									
	2.4 Demonstrate the operation of hand lever of the stamping machines for stamping									

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	process.		
	2.5 Observe the movement of the hand lever of the stamping machines for stamping of leather products.		
	2.6 Demonstrate how to apply electricity supply for machine stamping process		
LO 3: Prepare surfaces of various materials products for	3.1 Identify the different types of products to be stamped (manual or machine stamping).		
	3.2 Identify the different areas (positions) for application of stamps on various leather products.		
stamping process	3.3 Describe methods of preparing various surfaces of leather works for stamping.		
	3.4 Explain the reasons for preparing various surfaces of leather products for stamping		
	3.5 Prepare various surfaces of leather products for stamping.		
	3.6 Select different types of logo to be stamped at various positions (areas) of leather products.		
LO 4: Stamp brands on Leather works manually	4.1 Identify the stamping brands (names, logo, pictures, etc) to be made manually on the leather products.		
	4.2 Fix the stamping brand onto the platform of the manual stamping		
	4.3 Fix the foil paper on the stamping face of the brand.		
	4.4 Position the leather material to be stamped at convenient working surface for the stamping process.		
	4.5 Apply paint with cushion		

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
	foam onto the leather products prior to the application of the stamp.		
	4.6 Carry out stamping of brands (names, logo, pictures, etc) on the leather products manually.		
	4.7 Expose stamped products in the air for drying.		
	4.8 Inspect stamps of brands (names, logo, pictures, etc) on the leather products by visual inspection to see that the brands came out clearly.		
LO 5: Stamp brands on leather works using stamping machines	5.1 Identify the brands (names, pictures logo, etc) to be made with stamping machines on the leather products.		
	5.2 Set up the stamping machine with a platform to carry the given job.		
	5.3 Fix the stamping brand onto the platform of the stamping machines.		
	5.4 Position the leather product to be worked on at convenient working surface for the stamping process.		
	5.5 Apply necessary coolant with cushion foam onto the leather products prior to the application of the stamp.		
	5.6 Carry out stamping on the leather products with standing machines.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 8: Leather Reconditioning Operation**Unit Reference Number:** FLW/LWK/008/L2**NSQ Level:** 2**Credit Value:** 2**Guided Learning Hours:** 20**Unit Purpose:**

This unit is designed to provide trainee with basic knowledge and skills in repairs of worn out or damaged leather products in order to reduce cost of replacement, and also, turn damaged items to another useful shape that will effectively serve the user.

Objectives:

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

1. Know reconditioning of leather product
2. Understand the tools and machines used for reconditioning process of leather products
3. Carry out reconditioning process on leather products with manual tools.
4. Carry out reconditioning process on leather products with machines

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement (LJ/PS)

UNIT 8: Leather Reconditioning Operation

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Know reconditioning of leather product	1.1	Explain reconditioning operation								
	1.2	State reconditioning process used in leather works								
	1.3	Explain the reasons for reconditioning of leather products								
LO 2: Know the tools and machines used for reconditioning process of leather products	2.1	List tools and machines used for reconditioning process of leather products								
	2.2	Describe the operations of the tools and machines used in reconditioning process								
	2.3	List the materials used for the reconditioning								
	2.4	Select appropriate tools and machine to recondition a given leather product								
	2.5	Explain the materials applicable to the reconditioning process								
LO 3:	3.1	Identify the conditions of the leather products that can be								
Carry out reconditioning process on leather products with manual tools.		taken for reconditioning using manual tools.								
	3.2	Determine the extent of damage on a given leather product that can be reconditioned using manual tools.								
	3.3	Identify the damaged areas of a given leather product that can be reconditioned using manual tools.								
	3.4	Select the materials that can be used to replace damaged areas of a given leather products using manual tools.								
	3.5	Carry out reconditioning process of a given leather								

[illegible]

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 9: Ornaments on Leather Products**Unit Reference Number:** FLW/LWK/009/L2**NSQ Level: 2****Credit Value: 2****Guided Learning Hours: 20****Unit Purpose:**

This unit is designed to provide trainee with basic knowledge and skills to fix appropriate fixtures e.g. pins, buckles, iron, cap on leather products to bring out the leather products in usable forms.

Objectives:

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

1. Understand fixtures to be used on leather products
2. Understand tools and equipment used for putting fixtures on leather products
3. Put fixtures on leather products
4. Replace fixtures on given leather products

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried out.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journal/Personnel Statement (LJ/PS)

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 1: Understand ornaments to be used on leather products	1.1 Explain ornament used in leather works		
	1.2 Explain the importance of fixing ornament on leather products.		
	1.3 Identify classes of ornament used on leather products.		
	1.4 Describe the function of each ornament on a given leather product.		
	1.5 Select appropriate areas where different types of ornament can be fixed on leather products.		
	1.6 Sort different ornament that can be fixed on different leather products.		
LO 2: Understand tools and equipment used for fixing ornament on leather products	2.1 List tools and equipment used for fixing different ornament on leather products.		
	2.2 Explain the functions of tools and equipment used for fixing ornament on leather products		
	2.3 Select basic tools and equipment used for putting different used for fixing ornament on leather products		
LO 3: Understand how to fix Ornament on leather products	3.1 Set leather products on a work surface for fixing of ornament.		
	3.2 Mark the areas where the ornament can be placed on a given leather products		
	3.3 Select materials to be fixed on the given leather products.		
	3.4 Select working tools required for putting ornament on a given leather products		
	3.5 Fix the selected materials on the given leather products.		

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
LO 4: Replace fixtures on given leather products	4.1 Recognise the ornament on the given leather products to be replaced.		
	4.2 Select the appropriate ornament materials required to make replacement on given leather products.		
	4.3 Select the appropriate tools and equipment required for removal of unwanted fixtures from given leather products.		
	4.4 Remove the unwanted fixtures from the given jobs (leather products).		
	4.5 Select the appropriate tools and equipment required for putting new fixtures on the given jobs (leather products).		
	4.6 Fix selected new fixtures on given jobs (leather products) to customers' satisfaction.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

UNIT 10: LEATHER FOOTWEAR**Unit Reference Number:** FLW/LWK/010/L2**NSQ Level:** 2**Credit Value:** 4**Guided Learning Hours:** 40**Unit Purpose:**

This unit is designed to provide trainee with basic knowledge and skills to produce leather foot wears, recondition/ replace/ repair various damaged leather foot wears to another serviceable condition as well as change the original colour of the leather foot wears using appropriate dyes.

Objectives:

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

1. Know foot wear
2. Understand how to make patterns for footwear production
3. Understand how to cut leather materials for making foot wears
4. Measure various foot sizes for footwear production
5. Understand adhesives/gum used in leather foot wears
6. Know how to carry out folding process in leather foot wears
7. Demonstrate the ability of sewing leather foot wears
8. Demonstrate lacing operations in leather footwear
9. Demonstrate the ability of stamping leather foot wears
10. Carry out roughing/smoothing in leather foot wears
11. Know how to dye leather foot wears

Unit assessment requirements/evidence requirements: Assessment must be carried out in real workplace environment in which learning and human development is carried.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Assignment (ASS)
7. Learning Journals/Personnel Statement (LJ/PS)

UNIT 10: LEATHER FOOTWEAR

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type	Evidence Ref. Page No.
The learner will:		The learner can:		
LO 1: Understand Foot Wear	1.1	List types of foot wear		
	1.2	Explain classification of foot wear design according to: <ul style="list-style-type: none"> • High hills Shoe • Low hills Shoe • Flat Shoe • Sandals • Slip-on etc 		
	1.3	State different materials for making foot wears		
LO 2: UNDERSTAND HOW TO MAKE PATTERNS FOR FOOTWEAR PRODUCTION	2.1	Identify the appropriate basic tools/equipment for making of different patterns of foot wears.		
	2.2	Mark patterns of different types of foot wears on cardboard.		
	2.3	Identify the difference allowances and their measurement in making patterns e.g. Lasting, underlay, folding, edge allowances etc.		
	2.4	Carry out the marking patterns of foot wears for a given job		
LO 3: UNDERSTAND HOW TO CUT LEATHER MATERIALS FOR MAKING FOOT WEARS	3.1	Select appropriate leather materials to be used for making leather foot wears.		
	3.2	Identify the appropriate basic tools/equipment for cutting of leather materials for leather foot wear production.		
	3.3	Describe how to cut various sizes of leather foot wears.		
	3.4	Carry out the positioning of patterns on leather for foot ware production		
	3.5	Cut leather materials to make various sizes		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
		of leather foot wears using scissors, knives, puncher, dice, razor cutting machines etc.		
LO 4: UNDERSTAND HOW TO MEASURE VARIOUS FOOT SIZES FOR FOOTWEAR PRODUCTION	4.1	Select tools for measurement of foot sizes.		
	4.2	Describe how to measure foot sizes for foot wears production.		
	4.3	Explain the significance of Last in foot wear production.		
	4.4	Identify different sizes of last		
	4.5	Carry out different measurement of Last.		
LO 5: UNDERSTAND ADHESIVES/GUM USED IN LEATHER FOOT WEARS	5.1	Identify the types of adhesive/gum used in leather foot wear		
	5.2	Explain the significance of adhesives/ gums in joining of components of leather foot wears.		
	5.3	Describe the procedure of applying adhesive/gum in a leather foot wear		
	5.4	Carry out the application of adhesive/ gum on various leather component for foot wear production (adhesion process)		
LO 6: KNOW HOW TO CARRY OUT FOLDING PROCESS IN LEATHER FOOT WEARS	6.1	Explain the significance of folding process in making leather foot wears.		
	6.2	Describe the techniques of folding leather foot wears		
	6.3	Fold the appropriate portions of the leather materials in various leather foot wears.		
LO 7: DEMONSTRATE THE ABILITY OF SEWING LEATHER FOOT WEARS	7.1	Describe the operation of sewing leather using machines		
	7.2	Describe the process in		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
		sewing different types of leather for foot wear production		
	7.3	Carry out the following basic sewing process: ➤ hand-stitching, ➤ simple manual sewing		
LO 8: DEMONSTRATE LACING OPERATIONS IN FOOTWEAR PRODUCTION	8.1	Explain Lacing process used in leather footwear		
	8.2	Identify tools/equipment used in Lacing footwear		
	8.3	State the importance of Lace in making leather footwear (Artificial Human Feet)		
	7.4	Identify the various sizes of Lace in making leather footwear		
	7.5	Carry out Lacing operation for different leather products		
LO 9: DEMONSTRATE THE ABILITY OF STAMPING LEATHER FOOT WEARS	9.1	Describe the manual stamping process of leather foot wears		
	9.2	Describe the machine stamping process of different types of leather foot wears		
	9.3	Carry out basic stamping process of leather foot wears (i.e. manual stamping)		
LO 10: KNOW HOW TO CARRY OUT ROUGHING/SMOOTHING IN LEATHER FOOT WEARS	10.1	Identify the appropriate tools/equipment in roughing/smoothing process		
	10.2	Identify areas of the foot wears that roughing/smoothing process can be carried out.		
	10.3	Describe how to rough various sizes of		
		leather for foot wear production		

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. Page No.
The learner will:				
	10.4	Carry out the basic roughing/ smoothing process of leather foot wears		
LO 11: KNOW HOW TO DYE LEATHER FOOT WEARS	11.1	Explain the importance of dyeing leather foot wears		
	11.2	Identify the types of dyes used for dyeing leather foot wears.		
	11.3	Identify the tools used in dyeing leather foot wears		
	11.4	Describe the procedure for dyeing of leather foot wears		
	11.5	Dye leather foot wears using appropriate materials and tools.		
	11.6	Describe how to maintain some dyed leather foot wears in serviceable condition.		

Learners Signature:	Date:
Assessors Signature:	Date:
IQA Signature (if sampled)	Date:
EQA Signature (if sampled)	Date:

NATIONAL VALIDATION LIST 2023

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National Board for Technical Education

Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria



NATIONAL OCCUPATIONAL STANDARDS (NOS)

FOR

LEATHER WORKS

LEVEL 3

JANUARY, 2023

OVERVIEW

This qualification is for those interested in developing a career in the finished Leather goods (FLG) subsector in leather value chain for the award of National Skills Qualifications (NSQ). It is aimed at producing Operator at NSQ level 3 with the competencies to produce leather foot wears, leather bags, leather belts, leather wallet, leather and trunk-box under strict supervision.

This qualification is subject to review based on the requirements of the relevant sector.

LEATHER WORKS NSQ LEVEL 3 OPERATOR

QUALIFICATION PURPOSE

This qualification is for those interested in developing a career in Finished Leather Goods (FLG) subsector in the Leather Value Chain Industry. It is aimed to acquaint the learner with sufficient knowledge and skills in the work environment, to create design and pattern of leather products, produce leather footwears, bags, wallet, belt, heels for footwears and operate the sewing machine.

NSQ LEVEL: 3

At the end of the Units within this level, the Learner should be able to:

- Understand safe work practices
- Communicate effectively in work environment.
- Work effectively in a team.
- Carry out leather treatment to meet customer satisfaction.
- Produce leather footwear for male
- Produce leather footwear for female
- Produce leather footwear for children
- Perform advance sawing
- Produce leather belts
- Produce leather bag/wallet
- Produce leather trunk-box
- Produce heels for leather works

NSQ LEVEL 3 – OPERATOR

Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
MANDATORY UNITS					
01	FLW/LWK/001/L3	Occupational Health and Safety	2	20	Mandatory Unit
02	FLW/LWK/002/L3	Communication system in the work environment	1	10	Mandatory Unit
03	FLW/LWK/003/L3	Team Work	1	10	Mandatory Unit
04	FLW/LWK/004/L3	Design/Pattern in Leather Works	3	30	Mandatory unit
05	FLW/LWK/005/L3	Treatment in Finished Leather Works	2	20	Mandatory Unit
06	FLW/LWK/006/L3	Advance Leather Sewing	6	60	Mandatory Unit
07	FLW/LWK/007/L3	Leather Belt Production	3	30	Mandatory Unit
TOTAL			18	180	
OPTIONAL UNITS					
08	FLW/LWK/008/L3	Leather Footwear (Male)	2	20	Optional Unit
09	FLW/LWK/009/L3	Leather Footwear (Female)	2	20	Optional Unit
10	FLW/LWK/010/L3	Leather Footwear (Children)	2	20	Optional Unit
11	FLW/LWK/011/L3	Leather Bags/Wallets	2	20	Optional Unit
12	FLW/LWK/012/L3	Leather Trunk-Box	2	20	Optional Unit
13	FLW/LWK/013/L3	Heels for Leather Footwears	2	20	Optional Unit
TOTAL			30	300	

NOTE: This is a 30-credit unit qualification. To achieve this qualification; Learners are required to achieve 18 Credits from the mandatory and at least 12 credits from the optional units. Each Credit is equivalent to 10 Guided Learning Hours (GLH). The Total Learning Hours will therefore consist of the GLH *plus* the independent learning hours of the candidate, which is generally 50% – 150% of the GLH. ***The actual Total Learning Hours for each Credit will then be a minimum of 15 hours.***

GENERAL GUIDE

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Skills Qualifications Framework NSQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning Outcome	A statement of what a learner will know, understand or be able to do, as a result of learning process.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Unit assessment guidance	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.

UNIT 1: OCCUPATIONAL HEALTH AND SAFETY**Unit reference number:** FLW/LWK/001/L3**NSQ level:** 3**Credit value:** 2**Guided learning hour:** 20 Hours**Unit Purpose:** This unit is designed to enable the learner to acquire knowledge and skill required in health, safety and environment in relation to the roles in leather work.**Objectives:**

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

1. Demonstrate Personal health and hygiene
2. Maintain Hygienic, safe and hazard-free workplace.
3. Maintain clean and healthy environment.
4. Demonstrate safe and secure workplace
5. Understand how to manage fire in a company
6. Work safely in confined space.

Unit assessment requirements/evidence requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 1: Occupational Health and Safety

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Demonstrate Personal health and hygiene	1.1	State the importance of maintaining good personal hygiene								
	1.2	Wear clean, smart and appropriate personal protective equipment								
	1.3	Work safely at all times by complying with health and safety and other relevant guidelines.								
	1.4	Describe how to deal with cuts, burns and wounds.								
	1.5	Report illness and infection promptly to the appropriate authority								
	1.6	Monitor others on the general rules on hygiene that must be followed								
LO 2 Maintain Hygienic, safe and hazard-free workplace.	2.1	State the importance of working in a healthy, safe and hygienic workplace								
	2.2	State where information about health and safety in your workplace can be obtained								
	2.3	Promote health, hygiene and safety procedures during work								
	2.4	Conduct emergency safety drills during work								
	2.5	Describe the types of hazards in the workplace that may occur and how to deal with them								
	2.6	Differentiate between hazards that can be dealt with personally and those that should be reported to appropriate authority.								
	2.7	Report any accidents or near- miss quickly and accurately to the appropriate authority.								
LO 3 Maintain clean and	3.1	Promote sound and noise control.								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
healthy environment.	3.2	Separate wastes into their various designated places								
	3.3	Ensure the disposal of waste and Pollution control with organic and inorganic waste disposal methods								
LO 4 Demonstrate safe and	4.1	Carry out organisational procedures on how to warn other people about hazards and why this is important								
secure workplace	4.2	State why accidents and near- miss should be reported appropriately								
	4.3	Describe the types of emergencies that may happen in the workplace and how to deal with them								
	4.4	Indicate where to find the first-aid equipment and locate the authorized personnel								
	4.5	Lift and handle materials in line with work environment procedure.								
LO 5 Understand how to manage fire in a workplace	5.1	Describe organisational fire emergency procedures.								
	5.2	Discuss possible causes of fire in the workplace								
	5.3	Describe how to avoid the possibility of fire in the workplace								
	5.4	State where to find fire alarms and how to set them off								
	5.5	State why a fire should never be approached unless it is safe to								
	5.6	State the importance of following the fire safety laws								
LO 6 Work safely in confined space	6.1	Discuss the characteristics of confined space.								
	6.2	Discuss the procedure for permit to work in confined space								
	6.3	Describe the procedures for working in a confined place.								
	6.4	Discuss roles of personnel working in confined space: <ul style="list-style-type: none"> • Attendants/Standby- man • Entrant • Entry Supervisor Whistle Blower 								
	6.5	Describe confined space hazards								
	6.6	Control confined space hazards								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
	6.7	Eliminate confined space hazards								
	6.8	Perform rescue operation in confined space								
	6.9	Outline rights of employee in confined space.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 2: COMMUNICATION SYSTEM IN THE WORK ENVIRONMENT**Unit reference number:** FLW/LWK/002/L3**NSQ level:** 3**Credit value:** 1**Guided learning hour:** 10 Hours**Unit Purpose:** This unit is designed to enable the learner use various information flow system to overcome challenges in a workplace**Objectives:**

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

1. Understand complex communication system in a workplace
2. Understand sources of information and Management in a workplace
3. Understand communication channels in a workplace
4. Understand communication equipment deployment

Unit assessment requirements/evidence requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 2: Communication System in Workplace

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand complex communication system in a workplace	1.1	Importance of effective communication in a workplace								
	1.2	Describe simple non-verbal means of communication								
	1.3	Interpret concept of symbols and signs appropriately								
	1.4	Use audio and electronic means to pass on necessary information								
LO 2 Understand sources of information and Management in a workplace	2.1	Discuss sources of information in an organisation and work environment.								
	2.2	Access appropriate information in an organisation or work environment from relevant sources								
	2.3	Use the various information flow system in an organisation or work environment to overcome challenges								
	2.4	Ensure proper documentation, retrieval of information in accordance to procedure in a work environment								
LO 3 Understand communication channels in a workplace	3.1	Describe the effective use of the various communication channels in a workplace								
	3.2	Demonstrate the use of various communication means in a workplace								
	3.3	Ensure effective information flow to the right personnel								
	3.4	Ensure the effective deployment of the use of symbols, signs and								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
		codes								
	3.5	Ensure that instructions are disseminated and obeyed in line with ethics of the workplace								
LO 4 Understand communication equipment deployment	4.1	Ensure that communication equipment is in good working condition								
	4.2	Promptly report the loss, faulty or damaged communication equipment.								
	4.3	Ensure safe handling of communication equipment.								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

UNIT 3: TEAM WORK**Unit reference number:** FLW/LWK/003/L3**NSQ level:** 3**Credit value:** 1**Guided learning hour:** 10 Hours**Unit Purpose:** This unit is designed to acquaint the learner with knowledge and skills required to develop team spirit and positive working relationship within the workplace**Objectives:**

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

1. Understand various team roles in workplace
2. Coordinate team activities
3. Understand communication flow

Unit assessment requirements/evidence requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)

Unit 3: Teamwork

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1	1.1	List the various teams in leather work environment								
Understand various team roles in workplace	1.2	Discuss the roles of the various teams								
	1.3	Discuss how your work affects others in delivering quality output as a team.								
LO 2 Coordinate team activities	2.1	Discuss the method of carrying out activities with team members.								
	2.2	Distribute work load and coordinate activities								
	2.3	Select materials and tools required for each team activity								
	2.4	Interpret directives to team members								
	2.5	Ensure that team members comply with directives								
LO 3 Understand communication flow	3.1	Communicate work related information/requirement clearly to team members								
	3.2	Inform co-workers and superiors about any kind of deviation from work plan								
	3.3	Address the problems effectively if need be to superiors appropriately								
	3.4	Gather instructions from superiors and respond effectively								
	3.5	Communicate to team members/subordinates of the right work techniques and methods								
	3.6	Obtain clarification and advice from superiors as per work information where necessary								

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

Additional information about the	
Unit aim(s)	
Unit expiry date	
Details of the relationship between the Unit and relevant National Occupational Standards (if Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	
Name of the Organisation submitting	
Guided Learning Hours	

UNIT 4: Design and Pattern in leather works**Unit Reference Number:** FLW/LWK/004/LE NSQ**Level:** 3**Credit Value:** 3**Guided Learning Hour:** 30 hours

Unit Purpose: This unit is designed to provide the trainee with the knowledge and skills to create design and make pattern in leather works

Objectives:

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

1. Understand design in leather works
2. Understand pattern making for leather works
- 3.** Make patterns for leather works

Unit Assessment Requirements/ Evidence Requirements

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 4: : Design and Pattern in leather works

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand the application of design in leather works	1.1	Explain design in leather works								
	1.2	Identify different design								
	1.3	State sources of design								
	1.4	Describe how to create design for leather works								
	1.5	State the importance of design in leather works								
LO 2 Understand sequence of pattern making in leather works	2.1	Describe how to tape the last using masking tape								
	2.2	Describe the types of allowances used for making pattern								
	2.3	Explain how to make standard forme using the relevant measurement								
	2.4	Describe how to net patterns								
	2.5	Describe how to produce working patterns with relevant allowance								
	2.6	Describe how to produce lining patterns with relevant allowance								
	2.7	Make simple pattern with relevant allowance								
LO 3 Understand Pattern making in leather works	3.1	Describe how to create pattern from design								
	3.2	List tools / equipment in creating patterns from design								
	3.3	State the importance of creating patterns from design in leather works								
	3.4	Make patter of different leather products on cardboard								
	3.6	Carry out the positioning of								

		marked leather patterns of leather works										
	3.5	Mark patterns of different leather products on leather materials for a given job										

Learner's Signature: Date:

Assessor's Signature: Date:

IQAM Signature (if sampled) Date:

EQAM Signature (if sampled)

UNIT 5: Leather Products Treatment**Unit Reference Number:** FLW/LWK/005/L3 NSQ Level: 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours**Unit Purpose:**

This unit specifies the competencies required to demonstrate the knowledge and skills in carry out treatment of leather products by softening, colouration and conditioning to meek client satisfaction

Objectives:

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

1. Understand treatments of leather products
2. Demonstrate proper handling of finished leather product
3. Understand leather product storage Techniques

Unit assessment requirements/ evidence requirements:

1. Direct Observation (DO)
2. Personal statement/Learning Journal (PS/LJ)
3. Questions and Answers (QA)
4. Witness Testimony (WT)
5. Assignment (ASS)
6. Work Products (WP)

Unit 5: Leather Products Treatment Techniques

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand Treatment of leather products	1.1	State the importance of treating leather products								
	1.2	List the methods of leather products treatment								
	1.3	List tools/equipment For different treatment methods								
	1.4	List the consumable for Different leather products treatment methods								
	1.5	Describe how to carry out treatment of leather products								
LO 2 Demonstrate handling of finished leather products	2.1	State the importance of proper handling of finished leather products								
	2.2	List the tools/equipment used in handling of finished leather products								
	2.3	Identify the consumables used for handling of finished leather products								
LO 3 Understand leather product storage technique	3.1	State the importance of Colour Treatment of leather materials/products								
	3.2	List the tools/equipment used colour treatment								
	3.3	Identify the consumables used for colour treatment of leather products								
	3.4	Obtain leather products to be coloured treated								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
	3.5	Identify the portion of the leather product to be coloured								
	3.6	Clean the surface of the identified portion of the leather product with thinner								
	3.7	Select appropriate leather dyes								
	3.8	Apply leather dye to leather products with appropriate tools/equipment								
LO 4 Understand leather storage Techniques	4.1	State the importance of Storing leather products								
	4.2	List the tools/equipment used for storing leather products								
	4.3	Identify the consumables used for storing leather products								
	4.4	Select appropriate for storing equipment for finished product								
	4.6	Apply appropriate storage.								

Learner's Signature: Date:

Assessor's Signature: Date:

IQAM Signature (if sampled) Date:

EQAM Signature (if sampled)

UNIT 6: Advance Leather Sewing**Unit Reference Number:** FLW/LWK/006/L3**NSQ Level:** 3**Credit Value:** 6**Guided Learning Hour:** 60 Hours

Unit Purpose: This unit specifies the competencies required to demonstrate the knowledge and skills in carry out straight and intricate sewing in leather works to meet client satisfaction

Objectives:

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

- 1 Understand stitches and its application
- 2 Understand threads used in leather works
- 3 Understand Operational Features of Electric Sewing Machines
- 4 Demonstrate the use of Sewing Machines

Unit assessment requirements/ evidence requirements:

- 1 Direct Observation (DO)
- 2 Personal statement/Learning Journal (PS/LJ)
- 3 Questions and Answers (QA)
- 4 Witness Testimony (WT)
- 5 Assignment (ASS)
- 6 Work Products (WP)

Unit 5: Advance Leather Sewing

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Understand stitches and its application	1.1	Identify types stitches used in leather works • Straight • Zigzag • Elastic etc								
	1.2	Describe the various categories of stitches according to Stitches length								
	1.3	State areas of application of various stitches in leather works								
LO 2	2.1	Identify types of threads used in leather works								
Understand threads used in leather works	2.2	Describe classification of threads according to size (Ticket Number)								
	2.3	State areas of application of threads in leather works								
	2.4	Describe how to set threads in Sewing Machines								
	2.5	fix thread in the thread stand								
LO 3 Understand operational features of electric sewing machines	3.1	List types of common electric sew machines used in leather works:								
	3.2	Describe the operational features of each sewing machine								
	3.3	State the application of sewing machine in leather works								
	3.4	Identify size of needles used in leather works								
	3.5	Describe how to set needles in appropriate position in the								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
		sewing machines								
LO 4 Demonstrate the use of Sewing Machines	4.1	Set up appropriate sewing machines for use								
	4.2	Select appropriate needle to be used in relation to the leather material								
	4.3	Fix the needle in the machine spindle and lock								
	4.4	Select appropriate thread size								
	4.5	Fix the thread on the thread stand								
	4.6	Pass the thread through the eye of the needle								
	4.7	Adjust sewing machines to obtain the appropriate stitch length								
	4.8	Determine the positioning of the already “fixed								
		leather material” for sewing operation								
	4.9	Start the sewing machine to commence the sewing operation								
	4.10	Sew leather components to create desired stitches								

Learner's Signature: Date:

Assessor's Signature: Date:

IQAM Signature (if sampled) Date:

EQAM Signature (if sampled)

UNIT 7: Leather Belt Production**Unit Reference Number:** FLW/LWK/007/L3**NSQ Level:** 3**Credit Value:** 3**Guided Learning Hour:** 30 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in Leather Belt production and reconditioning service in leather works environment.

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

- 1 Measure materials for leather belt production
- 2 Mark patterns for belt making
- 3 Cut leather belts of various sizes
- 4 Punch leather belts
- 5 Apply Adhesive in leather belts
- 6 Carry out folding process for leather belts making
- 7 Demonstrate the ability to sew leather belts
- 8 Demonstrate the ability to Stamp leather belts
- 9 Fit leather belts to required shape and size 10 Recondition leather belts
- 11 Dye leather belts

Unit assessment requirements/ evidence requirements:

- 1 Direct Observation (DO)
- 2 Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- 3 Witness Testimony (WT) Assignment (ASS)
- 4 Work Products (WP)

Unit 7: Leather Belt Production

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Page Number				Ref
Lo 1 Measure Materials for Leather Belt Production	1.1	Select the tools for measurement of leather belts components									
	1.2	Describe how to take measurement of leather materials for leather belt production.									
	1.3	Explain the significance of tape rule for measurement of leather materials for belt production compared to other types of measuring devices.									
	1.4	Carry out the measurement of leather materials for belt making using tape rule									
LO 2 Understand how to make Patterns for Belt Making	2.1	Select appropriate tools/equipment for making of patterns for leather belts.									
	2.2	Describe how to make patterns for leather belts.									
	2.3	Make patterns for belts on cardboard.									
	2.4	Carry out the positioning of marked leather patterns on leather belts.									
	2.5	Carry out marking of patterns for leather belts on leather materials.									
LO 3 Know how to cut Leather Belts of Various Sizes	3.1	Select appropriate tools/equipment for cutting leather materials for making leather belts.									
	3.2	Identify various sizes of leather belts.									
	3.3	Describe how to cut various sizes of leather belts.									
	3.4	Carry out cutting process of leather materials for making leather belts.									
LO 4 Know how to Punch Leather Belts	4.1	Select appropriate tools/equipment for punching in making leather belts.									
	4.2	Describe how to punch in making leather belts.									
	4.3	Describe where to punch in making leather belts.									
	4.4	Mark out areas to be punched on leather belts.									
	4.5	Carry out the punching process in making leather belts.									
	5.1	Identify the types of adhesives/gum used in making leather belts.									

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Page Number				Ref
LO 5 Understand how to apply Adhesives in Leather Belts	5.2	Describe how to apply adhesive in making leather belts.									
	5.3	Identify areas to apply adhesives in making leather belts.									
	5.4	Select appropriate adhesives for making leather belts									
	5.5	Apply the adhesives on leather belts at the required positions to be joined.									
LO 6 Understand how to carry Out folding Process Leather Belts Making	6.1	Describe folding process in making leather belts.									
	6.2	Identify areas of the leather belts that the folding process can be carried out.									
	6.3	Carry out folding process in making leather belts.									
LO 7 Demonstrate the Ability of Sewing Leather Belts	7.1	Identify appropriate machines used in sewing leather belts									
	7.2	Identify various types of tools used in making leather belts.									
	7.3	Identify areas of the leather belts that can be sewed.									
	7.4	Describe the process in sewing different types of leather belts i.e. - Use of needles and thread (hand) - Use of sewing machines									
	7.5	Carry out basic sewing operation of various types of leather belts using hand or sewing machines									
LO 8: Demonstrate the Ability to Stamp Leather Belts	8.1	Describe types of stamping process used for leather belts (manual and machine).									
	8.2	Describe the basic process of manual stamping of brands									
	8.3	Describe the basic process of machine stamping of brands									
	8.4	Carry out stamping on leather belts (manually and/or mechanically).									
LO 9: Understand how to Fix accessories on Leather Belts	9.1	Identify accessories used in leather belt making									
	9.2	Describe fixing accessories in leather belts making									
	9.3	List types of accessories used in leather belts making									

LO (Learning Outcome) Criteria: -			Evidence Type					Evidence Page Number					Ref
	9.4	Identify the materials used for fixing accessories in leather belts making											
	9.5	Describe the purpose of fixing accessories in leather belts making											
	9.6	Carry out fixing of accessories in leather belts making											

Learner's Signature:	Date:
Assessor's Signature:	Date:
IQAM Signature (if sampled)	Date:
EQAM Signature (if sampled)	Date:

Additional information about the unit	
Unit aim(s)	
Unit expiry date	
Details of the relationship between the unit and relevant National Occupational Standards (if Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	
Name of the Organisation submitting the unit	
Guided Learning Hours	

UNIT 8: Production of Leather Foot Wear (Male)**Unit Reference Number:** FLW/LWK/008/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in male Leather foot wear production

Unit assessment requirements/ evidence requirements:

- 1 Direct Observation (DO)
- 2 Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- 3 Witness Testimony (WT) Assignment (ASS)
- 4 Work Products (WP)

Unit 8: Production of Leather Footwear (Male)

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence	Ref.			
							Page No.				
LO 1: Understand how to design of Male Foot Wear	1.1	Explain leather foot wear design									
	1.2	Identify the different between foot wear and leather goods design									
	1.3	Identify last and essential parts									
	1.4	Explain the function of those design									
	1.5	Explain the purpose of design									
	1.6	Carry out simple design of male foot wear									
LO 2: Know the Steps of Pattern Making for Male Foot Wear	2.1	Identify the appropriate basic tools/equipment for making of different patterns of foot wears									
	2.2	Select the appropriate basic tools/equipment to be used in making patterns									
	2.3	Use masking tape to produce pattern									
	2.4	Carry out simple patter making									
	2.5	Produce various pattern with appropriate allowance									
LO 3: Understand clicking/ cutting Operation in Male Foot Wear production	3.1	Select appropriate tools/equipment use for cutting leather materials									
	3.2	Identify the appropriate basic tools/equipment in cutting of leather materials for foot wear production.									
	3.3	Identify types of clicking machine									
	3.4	Demonstrate the ability to cut various component of leather foot wears									
	3.5	Carry out cutting process of various type of leather component for foot wears using scissors/knives, puncher, etc.									
	3.6	Use the clicking machine									

		to cut component of leather materials												
LO 4: Understand Closing Operation for Male foot wear production	4.1	Explain the closing operation												
	4.2	Identify various types of machines used in closing operation												
	4.3	Describe upper assembling /preparation												
	4.4	Collect cuts component and assemble												
	4.5	Stitch the assembled component with the lining to have a closed upper												
LO 5: Understand Lasting/ Making Operation for Male Foot Wear	5.1	Explain lasting operation of foot wear												
	5.2	Describe methods of lasting operation												
	5.3	Select closed upper for lasting (pre-lasting)												
	5.4	Prepare the insole and insert stiffeners												
	5.5	Tack the insole on the selected last size												
	5.6	Carry out lasting operation												
LO 6: Understand Sole Attachment in Male Foot Wear production	6.1	Select the proper sole size to be use												
	6.2	Clean the sole with thinner to remove the unwanted dirt and prime the sole												
	6.3	Select the appropriate adhesive and apply												
	6.4	Carry out sole attachment using appropriate machine												
LO 7: Understand Treeing/Shoe Room operation	7.1	Identify appropriate tools and machine for treeing operation												
	7.2	Select appropriate tools/equipment to be used												
	7.3	Carry out Treeing/Shoe Room operation												
	7.4	Pair up size and package												

UNIT 9: Leather Foot Wear (Female)**Unit Reference Number:** FLW/LWK/009/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in female Leather foot wear production

Unit assessment requirements/ evidence requirements:

- Direct Observation (DO)
- Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- Witness Testimony (WT) Assignment (ASS)
- Work Products (WP)

Unit 9: Leather Footwear (Female)

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Understand how to design of Female Foot Wear	1.1	Explain leather foot wear design								
	1.2	Identify the different between foot wear and leather goods design								
	1.3	Identify last and its essential parts								
	1.4	Explain the function of design								
	1.5	Explain the purpose of design								
LO 2: Know the Steps of Pattern Making for Male Foot Wear	2.1	Identify the appropriate basic tools/equipment for making of different patterns of foot wears								
	2.2	Select the appropriate basic tools/equipment to be used in making patterns								
	2.3	Use masking tape to produce pattern								
	2.4	Carry out simple patter making								
	2.5	Produce various pattern with appropriate allowances								
LO 3: Understand clicking/ cutting Operation in female ale Foot Wear production	3.1	Select appropriate tools/equipment use for cutting leather materials								
	3.2	Identify the appropriate basic tools/equipment in cutting of leather materials for foot wear production.								
	3.3	Identify types of clicking machine								
	3.4	Demonstrate the ability								

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type						Evidence Ref. Page No.				
		to cut various component of leather foot wears											
	3.5	Carry out cutting process of various type											
		of leather component for foot wears using scissors/knives, puncher, etc.											
	3.6	Use the clicking machine to cut component of leather materials											
LO 4: Understand Closing Operation for Female foot wear production	4.1	Explain the closing operation											
	4.2	Identify various types of machines used in closing operation											
	4.3	Describe upper assembling /preparation											
	4.4	Collect cuts component and assemble											
	4.5	Stitch the assembled component with the lining to have a closed upper											
LO 5: Understand Lasting/ Making Operation for Female Foot Wear	5.1	Explain lasting operation of foot wear											
	5.2	Describe methods of lasting operation											
	5.3	Select closed upper for lasting (pre-lasting)											
	5.4	Prepare the insole and insert stiffeners											
	5.5	Tack the insole on the selected last size											
	5.6	Carry out lasting operation											
LO 6: Understand Sole Attachment in Female Foot Wear production	6.1	Select the proper sole size to be use											
	6.2	Clean the sole with thinner to remove the unwanted dirt and prime the sole											
	6.3	Select the appropriate											

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type						Evidence Ref. Page No.				
		adhesive and apply											
	6.4	Carry out sole attachment using appropriate machine											
LO 7: Understand Treeing/Shoe Room operation	7.1	Identify appropriate tools and machine for treeing operation											
	7.2	Select appropriate tools/equipment to be used											
	7.3	Carry out Treeing/Shoe Room operation											
	7.4	Pair up size and package											

Additional information about the unit	
Unit aim(s)	
Unit expiry date	
Details of the relationship between the unit and relevant National Occupational Standards (if Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
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Guided Learning Hours	

UNIT 10: Production of Leather Foot Wear (Children)**Unit Reference Number:** FLW/LWK/010/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in Children Leather foot wear production

Unit assessment requirements/ evidence requirements:

- Direct Observation (DO)
- Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- Witness Testimony (WT) Assignment (ASS)
- Work Products (WP)

Unit 10: Production of Leather Footwear (Children)

LEARNING OBJECTIVE (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Page No.				Ref.
LO 1: Understand how to design Children Foot Wear	1.1	Explain leather foot wear design									
	1.2	Identify difference between foot wear and leather goods design									
	1.3	Identify last and its essential parts									
	1.4	Explain the function of design									
	1.5	Explain the purpose of design									
LO 2: Know the Steps of Pattern Making for Children Foot Wear	2.1	Identify the appropriate basic tools/equipment for making of different patterns of foot wears									
	2.2	Select the appropriate basic tools/equipment to be used in making patterns									
	2.3	Use masking tape to produce pattern									
	2.4	Carry out simple patter making									
	2.5	Produce various pattern with appropriate allowances									
LO 3: Understand clicking/ cutting Operation in Children ale Foot Wear production	3.1	Select appropriate tools/equipment use for cutting leather materials									
	3.2	Identify the appropriate basic tools/equipment in cutting of leather materials for foot wear production.									
	3.3	Identify types of clicking machine									
	3.4	Demonstrate the ability to cut various component of leather foot wears									

	3.5	Carry out cutting process of various type of leather component for foot wears using scissors/knives, puncher, etc.																	
	3.6	Use the clicking machine to cut component of leather materials																	
LO 4: Understand Closing Operation for Children foot wear production	4.1	Explain the closing operation																	
	4.2	Identify various types of machines used in closing operation																	
	4.3	Describe upper assembling /preparation																	
	4.4	Collect cuts component and assemble																	
	4.5	Stitch the assembled component with the lining to have a closed upper																	
LO 5: Understand Lasting/ Making Operation for Children Foot Wear	5.1	Explain lasting operation of foot wear																	
	5.2	Describe methods of lasting operation																	
	5.3	Select closed upper for lasting (pre-lasting)																	
	5.4	Prepare the insole and insert stiffeners																	
	5.5	Tack the insole on the selected last size																	
	5.6	Carry out lasting operation																	
LO 6: Understand Sole Attachment in Children Foot Wear production	6.1	Select the proper sole size to be use																	
	6.2	Clean the sole with thinner to remove the unwanted dirt and prime the sole																	
	6.3	Select the appropriate adhesive and apply																	
	6.4	Carry out sole attachment using appropriate																	

		machine								
LO 7: Understand Treeing/Shoe Room operation	7.1	Identify appropriate tools and machine for treeing operation								
	7.2	Select appropriate tools/equipment to be used								
	7.3	Carry out Treeing/Shoe Room operation								
	7.4	Pair up size and package								

Additional information about the unit	
Unit aim(s)	
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Guided Learning Hours	

UNIT 11: Leather Bag / Wallet Production**Unit Reference Number:** FLW/LWK/011/L3 **NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is designed to provide trainee with knowledge and skills in Leather Bags/Wallet production and reconditioning service in leather works environment.

Objectives:

At the end of this unit the learner should be able to:

- 1 Measure Various Sizes for Leather Bag/Wallet Production
- 2 Produce Patterns for Leather Bag/Wallet Production
- 2 Cut Leather Materials for Making Leather Bags/Wallet
- 3 Understand how to apply Adhesives in Leather Bags/Wallets
- 5 Carry out Folding Process in Leather Bags/Wallets
- 4 Demonstrate Sewing of Leather Bags/Wallets
- 5 Demonstrate Stamping of Leather Bags/Wallets
- 6 Recondition Leather Bags/Wallets
- 7 Dye Leather Bags/Wallets

Unit assessment requirements/ evidence requirements:

- Direct Observation (DO)
- Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- Witness Testimony (WT) Assignment (ASS)
- Work Products (WP)

Unit 11: Leather Bag/Wallet Production

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
L01 Understand how to Measure Various Sizes for Leather Bag/Wallet Production	1.1	Identify the tools for measurement of leather bags/wallets components								
	1.2	Select the tools for measurement of leather bags/wallet components								
	1.3	Explain how to take measurement of leather bags/wallet components.								
	1.4	Carry out the measurement of leather bag/wallet components.								
L0 2	2.1	Identify the appropriate								
Know how to Produce Patterns for Leather Bag/Wallet Production		tools/equipment for making of patterns of leather bags/wallets.								
	2.2	Explain how to make patterns on leather bags/wallets on cardboard.								
	2.3	Carry out the positioning of marked leather patterns of leather bags/wallets.								
	2.4	Carry out the marking of patterns of leather bags/wallets on leather materials.								
L0 3 Understand how to cut Leather	3.1	Identify the appropriate tools/equipment used for cutting process in leather bag/wallets production.								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
Materials for Making Leather Bags/Wallet										
	3.2	Select appropriate leather materials to be used for making leather bags/wallets.								
	3.3	Explain how to cut various sizes of leather bags/wallets								
	3.4	Cut patterns of leather bags/wallets.								
	3.5	Cut various leather materials for making some types of leather bags/wallets using scissors/knives, puncher, etc.								
LO 4 Understand how to apply Adhesives in Leather Bags/Wallets	4.1	Identify the types of adhesives used on leather bags/wallets.								
	4.2	Explain the procedure of applying adhesives in leather bags/wallets								
	4.3	Carry out the application of adhesives on various type of leather bags/wallets (adhesion process).								
LO 5 Understand how to carry out Folding Process in Leather Bags/Wallets	5.1	Explain the techniques of folding offshoot areas allowance in leather bags/wallets making								
	5.2	Identify areas to be folded offshoot								
		(allowance) in bags/wallets production								
	5.3	Carry out the folding process of appropriate areas in various types of leather bags.								
	6.1	Explain the operation of leather sewing machine								
	6.2	Explain the process in sewing different types of								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 6		leather bags/wallets.								
Demonstrate Sewing of Leather Bags/Wallets	6.3	Carry out basic sewing process of leather bags/wallets (optional).								
LO 7 Demonstrate Stamping of Leather Bags/Wallets	7.1	Explain the operation of Stamping Machine in leather bags/wallets production.								
	7.2	Explain the manual stamping operation in leather bags/wallets.								
	7.3	Explain the stamping process in different types								
		of leather bags/wallets.								
	7.4	Carry out basic stamping process of leather bags/wallets (i.e. manual stamping)								
LO 8: Understand how to Recondition Leather Bags/Wallets	8.1	Identify the various tools and equipment in reconditioning process of leather bags/wallets.								
	8.2	Identify the appropriate materials to be used in reconditioning process of leather bags/wallets.								
	8.3	Explain how to use tools and equipment in reconditioning process of leather bags/wallets.								
	8.4	Explain where to use specified tools and equipment in reconditioning process of leather bags/wallets.								
	8.5	Carry out								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
		reconditioning process in leather bags								
LO 9: Understand how to Dye Leather Bags/Wallets	9.1	Explain the purpose of dyeing leather products								
	9.2	Explain the importance of dyeing leather bags/wallets.								
	9.3	Identify the types of dye used for dyeing leather bags/wallets.								
	9.4	Identify the tools used in dyeing leather bags/wallets.								
	9.5	Explain the procedure for dyeing of leather bags/wallets.								
	9.6	Carry out dyeing of a given leather bags/wallets using appropriate materials and tools.								
	9.7	Explain how to maintain the dyed leather bags/wallets in serviceable condition.								

Additional information about the unit	
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Guided Learning Hours	

UNIT 12: Production of Leather Trunk-Box**Unit Reference Number:** FLW/LWK/012/L3**NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in Leather Trunk-Box production.

Objectives: At the end of this unit the learner should be able to:

- 1 Know leather Trunk-Box
- 2 Produce Patterns (skeletal frameworks) for Leather Trunk-Box 3 Cut Leather Materials to make Trunk Box
- 3 Understand how to apply Adhesives in Leather Trunk-Box 5 Carry out Folding Process in Leather Trunk-Box
- 4 Demonstrate Sewing of Leather components to produce Trunk-Box 7 Demonstrate fixing of ornament in leather Trunk-Box

Unit assessment requirements/ evidence requirements:

- Direct Observation (DO)
- Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- Witness Testimony (WT) Assignment (ASS)
- Work Products (WP)

Unit 12: Production of Leather Trunk-Box

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
LO 1 Know how to make leather Trunk-Box	1.1	Explain leather Trunk-Box								
	1.2	State the usage of leather Trunk-Box								
	1.3	List the different types of Trunk=Box								
	1.4	Identify the materials for making Trunk-Box								
	1.5	List the tools/equipment used in making Trunk-Box								
LO 2 Understand how to Produce Patterns and skeletal framework for	2.1	Identify the appropriate tools/equipment for marking patterns of leather Trunk-Box.								
	2.2	Describe how to make patterns								
Leather Trunk-Box		from a design for Trunk-Box								
	2.3	Identify the pattern for a particular leather Trunk-Box								
	2.4	Make pattern for leather Trunk-Box								
	2.5	State the importance of skeletal framework in making leather Trunk-Box								
	2.6	List the tools/equipment for making skeletal framework for leather Trunk-Box								
	2.7	Make skeletal								

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[illegible]

Additional information about the unit	
Unit aim(s)	
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UNIT 13: Heels for Leather Footwears**Unit Reference Number:** FLW/LWK/013/L3 **NSQ Level:** 3**Credit Value:** 2**Guided Learning Hour:** 20 Hours

Unit Purpose: This unit is design to provide trainee with knowledge and skills in production of heels to be used in foot wear production or as a servicing arm to the foot wear producers

Objectives:

At the end of this unit the learner should be able to:

- 1 Select materials for producing heels
- 2 Know tools used for producing heels for shoe making
- 3 Know different sizes and types of heels
- 3 Understand how to produce heels for foot wears
- 4 Understand how to match types of heels to various designs of foot wear

Unit assessment requirements/ evidence requirements:

- Direct Observation (DO)
- Personal statement/Learning Journal (PS/LJ) Questions and Answers (QA)
- Witness Testimony (WT) Assignment (ASS)
- Work Products (WP)

Unit 13: Heels for Leather Footwears

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
Lo 1 Understand how to select materials for producing heels	1.1	Identify the materials for producing heels for foot wears.								
	1.2	Explain the importance of putting heels on foot wears.								
	1.3	Recognize the areas of fixing heels on different types of foot wears.								
	1.4	Select different materials for producing various types of heels for foot wears.								
LO 2 Know tools used for producing	2.1	Describe basic working tools used for putting different heels on foot wears								
	2.2	Explain the functions of the working tools used								
heels for shoe making		for producing heels for foot wears.								
	2.3	Uses relevant working tools to produce heels for foot wears.								
LO 3 Know different sizes and types of heels	3.1	Describe the different sizes of heels used for foot wears								
	3.2	Describe different types of heels used for foot wears								
	3.3	Explain different thickness of heels								
	3.4	Explain the uses of different types of heels in different foot wears.								
LO 4 Understand how to	4.1	Select tools for cutting of materials for producing								

LO (Learning Outcome) Criteria: -			Evidence Type				Evidence Ref Page Number			
produce heels for foot wears		heels								
	4.2	Select sizes of heels required for specified foot wears.								
	4.3	Select the working tools required for producing heels for specified foot wears.								
	4.4	Mark materials to sizes for producing heels for foot wears.								
	4.5	Cut materials to the desired size and shape of heels.								
LO 5 Understand how to match heels to various designs of foot wear	5.1	Select shapes of heels for various foot wears.								
	5.2	Select sizes of same shape of heels for foot wears								
	5.3	Differentiate between block heels and pointed heels.								
	5.4	Differentiate between flat heel and high heels.								
	5.5	Explain the areas of application of block heels and pointed heels.								
	5.6	Explain the importance of balancing of heels to different designs of foot wears.								
	5.7	Match shapes of heels to different designs of foot wears.								

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Guided Learning Hours	

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**National Skills
Qualifications**

FOR

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WORK**

LEVEL 1, 2 & 3



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