

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FOOTWEAR MAKER**

**LEVEL 4**



TVET CDACC

P.O. BOX 14744-00100

NAIROBI

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# FOREWORD

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

Reforms in the education Sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education Sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of the TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for developing a competency-based curriculum for Footwear Making Level 4. These Occupational Standards will also be the bases for assessment of an individual for competence certification.

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

**PRINCIPAL TEXRETARY,**

**VOCATIONAL AND TECHNICAL TRAINING**

**MINISTRY OF EDUCATION**

# PREFACE

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

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

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Leather Sector Skills Advisory Committee (SSAC) have developed these Occupational Standards for Footwear Maker level 4. These occupational standards will be the bases for development of competency-based curriculum for Footwear Making Level 4. These Standards will also be the bases for assessment of an individual for competence certification.

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

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

**CHAIRPERSON,**

**TVET CDACC**

# ACKNOWLEDGMENT

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

I thank TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) for providing guidance on the development of these Standards. My gratitude goes to the Leather technology Sector Skills Advisory Committee (SSAC) members for their contribution to the development of these Standards. I thank all the individuals and organizations who participated in the validation of these Standards.

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

**CHAIRPERSON**

**LEATHER SECTOR SKILLS ADVISORY COMMITTEE**

# ABBREVIATION AND ACRONYMS

3Rs Reduce, Reuse and Recycle

BC Basic Competency

CC Common Competency

CDACC Curriculum Development, Assessment and Certification Council

CR Core Competency

EMS Environmental Management System

HSE Health, Safety and Environment

ICT Information Communication Technology

ISO International Standard Organization

OS Occupational Standards

OSHA Occupation Safety and Health Act

OSHS Occupation Safety and Health Standards

PPE Personal Protective Equipment

SOP Standard Operating Procedures

SSAC Sector Skills Advisory Committee

TVET Technical and Vocational Education and Training

# KEY TO UNIT CODE

**TEX/OS/FW /BC/01/4/A**

Industry or Sector

Occupational Standards

Occupational area

Type of competency

Competency number

Competency level

Control Version

# 

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# OVERVIEW

Foot Maker level 3 entails cutting footwear patterns, cutting footwear materials, preparing footwear component, carrying out footwear closing operations, carrying out footwear construction, performing footwear finishing operations, performing footwear shoe room operations and repairing shoe repair.

These national occupational standards consists of the following basic, common and core competencies:

**BASIC COMPETENCIES**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| TEX/OS/FW/BC/01/4 | Demonstrate communication skills |
| TEX/OS/FW/BC/02/4 | Demonstrate numeracy skills |
| TEX/OS/FW/BC/03/4 | Demonstrate digital literacy |
| TEX/OS/FW/BC/04/4 | Demonstrate entrepreneurial skills |
| TEX/OS/FW/BC/05/4 | Demonstrate employability skills |
| TEX/OS/FW/BC/06/4 | Demonstrate environmental literacy |
| TEX/OS/FW/BC/07/4 | Demonstrate occupational safety and health practices |

**COMMON COMPETENCIES**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| TEX/OS/FW/CC/01/4 | Apply footwear production principles and practices |
| TEX/OS/FW/CC/02/4 | Carry out foot measurements |
| TEX/OS/FW/CC/03/4 | Carry out estimation and costing |

**CORE** **COMPETENCIES**

|  |  |
| --- | --- |
| **Unit Code** | **Unit Title** |
| TEX/OS/FW/CR/01/4 | Carry out pattern cutting |
| TEX/OS/FW/CR/02/4 | Cut footwear material |
| TEX/OS/FW/CR/03/4 | Prepare footwear components |
| TEX/OS/FW/CR/04/4 | Perform footwear closing operations |
| TEX/OS/FW/CR/05/4 | Carry out footwear construction |
| TEX/OS/FW/CR/06/4 | Carry out footwear finishing operations |
| TEX/OS/FW/CR/07/4 | Carry out footwear shoe room operations |
| TEX/OS/FW/CR/08/4 | Carry out footwear repair |

# BASIC UNITS OF COMPETENCY

## DEMONSTRATE COMMUNICATION SKILLS

**UNIT CODE:** TEX/OS/FW/BC/01/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate communication skills. It involvesobtaining and conveying workplace information, completing relevant work-related documents, communicating information about workplace processes, leading workplace discussion and communicating workplace issues.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Obtain and convey workplace information | 1. Specific and relevant information is accessed from ***appropriate sources*** based on standard procedures 2. Effective questioning, active listening and speaking skills are used to gather and convey information based on communication needs 3. Appropriate ***medium*** is used to transfer information and ideas in accordance with workplace guidelines 4. Appropriate non- verbal communication is used as per the communication needs 5. Appropriate lines of communicationwith supervisors and colleagues are identified and followed based on workplace requirements 6. Location and storage of information is undertaken according to workplace procedures    1. Personal interaction is carried out clearly and concisely according to workplace requirements |
| 1. Complete relevant work-related documents | * 1. Range of forms relating to conditions of employment are completed according to workplace procedures   2. Workplace data is recorded based on workplace requirements   3. Errors in recording information are identified and acted upon in accordance with workplace policies   4. Reporting requirements are completed according to organizational guidelines |
| 1. Communicate information about workplace processes | 1. Information sources are identified according to workplace procedures 2. ***Methods of communication*** are selected based on workplace guidelines 3. Multiple operations are communicated according to workplace structure 4. Work-related questions are asked and responded based on set protocols 5. Information is selected and organized according to workplace requirements 6. Verbal and written reporting is undertaken as per workplace requirements 7. Communication is maintained according to workplace standards |
| 1. Lead workplace discussions | 1. Response to workplace issues is sought and provided as per workplace protocol 2. Constructive contributions are made based on ***workplace discussions*** 3. Workplace objectives and action plan are communicated according to workplace requirements |
| 1. Identify and communicate issues arising in the workplace | 1. Issues and problems are identified as per workplace guidelines 2. Problems and issues in the workplace are organized according to workplace operations 3. Dialogue is initiated with appropriate personnel as per workplace structure 4. Problems and issues raised are communicated as per the workplace reporting procedures |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Methods of communication mayinclude but not limited to: | * Non-verbal gestures * Verbal * Face to face * Two-way radio * Speaking to groups * Using telephone * Written * Internet |
| 1. Workplace discussion may include but not limited to: | * Coordination meetings * Toolbox discussion * Peer-to-peer discussion |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Active listening
* Interpretation
* Negotiation
* Writing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Organization requirements for written and electronic communication methods
* Effective verbal communication methods
* Report writing
* Effective questioning techniques (clarifying and probing)
* Workplace etiquette

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of Competency | Assessment requires evidence that the candidate:   1. Dealt with a range of communication/information at one time 2. Made constructive contributions in workplace issues 3. Sought workplace issues effectively 4. Responded to workplace issues promptly 5. Presented information clearly and effectively in written form 6. Used appropriate sources of information 7. Asked appropriate questions 8. Provided accurate information |
| 1. Resource Implications | 1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place 3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | 1. Third-party reports 2. Portfolio 3. Interview 4. Written tests 5. Observation 6. Oral questioning |
| 1. Context of Assessment | Competency may be assessed   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## DEMONSTRATE NUMERACY SKILLS

**UNIT CODE:** TEX/OS/FW/BC/02/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate numeracy skills. It involves identifying and using whole numbers and simple fractions, decimals and percentages for work, identifying, measuring and estimating familiar quantities for work, reading and using familiar maps, plans and diagrams for work, identifying and describing common 2D and some 3D shapes for work, constructing simple tables and graphs for work using familiar data and identifying and interpreting information in familiar tables, graphs and charts for work.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |  |
| --- | --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function. | | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range.*** |
| 1. Identify and use whole numbers and simple fractions, decimals and percentages for work | | 1. Simple fractions, decimals and percentages identified and interpreted as per standard operating procedures. 2. Understanding of place value by organising numbers from smallest to largest demonstrated as SOPs 3. Required numerical information located and decision made on appropriate method to solve a problem as per SOPs 4. Limited range of calculations performed using the four operations using SOPs 5. Links between operations described as per SOPs 6. Estimations made to check reasonableness of results of problem-solving process as SOPs 7. Numerical information recorded, and the result of the task communicated using informal and some formal language and symbolism as per workplace procedures |
| 1. Identify, measure and estimate familiar quantities for work | 1. Measurement information in workplace tasks and texts identified and interpreted as per workplace procedures. 2. Familiar units of measurement needed for tasks is identified as per measurements manuals/charts 3. Familiar and simple amounts estimated as per workplace procedures. 4. Appropriate measuring equipment selected as per SOPs 5. ***Simple measuring equipment*** graduated in familiar units to measure relevant quantities is used as per graduation manuals. 6. Calculation done using familiar units of measurement as per SOPs 7. Measurements and results checked against estimates as per job specifications. 8. Results are recorded or reported as per workplace procedures 9. Results relevant to the workplace task are communicated using informal and some formal mathematical and general language as per workplace procedures. |
| 1. Read and use familiar maps, plans and diagrams for work | 1. Items and places are in familiar maps, plans and diagrams as per SOPs 2. Common symbols and keys recognised in familiar maps, plans and diagrams as per SOPs 3. Understanding of direction and location demonstrated by describing the location of objects, or route to familiar places as per SOPs 4. Instructions to locate familiar objects or places are given and followed as per SOPs 5. Informal and some formal oral mathematical language and symbols are used as per SOPs |
| 1. Identify and describe common 2D and some 3D shapes for work | 1. ***Common 2D shapes and some common 3D shapes*** in familiar situations are identified and named as per job requirements 2. Common 2D shapes and designs are compared and classified as per SOPs 3. Informal and some formal language used to describe common two-dimensional shapes and some common three-dimensional shapes in accordance with workplace procedures. 4. Simple items used to draw or construct common 2D shapes as per workplace procedures. 5. Common 3D shapes matched to their 2D sketches or nets as per SOPs |
| 1. Construct simple tables and graphs for work using familiar data | 1. Common types of graphs are identified and named as per SOPs 2. Familiar data to be collected is determined in accordance with job specifications. 3. A method to collect data is selected in accordance with workplace procedures. 4. A small amount of simple familiar data is collected as per workplace procedures 5. One or two variables determined from the data collected as per SOPs. 6. Data ordered and collated as per standard operating procedures. 7. A table is constructed and data entered as per SOPs 8. Graphs are constructed using data from table as per job specifications 9. Results are promptly checked as per workplace procedures 10. Graph information related to work is reported or discussed using informal and some formal mathematical and general language as per workplace procedures |
| 1. Identify and interpret information in familiar tables, graphs and charts for work | 1. Simple tables are identified in familiar texts and contexts in accordance with workplace procedures 2. Title, headings, rows and columns located in familiar tables as per SOPs 3. Information and data in simple tables identified and interpreted as per workplace procedures. 4. Information is related in accordance with workplace tasks 5. Familiar graphs and charts are identified in familiar texts and contexts as per SOPs 6. Title, labels, axes, scale and key from familiar graphs and charts are located as per SOPs 7. Information and data in familiar graphs and charts are identified and interpreted as per job requirements 8. Information is related to relevant workplace tasks as per job requirements. |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Simple measuring equipment may include but not limited to: | * Rulers * Watches/clocks * Scales * Thermometers * AVO meter |
| 1. Common 2D shapes and common 3D shapes may include but not limited to: | * Round * Square * Rectangular * Triangle * Sphere * Cylinder * Cube * Polygons * Cuboids |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Measuring
* Logical thinking
* Computing
* Drawing of graphs
* Applying mathematical formulas
* Analytical

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Types of common shapes
* Differentiation between two dimensional shapes / objects
* Formulae for calculating area and volume
* Types and purpose of measuring instruments
* Units of measurement and abbreviations
* Fundamental operations (addition, subtraction, division, multiplication)
* Rounding techniques
* Types of fractions
* Different types of tables and graphs
* Meaning of graphs, such as increasing, decreasing, and constant value
* Preparation of basic data, tables & graphs

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of Competency | Assessment requires evidence that the candidate:   * 1. Simple fractions, decimals and percentages are correctly identified and interpreted   2. Performed a limited range of calculations using the 4 operations   3. Performed calculations using familiar units of measurement   4. Recognised common symbols and keys in familiar maps, plans and diagrams   5. Constructed simple tables and graphs using familiar data   6. Identified and interpret information in familiar tables, graphs and charts |
| 1. Resource Implications | 1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place 3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   1. Written Test 2. Interview 3. Oral Questioning |
| 1. Context of Assessment | Competency may be assessed   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## DEMONSTRATE DIGITAL LITERACY

**UNIT CODE:** TEX/OS/FW/BC/03/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate digital literacy in a working environment. It entails identifying computer software and hardware, applying security measures to data, hardware, software, applying computer software in solving task sand applying internet and email in communication at workplace.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Identify computer software and hardware | * 1. ***Appropriate computer software*** is identified according to manufacturer’s specification   2. ***Appropriate computer hardware*** is identified according to manufacturer’s specification |
| 1. Apply security measures to data, hardware, software | * 1. ***Data security and privacy are classified*** in accordance with the technological situation   2. ***Security and control measures*** are applied in accordance with laws governing protection of ICT   3. Computer threats and crimes are detected as per information security management guidelines.   4. Protection against computer crimes is undertaken in accordance with laws governing protection of ICT |
| 1. Apply computer software in solving tasks | * 1. Basic word processing concepts are applied in resolving workplace tasks   2. Word processing utilities are applied in accordance with workplace procedures   3. Data is manipulated on worksheet in accordance with office procedures |
| 1. Apply internet and email in communication at workplace | * 1. Electronic mail is applied in workplace communication in accordance with office procedures   2. Office internet functions are defined and executed in accordance with office procedures   3. Network configuration and uses are determined in accordance with office operations procedures |

**RANGE**

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

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Appropriate computer software may include but not limited to: | * Operating system * MS office * Web browser * Media players |
| 1. Appropriate computer hardware may include but not limited to: | * Computer Case * Monitor * Keyboard * Mouse * Hard Disk Drive * Motherboard * Video Card |
| 1. Data security and privacy may include but not limited to: | * Confidentiality * Cloud computing * Confidentiality * Cyber terrorism * Integrity -but-curious data serving |
| 1. Security and control measures may include but not limited to: | * Countermeasures and risk reduction * Cyber threat issues * Risk management |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Interpretation
* Typing
* Communication
* Computing

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Input and output devices
* Central processing Unit (CPU)
* Peripherals
* Storage Media
* Software concept
* Types of concept
* Function of computer software
* Data security and privacy
* Security threats and control measures
* Computer crimes
* Detection and protection of computer crimes
* Laws governing protection of ICT
* Word processing;
* Functions and concepts of word processing.
* Documents and tables creation and manipulations
* Mail merging
* Word processing utilities
* Spread sheet;
* Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell
* Networking and Internet;
* Meaning, functions and uses of networking and internet.
* Electronic mail and world wide web
* Emerging trends and issues in ICT;
* Identify and apply emerging trends and issues in ICT
* Challenges posed by emerging trends and issues

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Identified input, output, CPU and storage media devices of computers in accordance to computer specification   2. Identified concepts, types and functions of computer software according to operation manual   3. Identified and controlled security threats   4. Detected and protected computer crimes   5. Applied word processing in office tasks   6. Prepared work sheet and applied data to the cells in accordance to workplace procedures   7. Used Electronic Mail for office communication as per workplace procedure   8. Applied internet and World Wide Web for office tasks in accordance with office procedures   9. Applied laws governing protection of ICT |
| 1. Resource Implications | * 1. Access to relevant workplace where assessment can take place   2. Appropriately simulated environment where assessment can take place   3. Materials relevant to the proposed activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written tests   2. Practical assignment   3. Interview   4. Oral Questioning   5. Observation |
| 1. Context of Assessment | Competency may be assessed   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# 

## DEMONSTRATE ENTREPRENEURIAL SKILLS

**UNIT CODE:** TEX/OS/FW/BC/04/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required demonstrate entrepreneurial skills. It involvescreating and maintaining small scale business, establishing small scale business customer base, managing small scale business and growing/ expanding small scale business.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| 1. Create and maintain small scale business | 1. Generation and evaluation of business ideas is undertaken in accordance with the existing procedure 2. Competencies are matched with business opportunities in accordance with business practices. 3. Procedure for starting a small business is identified as per the legal requirements 4. SWOT/ PESTEL analysis and or industrial survey is carried out according to office procedures 5. ***Business operations*** are monitored and controlled following established procedures. 6. Quality assurance measures are implemented in accordance with the business practices. 7. Good relations are maintained with staff/workers as per the workplace policies. 8. Policies and procedures on occupational safety and health and environmental concerns are constantly observed as per the workplace policies |
| 1. Establish small scale business customer base | 1. Good customer relations are maintained in accordance with office procedures 2. New customers and markets are identified, explored and reached out to according to the marketing plan 3. Promotions/Incentives are offered to loyal customers in accordance with office procedures 4. Additional products and services are evaluated and tried in accordance with marketing strategy 5. Customer record is maintained in accordance with office procedures |
| 1. Manage small scale business | 1. Enterprise is built up and sustained in line with judicious control of cash flows. 2. Profitability of enterprise is ensured as per the internal controls. 3. Unnecessary or lower-priority expenses and purchases are avoided as per the marketing strategy 4. Basic cost-benefit analysis are undertaken in accordance with office procedures 5. Basic financial management are undertaken in accordance with office procedures 6. Basic financial accounting in undertaken in accordance with office procedures 7. Business ***internal controls*** are implemented in accordance with office procedure 8. Setting business priorities and strategies is carried out according to office procedures 9. Preparation and interpretation of basic financial statements is undertaken in accordance with set procedures 10. Preparation of business plansfor small business is undertaken in accordance with ***business strategy*** 11. Business Social Responsibility is maintained in accordance with Standard Operations Procedures (SOP) |
| 1. Grow/ expand small scale business | 1. Prepared business growth strategy for small sale business in accordance with office procedures 2. Incorporated technology in small scale business growth in accordance with technological trends 3. Emerging issues and trends are considered in accordance with business growth strategy 4. Built audience interest in product/service according to growth strategy 5. Boosted cooperate communication according to business ***communication strategy*** |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Business operations may include but not limited to: | * Purchasing * Accounting/administrative * Work production/operations/sales * Marketing |
| 1. Internal control may include but not limited to: | * Accounting systems * Financial statements/reports * Cash management * Human resource management |
| 1. Business Strategy may include but not limited to: | * Management of wastages * Environmental Conservation |
| 1. Communication strategy may include but not limited to: | * Blue print of exchange of information * Technology and exchange of information |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Marketing
* Advertising
* Basic bookkeeping
* Accounting
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Generation and evaluation of business ideas
* Legal requirements for starting a small business
* SWOT/ PESTEL analysis
* Occupational Safety and Health
* Public relations concepts
* Business plan
* Business financing
* Marketing strategies
* Business management and control
* Production/ operation process
* Product promotion strategies
* Market and feasibility studies
* Business ethics
* Building customer relations
* Business models and strategies
* Types and categories of businesses
* Business internal controls
* Relevant national and local legislation and regulations
* Basic quality control and assurance concepts
* Building relations with customer and employees
* Building competitive advantage of the enterprise
* Business growth strategies

**EVIDENCE GUIDE**

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

|  |  |  |
| --- | --- | --- |
| 1. Critical aspects of Competency | Assessment requires evidence that the candidate:   |  | | --- | | 1. Demonstrated entrepreneurial skills 2. Demonstrate competencies to create a small-scale business 3. Demonstrated ability to conceptualize and plan a micro/small business 4. Grew customer base for the small-scale business 5. Demonstrated ability to manage/operate a micro/small-scale business 6. Demonstrated competencies to grow a micro/small-scale business | |
| 1. Resource Implications | |  | | --- | | The following resources should be provided: |  1. Assessment location 2. Case studies on micro/small-scale enterprises 3. Assessment materials |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   |  |  | | --- | --- | | 1. Written tests 2. Observation 3. Oral questioning 4. Portfolio 5. Projects |  | |
| 1. Context of Assessment | Competency may be assessed   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## DEMONSTRATE EMPLOYABILITY SKILLS

**UNIT CODE:** TEX/OS/FW/BC/05/4/A

**UNIT DESCRIPTON**

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating critical safe work habits, demonstrating workplace learning and workplace ethics.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| 1. Conduct self-management | 1. Personal vision, mission and goals are formulated based on potential and in relation to organization objectives 2. Emotional intelligence is demonstrated as per workplace requirements. 3. Individual performance is evaluated and monitored according to the agreed targets. 4. Assertiveness is developed and maintained based on the requirements of the job. 5. Accountability and responsibility for own actions are demonstrated based on workplace instructions. 6. Self-esteem and a positive self-image are developed and maintained based on values. 7. Time management, attendance and punctuality are observed as per the organization policy. 8. Goals are managed as per the organization’s objective 9. Self-strengths and weaknesses are identified based on personal objectives |
| 1. Demonstrate critical safe work habits | 1. Stress is managed in accordance with workplace policy. 2. Punctuality and time consciousness is demonstrated in line with workplace policy. 3. Personal objectives are integrated with organization goals based on organization’s strategic plan. 4. ***Resources*** are utilized in accordance with workplace policy. 5. Work priorities are set in accordance to workplace goals and objectives. 6. Leisure time is recognized and utilized in line with personal objectives. 7. ***Drugs and substances of abuse*** are identified and avoided based on workplace policy. 8. HIV and AIDS prevention awareness is demonstrated in line with workplace policy. 9. Safety consciousness is demonstrated in the workplace based on organization safety policy. 10. ***Emerging issues*** are identified and dealt with in accordance with organization policy. |
| 1. Demonstrate workplace learning | * 1. Learning opportunities are sought and managed based on job requirement and organization policy.   2. Improvement in performance is demonstrated based on courses attended.   3. Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job   4. Time and effort is invested in learning new skills based on job requirements   5. Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy.   6. New systems are developed and maintained in accordance with the requirements of the job.   7. Awareness of personal role in workplace ***innovation*** is demonstrated based on requirements of the job. |
| 1. Demonstrate workplace ethics | 1. Policies and guidelines are observed as per the workplace requirements 2. Self-worth and professionalism is exercised in line with personal goals and organizational policies 3. Code of conduct is observed as per the workplace requirements 4. Integrity is demonstrated as per legal requirement |

**RANGE**

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

|  |  |
| --- | --- |
| **Range** | **Variable** |
| 1. Personal objectives may include but not limited to: | * Long term * Short term * Broad * Specific |
| 1. Feedback may include but not limited to: | * Verbal * Written * Informal * Formal |
| 1. Team may include but not limited to: | * Small work group * Staff in a section/department * Inter-agency group |
| 1. Drug and substance abuse may include but not limited to: | * Alcohol * Tobacco * Miraa * Over-the-counter drugs * Cocaine * Bhang * Glue |
| 1. Emerging issues may include but not limited to: | * Terrorism * Social media * National cohesion * Open offices |
| 1. Range of media for learning may include but not limited to: | * Mentoring * peer support and networking * IT and courses |
| 1. Innovation may include but not limited to: | * New ideas * Original ideas * Different ideas * Methods/procedures * Processes * New tools |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Critical thinking
* Observation
* Organizing
* Record keeping
* Problem solving
* Decision Making
* Resource utilization

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Work values and ethics
* Company policies
* Company operations, procedures and standards
* Occupational Health and safety procedures
* Fundamental rights at work
* Personal hygiene practices
* Workplace communication
* Concept of time
* Time management
* Decision making
* Types of resources
* Work planning
* Record keeping
* Workplace problems and how to deal with them
* Assertiveness
* Team work
* HIV and AIDS
* Drug and substance abuse
* Safe work habits
* Professional growth and development
* Technology in the workplace
* Emerging issues
  + Social media
  + Terrorism
  + National cohesion

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of Competency | Assessment requires evidence that the candidate:   * 1. Conducted self-management   2. Demonstrated critical safe work habits   3. Demonstrated workplace learning   4. Demonstrated workplace ethics |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Oral questioning 2. Portfolio of evidence 3. Third Party Reports 4. Written tests |
| 1. Context of Assessment | Competency may be assessed:   1. On-the-job 2. Off-the –job 3. During Industrial attachment |
| 1. Guidance information for assessment | | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** TEX/OS/FW/BC/06/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to demonstrate environmental literacy. It involves controlling environmental hazard, controlling environmental pollution, demonstrating sustainable resource use and evaluating current practices in relation to resource usage.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Control environmental hazard | * 1. Storage methods for environmentally hazardous materials are followed according to environmental regulations and OSHS.   2. Disposal methods of hazardous wastes are followed according to environmental regulations and OSHS.   3. ***PPE*** is used according to OSHS. |
| 1. Control environmental pollution | * 1. ***Environmental pollution*** ***control measures*** are compiled following standard protocol.   2. Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999   3. Methods for minimizing noise pollution complied following environmental regulations. |
| 1. Demonstrate sustainable use of resource s | * 1. Methods for minimizing wastage are complied with.   2. ***Waste management procedures*** are employed following principles of 3Rs (Reduce, Reuse, Recycle)   3. Methods for economizing or reducing resource consumption are practiced. |
| 1. Evaluate current practices in relation to resource usage | * 1. Information on resource efficiency ***systems and procedures*** are collected and provided as per work groups/sector   2. ***Current resource usage*** is measured and recorded as per work group/sector   3. Current purchasing strategies are analyzed and recorded according to industry procedures.   4. Current work processes to access information and data is analyzed following enterprise protocol. |
| 1. Identify environmental legislations/conventions for environmental concerns | 1. Environmental legislations/conventions and local ordinances are identified according to the different environmental aspects/impact 2. Industrial standard/environmental practices are described according to the different environmental concerns |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPE may include but are not limited to: | * Masks * Gloves * Goggles * Safety hat * Overall * Hearing protector * Safety boots |
| 1. Environmental pollution control measures may include but are not limited to: | * Methods for minimizing or stopping spread and ingestion of airborne particles * Methods for minimizing or stopping spread and inhaling gases and fumes * Methods for minimizing or stopping spread and ingestion of liquid wastes |
| 1. Waste management procedures may include but are not limited to: | * Sorting * Storing of items * Recycling of items * Disposal of items * Handling * Transport |
| 1. Current resources usage may include but are not limited to: | * Electric * Water * Fuel * Telecommunications * Supplies * Materials |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Measuring
* Recording
* Analytical
* Monitoring
* Writing
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Storage methods of environmentally hazardous materials
* Disposal methods of hazardous wastes
* Usage of PPE Environmental regulations
* OSHS
* Types of pollution
* Environmental pollution control measures
* Different solid wastes
* Solid waste management
* Different noise pollution
* Methods of minimizing noise pollution
* Solid Waste Act
* Methods of minimizing wastage
* Waste management procedures
* Economizing of resource consumption
* Principle of 3Rs
* Types of resources
* Techniques in measuring current usage of resources
* Calculating current usage of resources
* Types of workplace environmental hazards
* Environmental regulations
* Environmental regulations applying to the enterprise.
* Procedures for assessing compliance with environmental regulations.
* Collection of information on environmental and resource efficiency systems and procedures,
* Measurement and recording of current resource usage
* Analysis and recording of current purchasing strategies.
* Analysis current work processes to access information and data Analysis of data and information

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Controlled environmental hazards 2. Controlled environmental pollution 3. Demonstrated sustainable resource use 4. Evaluated current practices in relation to resource usage |
| 1. Resource Implications | The following resources should be provided:   * 1. Workplace with storage facilities   2. Tools, materials and equipment relevant to the tasks (e.g. cleaning tools, cleaning materials, trash bags, etc.)   3. PPEs   4. Manuals and references   5. Legislation, policies, procedures, protocols and local ordinances relating to environmental protection   6. Case studies/scenarios relating to environmental Protection |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Observation 2. Oral questioning 3. Written tests 4. Third party reports 5. Portfolio |
| 1. Context of Assessment | Competency may be assessed:   1. On the job 2. Off the job 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** TEX/OS/FW/BC/07/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to practice safety and health and comply with OSH requirements relevant to work. It involves observing workplace procedures for hazards and risk prevention and participating in arrangements for workplace safety and health maintenance.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Adhere to workplace procedures for hazards and risk prevention | 1. Arrangement of work area and items in accordance with workplace procedures requirements 2. Work standards and procedures are followed based on instructions 3. ***Prevention and control measures*** are applied based on instructions |
| 1. Participate in arrangements for workplace safety and health maintenance | 1. Orientations on ***OSH requirements and regulations*** is undertaken in line with policy. 2. Feedback on occupational health and safety are provided as per workplace instructions. 3. Workplace procedures for reporting hazards, incidents, injuries and sickness are adhered to as per workplace policy. 4. ***OSH-related training needs*** are identified and proposed as per workplace policy. |

**RANGE**

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

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Prevention and control measures may include but are not limited to: | * Eliminate the hazard * Isolate the hazard * Substitute the hazard with a safer alternative * Use administrative controls to reduce the risk * Use engineering controls to reduce the risk * Use personal protective equipment * Safety, Health and Work Environment Evaluation * Periodic and/or special medical examinations of workers |
| 1. Safety gears /PPE (Personal Protective Equipment’s) may include but are not limited to: | * Arm/Hand guard, gloves * Eye protection (goggles, shield) * Hearing protection (ear muffs, ear plugs) * Hair Net/cap/bonnet * Hard hat * Face protection (mask, shield) * Apron/Gown/coverall/jump suit * Anti-static suits * High-visibility reflective vest |
| 1. Incidents and emergencies may include but are not limited to: | * Chemical spills * Equipment/vehicle accidents * Explosion * Fire * Gas leak * Injury to personnel * Structural collapse * Toxic and/or flammable vapors emission. |
| 1. OSH requirements / regulations may include but are not limited to: | * Building code * Permit to Operate |
| 1. OSH-related trainings may include but are not limited to: | * Safety Orientations relevant to tasks * Safe and Correct Operation of Tools and Equipment * Health Orientations/trainings * Prevention and Control of OSH Hazards in the workplace * Chemical Handling * Safety Trainings * Prevention and Control of Work-related Injuries and Illness * Basic First-aid Trainings * Emergency Response Trainings * Trainings on use of fire-extinguisher |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Knowledge management
* Collaborating
* Interpersonal
* Troubleshooting
* Critical thinking
* Observation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* General OSH principles and legislations
* Principles of good housekeeping (5S)
* Company/workplace policies/ guidelines
* Standards and safety requirements of work process and procedures
* Standard Workplace emergency plan and procedures
* Safety and health requirements of tasks
* Workplace guidelines on providing feedback on OSH and security concerns
* OSH regulations
* Hazard control procedures
* OSH trainings relevant to work

**EVIDENCE GUIDE**

|  |  |
| --- | --- |
| 1. This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Arranged work area and items in accordance with 2. workplace procedures requirements 3. Followed work standards and procedures based on instructions 4. Applied ***Prevention and control measures*** based on instructions 5. Undertook orientations on ***OSH requirements and regulations*** in line with policy. 6. Provided feedback on occupational health and safety as per workplace instructions. 7. Adhered to workplace procedures for reporting hazards, incidents, injuries and sickness to as per workplace policy. 8. Identified and proposed ***OSH-related training needs*** as per workplace policy. |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Oral questioning 2. Portfolio of evidence 3. Third Party Reports 4. Written tests |
| 1. Context of Assessment | Competency may be assessed:   1. On-the-job 2. Off-the –job 3. During Industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# COMMON UNITS OF COMPETENCY

## APPLY FOOTWEAR PRODUCTION PRINCIPLES AND PRACTICES

**UNIT CODE:** TEX/OS/FW/CC/01/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to apply footwear production principles and practices. It involves applying knowledge of footwear production, identifying footwear production tools, machines and equipment, identifying footwear production materials and demonstrating footwear production practices.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Apply knowledge of footwear production | * 1. Sequence /flow in shoe making is determined according to the principals and practices in footwear production   2. ***Parts and styles of footwear*** are identified, recognized according to design.   3. Footwear operations are maintained safely as per the production target   4. Legal requirements, standards, procedures and regulations are observed as per professional codes. |
| 1. Identify footwear production tools, machines and equipment | * 1. ***Tools, equipment and machines*** are identified and selected based on work and manufacturer’s specifications.   2. Tools, equipment and machines for footwear production are identified according to job requirement   3. Handling and care requirements for tools, equipment and machines are identified according to organizational policy   4. ***Set up and operation of machine/s*** is carried out according to manufacturer’s manual |
| 1. Identify footwear production materials | * 1. Types and sources of materials are identified as per work order   2. ***Materials*** are identified and selected in accordance with work order   3. Uses of materials for footwear production are identified in accordance with work order   4. Handling and care requirements for materials are identified according to organizational policy   5. OHS practices relevant to materials uses are identified according OHS Standards   6. Physical properties of materials are identified in accordance with work order   7. Common surface defects of materials are identified in accordance with work order |
| 1. Demonstrate footwear production practices | * 1. ***Production operations*** are reviewed to identify opportunities for process improvement according to organizational policy   2. Work load is prioritized to meet job orders and delivery dates according to organizational policy   3. Wastage of production material and time is minimized through consistent practice of quality procedures according to organizational policy   4. Responsibilities and duties are performed in a positive manner to promote cooperation within the workplace according to organizational policy   5. Problems, conflicts or contingencies are recognized and addressed and/or referred to ***appropriate person(s)*** according to organizational policy   6. Workplace practices are maintained as per OSHA |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Parts and styles of 2. Footwear may include but are not limited to: | * Parts of footwear are: * Upper components * Lining and interlining components * Bottom components * Styles of footwear: * Derby * Oxford * Monk * Court shoe * Trainer * Boot * Moccasin * Slip-on |
| 1. Materials may include but are not limited to: | * Leather * Synthetic * Fabric * Reinforcement materials * Grindery |
| 1. Tools and machines may include but are not limited to: | * Upper making tools * Lasting tools * Stitching machines * Lasting machines |
| 1. Incident scene may include but are not limited to: | * Indoor or outdoor * In a rural or urban environment |
| 1. Appropriate person(s) may include but are not limited to: | * Team leader/Supervisor * Production manager * Shop steward |
| 1. Set up and operation of machine/s may include but are not limited to: | * Set up machines * Adjustment * operation of machines |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication skills – communicating and interacting with co-workers
* Operation and setting of common footwear production materials, tools and equipment
* Literacy skills – reading and interpreting labels, description, work ticket and relevant workplace documents
* Numeracy skills – estimating time, arithmetic operations, measurement skills

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Footwear production terminology
* Footwear production materials
* Key processes or operations in footwear production
* Types and design of footwear
* Footwear quality standards
* Occupational health and safety
* Basic workshop mathematics

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | * 1. Demonstrated knowledge of footwear production practices.   2. Terminology, materials, tools and equipment   3. Demonstrated knowledge of handling, use and care required for footwear tools, equipment and machines   4. Demonstrated knowledge of parts and style of footwear   5. Demonstrated ability to identify, select and use of tool, equipment and machines   6. Demonstrated ability to Set up and operate footwear machine/s   7. Demonstrated knowledge of materials for footwear production operations   8. Demonstrated ability to contribute to a productive work environment and meet production target   9. Demonstrated ability to identify and address problems at the work place   10. Demonstrated knowledge of handling, use and care required for footwear materials.   11. Demonstrate ability to identify physical properties and defects on footwear materials   12. Demonstrate ability to contribute to a productive work environment and meet production targets   13. Demonstrate ability to identify and address problems at the work place |
| 1. Resource Implications | The following resources should be provided:   * 1. Workplace environment   2. Workplace documentation, e.g., company policies,   Procedures, OSHA, professional code |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written/Oral questioning   2. Observation of work activities   3. Third-party report   4. Portfolio assessment   5. Projects   6. Tests   7. Practical |
| 1. Context of Assessment | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment or during industrial attachment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry Sector, workplace and job role is recommended. |

## CARRY OUT FOOT MEASUREMENTS

**UNIT CODE:** TEX/OS/FW/CC/02/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out foot measurements. It involves obtaining measurements, performing simple calculation and estimating approximate quantities

| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Apply knowledge of basic footwear anatomy | * 1. Foot requirements are assessed according to the foot anatomy.   2. Legal requirements, standards, procedures and regulations are observed as per professional codes.   3. Workplace practices are maintained as per OSHA   4. Records and documents are maintained according to organizational policy |
| 1. Carryout foot measurements | 1. ***Measuring devices, tools, equipment and machines*** are identified according to job requirement. 2. Records and documents are maintained based on the job specifications. 3. ***Calculations*** *are* carried out based on the measurements obtained 4. Foot measurements are carried out based on the foot anatomy. 5. Footwear sizes are identified based on the Sizing systems 6. Standard geometrical measurements are calculated based on the standard last length |
| 1. Identify footwear sizing system | 1. shoe sizing systems are identified according to the job requirement 2. knowledge of shoe sizing system is demonstrated according to job requirement 3. records and documents are maintained according to organizational policy |

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Reading and interpreting illustrations and flow charts
* Measuring and calculating manually
* Recording measurement
* Operating electronic calculating devices
* Communicating effectively

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Drawing and sketching
* Basic operation in measurement and calculations

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | * 1. Demonstrated effective use of measuring devices   2. Took and recorded accurate measurements   3. Performed simple calculations according to specifications |
| 1. Resource Implications | The following resources should be provided:   * 1. Access to relevant workplace or appropriately simulated environment where assessment can take place   2. Materials relevant to the proposed activity or task |
| 1. Methods of Assessment | Competency may be assessed through:   1. Portfolio Assessment 2. Interview 3. Case Study/Situation 4. Observation/Demonstration and oral questioning 5. Practical test 6. Written test |
| 1. Context of Assessment | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment or during industrial attachment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry Sector, workplace and job role is recommended. |

## CARRY OUT ESTIMATION AND COSTING

**UNIT CODE:** TEX/OS/FW/CC/03/4/A

**UNIT DESCRIPTION**

This unit specifies the competencies required to carry out estimation and costing. It involves working out production requirements and carrying out estimation and costing

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Working out production requirement | 1. ***Resources*** required for production operations are identified according job requirements. 2. ***Tools, equipment and machines*** are tested based on production requirements 3. ***written instructions*** are observed based on the organization policies. 4. quality of work passed from previous operation are checked based on the production requirements 5. completed work is correctly placed to assist next stage of production based on production requirements 6. Footwear operations are maintained safely as per the production target 7. Legal requirements, standards, procedures and regulations are observed as per professional codes. 8. ***Workplace practices*** are maintained as per OSHA |
| 1. Carry out estimation and costing | 1. Costs are computed according to ***production requirements*** 2. ***Costs are classified according to job requirements.*** 3. Material estimation and costing are carried out based on the job requirement. |

**RANGE**

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

| Variables | Range |
| --- | --- |
|  |  |
| 1. Resources may include but are not limited to | * Materials * Labour * Monitory |
| 1. Tools, equipment and machines include but are not limited to | * Clicking /cutting * Closing * Measuring * Making * FInishing |
| 1. written instructions may include but are not limited to | * production specifications * workshop rules and regurations * procedures |
| 1. Workplace practices may include but not limited to | * housekeeping * handling of tools, equipment and machines * observing safety * OSHA |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to demonstrate the following skills:

* Observing procedures on estimation and costing
* Organizing skills
* Negotiation skills
* Interpersonal skills
* Communication skills
* Evaluation skills
* Problem solving
* Critical thinking

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Knowledge on production requirement
* Knowledge on estimation and costing
* Ability to read and interpret work specifications and drawings
* Safe work practices
* Arithmetic

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Identified required resources 2. Tested Tools, equipment and machines 3. Observed written instructions 4. checked quality of work passed from previous operation placed completed work correctly 5. Maintained footwear operations safely 6. Maintained ***Workplace practices*** 7. Observed Legal requirements, standards, procedures and regulations |
| 1. Resource Implications | The following resources must be provided:   * 1. Workplace   2. Tools, equipment and machines   3. Materials |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written tests   2. Third party reports   3. Oral questioning   4. Interview   5. project |
| 1. Context of Assessment | Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry Sector, workplace and job role is recommended. |

# CORE COMPETENCIES

## CARRY OUT PATTERN CUTTING

**UNIT CODE:** TEX/OS/FW/CC/01/4/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

| Variables | Range |
| --- | --- |
| 1. Footwear cutting tools equipment, materials and machines 2. may include but are not limited to | * Cutting knife * Cutting mat * French curves * Cutting board * Masking tape * Mannila paper |
| 1. Machine output may include but are not limited to | * Product sample * Service samples * Machine operation |
| 1. Machine adjustments parameters include may but are not limited to | * Machine setting * sharpening |
| 1. Workplace practices include may but are not limited to | * housekeeping * handling of tools, equipment and machines * observing safety * OSHA |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

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

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. interpreted Footwear sketches 2. identifiedand selected footwear Tools, equipment, materials and machines 3. developed Footwear patterns 4. observed Legal requirements, standards, procedures and regulations 5. maintained Workplace practices 6. maintained records and documents 7. set/adjusted Footwear cutting tools, equipment and machines parameters 8. maintained Footwear cutting tools, equipment and machines 9. tested Machine outputs 10. drew Footwear patterns 11. adjusted Footwear pattern 12. cut Footwear patterns 13. Confirmed Footwearpatterns 14. identified Grading method 15. Carried out Pattern grading. 16. Carried out footwear pattern trial samples 17. checked Graded patterns |
| 1. Resource Implications | The following resources must be provided:   * 1. Workplace   2. Tools and equipment appropriate in maintaining housekeeping activities   3. Materials relevant to the proposed activity and tasks |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Written tests   2. Practical test   3. project   4. Third party reports   5. Oral tests   6. Interview   7. Observation |
| 1. Context of Assessment | Assessment could be conducted:   * 1. On-the-job   2. Off-the–job   3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with related units in the Sector |

## CUT FOOTWEAR MATERIAL

**UNIT CODE:** TEX/OS/FW/CC/02/4/A

**Unit description**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describes the key outcomes which makes up material cutting function | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Identify footwear materials | 1. Footwear materials are identified according to the job requirements 2. Footwear materials are selected and sorted as per the job requirement 3. check the quality and characteristics of the footwear material according to job requirements 4. ***Footwear material testing equipment and tools*** are identified according to according to test to be done 5. ***Tests*** to be carried out are determined based on the available resources 6. Legal requirements, standards, procedures and regulations are observed as per professional codes. 7. ***Workplace practices*** are maintained as per OSHA 8. records and documents are maintained as per the organizational policy |
| 2. Identify, cutting tools equipment and machines for, cutting operations | 1. Tools, equipment and machines for footwear cutting operation are identified. 2. Footwear cutting tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 3. Standard operating procedures (SOPs) are followed according to organization set up. 4. Written instructions are observed as per the job requirements 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. ***Workplace practices*** are maintained as per OSHA 7. Records and documents are maintained as per the organizational policy |
| 3.Cut footwear material | Functions are assigned according to job specification   1. ***Machine outputs*** is determined or organized in accordance with company procedures to ensure required standards are met 2. Footwear materials are cut and ensured free from production and handling damages 3. Footwear cut material are correctly sorted to assist the next stage of production 4. Footwear batch of components are produced to match the work ticket and the company’s production targets 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. Foot wear materials wastage is minimized according to organizational policies. 7. written instructions are observed as per the job requirements 8. ***Workplace practices*** are maintained as per OSHA 9. records and documents are maintained as per the organizational policy |

**RANGE**

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

| Variables | Range |
| --- | --- |
|  |  |
| 1. Workplace practices may include but are not limited to | * housekeeping * handling of tools, equipment and machines * observing safety * OSHA |
| 1. Footwear material testing equipment and tools include but are not limited to | * Sole adhesion tester * Measuring gauge * Abrassion testing machine |
| 1. Tests may include but are not limited to | * Rub fastness * Tear strengh of leather * Water spotting * Grain break * colour fastness * Flexibility |
| 1. machines parameters may include but not limited to | * Speed * Machine setting * Sharpening * pressure |
| 1. Machine outputs may include but not limited to | * number of components * number of machine used * personel |

**Required Skills**

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

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Interpretation of work ticket
* Material type and characteristics
* Safe work practices
* Equipment operating procedures
* Routine maintenance procedures
* Basic product knowledge
* Footwear terms
* Positive work values (Quality, cost and safety consciousness, attention to details, patience, perseverance, etc.).
* Record keeping

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency. | 1. maintained ***Workplace practices*** 2. maintained records and documents 3. identified Footwear cutting tools, equipment and machines 4. selected Footwear material cutting tools equipment and machine 5. maintained Footwear cutting tools, equipment and machines. 6. selected Footwear material cutting tools equipment and machine 7. maintained Footwear cutting tools, equipment and machines 8. Footwear cutting tools, equipment and machines are identified according to the job requirements 9. Footwear materials cutting tools equipment and machine are selected according to job requirements 10. Set/adjusted and operated Footwear cutting tools, equipment and ***machines parameters*** 11. Determined ***Machine outputs*** 12. ensured Footwear components are free from production and handling damages 13. sorted and batched Footwear components 14. Minimized Foot wear materials wastage 15. observed written instructions |
| 1. Resource Implications. | The following resources must be provided:   * 1. Workplace   2. Tools and equipment appropriate in maintaining   3. Housekeeping activities   4. Materials relevant to the proposed activity and tasks |
| 1. Methods of Assessment. | Competency may be assessed through:   1. Written tests 2. Practical test 3. project 4. Third party reports 5. Oral questioning 6. Interview 7. Observation |
| 1. Context of Assessment. | 4.1 Competency may be assessed individually in an actual workplace or in work-simulated conditions within accredited institutions or during industrial attachment. |
| 1. Guidance information for assessment. | * 1. This unit may be assessed on an integrated basis with others within this occupational Sector. |

## PREPARE FOOTWEAR COMPONENTS

**UNIT CODE:** TEX/OS/FW/CR/03/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to prepare footwear components. It entails inspecting footwear components, carrying out component markings, performing skiving and splitting operations

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1. Inspect footwear components | * 1. Footwear component color and shade is checked according to job specifications.   2. Footwear components ***size and pairing*** is checked according to job specifications.   3. Footwear components ***defects*** are identified according to job requirements.   4. Footwear component quality and quantities are checked as per work schedules/work ticket/ job card   5. Footwear component are checked according to the design.   6. work that does not conform is corrected to required quality standards   7. Footwear components are correctly sorted to assist the next stage of production according to organizational policy   8. Footwear components are coded according to organizational procedures.   9. Legal requirements, standards, procedures and regulations are observed as per professional codes.   10. ***Workplace practices*** are maintained as per OSHA   11. records and documents are maintained as per the organizational policy |
| 1. Carry out component marking | 1. Component ***marking methods*** are identified according to the type of shoe 2. Select the correct component parts for the style being worked on 3. Tools, equipment, machines and materials are identified according to marking method 4. Take the necessary action when materials do not conform to quality standards according to organizational policy 5. Components are marked based on the type of shoe 6. Components position and stitch marking is carried out according to job requirements. 7. ***Decoration method*** is identified according to the shoe design 8. Edge staining procedure is identified according to shoe design 9. Tools and equipment are identified according to decoration method. 10. Decoration operations are carried out according to type of decoration 11. Work that does not conform is corrected to required quality standards 12. Footwear components are correctly sorted to assist the next stage of production according to organizational policy 13. written instructions are observed as per the job requirements 14. Legal requirements, standards, procedures and regulations are observed as per professional codes. 15. ***Workplace practices*** are maintained as per OSHA 16. Records and documents are maintained as per the organizational policy  |  | | --- | |  | |
| 1. Perform splitting operations | * 1. Footwear components substance is checked according to job specification.   2. Splitting machines, tools and equipment are identified according to organization infrastructure   3. Footwear splitting tools, equipment and machines parameters are Set/adjusted carried out as per job specifications   4. Splitting operation is carried out according to job specifications   5. Work that does not conform is corrected to required quality standards   6. Footwear components are correctly sorted to assist the next stage of production according to organizational policy   7. Written instructions are observed as per the job requirements   8. Legal requirements, standards, procedures and regulations are observed as per professional codes.   9. Workplace practices are maintained as per OSHA   10. Records and documents are maintained as per the organizational policy |
| 1. Perform skiving operations | * 1. Types of skive is identified according to shoe design   2. Tools, machines and equipment for skiving are identified according to job requirement.   3. Footwear skiving tools, equipment and machines parameters are Set/adjusted carried out as per job specifications   4. Skiving operation is carried out according to job specification   5. Types of skives are identified according to job requirement   6. Work that does not conform is corrected to required quality standards   7. Footwear components are correctly sorted to assist the next stage of production according to organizational policy   8. Written instructions are observed as per the job requirements   9. Legal requirements, standards, procedures and regulations are observed as per professional codes.   10. Workplace practices are maintained as per OSHA   11. Records and documents are maintained as per the organizational policy |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Defects may include but are not limited to | * Gorge marks * Cuts * Tick bites * Brand marks * scratches |
| 1. Marking methods may include but are not limited to | * Crayon marking * Notch marking * Color marking * Lining stamping |
| 1. Decoration method may include but are not limited to | * Perforations * Stitching * Gimping * Stamping |
| 1. Types of skive may include but are not limited to | * Folding * Underlay * Closed seam * Raw edge |
| 1. Workplace practices may include but are not limited to | * Housekeeping * Handling of tools, equipment and machines * Observing safety * Osha |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

The individual needs to demonstrate the following skills:

* Splitting
* Skiving
* Creativity
* Communication

**Required knowledge**

* The individual needs to demonstrate knowledge of:
* Types of shoe
* Tool machines and equipment
* Safety regulations
* Machine manuals
* Component storage
* Care and handling of footwear components
* Waste disposal
* Types of skive
* Different leather types and finishes
* Familiarity with the types of upper and lining components
* Positive work values (patience, cost, quality and safety consciousness, etc.)
* Types of footwear materials
* Common defects on footwear materials
* Statutory regulations
* Interpretation of work ticket

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Inspected footwear components 2. Carried out component marking 3. Carried out position/stitch marking 4. Carried out decoration operations 5. Performed skiving operations 6. Performed splitting operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Stationery   2. Thickness gauge   3. Footwear components   4. Job card   5. Marking tools and equipment   6. Skiving machines, tools and equipment   7. Splitting machine, tools and equipment   8. PPE |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical test 5. Third party reports 6. Projects. |
| 1. Context of Assessment | Competency may be assessed on:   1. On the job 2. Off the job 3. In a Simulated workplace setting 4. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sub Sector, workplace and job roles is recommended. |

## PERFORM FOOTWEAR CLOSING OPERATIONS

**UNIT CODE:** TEX/OS/FW/CR/04/4/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

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

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

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

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

**Required Knowledge**

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

* Safe work practices
* Machine’s parts and function and adjustment
* Tools equipment and machines.
* Use of PPE
* Shoe upper materials
* Topline and edge treatment
* Adhesives and auxiliaries.
* Types of seams
* Types of stitches
* Types of threads and needles
* Quality standards
* Maintenance
* Positive work values (being organize, cost, quality and safety consciousness, patience, etc.)

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency. | * 1. Used appropriate personal protective equipment (PPE)   2. Identified closing tools, equipment, machines and materials   3. Set/adjusted and Operated footwear closing machines   4. Performed footwear closing operations   5. Carried out upper finishing   6. Reinforced shoe lacing holes   7. Checked and finished shoe upper   8. Complied with occupational health and safety requirements |
| 1. Resource Implications. | * 1. Shoe components   2. Thread   3. Adhesives   4. Stitching machines   5. Eyelets   6. Eyeleting tools, machines and equipment   7. PPE   8. Stationery |
| 1. Methods of Assessment. | ***Competency may be assessed through:***   * 1. Practical tests   2. Observation   3. Questionnaire   4. Case studies   5. Written examinations   6. Oral presentation |
| 1. Context of Assessment. | Competency may be assessed individually in an actual workplace or in work-simulated conditions within accredited institutions or during industrial attachment. |
| 1. Guidance information for assessment. | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR CONSTRUCTION

**UNIT CODE:** TEX/OS/FW/CR/05/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear construction. It entails Assembling shoe uppers, bottom components and ‘last plant, carrying out shoe lasting operations, carrying out conditioning operations and Performing sole attaching operations

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1. Assemble shoe upper, bottom components and ‘last plant’ | 1. Job requirements are Identified according to job specifications. 2. , Shoe upper, bottom components and lasts are “married up” according to job specifications 3. Fitting of toe puffs and stiffeners is carried out according to job specifications 4. Shoe construction tools, machines and equipment are identified as per organizational infrastructure. 5. Standard operating procedures (sops) are followed according to organization set up. 6. Assembled uppers, bottom components and lasts are correctly sorted to assist the next stage of production. 7. Written instructions are observed as per the job requirements 8. Legal requirements, standards, procedures and regulations are observed as per professional codes. 9. ***Workplace practices*** are maintained as per OSHA 10. Records and documents are maintained as per the organizational policy |
| 1. 2.Carry out conditioning operations | * 1. ***conditioning, equipment and machines*** are identified according to job specifications   2. Conditioning equipment and ***machines parameters*** are Set/adjusted as per job specifications.   3. Type/ function of the shoe is determined according to job specifications.   4. Conditioning operations are carried out according to job specifications   5. Written instructions are observed as per the job requirements   6. Legal requirements, standards, procedures and regulations are observed as per professional codes.   7. ***workplace practices*** are maintained as per OSHA   8. Records and documents are maintained as per the organizational policy |
| 1. Carry out shoe lasting operations | 1. ***Lasting method*** is determined according to job specifications 2. shoe lasting tools, machines and equipment are identified as per organizational infrastructure. 3. Lasting tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. ***Lasting operations*** are carried out according to job specifications. 5. Written instructions are observed as per the job requirements 6. Legal requirements, standards, procedures and regulations are observed as per professional codes. 7. ***workplace practices*** are maintained as per OSHA 8. Records and documents are maintained as per the organizational policy |
| 1. Perform sole attaching operations | 1. Shoe attaching methods are identified according to the type of shoe 2. ***Shoe construction tools, equipment and machines*** are identified according to job specifications 3. sole attaching, tools, equipment and ***machines parameters*** are Set/adjusted as per job specifications. 4. Sole attachment method is determined according to job requirement 5. Shoe is heat set according to materials used 6. ***Sole attaching operations*** are carried outaccording to method of construction 7. Written instructions are observed as per the job requirements 8. Legal requirements, standards, procedures and regulations are observed as per professional codes. 9. ***workplace practices*** are maintained as per OSHA 10. Records and documents are maintained as per the organizational policy |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Shoe construction tools, equipment and machines may include but are not limited to | * Hand tools and equipment * Lasting pliers * Pair of pincers * Last * Machines * Back molding machine * Lasting machine * Roughing machine * Cementing machine * Heat setting machine * Sole attaching machine |
| 1. Lasting method may include but are not limited to | * Flat lasting * Outflaged * Vertical lasting * String lasting |
| 1. Lasting operation may include but are not limited to s | * Upper conditioning * Toe and puff moulding * Lasting * Heat setting |
| 1. Machines parameters may include but are not limited to | * setting and adjustment * routine maintenance |
| 1. Sole attaching operations may include but are not limited to | * Bottom and sole roughing * Adhesive application * Heat activation * Sole setting and attachment |

.**Required knowledge**

The individual needs to demonstrate knowledge of:

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

**REQUIRED SKILLS AND KNOWLEDGE**

**Required Skills**

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

* Accuracy
* Neatness
* Use of PPE
* Machine operation and adjustment
* Application of adhesives
* Trimming
* Adjusting and setting procedures
* Communicating and interacting skills
* Interpreting work ticket

**Required Knowledge**

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

* Safe work practices
* Machine’s parts and function and adjustment
* Tools equipment and machines.
* Adhesives and auxiliaries.
* Familiarity with upper and lining component parts
* Quality standards
* Maintenance
* Positive work values (being organize, cost, quality and safety consciousness, patience, etc.)

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Determined job requirement 2. Determined method of shoe construction 3. Identified shoe construction tools, machines and equipment 4. Assembled shoe upper, bottom components and ‘last plant’ 5. Carried out conditioning operations 6. Carried out shoe lasting operations 7. Performed sole attaching operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Shoe upper   2. Workplace with proper lighting and ventilation   3. Work ticket   4. Materials relevant to the proposed activity   5. Tools and equipment appropriate for shoe construction |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. projects 6. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. On the job 2. Off the job 3. In a Simulated workplace setting 4. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR FINISHING OPERATIONS

**UNIT CODE:** TEX/OS/FW/CR/06/4/A

**UNIT DESCRIPTION**

This unit covers the competencies required to carry out footwear finishing operations. It entails identifying footwear finishing operation, tool, equipment, machine, finishing materials and carrying out Finishing operations.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1. Identify footwear finishing operation | * 1. Constructed shoe is cheeked according to ***method of construction***   2. ***.*** Footwear Finishing methods are identified as per job requirements   3. ***Shoe finish operations*** are selected according to job specification   4. Standard operating procedures (SOPs) are followed according to organization set up.   5. Assembled shoes are correctly sorted to assist the next stage according to the organizational policy   6. Written instructions are observed as per the job requirements   7. Legal requirements, standards, procedures and regulations are observed as per professional codes.   8. ***workplace practices*** are maintained as per OSHA   9. Records and documents are maintained as per the organizational policy |
| 1. Identify tools and equipment for finishing operations | 1. Tools, equipment, machines and materials for footwear Finishing operations are identified. 2. Footwear finishing tools, equipment and ***machines parameters*** are Set/adjusted carried out as per job specifications 3. Standard operating procedures (SOPs) are followed according to organization set up. 4. Written instructions are observed as per the job requirements 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. ***workplace practices*** are maintained as per OSHA 7. Records and documents are maintained as per the organizational policy |
| 3.Carry out Finishing operations | 1. Carry out Finishing operations in the correct sequence according to required specification 2. Standard operating procedures (SOPs) are followed according to organization set up. 3. ***faults*** are identified and report returned to appropriate section for Fining operation according to job specifications 4. Assembled shoes are correctly sorted to assist the next stage according to the organizational policy 5. Written instructions are observed as per the job requirements 6. Legal requirements, standards, procedures and regulations are observed as per professional codes. 7. ***workplace practices*** are maintained as per OSHA 8. Records and documents are maintained as per the organizational policy |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Method of construction may include but are not limited to | * Welted * Veldtschoen. |
| 1. Shoe Finish operations may include but are not limited to | * Heel pairing * Heel scour * Edge pair * Slip lasts * Stain heel * Clean uppers and welts * Edge treatment e.g. Ink edges * trimming |
| 1. Shoe Finishing tools, equipment and machines may include but are not limited to | * Edge pairing machine * Naumkeag machine * Hot waxing machine * Heel pairing machine |
| 1. Machines parameters may include but are not limited to | * Setting and adjustment * Routine maintenance |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

The individual needs to demonstrate the following skills:

* Sizing and pairing
* Finishing methods
* Cleaning and polishing
* Basic skills on machine maintenance
* Finishing machine operation
* Quality control
* Interpreting work ticket
* Communicating and interacting skills

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices and procedures and use of personal protective equipment (PPE)
* Common faults associated with Finishing
* Finishing methods
* Required operations of tools, machines and equipment
* Care and handling of shoes, materials, tools and equipment
* Machine maintenance
* Statutory responsibilities under OSHA
* Standard Operating Procedures (SOPs)
* Characteristics of typical materials used in footwear Finishing
* Required Finishing procedures
* Recording and reporting practices.

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Identified footwear Finishing operation 2. Identified and used tools and equipment for footwear Finishing operations 3. Carried out Finishing operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Workplace with proper lighting and ventilation   2. Personal Protective Equipment (PPE)   3. Footwear Finishing tools, equipment and machines (Edge pairing, heel souring and edge trimming machines)   4. Constructed shoe   5. Finishing materials (wax, polish and solvents) |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical test 5. projects 6. Third party reports |
| 1. Context of Assessment | Competency may be assessed on:   1. On the job 2. In a Simulated workplace setting 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR SHOE ROOM OPERATIONS

**UNIT CODE:** TEX/OS/FW/CR/07/4/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the **key outcomes** which make up **workplace function**. | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the range.*** |
| --- | --- |
| 1.Identify shoe room operations | 1. Constructed shoe is cheeked according to ***method of construction***. 2. ***Shoe room operations*** are selected according to job specification 3. Standard operating procedures (SOPs) are followed according to organization set up. 4. Written instructions are observed as per the job requirements 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. ***workplace practices*** are maintained as per OSHA 7. Records and documents are maintained as per the organizational policy |
| 2.Identify tools and equipment for shoe room operations | 1. Tools, equipment, machines and materials for footwear shoe room operations are identified as per job specifications 2. Footwear shoe room tools, equipment and ***machines parameters*** are Set/adjusted and used as per job specifications 3. Standard operating procedures (SOPs) are followed according to organization set up. 4. Written instructions are observed as per the job requirements 5. Legal requirements, standards, procedures and regulations are observed as per professional codes. 6. ***workplace practices*** are maintained as per OSHA 7. Records and documents are maintained as per the organizational policy |
| 3.Carry out shoe room operations | 1. Shoe room operations are selected according to job specification 2. ***Shoe room operations*** are checked for correct pairing and sizing according to job specification 3. Quality of the shoe is inspected based on the job specifications 4. ***faults*** are identified and report returned to appropriate section according to job requirement 5. shoe room operations are carried out in the correct sequence as per job requirement 6. shoe packaging operations are carried out as per job requirement 7. Standard operating procedures (SOPs) are followed according to organization set up. 8. Assembled shoes are correctly sorted to assist the next stage of production according to the organizational policy 9. Written instructions are observed as per the job requirements 10. Legal requirements, standards, procedures and regulations are observed as per professional codes. 11. ***workplace practices*** are maintained as per OSHA 12. Records and documents are maintained as per the organizational policy 13. Complete production and other records |

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Shoe room operations may include but are not limited to | * lacing * Branding * Brushing and polishing * Labeling * Upper and bottom components repair * Cleaning and Dressing * Fitting sock lining, heel padding and lacing * Packing and Dispatch |
| 1. Shoe room operation tools, equipment, machines and materials may include but are not limited to | * Embossing machine * Size stamping machine * Brushing/Polishing machine * Spraying Machine * Hand brush * Pigments * Polish * dyes |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

The individual needs to demonstrate the following skills:

* Repairing
* Sizing and pairing
* Cleaning/Dressing and polishing
* Shoe room tools, equipment and machines
* Quality control
* Interpreting work ticket
* Communicating and interacting skills

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices and procedures and use of personal protective equipment (PPE)
* Standard Operating Procedures (SOPs)
* Characteristics of typical materials used in footwear shoe room operations
* Required shoe repair procedures
* tools, machines equipment and materials
* Recording and reporting.
* Common faults associated with repairing operations
* Required operations of tools, machines and equipment
* Care and handling of shoes, materials, tools and equipments
* Machine maintenance
* Statutory responsibilities under OSHA

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Identified shoe room operations 2. Identified and used tools and equipment for shoe room r operations 3. Carried out shoe room operations |
| 1. Resource Implications | The following resources must be provided:   * 1. Workplace with proper lighting and ventilation   2. Personal Protective Equipment (PPE)   3. Shoe room operation tools, equipment and machines   4. Shoe room operation materials |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. Third party reports 6. projects |
| 1. Context of Assessment | Competency may be assessed on:   1. On the job 2. In a Simulated workplace setting 3. During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |

## CARRY OUT FOOTWEAR REPAIR

**UNIT CODE:** TEX/OS/FW/CR/08/4/A

**UNIT DESCRIPTION**

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

**ELEMENTS AND PERFORMANCE CRITERIA**

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

**RANGE**

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

| **Variable** | **Range** |
| --- | --- |
| 1. Repair operations may include but are not limited to | * Soling * Patching * Stitching * Sock lining fitting |
| 1. Finishing operations may include but are not limited to | * Dying * Polishing * Lacing |
| 1. Workplace practices may include but are not limited to | * Compliance with safety hazards and measures while working * Safety in machine setting and maintenance * Use of PPE |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

The individual needs to demonstrate the following skills:

* Sizing and pairing
* Cleaning/Dressing and polishing
* repair machines operation
* Quality control
* Interpreting work ticket
* Communicating and interacting skills

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Safe work practices and procedures and use of personal protective equipment (PPE)
* Standard Operating Procedures (SOPs)
* Characteristics of typical materials used in footwear repair operations
* Required repair operation procedures
* Recording and reporting practices.

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Identified shoe repair operations 2. Identified and used tools and equipment for shoe repair operations 3. Carried out shoe repair operations |
| 1. Resource Implications | The following resources must be provided:   1. Workplace with proper lighting and ventilation 2. Personal Protective Equipment (PPE) 3. repair operation tools, equipment, machines and materials 4. shoe worth repairs 5. machine manuals |
| 1. Methods of Assessment | Competency may be assessed through:   1. Interview 2. Observation 3. Written tests 4. Practical tests 5. Third party reports 6. projects |
| 1. Context of Assessment | Competency may be assessed on:  4.1 On the job  4.2 In a Simulated workplace setting  4.3 During industrial attachment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended. |