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TRAINER GUIDE

National Vocational Certificate Level 2

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Introduction

Competence-based training helps to bridge the gap between what is taught in training and what tasks will be performed on the job. Training trainees to perform actual job functions helps to ensure that future front-line workers have the skills, knowledge and abilities required to perform their jobs properly, safely and effectively. In addition to competence-based training, assessment based on the performance of actual work competencies helps to ensure that:

- trainees are performing their work tasks as safely as possible
- performance gaps are recognized prior to serious incidents
- training can be implemented to improve competence.

There are significant benefits to competence-based training:

1. Cost effectiveness

Since training activities and assessments in a competence-based approach are goal-oriented, trainers focus on clearly defined areas of skills, knowledge and understanding that their own industry has defined in the competence standards. At the same time, trainees are more motivated to learn when they realize the benefits of improved performance.

2. Efficiency

The transfer gap between the training environment and working on the job is reduced substantially in a competence-based approach. This is because training and assessment are relevant to what needs to be done on the job. As a result, it takes less time for trainees to become competent in the required areas. This, in turn, contributes to improved efficiency where training and assessment are concerned.

3. Increased productivity

When trainees become competent in the competence standards that their own industry has defined, when they know what the performance expectations are and receive recognition for their abilities through successful assessments, they are likely to be more motivated and experience higher job satisfaction. The result is improved productivity for organizations. The communication and constructive feedback between future employers and employees will improve as a result of a competence-based approach, which can also increase productivity.

4. Reduced risk

Using a competence-based approach to training, development, and assessment, employers are able to create project teams of people with complementary skills. A trainee's record of the skills, knowledge and understanding relating to the competence standards they have achieved can be used by a future employer to identify and provide further relevant training and assessment for new skills areas. Competence standards can shape employee development and promotional paths within an organization and give employees the opportunity to learn more competencies beyond their roles. It can also provide organizations with greater ability to scale and flex as needed, thereby reducing the risk they face.

5. Increased customer satisfaction

Employees who have been trained and assessed using a competence-based approach are, by the definition of the relevant competence standards, able to perform the required tasks associated with a job. The knock-on effect is that, in service-related industries, they are able to provide high service levels, thereby increasing customer satisfaction. In production or manufacturing industries, they are able to work closely to industry standards in a more effective and efficient way.

Lesson plans

This manual provides a series of lesson plans that will guide delivery of each module for the (*title*) qualification. It is important for trainers to be flexible and be ready to adapt lesson plans to suit the context of the subject and the needs of their trainees.

Good teachers acknowledge that CBT means each and every trainee in the class learns at a different speed. The good teacher is prepared to throw aside the day's lesson plan and do something different (and unplanned) for the class even if it means 'writing' a lesson plan for each trainee to match their learning pace for that day or week.

Learning by doing is different from learning theory and then applying it. To learn to do something, trainees need someone looking over their shoulder saying 'it's not quite like that, it's like this', 'you do it like this because ...', or even 'tell me why you chose to do it like this?'

In this way, trainees learn that theoretical knowledge is meaningless if it is not seen in the context of what they are doing. In other words, if a trainee doesn't know why they do something, they will not do it competently (skills underpinned by knowledge = competent performer).

This is how a (*title*) acquires a practical grasp of the standards expected. It's not by learning it in theory, but because those standards are acquired through correction by people who show what the standards are, and correct the trainee where they do not meet those standards, and where they repeat it correction until they have internalised those standards.

Demonstration of skill

Demonstration or modeling a skill is a powerful tool, which is used, in vocational training. The instructions for trainers for demonstration are as under:

- a) Read the procedure mentioned in the Trainer Guide for the relevant Learning Unit before demonstration.
- b) Arrange all tools, equipment and consumable material, which are required for demonstration of a skill.
- c) Practice the skill before demonstration to trainees, if possible.
- d) Introduce the skill to trainees clearly at the commencement of demonstration.
- e) Explain how the skill relates to the skill(s) already acquired and describe the expected results or show the objects to trainees.
- f) Carry out demonstration in a way that can be seen by all trainees.
- g) Use the same tools and materials that the learner will be using.
- h) Go through EACH of the steps involved in performing the skill.
- i) Go SLOWLY - describe each step as it is completed.
- j) Encourage the learners to move around and watch what you are doing from a number of different angles.

- k) Identify critical or complex steps, or steps that involve safety precautions to be followed.
- l) Explain theoretical knowledge where applicable and ask questions to trainees to test their understanding.
- m) Try to involve the learners: Ask them questions about why they think the process may work that way.
- n) Repeat critical steps in demonstration, if required.
- o) Summarize the demonstration by asking questions to trainees.

Involvement in the process (actively seeing) is important at this stage. When you work on getting involved, getting people to participate, you make them a part of what is happening. Questions for clarification or explanation are important throughout the demonstration. It is up to the learners to ask questions about things they do not understand, but it is also important for trainers to seek out and elicit questions from learners. A trainer may need to do repeated demonstrations of difficult or complex skills.

Overview of the program

Course: <i>Leather Processing Mechanical Operator</i>	Total Course Duration: 600 Hours
Course Overview:	
<i>The purpose of this training is to develop a range of skills and techniques, personal skills and attributes essential for successful performance in leather processing sector in accordance with industry requirements. It also enables the student to pursue a leather processing technologist career path with greater employment and entrepreneurial skills progress to related general and/or vocational qualifications</i>	

Module	Learning Unit	Duration
<p>Module 1: Comply Personal Health and Safety Guidelines</p> <p>Aim: This Competency Standard identifies the competencies required to protect/apply occupational Safety, Health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.</p>	<p>LU1: Identify Hazard at work place</p> <p>LU2: Apply personal protective and safety equipment (PPE).</p> <p>LU3: Observe occupational safety and health (OSH)</p> <p>LU4: Dispose of hazardous waste/materials</p>	30

Module	Learning Unit	Duration
<p>Module 2: Communicate the Workplace Policy and Procedure</p> <p>Aim: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.</p>	<p>LU1. Identify workplace communication procedures</p> <p>LU2. Communicate at workplace</p> <p>LU3. Draft Written Information Review Documents</p>	20
<p>Module 3: Perform Basic Communication (Specific)</p> <p>Aim: This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.</p>	<p>LU1. Communicate in a team to achieve intended outcomes</p> <p>LU2. Follow Supervisor's instructions as per organizational SOPs</p> <p>LU3. Develop Generic communication skills at workplace</p>	30
<p>Module 4: Perform Basic Computer Application (Specific)</p> <p>Aim: This unit describes the</p>	<p>LU1. Create Word Documents</p> <p>LU2. Create Excel Documents</p> <p>Use internet for Browsing</p>	40

Module	Learning Unit	Duration
<p>skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, email, and computer graphics basics.</p>		
<p>Module 5: Carryout Fleshing Aim: After successful completion of this module, the student is competent in performing fleshing operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for fleshing LU2: Perform fleshing LU3: Clean workplace LU4: Maintain fleshing register</p>	<p>40 Hours</p>
<p>Module 6: Carryout Scudding Aim: After successful completion of this module, the student is competent in performing scudding operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for scudding LU2: Perform scudding LU3: Clean workplace LU4: Maintain scudding register</p>	<p>40 Hours</p>
<p>Module 7: Carryout Splitting Aim: After successful completion of this module, the student is competent in performing splitting operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for splitting LU2: Perform splitting LU3: Clean workplace LU4: Maintain splitting register</p>	<p>40 Hours</p>
<p>Module 8: Carryout Shaving Aim: After successful completion of</p>	<p>LU1: Prepare workstation for shaving LU2: Perform shaving LU3: Clean workplace</p>	<p>40 Hours</p>

Module	Learning Unit	Duration
this module, the student is competent in performing Shaving operation according to professional standards and by respecting safety and health regulations	LU4: Maintain shaving register	
Module 9: Carryout Sammying- Setting Aim: After successful completion of this module, the student is competent in performing sammying-setting operation according to professional standards and by respecting safety and health regulations	LU1: Prepare workstation for sammying & setting out LU2: Perform sammying & setting out LU3: Clean workplace LU4: Maintain sammying & setting out register	40 Hours
Module 10: Carryout Drying Aim: After successful completion of this module, the student is competent in performing drying operation according to professional standards and by respecting safety and health regulations	LU1: Prepare workstation for drying LU2: Perform drying LU3: Clean workplace LU4: Maintain drying register	40 Hours
Module 11: Carryout Staking Aim: After successful completion of this module, the student is competent in performing staking operation according to professional standards and by respecting safety and health regulations	LU1: Prepare workstation for staking LU2: Perform staking LU3: Clean workplace LU4: Maintain staking register	40 Hours
Module 12: Carryout Toggling Aim: After successful completion of this module, the student is competent in performing toggling operation according to professional standards and by respecting safety and health regulations	LU1: Prepare workstation for toggling LU2: Perform toggling LU3: Clean workplace LU4: Maintain toggling register	40 Hours

Module	Learning Unit	Duration
<p>Module 13: Carryout Buffing Aim: After successful completion of this module, the student is competent in performing buffing operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for buffing LU2: Perform buffing LU3: Clean workplace LU4: Maintain buffing register</p>	<p>40 Hours</p>
<p>Module 14: Carryout Hydraulic Press Aim: After successful completion of this module, the student is competent in performing hydraulic press operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for hydraulic press LU2: Perform hydraulic press LU3: Clean workplace LU4: Maintain hydraulic press register</p>	<p>40 Hours</p>
<p>Module 15: Carryout Ironing Aim: After successful completion of this module, the student is competent in performing ironing operation according to professional standards and by respecting safety and health regulations</p>	<p>LU1: Prepare workstation for Ironing LU2: Perform ironing LU3: Clean workplace LU4: Maintain Ironing register LU5:</p>	<p>40 Hours</p>
<p>Module 16: Carryout Measuring Aim: After successful completion of this module, the student is competent in performing measuring operation according to professional standards and by respecting safety and health regulations</p>	<p>LU5: Prepare workstation for measuring LU6: Perform leather measuring LU7: Clean workplace LU8: Maintain measuring register LU6:</p>	<p>40 Hours</p>

FORMAT FOR LESSON PLAN			
Module:			
Learning Unit>			
Learning Outcomes>			
Methods	Key Notes	Media	Time
Introduction			
State the Learning Objectives of the lesson. This allows the learners to organize their thoughts on what they will learn and to perform. Also state some questions to recall prior knowledge of learners to arouse their interest and motivation			
Main Body			
Present the new information or material that is to be learned. Demonstration of a skill relevant with the Learning Unit is also stated here. Also mention the teaching and learning methods for each learning element from <i>Trainer Guidelines</i> , the relevant media including handouts, power-point slides, videos, white board and time duration for each activity in the relevant columns			
Conclusion			
List the strategies used for summarizing and reviewing the lesson delivered. Also mention the strategies for formative assessment to ensure that the transfer of knowledge and skill has been achieved			
<u>Assessment</u>			
How this lesson will be assessed?			
			Total time:

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Module-5

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Trainer's guidelines

Module 5: Carryout Fleshing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Fleshing	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Preparation of workstation to perform any process smoothly. • Types and importance of PPE which is used during the process. • Hazardous materials and how it may affect the performance of trainee's. • Ways to set the machine according to their job card requirement. • Comfort zone of trainee's working area to perform fleshing smoothly • Knives and roller of fleshing machine • Role to set a specified gauge according to their skin and hide condition and thickness. <p>After presentation, form trainees into small groups and ask that to define the types of PPE used in fleshing process and hazardous materials which may affect the process.</p> <p>After the activity, practically demonstrate preparation of workstation for fleshing and invite question to clear doubts.</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart Either, Training Tannery Area</p>	<p>Learner's guide, Handouts illustrating examples of</p> <ul style="list-style-type: none"> • Machine outlook • Machine functions • Types of Personal Protective Equipment <p>Sharp House book Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Fleshing Machine Fleshing Machine Operator Manual Knives</p>

Module 5: Carryout Fleshing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		
LU2: Perform Fleshing	<p>Deliver illustrated presentation on Fleshing. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Fleshing process of leather and how much is caused if the flesh is not properly removed • Types of fleshing and benefits of green fleshing. • Method of fleshing according to their species. • How to use the fleshing machine according to their user manual. • Performance procedure of fleshing machine to remove the flesh of skin / hide. • Correct position to feed the skin / hide on fleshing machine. • Trimming of excess flesh from the skin / hide and its causes if not properly removed. • Damages of skins / hide during fleshing process. • Precautionary and remedial measures of fleshing process. <p>After presentation, demonstration fleshing on hide/skin and invite for questions for better understanding.</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Fleshing Machine Fleshing Machine Operator Manual Hide Skin Knives Pile Horse Steel Table Sharp House Book</p>

Module 5: Carryout Fleshing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>After demonstration, form small groups, provide each group different skin / hide to perform fleshing using different fleshing methods also manage groups as per available resources.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing and removal of flesh from the machine and work station. • Describing how proper washing is beneficial for tannery environment. • Explaining the beneficiaries to save the flesh of skins / hide. <p>After presentation, Learners need to devise 10 quiz questions with answers based on clean work place. They must make sure their questions cover key topics for clean work place.</p> <p>Issue each learner with 10 blank cards. Each learner should number the cards and write their name on one side with a question about perform fleshing. On the reverse of the card, they should write an appropriate</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Fleshing Machine Fleshing Machine Operator Manual Wipers Dust Bins Sharp House Book</p>

Module 5: Carryout Fleshing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>answer to their question.</p> <p>For the quiz, arrange learners in two equal teams. Ask one learner to keep score using a suitable score-card. Player 1 for Team A asks one of their questions to Player 1 of Team B, who needs to answer the question. Discuss the answer with the group and ask the group to determine if the answer is correct. Player 1 of Team A then confirms the answer they had devised. (You need to correct answers if the learner's answer was not wholly correct.)</p> <p>The scorekeeper records 1 mark for a correct answer under the appropriate team's score column. Play then passes to Player 1 of Team B, who asks their question to Player 1 of Team A, and so on.</p> <p>Total the scores at the end of the quiz to see which team won. Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding.</p>		
LU4: Maintain Fleshing Machine Register	<p>Deliver a presentation on maintain of fleshing register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of fleshing process • Importance of processing records • Procedure of the entries in fleshing machine register 	<p>Class Room with multimedia aid, audio visual facility and flip chart Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Recording Register Sharp House Book</p>

Module 5: Carryout Fleshing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>Ask trainees to identify what kind of entries we need to record and also ask reasons of those entries</p> <p>Trainees need to practice their skills independently to maintain fleshing machine register.</p> <p>Ask learners to complete a self-assessment form on their ability to carry out fleshing process.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		

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Module 6: Carryout Scudding			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Scudding	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Preparation of workstation to perform any process smoothly. • Types and importance of PPE which is used during the process. • Hazardous materials and how it may affect the performance of trainee's. • How to check the skin & hide according to their job card requirement. • Set the comfort zone of trainee's working area to perform scudding smoothly • Scudding beam and curved knife of scudding area <p>After presentation, form trainees into small groups and ask to define scudding process and hazardous materials which may affect the process.</p> <p>After the activity, practically demonstrate preparation of workstation for scudding and invite question to clear doubts.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Scudding Beam Curved Knives Sharp House Book</p>

Module 6: Carryout Scudding			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding		
LU2: Perform Scudding	<p>Deliver illustrated presentation on Scudding. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Scudding process of leather and how much is caused if the scud is not properly removed • Curved knife used in scudding process. • Performance procedure of scudding to remove the scud from the grain side of skin / hide. • Correct placing of skin / hide and position of curved knife • Damages of skins / hide during scudding process. • Precautionary and remedial measures of scudding process. <p>After presentation, demonstration scudding on hide/skin and invite questions for better understanding.</p> <p>After demonstration, form small groups, provide each group different skin / hide to perform scudding.</p> <p>Arrange a visit of tannery of any reputable tannery to observe the practical skills of professional scudder and discussing strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of scudding with experienced person and ask question for understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Scudding Beam Curved Knives Hide Skin Pit Pallet Tub Steel Table</p>

Module 6: Carryout Scudding			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding		
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Importance of washing and removal of scud from the work station. • Proper washing of the beam and knife. • How proper washing is beneficial for tannery environment. <p>After presentation, Learners need to devise 10 quiz questions with answers based on clean work place. They must make sure their questions cover key topics for clean work place.</p> <p>Issue each learner with 10 blank cards. Each learner should number the cards and write their name on one side with a question about perform scudding. On the reverse of the card, they should write an appropriate answer to their question.</p> <p>For the quiz, arrange learners in two equal teams. Ask one learner to keep score using a suitable score-card. Player 1 for Team A asks one of their questions to</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Scudding Beam Curved Knives Steel Table Wiper Dust Bin</p>

Module 6: Carryout Scudding			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>Player 1 of Team B, who needs to answer the question. Discuss the answer with the group and ask the group to determine if the answer is correct. Player 1 of Team A then confirms the answer they had devised. (You need to correct answers if the learner's answer was not wholly correct.)</p> <p>The scorekeeper records 1 mark for a correct answer under the appropriate team's score column. Play then passes to Player 1 of Team B, who asks their question to Player 1 of Team A, and so on.</p> <p>Total the scores at the end of the quiz to see which team won.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		
LU4: Maintain Scudding Register	<p>Deliver a presentation on maintain of scudding register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of scudding process • Importance of processing records • Procedure of the entries in scudding register <p>Ask trainees to identify what kind of entries we need to record and also ask reasons or of those entries.</p> <p>Trainees need to practice their skills independently to</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Record Registers</p>

Module 6: Carryout Scudding			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>maintain fleshing machine register.</p> <p>Ask learners to complete a self-assessment form on their ability to carry out scudding process.</p> <p>Ask questions to confirm their understanding.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		

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Module 7: Carryout Splitting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Splitting	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Preparation of workstation to perform any process smoothly. • Types and importance of PPE which is used during the process. • Hazardous materials and how it may affect the performance of trainee's. • Setting the machine according to their job card requirement. • Setting the comfort zone of trainee's working area to perform splitting smoothly • Briefing about the knives and belts of splitting machine • Explaining the role to set a specified gauge according to their hide condition and thickness. <p>After presentation, form trainees into small groups and provide them a job card and ask to interpret what kind of job they are going to do.</p> <p>After the activity, practically demonstrate preparation of workstation for splitting and invite question to clear doubts.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Safety helmet & glasses Safety Gloves (Welding) Safety Shoes Earplugs Safety Uniform Splitting Machine Splitting Machine Operator Manual Knives</p>

Module 7: Carryout Splitting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding		
LU2: Perform Splitting	<p>Deliver illustrated presentation on Splitting. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Splitting process of leather and how much is beneficial for further processing of hides. • Types of splitting and benefits of lime splitting. • Using the splitting machine according to their user manual. • Performance procedure of splitting machine to get the split from hide. • Correct position to feed the skin / hide on splitting machine. • Split and more than 1 split according to the hide thickness and developing article • Briefing about the damages of hide during splitting process. • Explaining the precautionary and remedial measures of fleshing process. <p>After presentation, demonstrate skills of operating splitting machine for splitting hide and invite questions for better understanding.</p> <p>After demonstration, form small groups, provide each group different skin / hide to perform splitting also ask trainee to note precautionary steps.</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Splitting Machine Splitting Machine Operator Manual Hide Skin Knives Pile Horse Thickness Gauge Meter</p>

Module 7: Carryout Splitting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>Invite guest speaker and discussed about the techniques of splitting with experienced person(Guest Speaker) and ask question for understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Washing and removal of dust and leather fibers from the machine and work station. • Washing is beneficial for tannery environment. • Benefit to save the split of hide to make another type of leather <p>After presentation, Learners need to devise 10 quiz questions with answers based on clean work place. They must make sure their questions cover key topics for clean work place.</p> <p>Issue each learner with 10 blank cards. Each learner should number the cards and write their name on one side with a question about perform scudding. On the reverse of the card, they should write an appropriate answer to their question.</p> <p>For the quiz, arrange learners in two equal teams. Ask one learner to keep score using a suitable score-card.</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Splitting Machine</p> <p>Splitting Machine Operator Manual</p> <p>Air Blower</p>

Module 7: Carryout Splitting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>Player 1 for Team A asks one of their questions to Player 1 of Team B, who needs to answer the question. Discuss the answer with the group and ask the group to determine if the answer is correct. Player 1 of Team A then confirms the answer they had devised. (You need to correct answers if the learner's answer was not wholly correct.)</p> <p>The scorekeeper records 1 mark for a correct answer under the appropriate team's score column. Play then passes to Player 1 of Team B, who asks their question to Player 1 of Team A, and so on.</p> <p>Total the scores at the end of the quiz to see which team won.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		
LU4: Maintain Splitting Machine Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of splitting process • Importance of processing records • Procedure of the entries in Splitting machine register <p>Ask trainees to identify the reason of noting damages and provide them register for recoding entries of the</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book Record Registers</p>

Module 7: Carryout Splitting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>practical work</p> <p>Ask learners to complete a self-assessment form on their ability to carry out splitting.</p> <p>Ask questions to confirm their understanding.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		

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Module 8: Carryout Shaving			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare for Workstation Shaving	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform fleshing smoothly • Briefing about the knives and roller of shaving machine • Explaining the role to set a specified gauge according to their skin and hide condition and thickness. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book</p>

Module 8: Carryout Shaving			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform Shaving	<p>Deliver illustrated presentation on Shaving. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the shaving process of leather and its benefits to perform further process • Describing the types of shaving and their benefits. • Explaining how to use the shaving machine according to their user manual. • Explaining the performance procedure of shaving machine to remove the excess flesh and unwanted fibers of skin / hide to smooth the leather surface. • Briefing the correct position to feed the skin / hide on shaving machine. • Explaining about to set a gauge of final leather through shaving. • Briefing about the damages of skins / hide during shaving process. • Explaining the precautionary and remedial measures of shaving process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and perform shaving of different skin / hide according to their condition.</p> <p>trainees need to practice their skills independently to perform fleshing.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book</p>

Module 8: Carryout Shaving			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of cleaning and removal of shaving dust from the work station. • Explaining the proper cleaning of the machine, related tools and working area. • Describing properly cleaning of shaving dust is beneficial for tannery environment. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book</p>

Module 8: Carryout Shaving			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain Shaving Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of shaving process • Importance of processing records • Procedure of the entries in shaving register <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different skin / hide to perform shaving in different gauges for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional shaving machine operator and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of shaving with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout shaving.</p> <p>Ask questions to confirm their understanding.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Learner's Guide Handouts Sharp House Book</p>

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Module 9: Carryout Sammying-Setting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Sammying – Setting	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform Sammying - Setting smoothly • Briefing about the two rollers of Sammying - Setting machine • Explaining the role to set a specified squeezing gauge according to their skin and hide condition and thickness. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in Sammying - Setting process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Sammying & Setting Machine Sammying & Setting Machine Operator Manual Tools Kits</p>

Module 9: Carryout Sammying-Setting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	opportunity to ask questions to support their understanding		
LU2: Perform Sammying – Setting out	<p>Deliver illustrated presentation on Sammying - Setting. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> Describing the Sammying - Setting process of leather and its benefits to remove the excess water with grain smoothness. • Explaining how to use the Sammying - Setting machine according to their user manual. • Explaining the performance procedure of Sammying – Setting for squeezing and smoothening of leather • Briefing the correct position to feed the leather on Sammying - Setting machine. • Briefing about the damages of leather during Sammying - Setting process. • Explaining the precautionary and remedial measures of Sammying - Setting process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and perform Sammying - Setting of different leather according to their condition.</p> <p>trainees need to practice their skills independently to perform fleshing.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Sammying - Setting Machine Pile Horse Sammying - Setting Machine Operator Manual Hide Skin</p>

Module 9: Carryout Sammying-Setting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding		
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Sammying - Setting Machine Sammying – Setting Machine Operator Manual Air Blower</p>
LU4: Maintain sammying setting Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of Sammying - Setting process • Importance of processing records • Procedure of the entries in Sammying - Setting 	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

Module 9: Carryout Sammying-Setting			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>register</p> <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different skin / hide to perform Sammying - Setting of different leathers</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional Sammying - Setting machine operator and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of Sammying - Setting with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform Sammying - Setting of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout Sammying – Setting.</p> <p>Ask questions to confirm their understanding.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		

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Module 10: Carryout Drying			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Drying	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform drying smoothly • Briefing about the parameters of drying • Explaining the role to set a specified time, temperature and pressure according to their leather condition and thickness. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves (Welding) Safety Shoes Earplugs Safety Uniform Drying Machine Drying Machine Operator Manual Tool Kit Hanging Clips</p>

Module 10: Carryout Drying			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform Drying	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the Drying process of leather and its benefits to perform further process • Describing the types of Drying and their benefits according to their articles. • Explaining how to use the Drying machine according to their user manual. • Explaining the performance procedure of Drying to remove the excess water of leather and smooth the leather surface. • Briefing the correct position to place the leather on Drying machine or hanging yard. • Briefing about the damages of skins / hide during Drying process. • Explaining the precautionary and remedial measures of Drying process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Drying Machine Drying Machine Operator Manual Hide Skin Tool Kit Scraper (Fiber) Pile Horse Hanging Clips</p>

Module 10: Carryout Drying			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Drying Machine Drying Machine Operator Manual Air Blower</p>

Module 10: Carryout Drying			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain Drying Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of Drying process • Importance of processing records • Procedure of the entries in drying register <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding.</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

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Module 11: Carryout Staking			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Staking	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform staking smoothly • Briefing about the parameters of staking • Explaining the role of conditioning before staking. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Staking Machine Staking Machine Operator Manual</p>

Module 11: Carryout Staking			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	opportunity to ask questions to support their understanding		
LU2: Perform Staking	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the Staking process of leather and its benefits to perform further process • Describing the types of Staking and their benefits according to their articles. • Explaining how to use the Staking machine according to their user manual. • Explaining the performance procedure of Staking to flatten, smooth and softening of leather. • Briefing the correct position to feed the leather on Staking machine and handling during wheel staking • Briefing about the damages of leather during staking process. • Explaining the precautionary and remedial measures of staking process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Staking Machine Staking Machine Operator Manual Hide Skin Clips Tool Kit Pile Horse</p>

Module 11: Carryout Staking			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding		
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either,</p> <p>Training Tannery Area</p>	<p>Computer Multimedia Staking Machine Staking Machine Operator Manual Air Blower</p>
LU4: Maintain Staking Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of Drying process • Importance of processing records • Procedure of the entries in drying register <p>After the presentation, for the practical demonstration arrange</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either,</p> <p>Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

Module 11: Carryout Staking

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<p>the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengths and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>		

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Module 12: Carryout Toggling			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for toggling	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform toggling smoothly • Briefing about the parameters of toggling • Explaining the clipping and stretching of toggling process • Explaining the role of temperature during toggling process <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Toggling Machine Toggling Machine Operator Manual Toggling Clips Toggling Chambers</p>

Module 12: Carryout Toggling			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform toggling	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the toggling process of leather and its specialties for certain articles • Explaining the performance procedure of toggling to achieves smooth, flatten, soft leather • Briefing about the clipping of leather on toggle machine and control of temperature and time. • Explaining how to grain the area of leather during toggling. • Briefing about the damages of leather during toggling process. • Explaining the precautionary and remedial measures of toggling process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Toggling Machine Toggling Machine Operator Manual Hide Skin Tool Kits Toggling clips/clamps Pile Horse Fan Toggle Chamber</p>

Module 12: Carryout Toggling			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Toggling Machine Toggling Machine Operator Manual</p>

Module 12: Carryout Toggling			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain toggling Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of toggling process • Importance of processing records • Procedure of the entries in toggle register <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

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Module 13: Carryout Buffing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for Buffing	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform buffing smoothly • Briefing about the parameters of buffing • Explaining the role to set a specified buffing paper and pressure according to their leather condition and required article. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Buffing Machine Buffing Machine Operator Manual Buff Paper Tool Kits</p>

Module 13: Carryout Buffing

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform Buffing	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the Buffing process of leather and its benefits to removes the defects of leather and smoothening. • Describing the types of buffing and their benefits according to their articles. • Explaining how to use the buffing machine according to their user manual. • Explaining the performance procedure of buffing to maintain the flesh surface or remove the grain according to their article • Briefing the correct buffing paper used for buffing according to their article. • Briefing about the damages of leather during buffing process. • Explaining the precautionary and remedial measures of buffing process. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee’s understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Buffing Machine Buffing Machine Operator Manual Hide Skin Buff Paper Tool Kits Air Blower</p>

Module 13: Carryout Buffing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Buffing	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of cleaning of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Buffing Machine Buffing Machine Operator Manual Air Blower</p>

Module 13: Carryout Buffing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain Buffing Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of buffing process • Importance of processing records • Procedure of the entries in buffing register <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

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Module 14: Carryout Hydraulic press			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare for Workstation Hydraulic press	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform pressing • Briefing about the parameters of hydraulic press / embossing • Explaining the role to set a specified temperature, pressure and time according to their leather condition and required article. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Hydraulic Machine Hydraulic Machine Operator Manual Hydro press plate (Plain) Hydro press plate (hair-cell) Hydro press plate (milled) Tool Kits</p>

Module 14: Carryout Hydraulic press

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform Hydraulic press	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the Hydraulic press / embossing of leather and its benefits to enhance the appearance of leather • Describing the types of plates used in hydraulic press machine and their designs according to their articles. • Explaining how to use the Hydraulic press machine according to their user manual. • Explaining the performance procedure of Hydraulic press to remove fix the applied finishing agents and enhance the look of leather. • Briefing the correct position to feed the leather on Hydraulic press machine. • Briefing about the damages of leather during Hydraulic press. • Explaining the precautionary and remedial measures of Hydraulic press. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Hydraulic Machine Hydraulic Machine Operator Manual Hide Skin Hydro press plate (Plain) Hydro press plate (hair-cell) Hydro press plate (milled) Tool Kits Pallet Jacks Large Wooden Scraper</p>

Module 14: Carryout Hydraulic press			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of washing of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Hydraulic Machine Hydraulic Machine Operator Manual Air Blower</p>

Module 14: Carryout Hydraulic press			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain Hydraulic press machine Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of Hydraulic press • Importance of mechanical records • Procedure of the entries in Hydraulic press <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

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Module 15: Carryout Ironing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare Workstation for ironing	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform ironing • Briefing about the rollers of ironing machine. • Explaining the role to set a specified temperature, pressure and time according to their leather condition and required article. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Ironing Machine Ironing Machine Operator Manual Tool Kits</p>

Module 15: Carryout Ironing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform ironing	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the ironing of leather and its benefits to enhance the appearance of final leather. • Explaining the mechanism of rollers in ironing machine. • Explaining how to use the ironing machine according to their user manual. • Explaining the performance procedure of ironing machine to fix the applied finishing agents and enhance the look of final product. • Briefing the correct position to feed the leather on ironing machine. • Briefing about the damages of leather during ironing. • Explaining the precautionary and remedial measures of ironing. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Ironing Machine Ironing Machine Operator Manual Hide Skin Tools Kits Pallet Jack</p>

Module 15: Carryout Ironing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of cleaning of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Ironing Machine Ironing Machine Operator Manual Air Blower</p>

Module 15: Carryout Ironing			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain ironing Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of ironing • Importance of mechanical records • Procedure of the entries in ironing <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

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Module 16: Carryout Measuring			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Prepare for Workstation Measuring	<p>Deliver illustrated presentation on the preparation of workstation. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the preparation of workstation to perform any process smoothly. • Explaining the types and importance of PPE which is used during the process. • Describing the hazardous materials and how it may affect the performance of trainee's. • Explaining how to set the machine according to their job card requirement. • Explaining about to set the comfort zone of trainee's working area to perform measuring • Briefing about the rollers of ironing machine. <p>Explaining the role After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to define the types of PPE used in shaving process and hazardous materials which may affect the process</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Safety helmet & glasses Safety Gloves Safety Shoes Earplugs Safety Uniform Leather Measuring Machine Leather Measuring Machine Operator Manual</p>

Module 16: Carryout Measuring

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Perform Measuring	<p>Deliver illustrated presentation on Drying. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the measuring of leather and its benefits to segregation and costing of leather. • Briefing about the measuring of leather during different stages. • Explaining how to use the measuring machine according to their user manual. • Explaining the performance procedure of measuring machine to stamp out the area of leather. • Briefing the correct position to feed the leather on measuring machine. • Briefing the percentage margin of area to set in measuring machine. • Briefing about the damages of leather during measuring of leather. • Explaining the precautionary and remedial measures of measuring machine. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask to write a types of drying according to their at least 5 articles also perform Drying of different leather according to their articles.</p> <p>trainees need to practice their skills independently to perform Drying.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Leather Measuring Machine Leather Measuring Machine Operator Manual Hide Skin Tool Kits Measuring Tape</p>

Module 16: Carryout Measuring			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Clean Work Place	<p>Deliver presentation on clean workplace. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Describing the importance of cleaning of work station. • Explaining the proper cleaning of the machine, related tools and working area. <p>After the presentation, for the practical demonstrations arrange the trainees into small groups and ask that to write the importance of the cleaning of workstation after any work done.</p> <p>After that take feedback from the group. Answer any question and confirm trainee's understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Leather Measuring Machine Leather Measuring Machine Operator Manual Air Blower</p>

Module 16: Carryout Measuring			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU4: Maintain Measuring Register	<p>Deliver a presentation on maintain of register. Ensure that the presentation focuses on the following:</p> <ul style="list-style-type: none"> • Introduction the entries of measuring • Importance of mechanical records • Procedure of the entries in measuring <p>After the presentation, for the practical demonstration arrange the trainees in small groups. Provide each group different type of leather to perform drying for different type of articles.</p> <p>Arrange a visit of mechanical operational area of any reputable tannery to observe the practical skills of professional drying master and discussing the strengthen and weaknesses of skills of employee and trainee. Also discussed about the techniques of drying with experienced person and ask question for understanding</p> <p>Trainees need to practice their skills independently to perform shaving of different leather.</p> <p>After the practical sessions feedback session. Ask learners to complete a self-assessment form on their ability to carryout drying.</p> <p>Ask questions to confirm their understanding</p> <p>Learners must be able to practice and develop their knowledge and skills relating to cleaning workplace in an appropriate practical setting. Ensure that learners have the opportunity to ask questions to support their understanding</p>	<p>Class Room with multimedia aid, audio visual facility and flip chart</p> <p>Either, Training Tannery Area</p>	<p>Computer Multimedia Record Registers</p>

Frequently Asked Questions

1. What is Competency Based Training (CBT) and how is it different from currently offered trainings in institutes?	Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training. Compared to conventional programs, the competency based training is not primarily content based; it rather focuses on the competence requirement of the envisaged job role. The whole qualification refers to certain industry standard criterion and is modularized in nature rather than being course oriented.
2. What is the passing criterion for CBT certificate?	You shall be required to be declared “Competent” in the summative assessment to attain the certificate.
3. What are the entry requirements for this course?	The entry requirement for this course is 8th Grade or equivalent.
4. How can I progress in my educational career after attaining this certificate?	You shall be eligible to take admission in the National Vocational Certificate Level-3 in Leather Products Development Technician (Pattern Maker). You shall be able to progress further to National Vocational Certificate Level-4 in Leather Products Development Technician (Computerized Pattern Designer); and take admission in a level-5, DAE or equivalent course. In certain case, you may be required to attain an equivalence certificate from The Inter Board Committee of Chairmen (IBCC).
5. If I have the experience and skills mentioned in the competency standards, do I still need to attend the course to attain this certificate?	You can opt to take part in the Recognition of Prior Learning (RPL) program by contacting the relevant training institute and getting assessed by providing the required evidences.
6. What is the entry requirement for Recognition of Prior Learning program (RPL)?	There is no general entry requirement. The institute shall assess you, identify your competence gaps and offer you courses to cover the gaps; after which you can take up the final assessment.
7. Is there any age restriction for entry in this course or Recognition of Prior Learning program (RPL)?	There are no age restrictions to enter this course or take up the Recognition of Prior Learning program
8. What is the duration of this course?	The duration of the course work is 1,510 hrs. (11 months)
9. What are the class timings?	The classes are normally offered 25 days a month from 08:00am to 01:30pm. These may vary according to the practices of certain institutes.
10. What is equivalence of this certificate with other qualifications?	As per the national vocational qualifications framework, the level-4 certificate is equivalent to Matriculation. The equivalence certificate can be obtained from The Inter Board Committee of Chairmen (IBCC).

11. What is the importance of this certificate in National and International job market?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTTC). These standards are also recognized worldwide as all the standards are coded using international methodology and are accessible to the employers worldwide through NAVTTTC website.
12. Which jobs can I get after attaining this certificate? Are there job for this certificate in public sector as well?	You shall be able to take up jobs in the leather products making companies in the functions of cutting, stitching and finishing of leather gloves and garments.
13. What are possible career progressions in industry after attaining this certificate?	You shall be able to progress up to the level of supervisor after attaining sufficient experience, knowledge and skills during the job. Attaining additional relevant qualifications may aid your career advancement to even higher levels.
14. Is this certificate recognized by any competent authority in Pakistan?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTTC). The official certificates shall be awarded by the relevant certificate awarding body.
15. Is on-the-job training mandatory for this certificate? If yes, what is the duration of on-the-job training?	On-the-job training is not a requirement for final / summative assessment of this certificate. However, taking up on-the-job training after or during the course work may add your chances to get a job afterwards.
16. How much salary can I get on job after attaining this certificate?	The minimum wages announced by the Government of Pakistan in 2019 are PKR 17,500. This may vary in subsequent years and different regions of the country. Progressive employers may pay more than the mentioned amount.
17. Are there any alternative certificates which I can take up?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.
18. What is the teaching language of this course?	The teaching language of this course is Urdu and English.
19. Is it possible to switch to other certificate programs during the course?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.
20. What is the examination / assessment system in this program?	Competency based assessments are organized by training institutes during the course which serve the purpose of assessing the progress and preparedness of each student. Final / summative assessments are organized by the relevant qualification awarding bodies at the end of the certificate program. You shall be required to be declared "Competent" in the summative assessment to attain the certificate.
21. Does this certificate enable me to work as freelancer?	You can start your small business of stitching leather garments, gloves of other products. You may need additional skills on entrepreneurship to support your initiative.

