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| 1. Identify hazards in workplace environment 2. **Apply Occupational Health & Safety Procedures at Workplace** | 1. Comply with Occupational Health and Safety Precautions | 1. Apply Personal Protective and Safety Equipment(PPE) | 1. Practice safe Work habits to ensure safety in the workplace |
| 1. Perform hand cutting as per approved sample 2. **Perform Manipulation / Cutting operations** | 1. Perform Machine cutting as per approved sample | 1. Perform skiving as per approved sample | 1. Perform splitting as per approved sample |
| 1. Perform stamping / embossing as per approved sample | 1. Perform screen printing as per approved sample | 1. Perform marking as per approved sample | 1. Perform edge coloring as per approved sample |
| 1. Perform crimping operation as per approved sample | 1. Perform quality assurance as per SOPs | 1. Finalize plan quantity as per work ticket |  |
| 1. Check approved sample for stitching 2. **Perform Stitching** | 1. Arrange material for upper stitching | 1. Perform interlining with fusing press on upper components | 1. Prepare components for fitting and folding |
| 1. Perform folding components as per requirement | 1. Perform fitting and punching of components as per article requirements | 1. Perform stitching with machine | 1. Perform hand stitching as per design |
| 1. Perform binding stitching as per approved sample | 1. Perform String Stitching as per approved sample | 1. Perform Insole Sock Strobel with Upper as per approved sample | 1. Perform zigzag stitching as per approved sample |
| 1. Perform cording stitching as per approved sample | 1. Perform eyeleting / hooking as per approved sample | 1. Perform upper sealing as per requirement | 1. Perform upper trimming as per approved sample |
| 1. Apply toe puff material as per approved sample | 1. Perform toe shaping as per approved sample | 1. Place stiffener on back counter | 1. Perform complete edge coloring as per design |
| 1. Perform thread cleaning as per requirement | 1. Perform quality assurance as per SOPs |  |  |
| 1. Prepare Insole by hand 2. **Perform Insole Making** | 1. Perform cutting of insole by machine | 1. Perform Stamping as per requirement | 1. Perform Shank Board Skiving as per specification |
| 1. Perform grooving as per specification | 1. Attach shank with back part as per design | 1. Perform insole joining as per design | 1. Perform beveling on feather line of insole |
| 1. Perform Insole Molding / shaping as per design | 1. Perform insole covering as per design |  |  |
| 1. Prepare Thermo Plastic Rubber (TPR) / Poly Vinyl Chloride (PVC) outsole of shoe 2. **Prepare molded outsole** | 1. Prepare Polyurethane (PU) outsole of shoe | 1. Prepare rubber outsole of shoe as per design |  |
| 1. Perform cutting of outsole material 2. **Prepare leather outsole** | 1. Perform sole splitting as per approved sample | 1. Perform sole buffing / snuffing as required | 1. Perform roughing of heel part of outsole |
| 1. Perform grooving / channel making of outsole | 1. Join welt on sole as per design | 1. Perform embossing of outsole as per approved sample | 1. Perform pre-finishing of outsole as per requirement |
| 1. Prepare heel as per design | 1. Perform heel shaping as per design | 1. Perform pre-finishing of heel as per requirement | 1. Perform assembly of heel and sole as per design |
| 1. Perform sole finishing as per requirement |  |  |  |
| 1. Attach Insole with Last 2. **Perform Flat Lasting with Hand** | 1. Apply Adhesive to Insole and Upper | 1. Perform Toe puff & Stiffener | 1. Perform Toe/Forepart lasting |
| 1. Perform Side Lasting as per design | 1. Perform Heel / Back Part Lasting as per design | 1. Perform Wrinkle Chasing as per requirement | 1. Perform Upper Bottom & Sole Roughing and priming as per requirement |
| 1. Perform Sole Attaching as per design | 1. Perform De-Lasting as per design | 1. Perform Sole Stitching as per design |  |
| 1. Attach Insole with Lastas per design 2. **Perform Flat Lasting with Machine** | 1. Perform Back Counter Molding as per requirement | 1. Perform Upper Blocking as per design | 1. Perform Toe Activation as per design |
| 1. Perform Toe/Forepart Lasting as per design | 1. Perform Side Lasting as per design | 1. Perform Heel Lasting as per design | 1. Perform Heel Edge Rounding as per requirement |
| 1. Perform nail pulling as per requirement | 1. Perform Wrinkle Chasing as per requirement | 1. Perform Bottom Roughing as per requirement | 1. Perform Sole Roughing / Priming as per requirement |
| 1. Perform Sole Attaching as per design | 1. Perform De-Lasting as per design | 1. Perform Sole Stitching as per design |  |
| 1. Perform Back Counter Molding as per design 2. **Perform Mold Lasting** | 1. Perform Pre-forming as per approved sample | 1. Insert The Last/Mold as required | 1. Perform Toe/Forepart Lasting as required |
| 1. Perform Side Lasting as required | 1. Perform Heel Lasting as required | 1. Perform Bottom Roughing as per requirement | 1. Perform Sole Direct Molding as per design |
| 1. Perform De-Lasting as per approved sample | 1. Perform Sole Stitching as per design |  |  |
| 1. Perform leather aniline / two tone finishing as per approved sample 2. **Perform shoe finishing and packing** | 1. Perform suede / nubuck / synthetic finishing as per approved sample | 1. Insert socks as per approved sample | 1. Perform lacing as per approved sample |
| 1. Perform stuffing as per requirement | 1. Perform brand tagging / stickers as per sample | 1. Perform shoe packing as per sample |  |
| 1. Perform Communication with others 2. **Develop Professionalism** | 1. Upgrade Professional skills | 1. Work in a team |  |

Additional Information for Shoe Technician (Cut to pack)”

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| Worker traits   * Responsible * Honest * Supportive * Physically fit * Committed * Self-motivated | Entry Requirements  Matric | Duration of Training Required  12 months | Career Paths  Shoe Technician  Supervisor  Trainer  Entrepreneur |
| **Related Knowledge and Skills**   * Adhesive time adjustment * Ankle height * Area of shank attachment * Back height measurement * Back height size wise * Basic numeracy * Bottom plugs of last * Codes and standards ( 5S methodology) * Color dyes * Color matching techniques * Colors combination * Controlling the waste of material * Crimping materials * Cutting materials / components * Cutting presses * Decorative materials * Describe the upper Hammering * Different sizes and sizing system * Direction of cutting from Tight to Toe * Direction wise cutting * Drying time period * Feather line of last * Fitting techniques * Functions of covering and drying conveyer machines * Functions of fusing press machine * Identification of area for application of adhesives * Identification of Materials * Identification of right and left side insole * Identification of Sole material * Importance of leveling of feather line * Importance of nail attaching * Importance of oiling the machine * Importance of proper nailing * Importance of proper placing toe puff and stiffener * Inside and outside of upper | | **Tools/Equipment**   * 45ᵒ lever * Adhesive * Adhesive applicator * Adhesive applicator machine * Adhesive container * Adhesives machine * Adjustment tools * Alky set * Apron * Arc machine * Awl * Back forming machine * Basket * Beveling machine * Binding machine * Blocking machine * Books * Bottom roughing machine * Brush for adhesive * Buffing machine * Card board / rubber sheets * Casting die * Casting pattern * Chiller * Chiller box * Clipper * Computer * Cording stitching machine * Coupling machine * Covering machine * Crape sheet * Crimping machine * Cut insole * Cutting and marking templates * Cutting boards * Cutting dies * Cutting knives * Cutting pads | |
| **Related Knowledge and Skills**   * Insole material * Insole pattern * Knowledge of materials * Laser cutting * Last and its types * Last Bottom holes for nailing * Layers preparation * Levelling of feather line * Marking patterns * Marking techniques (skin and chalk) * Material analysis * Material directions * Materials of thread * Method of hand stitching * Methods of cutting * Methods of edge coloring * Methods of stamping / embossing * Nail removing * Oiling the machine * Pair wise cutting * Parts of last * Parts of shoe * Position of left/right * Press beam height * Process of cutting * Proper force at upper * Proper method of de-lasting * Proper place of upper * Proper use of chemical * Proper use of hand tools and equipment * Punching techniques * Quality of insole material * Quality of Pull over * Quality Standards * Safety precautions * Safety rules * Shoe components * Shoe material * Shoe Sizes * Sizing assortment * Sizing notches * Sizing of insole and last * Sizing systems * Skiving chart * SOPs for trimming * Specification / standards / approved sample * Splitting specification chart * Techniques of beveling * Techniques of bottom roughing * Techniques of fitting and folding of components | | **Tools/Equipment**   * Cutting pattern * Cutting press * De-lasting machine/stand * De-lasting stand * Density meter * Different types of hot and cold molds * Dipping pot * Direct molding machine * Drying conveyer machine * Electric Heater * Electric roughing machine * Embossing die * Embossing machine * Eyelet presser * Eyeleting dies * Eyeleting machine * Flat-bed stitching machine double needle * Flat-bed stitching machine single needle * Folding machine * Frame with screen * Fusing press machine * Gloves * Goggles * Grooving machine * Hammer * Hammering machine * Hand pincers * Hand punch * Hand scoring machine * Hardness gauge * Heat setting machine * Heating chamber * Heel * Heel Edge rounding machine * Heel lasting machine * Hood * Inclination machine * Insole sample * Inverted stapler machine * Iron * Knives * Last * Last inserting machine * Last length standard * Lasting jack stand * Lasting Pincer * Lasting stand * Lasting Teflon hammer * Lubricants * Machine for string * Magazines books | |
| **Related Knowledge and Skills**   * Techniques of insole fixing * Techniques of insole making by hand * Techniques of insole making by machine * Techniques of joining fore and back part of insole * Techniques of nail pulling * Techniques of nail removing * Techniques of trimming * Techniques used for pulling force * Thickness of material * Thimble of last * Thread pulling techniques * Threading techniques * Types and parts of shoes * Types and use of edge rounding machine * Types and uses of adhesives and Primer * Types and uses of adhesives machines * Types and uses of arc machine * Types and uses of binding machines * Types and uses of blocking machine * Types and uses of bottom roughing machine * Types and uses of branding tags / stickers / label * Types and uses of buffing machines * Types and uses of Chillier * Types and uses of coupling machine * Types and uses of cutting boards * Types and uses of cutting dies * Types and uses of cutting pads * Types and uses of cutting tools * Types and uses of de lasting machine * Types and uses of dies * Types and uses of direct molding machine * Types and uses of embossing machine * Types and uses of emery paper / belt * Types and uses of eyeleting machines * Types and uses of eyelets / hooks * Types and uses of finishing material * Types and uses of folding machine * Types and uses of grooving knives * Types and uses of grooving machines * Types and uses of handling tools and materials * Types and uses of head cleaner * Types and uses of heating chamber * Types and uses of heel lasting machine * Types and uses of heel lasting materials * Types and uses of heel materials * Types and uses of hot melt adhesives * Types and uses of inclination machine * Types and uses of insole material | | **Tools/Equipment**   * Magnifier glass * Magnifying glass * Marble sheet * Marble stone * Marking machine * Marking patterns * Marking template of heel * Marking tools * Masks * Measuring instruments * Measuring tools * Molding machine * Molding press * Molds * Nail remover * Nail removing lever * Nailing machine * Oil can * Oil cane * Panches * Peg stand * Per-forming machine * Plastic basket / bag * Plier * Portable grinding machine * Post bed stitching machine double needle * Post bed stitching machine single needle * Pot * PPEs * Press * Press machine * Prickle punch * Printing pads * PU molding machine * Pulling tools * Punch * Rack * Riveting machine * Roughing machine * Round hammer * Rounding machine * Rubber hammer * Rubber mixing machine * Rubber molding press * Safety Shoes * Sand paper * Scale * Scissors * Sealing machine * Sharpening tools * Shoe horn | |
| **Related Knowledge and Skills**   * Types and uses of knives * Types and uses of laces * Types and uses of lacing * Types and uses of last inserting machine * Types and uses of lubricants * Types and uses of marking material * Types and uses of materials * Types and uses of mold cleaner * Types and uses of molding machine * Types and uses of molding materials * Types and uses of molding press * Types and uses of molds * Types and uses of nailing machine * Types and uses of nails * Types and uses of packing accessories * Types and uses of packing materials * Types and uses of pre forming machines * Types and uses of press * Types and uses of press machine * Types and uses of PU materials * Types and uses of PU molding machine * Types and uses of reinforcement materials * Types and uses of reinforcement tape * Types and uses of related primer * Types and uses of rounding machine * Types and uses of sealing machine * Types and uses of sealing materials * Types and uses of shank materials * Types and uses of side lasting machines * Types and uses of sizing system * Types and uses of skiving machine * Types and uses of Softener * Types and uses of sole attaching * Types and uses of sole leather, heel top, eel lifts and welt materials * Types and uses of sole materials * Types and uses of sole pressing machine * Types and uses of sole roughing machine * Types and uses of sole stitching machine * Types and uses of soling materials * Types and uses of splitting machine * Types and uses of spray guns * Types and uses of Stamping / embossing machine * Types and uses of stiffener materials * Types and uses of stitching machines * Types and uses of stuffing materials * Types and uses of tagging machine * Types and uses of threads and needles * Types and uses of toe activator * Types and uses of toe lasting machine | | **Tools/Equipment**   * Shoe sample * Shoe tree last * Show board * Shower * Side lasting machine * Skiver * Skiving and marking charts * Skiving chart * Skiving machine * Sole * Sole activator * Sole pressing machine * Sole roughing machine * SOPs * Splitting machine * Spray booth * Spray gun * Spray guns * Stamping and embossing machine * Stamping dies * Stamping machine * Stamping pads * Stapler Gun & pins * Steam chamber * Steel wire brush * Stitching machine * Strapping machine * Strobel machine * Tagging machine * Tape attaching machine * Tape dispenser * Teflon sheet * Telephone * Temperature gun * Template pattern * Templates * Thickness gauge * Thickness gauge meter * Thread burning equipment * Thread clipper * Thread pole * Toe activation machine * Toe lasting machine * Toe puff machine * Toe shaping machine * Tools kit * Trimming machine * Trolley * Wooden hammer * Weighing balance * Wrinkle chasing machine | |
| **Related Knowledge and Skills**   * Types and uses of toe puff machines * Types and uses of toe puff materials * Types and uses of toe shaping machines * Types and uses of toe shaping materials * Types and uses of trimming machine * Types and uses of upper and sole materials * Types and uses of upper finishes * Types and uses of upper material * Types and uses of welt materials * Types and uses of wrinkle chasing machine * Types and uses plotter * Types and uses release agents * Types of binding * Types of binding materials * Types of coloring materials * Types of cutting * Types of cutting faults and parts * Types of defects * Types of lubricants | | **Tools/Equipment**   * Zigzag stitching machine | |