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LEATHER PROCESSING TECHNOLOGIST

COMPETENCY STANDARDS

National Vocational Certificate Level 2-4

Version 1 - November, 2019

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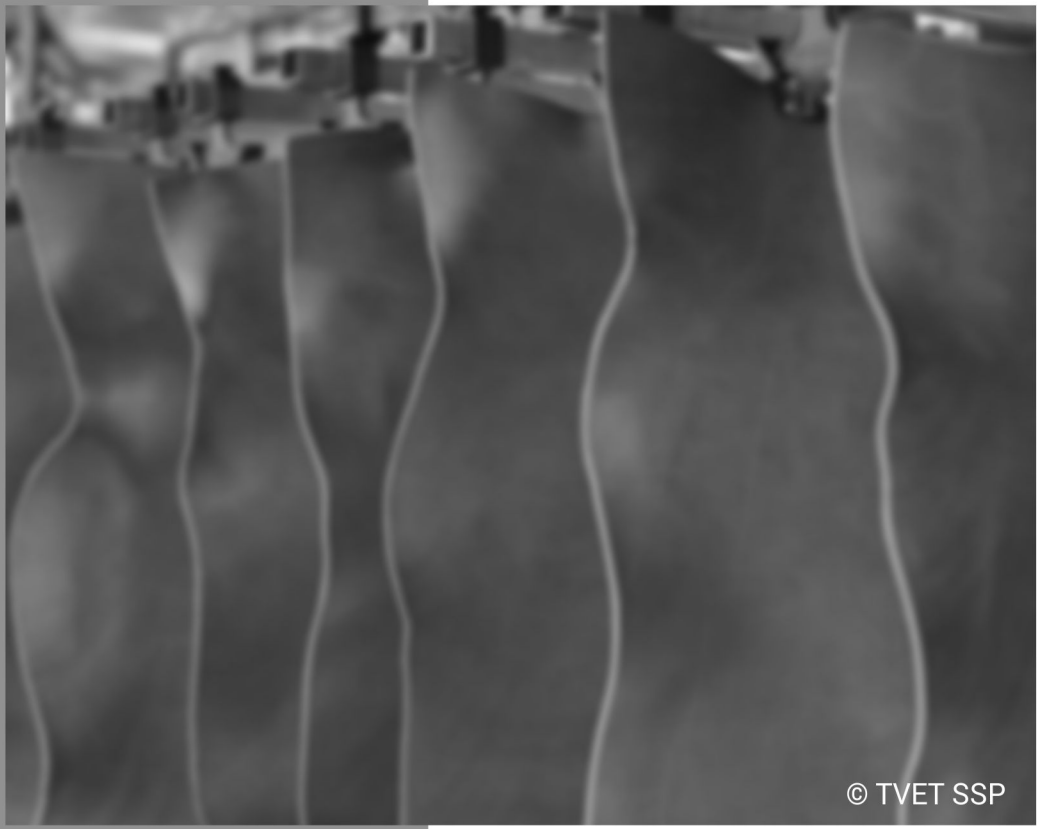

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COMPETENCY STANDARDS

National Vocational Certificate Level 2-4

Version 1 - November, 2019

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1. INTRODUCTION

Leather and Leather merchandises are the most significant and the third most dynamic industrial sector in Pakistan after cotton, textile and rice. Leather industry of Pakistan comprises approximately 800 small, medium, and large industrial units and tanneries. According to Pakistan Tanners Association (PTA), leather industry contributes 2.6 percent to GDP, 5 percent to country's total exports and provides jobs to over one million skilled and semi-skilled workers. Tanneries in the country actively engaged in producing best quality finished leather of Cow, Buffalo, and Sheep & Goat skins. Pakistan is rich in agricultural products and has a large livestock population which plays an important role in the economy of Pakistan by producing around 13.0 Million Hides and 47.4 Million Skins per annum. The quality of goat skins, cow, buffalo hides in Pakistan is satisfactory.

The Leather industry is a highly labour intensive industry; labour is extensively employed in the initial stages of the Leather tanning process while greater skills are required at the finishing stage. Although a number of foreign qualified /trained personnel are working in leather tanneries, they have mostly acquired their skills through on the job training or are the sons and relatives of those few tannery owners who could afford to send them abroad for training. There is little use of in-house vocational training, an important means of up-grading the skills of production personnel and recruitment in developed countries. It is in the small to medium-sized sector that the leather training provided to production personnel is particularly unsatisfactory. Institutional support is essential to meet the requirements of this sector.

The qualifications of leather processing mechanical operator, leather tanning technician, leather processing & quality Associate are developed based on leather processing industry demand on the pattern of competency based training under national vocational qualification framework (NVQF). It carries a proposed learning volume of 1620 hours which will be covered in almost 18 months and Two months is recommended as workplace based training for each certificate (On the Job Training).

Training in the course is based on defined competency standards, which are industry oriented. The traditional role of a trainer changes and shifts towards the facilitation of training. A trainer encourages and assists trainees to learn for themselves. As trainees learn at different pace they might well be at different stages in their learning, thus learning must be tailored to suit individual needs.

2. TITLES OF QUALIFICATIONS

The detail of the competency standards included in this qualifications are given below:

i. National Vocational Certificate level 2, in (Leather Processing Technologist)
"*Leather Processing Mechanical Operator*"

a. Carryout Fleshing
b. Carryout Scudding
c. Carryout Splitting
d. Carryout Shaving
e. Carryout Sammying-Setting Out
f. Carryout Drying
g. Carryout Staking
h. Carryout toggling
i. Carryout buffing
j. Carryout Hydraulic Press
k. Carryout Ironing
l. Carryout Measuring
m. Comply Personal Health and Safety Guidelines
n. Communicate the Workplace Policy and Procedure
o. Perform Basic Communication (Specific)
p. Perform Basic Computer Application (Specific)

ii. National Vocational Certificate level 3, in (Leather Processing Technologist)
"*Leather Tanning Technician*"

a. Carryout Pre-PELT operation
b. Carryout Post-PELT operation
c. Carryout Tanning
d. Apply Work Health and Safety Practices (WHS)
e. Identify and Implement Workplace Policy and Procedures
f. Communicate at Workplace
g. Perform Computer Application Skills
h. Manage Personal Finances

iii. **National Vocational Certificate level 4, in (Leather Processing Technologist) "*Leather Processing & Quality Associate*"**

a. Carryout Post Tanning
b. Carryout Dyeing
c. Carryout finishing operation
d. Manage quality control
e. Contribute to Work Related Health and Safety (WHS) Initiatives
f. Analysis Workplace Policy and Procedures
g. Perform Advanced Communication
h. Develop Advance Computer Application Skills
i. Manage Human Resource Services
j. Develop Entrepreneurial Skills

3. PURPOSE OF THE QUALIFICATIONS

The purpose of these qualifications is to set high professional standards for Leather Processing Technologist job. These national qualifications will support training providers in enhancing the quality of training and assessment in Pakistan. The specific objectives of developing these qualifications are as under:

- Improve the overall quality of training delivery and setting national benchmarks for training of **Leather Processing Technologist** in the country
- Provide flexible pathways and progressions to learners enabling them to receive relevant, up-to-date and recent skills
- Provide basic knowledge through competency based assessment which is recognized and accepted by employers
- Establish a standardized and sustainable system of training for leather processing technologist in the country

4. MAIN OBJECTIVE OF QUALIFICATION

The Leather Processing Technologist qualifications level 2- 4 consists of theoretical and practical details required to perform leather processing in leather industries. The main objectives of the qualification are as follows:

- Apply Occupational Health & Safety Procedures at Workplace
- Carryout Fleshing
- Carryout Scudding
- Carryout Splitting
- Carryout Shaving
- Carryout Sammying-Setting Out
- Carryout Drying
- Carryout Staking
- Carryout toggling
- Carryout buffing
- Carryout Hydraulic Press
- Carryout Ironing
- Carryout Measuring
- Maintain Safe Work Environment
- Carryout Pre-PELT operation
- Carryout Post-PELT operation
- Carryout Tanning
- Carryout Post Tanning
- Carryout Dyeing
- Carryout finishing operation
- Manage quality control
- Develop Professionalism

5. DATE OF VALIDATION

The level 2, 3 and 4 of National Vocational Qualification on Leather Processing Technologist, Leather Processing Mechanical operator, Leather Tanning Technician, Leather Processing & Quality Associate have been validated by the Qualifications Development Committee (QDC) members on 27th and 28th of Feb 2019 and will remain in currency until December 2022.

6. CODES OF QUALIFICATIONS

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification Leather Processing Technologist	
Code	**Description**
	National Vocational Certificate level 2, in (Leather Processing Technologist) “Leather Processing Mechanical Operator”
	National Vocational Certificate level 3, in (Leather Processing Technologist) “Leather Tanning Technician”
	National Vocational Certificate level 4, in (Leather Processing Technologist) “Leather Processing & Quality Associate”

7. ENTRY REQUIREMENTS

The entry for National Vocational Certificate Leather Process Technologist are given below:

Title	Entry requirements
National Vocational Certificate level 2, in (Leather Processing Technologist) “Leather Processing Mechanical Operator”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is the person must have middle (preferable matric).
National Vocational Certificate	Entry for assessment for this qualification is open.

level 3, in (Leather Processing Technologist) "Leather Tanning Technician"	However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in (Leather Processing Technologist) "Leather Processing Mechanical Operator". Or this person must have Matric with fundamental knowledge of Leather Processing or 1 year experience of Leather Processing can also apply.
National Vocational Certificate level 4, in (Leather Processing Technologist) "Leather Processing & Quality Associate"	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in (Leather Processing Technologist) "Leather Tanning Technician". Or this person must have intermediate with 3 year experience of leather processing can also apply.

8. MEMBERS OF QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members are the qualifications development committee of these qualifications:

Sr. No.	Name	Designation	Organization	Phone No.:
1.	Mr. Adnan	Production & Planning Manager	Nova leather Pvt Ltd Mian Muhammad Shafi & Comp. /	0323-2751744
2.	Mr. Abdul Qadeer	Quality controller leather	Nova Leather Pvt.	0337-3179765
3.	Mr. Syed Amjad ali	R & D Manager	Gulf Chemical	0322- 2442753
4.	Mr. Muhammad Maaz	Dying Technician	Shafi Reso Chem	0333-3456728
5.	Mr. Abdul Rauf	Lab Technician	Shafi Reso Chem	0323-2340858
6.	Mr. Imtiaz	Dying Technician / CEO	Nazar Hussain Tennry	0300-2982011
	Mr. Zeeshan	Principal Technician	PCSIR, LRC	0333-3635719
7.	Mr. Farrukh Hassan Bhatti	Leather Technologist	PCSIR, LRC	0332-6410116
8.	Mr. Abdul Ghani Rajput	Deputy Director MIS, STEVTA	STEVTA	0333-2187586

9.	Mr. Salman Shah	DD Curriculum	PTEVTA	0300-9473523
10.	Mr. Muhammad Bais	Assistant Director Academics	KP-TEVTA	0313-9095099
11.	Mr. Raja Muhammad Irshad	Assistant Director	AJK-TEVTA	0300-5125498
12.	Mr. Raja Asad Ali	Leather Technologist	PCSIR, LRC	0312-2326301
13.	Mr. Kashif Ashraf	Principal	NILT	0345-2283095
14.	Mr. Yasrab	Head of department	NILT	0332-2652573
15.	Mr. Ghulam Mohiuddin	Lab incharge Tannery	NILT	0312-2469593
16.	Mr. Taha Mehmood	DACUM facilitator	Free Lance Expert	0300-3302455
17.	Mr. Kamran Habib	Managing Director	PELLE Classics	0300-2949612
18.	Mr. Sheikh Hammad Mateen	Head of Program	TAF Foundation	0302-8229303

9. MEMBERS OF QUALIFICATIONS VALIDATION COMMITTEE

The following members participated in the qualifications development and validation of these qualifications:

Sr. No.	Name	Designation	Organization	Phone no.	Email
1.	Mr. Adnan	Production & Planning Manager	Nova Leathers Pvt Ltd / Mian Muhammad Shafi & Comp.	0323-2751744	adn.ahmed1981@gmail.com
2.	Mr. Raja Asad Ali	Leather Technologist	PCSIR, LRC	0312-2326301	Assadali15@yahoo.com
3.	Mr. Rana Kashif Jamal	Wet end Technician	Stahl Pakistan	0302-8292946	rkj4084@gmail.com
4.	Mr. Muhammad Maaz	Dying Technician	Freelance	0333-3456728	muhammadmaazawan@yahoo.com
5.	Mr. Yasrab	Head of department	NILT	0332-2652573	sheikhyasrub@gmail.com
6.	Mr. Ghulam Mohiuddin	Lab inchage Tennry	NILT	0312-2469593	ranaghulam1997@gmail.com
	Mr. Zeeshan	Principal Technician	PCSIR, LRC	0333-3635719	Zee967@yahoo.com
7.	Mr. Farrukh Hassan Bhatti	Leather Technologist	PCSIR, LRC	0332-6410116	Farrukh.hassan84@gmail.com

8.	Sohail Ahmed Qureshi	Leather Process Consultant	Self Employed	0321-2299389	sohailqureshi13@yahoo.com
9.	Safdar Ali	HOD	NILT	0345-2158729	saf.ali.sheikh@gmail.com
10.	Muhammad Imran	Qulaity assurance manager	HOSTACHEM International	0311-1293084	imran@hostachem.com
11.	Mr. Liaquat Ali Jamro	Director Academics	STEVTA	0332-7950712	engr_laj@yahoo.com
12.	Mr. Kamran Meher		AMANTECH	kamran.meher@amanfoundation.org	0302-8229303
13.	Mr. Taha Mehmood	DACUM facilitator	Free Lance Expert	mehmod.taha@gmail.com	0300-3302455

10. REGULATIONS FOR THE QUALIFICATION

- National Environmental Quality Standards (NEQS)
  - National Environmental Quality Standards for Ambient Air
  - Pakistan Environmental Legislation and Environmental Quality Standards
  - National Environmental Quality Standards for Municipal and Liquid Industrial Effluents
- American standard of testing methods (ASTM)
- British Standards (BS)

11. SUMMARY OF COMPETENCY STANDARDS

Code	Competency Standards	Level	Credit Hours	Category
072300716	Carryout Fleshing	2	4	Functional
072300717	Carryout Scudding	2	4	Functional
072300718	Carryout Splitting	2	4	Functional
072300719	Carryout Shaving	2	4	Functional
072300720	Carryout Sammying-Setting	2	4	Functional
072300721	Carryout Drying	2	4	Functional
072300722	Carryout Staking	2	4	Functional
072300723	Carryout toggling	2	4	Functional
072300724	Carryout buffing	2	4	Functional
072300725	Carryout Hydraulic Press	2	4	Functional
072300726	Carryout Ironing	2	4	Functional
072300727	Carryout Measuring	2	4	Functional
102200844	Comply Personal Health and Safety Guidelines	2	3	Generic
041700839	Communicate the Workplace Policy and Procedure	2	2	Generic
001100851	Perform Basic Communication (Specific)	2	3	Generic
061100658	Perform Basic Computer Application (Specific)	2	4	Generic
072300728	Carryout Pre-PELT operation	3	18	Technical
072300729	Carryout Post-PELT Operation	3	14	Technical
072300730	Carryout Tanning	3	16	Technical
102200846	Apply Work Health and Safety Practices (WHS)	3	3	Generic
041700840	Identify and Implement Workplace Policy and Procedures	3	2	Generic
001100852	Communicate at Workplace	3	3	Generic
061100858	Perform Computer Application Skills	3	4	Generic
041300867	Manage Personal Finances	3	3	Generic

072300731	Carryout Post Tanning	4	16	Technical
072300732	Carryout Dyeing	4	14	Technical
072300733	Carryout finishing operation	4	15	Technical
072300734	Manage quality control	4	12	Technical
102200848	Contribute to Work Related Health and Safety (WHS) Initiatives	4	3	Generic
041700841	Analysis Workplace Policy and Procedures	4	3	Generic
001100853	Perform Advanced Communication	4	3	Generic
061100858	Develop Advance Computer Application Skills	4	4	Generic
043100869	Manage Human Resource Services	4	2	Generic
041300860	Develop Entrepreneurial Skills	4	3	Generic
	Total		**198**	

12. Packaging of Qualification

The packaging of competencies is given as follows:

Level	Title	Packages of Competency Standards
National Vocational Certificate level 2, in (Leather Processing Technologist)	**"Leather Processing Mechanical Operator"**	• Apply Occupational Health & Safety Procedures at Workplace • Carryout Fleshing • Carryout Scudding • Carryout Splitting • Carryout Shaving • Carryout Sammying-Setting Out • Carryout Drying • Carryout Staking • Carryout Toggling • Carryout Buffing • Carryout Embossing • Carryout Ironing • Carryout Measuring
National Vocational Certificate level 3, in (Leather Processing Technologist)	**"Leather Tanning Technician"**	• Maintain Safe Work Environment • Carryout Pre-PELT operation • Carryout Post-PELT operation • Carryout Tanning
National Vocational Certificate level 4, in (Leather Processing Technologist)	**"Leather Processing & Quality Associate"**	• Carryout Post Tanning operation • Carryout Dyeing • Carryout Finishing operation • Manage Quality Control • Development Professionalism

13. Details of Competency Standards

072300716 Carryout Fleshing

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for fleshing, perform fleshing, clean work place, and maintain fleshing machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Fleshing	***Trainee will be able to:*** **P1.** Remove hazardous material from work area **P2.** Analyse job card from supervisor **P3.** Select correct position in order to minimize fatigue **P4.** Set Fleshing Workstation as per requirement
CU2. Perform Fleshing	***Trainee will be able to:*** **P1.** Place hide/skin for fleshing from flesh side **P2.** Remove Flesh form skim/hide as per requirement **P3.** Ensure proper removal of Flesh **P4.** Segregate damaged hides/skin **P5.** Put fleshed hides/skin in trolley
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Remove waste from work place as per instruction **P2.** Clean machine & tools as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Fleshing Register	***Trainee will be able to:*** **P1.** Record Fleshing operation entries in register **P2.** Record damages during Fleshing operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Fleshing
- Describe types of Fleshing
- Enlist Safety Instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare fleshing workstation as per requirement
- Perform Fleshing as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Knife 8’
2.	Fleshing Machine (4’)
3.	Safety helmet & glasses
4.	Safety Gloves
5.	Safety Shoes(Rubber)
6.	Mask
7.	Apron Rubber
8.	Knife Sharpener Stone.

072300717 Carryout Scudding

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for scudding, perform scudding, clean workplace, and maintain scudding machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Scudding	***Trainee will be able to:*** **P1.** Remove hazardous material from work area **P2.** Analyze Job card from supervisor **P3.** Place correct tools as per requirement **P4.** Set Scudding area as per requirement
CU2. Perform Scudding	***Trainee will be able to:*** **P1.** Set pelt for scudding from grain side **P2.** Select correct curved knife for Scudding **P3.** Execute Scudding on pelt **P4.** Pile Scudded pelt
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Dispose waste from workplace as per instructions **P2.** Clean tools as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Scudding Register	***Trainee will be able to:*** **P1.** Record Scudding operation entries in register **P2.** Record damages during Scudding operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Scudding
- Describe techniques of Scudding
- Enlist safety instruction
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Set Scudding area as per requirement
- Perform Scudding operation as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Curve Knifes
7.	Curve Stand for Scudding
8.	Pallet
9.	Knife sharpener stone

072300718 Carryout Splitting

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for splitting, perform splitting, clean workplace and maintain splitting machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Splitting	***Trainee will be able to:*** **P1.** Remove hazardous from work area **P2.** Analyze Job card from supervisor **P3.** Set Splitting machine as per requirement
CU2. Perform splitting	***Trainee will be able to:*** **P1.** Check moisture content leather **P2.** Feed tanned leather into splitting machine **P3.** Operate Splitting machine as per requirement **P4.** Maintain accuracy of Splitting **P5.** Segregate damaged hides/skin **P6.** Pile leather and split separately
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Remove waste from work place as per instruction **P2.** Clean machine & tools as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Splitting machine register	***Trainee will be able to:*** **P3.** Record Splitting operation entries in register **P4.** Record damages during Splitting operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Splitting
- Describe stages of Splitting
- Identify Splitting by products
- Enlist safety instruction
- Employ machine operating manual

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Splitting as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Splitting machine
7.	Pile Horse
9.	Thickness Gauge Meter

072300719 Carryout Shaving

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for shaving, perform shaving, clean workplace, and maintain shaving machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Shaving	***Trainee will be able to:*** **P1.** Remove hazardous material from work area **P2.** Analyze Job card from supervisor **P3.** Set Shaving machine as per requirement
CU2. Perform Shaving	***Trainee will be able to:*** **P1.** Check Moisture of leather **P2.** Feed tanned leather into shaving machine from flesh side **P3.** Operate Shaving machine as per requirement **P4.** Measure thickness of Leather as per requirement **P5.** Segregate damaged hides/skin **P6.** Trim shaved leather as per requirement. **P7.** Pile Shaved leather
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Remove waste from work place as per instruction **P2.** Clean machine & tools as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Shaving Machine Register	***Trainee will be able to:*** **P1.** Record Shaving operation entries in register **P2.** Record damages during Shaving operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Shaving
- Describe types of Shaving
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Shaving as per requirement
-

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Thickness Gauge Meter
7.	Shaving Machine
8.	Knife Cutter
9.	Air Blower
10.	Knife scissor

072300720 Carryout Sammying - Setting Out

Overview: This competency standard covers the skills and knowledge required to prepare workstation for sammying-setting out, perform sammying-setting out, clean work place, maintain sammying-setting out machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Sammying - Setting out	***Trainee will be able to:*** **P1.** Remove hazardous material from work place **P2.** Analyze Job card from supervisor **P3.** Set Sammying - Setting out machine as per requirement
CU2. Perform Sammying – Setting out	***Trainee will be able to:*** **P1.** Feed leather into Sammying – Setting out machine from flesh side **P2.** Operate Sammying - Setting out machine as per requirement **P3.** Pile Leather
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain Sammying – Setting out machine register	***Trainee will be able to:*** **P1.** Record Sammying - Setting out operation entries in register **P2.** Record damages during Sammying - Setting out

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Sammying-Setting out
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Sammy-setting out as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Sammying-Setting out Machine
7.	Pile Horse
8.	Pallets

072300721 Carryout Drying

Overview:

This competency standard covers the skills and knowledge required to prepare workstatnion for Drying, perform Drying, clean work place, maintain Drying machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Drying	***Trainee will be able to:*** **P1.** Remove hazardous from work place **P2.** Analyze Job card from supervisor **P3.** Select Drying method as per job requirement **P4.** Set Drying workstationas per requirement
CU2. Perform Drying	***Trainee will be able to:*** **P1.** Place leather for drying as per requirement. **P2.** Dry leather machine as per requirement **P3.** Check leather drying as per requirement
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain Drying register	***Trainee will be able to:*** **P1.** Record Drying operation entries in register **P2.** Record damages during Drying operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Drying
- Describe types of Drying
- Explain techniques of drying
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare Workstation as per requirement
- Perform Drying as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Vacuum Dryer
7.	Scraper Fiber
8.	Hanging clips/Hanger
9.	Pile Horse
10.	Base plates
11.	Hanging conveyor

072300722 Carryout Staking

Overview:

This competency standard covers the skills and knowledge required to prepare Workstation for Staking, perform Staking, clean workplace, maintain Staking machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Staking	***Trainee will be able to:*** **P1.** Remove hazardous from work place **P2.** Analyze Job card from supervisor **P3.** Select Staking method as per job requirement **P4.** Set Staking machine as per requirement
CU2. Perform Staking	***Trainee will be able to:*** **P1.** Place leather into staking machine as per requirement **P2.** Operate Staking machine as per requirement **P3.** Segregate damaged leather **P4.** Pile the Leather
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Dispose waste as per instruction **P2.** Clean machine as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Staking machine register	***Trainee will be able to:*** **P1.** Record Staking operation entries in register **P2.** Record damages during Staking operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Staking
- Describe types of Staking
- Describe techniques of staking
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Staking as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Apron Rubber
6.	Staking Machines(Wheel Staking, Vibrator Machine)
7.	Pile Horse

072300723 Carryout Toggling

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for toggling, perform toggling, cleanwork place, maintain toggling machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Toggling	***Trainee will be able to:*** **P1.** Remove hazardous material from work place **P2.** Analyze Job card from supervisor **P3.** Set Toggle machine as per requirement
CU2. Perform Toggling	***Trainee will be able to:*** **P1.** Set leather on Toggle stand as per requirement **P2.** Operate Toggling machine as per requirement **P3.** Pile Leather as per instruction
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain Toggling machine register	***Trainee will be able to:*** **P1.** Record Toggling operation entries in register **P2.** Record damages during Toggling operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Toggling
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Toggling operation as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Mask
2.	Apron Rubber
3.	Toggle Chamber
4.	Toggle clips
5.	Pile stands / horse
6.	Fan
7.	Safety/Rubber Shoes

072300724 Carryout Buffing

Overview:

This competency standard covers the skills and knowledge required to prepare workstation fro buffing, perform buffing, clean workplace, maintin buffing machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Buffing	***Trainee will be able to:*** **P1.** Remove hazardous material from workplace **P2.** Analyze Job card from supervisor **P3.** Select Buffing paper as per job requirement **P4.** Set Buffing machine as per requirement
CU2. Perform Buffing	***Trainee will be able to:*** **P1.** Feed leather into buffing machine **P2.** Operate Buffing machine as per requirement **P3.** Perform de-dusting as per requirement **P4.** Check Buffing nap of Leather as per requirement **P5.** Pile Buffed leather
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Dispose waste as per instruction **P2.** Clean machine as per instruction **P3.** Ensure housekeeping of workplace
CU4. Maintain Buffing machine register	***Trainee will be able to:*** **P1.** Record Buffing operation entries in register **P2.** Record damages during Buffing operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Buffing
- Describe types of Buffing and its papers
- Enlist safety instruction

- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Buffing as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Shoes(Rubber)
3.	Mask
4.	Apron Rubber
5.	Buffing Machine
6.	Wrench Pana
7.	Buffer Papers (180-1200)
8.	Air Blowers
9.	De-dusting machine

072300725 Carryout Hydraulic Press

Overview:

This competency standard covers the skills and knowledge required to perpare Workstation for Hydrualic Press, perfrom Hydraulic Press, clean workplace, maintain Hydraulic Press machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Hydraulic Press	***Trainee will be able to:*** **P1.** Remove hazardous material from workplace **P2.** Analyze Job card from supervisor **P3.** Select Embossing Plates as per requirement **P4.** Set Hydraulic Press machine as per requirement
CU2. Perform Hydraulic Press	***Trainee will be able to:*** **P1.** Place Leather into Hydraulic Press **P2.** Operate Hydraulic Press as per requirement **P3.** Examine Hydraulic Press Effect on leather as per requirement **P4.** Pile Embossed Leather
CU3. Clean Work Place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain Hydraulic Press machine register	***Trainee will be able to:*** **P1.** Record Hydraulic Press Machine operation entries in register **P2.** Record damages during Hydraulic Press operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Hydraulic Press
- Describe types of Hydraulic Press Plates

- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Hydraulic press as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves (Welding)
4.	Mask
5.	Apron Rubber
6.	Hydraulic Machine
7.	Pallet Jack
8.	Hydro press plate (Plain)
9.	Hydro press plate (hair-cell)
10.	Hydro press plate (milled)
11.	Large Wooden Scraper

072300726 Carryout Ironing

Overview:

This competency standard covers the skills and knowledge required to prepare workstation for ironing, perfrom Ironing, clean workplace, maintain ironing machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Ironing	***Trainee will be able to:*** **P1.** Remove hazardous from workplace **P2.** Analyze Job card from supervisor **P3.** Set Ironing machine as per requirement
CU2. Perform Ironing	***Trainee will be able to:*** **P1.** Feed Leather into Ironing machine **P2.** Operate Ironing machine as per requirement **P3.** Examine Ironing impact on leather as per requirement **P4.** Pile leather
CU3. Clean Work place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain Ironing machine register	***Trainee will be able to:*** **P1.** Record Ironing operation entries in register **P2.** Record damages during Ironing operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Ironing
- Describe types of Ironing
- Enlist safety instruction
- Employ machine operating manual
- Assess the working result according to the requirement.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Ironing as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves (Welding)
3.	Safety Shoes
4.	Mask
5.	Apron
6.	Ironing Machine (Roto Press & Fini flex)
7.	Pallet Jack

072300727 Carryout Leather Measuring

Overview:

This competency standard covers the skills and knowledge required to perpare workstation for measuring, perform measuring, clean workplace, maintain merasuring machine register.

Competency Units	Performance Criteria
CU1. Prepare Workstation for Leather Measuring	***Trainee will be able to:*** **P1.** Remove hazardous material from workplace **P2.** Analyze Job card from supervisor **P3.** Set Measuring machine as per requirement
CU2. Perform Leather Measuring	***Trainee will be able to:*** **P1.** Place Leather on Measuring machine **P2.** Operate Measuring machine according as per requirement **P3.** Pile Measured Leather
CU3. Clean work place	***Trainee will be able to:*** **P1.** Clean machine as per instruction **P2.** Ensure housekeeping of workplace
CU4. Maintain leather measuring machine register	***Trainee will be able to:*** **P1.** Record Measuring operation entries in register **P2.** Record Measurement of leather

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe purpose of Measuring
- Describe techniques of Measuring
- Enlist safety instruction
- Employ machine operating manual

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Prepare machine as per requirement
- Perform Leather Measuring as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety Shoes
2.	Mask
3.	Measuring Machine
4.	Wooden Table
5.	Pile Horse
6.	Measuring tape

102200844 Comply with Perform Personal Health and Safety Guidelines

Overview: 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.

Competency Units	Performance Criteria
CU1. Identify Personal Hazards at Workplace	**P1:** Identify risk to personal health **P2:** Identify hygiene and safety at work place **P3:** Identify processes **P4:** Identify tools, equipment and consumable materials that have the potential to cause harm **P5:** Report, identified risk to Health, hygiene and safety to concerned
CU2. Apply Personal Protective and Safety Equipment (PPE)	**P1:** List the Personal Protective equipment **P2:** Select personal protective equipment in terms of type and quantity according to work orders. **P3:** Wear personal protective equipment according to job requirements. **P4:** Clean personal protective equipment **P5:** Stored Personal Protective equipments in proper place after use.
CU3. Comply Occupational Safety and Health (OSH)	**P1:** Maintain cleanliness and hygiene as per organizational policy **P2:** Comply with Health, hygiene and safety precautions before starting work **P3:** Comply organizational Health, hygiene and safety guidelines during work **P4:** Deal with resolvable problems according to prescribed procedures **P5:** Report un resolvable problems to concerned

	P6: Place the tools equipment etc at their prescribed place after completion of work
CU4. Dispose of hazardous Waste/materials from the designated area.	**P1:** Identify hazardous waste materials which needs to be disposed off **P2:** Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure **P3:** Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure **P4:** Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain safety rules and regulations of organization

K2: List Personal protection and safety Equipment

K3: Describe meaning of Safety signs and symbols

K4: Demonstrate understanding of safety related Standard Operating Procedure/guidelines

K5: Describe waste disposal SOPs

K6: Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700839 Communicate the Workplace Policy and Procedure

Overview: 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.

Competency Units	Performance Criteria
CU1. Identify workplace communication procedures	**P1.** Identify organizational communication requirements and workplace procedures with assistance from relevant authority **P2.** Identify appropriate lines of communication with supervisors and colleagues. **P3.** Seek advice on the communication method/equipment most appropriate for the task
CU2. Communicate at workplace	**P1.** Use effective questioning, and active listening and speaking skills to gather and convey information **P2.** Use appropriate non-verbal behavior at all times **P3.** Encourage, acknowledge and act upon constructive feedback
CU3. Draft Written Information	**P1.** Identify and comply with required range of written materials in accordance with organizational policy and procedures **P2.** Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes. **P3.** Ensure written information meets required standards of style, format and detail. **P4.** Seek assistance and/or feedback to aid communication skills development
CU4. Review Documents	**P1.** Check draft for suitability of tone for audience, purpose, format and communication style **P2.** Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content. **P3.** Check draft for sequencing and structure

	P4. Check draft to ensure it meets organizational requirements **P5.** Ensure draft is proofread, where appropriate, by supervisor or colleague

Knowledge and Understanding

K1: Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws

K2: Organizational policies, plans and procedures.

K3: Barriers to communication

K4: Communication model

K5: Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

001100851 Perform Basic Communication (Specific)

Overview: 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.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace

Competency Units	Performance Criteria
CU1. Communicate in a team to achieve intended outcomes	**P1.** Treat team members with respect **P2.** Maintain positive relationships to achieve common organizational goals **P3.** Get work related information from team **P4.** Identify interrelated work activities to avoid confusion **P5.** Adopt communication skills, which are designed in a team. **P6.** Identify problems in communication with a team **P7.** Resolve Communication barrier through discussion and mutual agreement
CU2. Follow Supervisor's instructions as per organizational SOPs	**P1.** Receive the instructions from Supervisor **P2.** Carry out the instructions of the supervisor **P3.** Report to the supervisor as per organizational SOPs
CU3. Develop Generic communication skills at workplace	**P1.** Develop basic reading skills **P2.** Develop Basic writing Skills **P3.** Develop basic listening skills

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Basic Learn and understand Types of communication

K2: Basic Reading Skills

K3: Basic Writing skills

K4: Basic Verbal communication skills

K5: Basic Problem solving skills

K6: Basic Self-Management Skills

K7: Basic Technology Skills

K8: Basic Interview Skills

K9: Basic Workplace dress code

K10: Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors

061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Create Word Documents	**P1.** Open word processing application **P2.** Create a word document **P3.** Customize page layout with relevant name setting **P4.** Set up page in a word document **P5.** Edit word document as required **P6.** Use simple formatting tools when creating the document **P7.** Save word document to directory **P8.** Insert table in a word document **P9.** Insert appropriate images into document as necessary **P10.** Insert header/footer in a word document **P11.** Insert section break in a word document **P12.** Set style in word document **P13.** Select basic Print settings **P14.** Print the document
CU2. Use internet for Browsing	**P1.** Use search engines to open website **P2.** Search data on different topics **P3.** Refine search to increase relevance of information or content **P4.** Navigate a website to access the information or content required

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Describing formatting styles and their effect on formatting, readability and appearance of documents

K2: Outline purpose, use and function of word-processing software.

K3: Editing in MS Word

K4: Formatting in MS word

K5: Use of different search engines

K6: Use of different web pages

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser

072300728 Carryout Pre-Pelt Operation

Overview:

This competency standard covers the skills and knowledge required to perform hide/skin inspection, preserve hide/skin, prepare recipe for pre-pelt operation, soak hide/skin, perform painting on skin, and perform un-hairing & liming.

Competency Units	Performance Criteria
CU1. Preserve Hide/skin	***Trainee will be able to:*** **P1.** Prepare Storage Area **P2.** Apply Preserving agent as per Hide/skin condition **P3.** Pile Hide/skin flesh to flesh or grain to grain
CU2. Perform Hide/skin Inspection	***Trainee will be able to:*** **P1.** Receive Raw hide/skin from Supplier **P2.** Perform desalting **P3.** Trim hide/skin **P4.** Segregate Hide/skin as per size **P5.** Grade Hide/skin according to quality **P6.** Tag graded Hide/skin
CU3. Prepare Pre-PELT Recipe	***Trainee will be able to:*** **P1.** Assess Hide/Skin Condition **P2.** Weigh the weight of Hide/skin **P3.** Develop Pre-PELT Recipe according to requirement
CU4. Soak Hide	***Trainee will be able to:*** **P1.** Receive Hide/skin from Storage Area **P2.** Select Vessel for Soaking as per pre-pelt recipe **P3.** Perform washing as per pre-pelt recipe **P4.** Perform Soaking as per Pre-Pelt recipe **P5.** Check pH value of float and condition of hide/skin as per Pre-Pelt recipe
CU5. Perform Painting on skin	***Trainee will be able to:***

	P1. Prepare Painting mixture as per pre-pelt recipe **P2.** Apply Painting mixture on the flesh side of skin as per pre-pelt recipe **P3.** Pile skin flesh to flesh side as per Pre-Pelt recipe **P4.** Remove hair from skin
CU6. Perform Un-hairing & Liming	***Trainee will be able to:*** **P1.** Arrange Liming agent & auxiliaries as per pre-pelt recipe **P2.** Mix Liming agent & auxiliary as per pre-pelt recipe **P3.** Execute Un-hairing & liming as per pre-pelt recipe **P4.** Check Pelt condition as per requirement

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Explain morphology & histology of hide/skin
- Classify Hide/skin according to quality
- Classify types of raw Hide/skin
- Describe anti-mortem & post-mortem defects
- Identify correct storage area
- Explain traditional methods of Curing
- Classify types of preservations or curing agents
- Describe conditions of Hide/skin
- Describe Hide/skin measurement procedure
- Describe purpose of Soaking
- Describe De-salting before Soaking
- Describe types of vessels and its usage
- Define about chemicals used in Pre-Pelt process
- Describe purpose of Painting
- Define the Painting chemical
- Describe Painting procedure
- Define purpose of Un-hairing & Liming
- Describe chemicals and its usage in Pre-Pelt operations

- Identify procedure deviation according to requirement
- Describe methods of Un-hairing & Liming
- Recognize completion of Un-hairing & Liming

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform Grading of hide/skin according to quality
- Preform Preservation of hide/skin
- Develop Pre-Pelt recipe according to requirement
- Perform Soaking as per Pre-Pelt recipe
- Carryout Un-hairing & Liming as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Knife – 8”
2.	Safety helmet & glasses
3.	Safety Gloves
4.	Safety Shoes(Rubber)
5.	Mask
6.	Pallets (3’x4’)
7.	Apron (Rubber)
8.	Digital Weight Balance
9.	Pit (5’x4’x3’)
10.	Peddle (5’x4’x3’)
11.	Automated Trial/ Experimental Drum
12.	Jute Brush
13.	Plastic Container for mixing (5kg Capacity)
14.	Pallet Jack
15.	Baume Meter
16.	Graduated Measuring Cylinder (250ml)
17.	pH meter/pH paper

072300729 Carryout Post-PELT Operation

Overview:

This competency standard covers the skills and knowledge required to prepare post-PELT recipe, perform de-Liming, perform bating, perform degreasing, and maintain Post-Pelt register.

Competency Units	Performance Criteria
CU1. Prepare Post-Pelt recipe	***Trainee will be able to:*** **P1.** Assess PELT condition **P2.** Weigh the PELT weight **P3.** Develop Post-Pelt recipe as per requirement
CU2. Perform De-liming	***Trainee will be able to:*** **P1.** Receive Pelt from Fleshing area **P2.** Arrange De-Liming agent & auxiliaries as Post-Pelt recipe **P3.** Execute De-Liming **P4.** Examine De-Liming by cross-section with indicator
CU3. Perform Bating	***Trainee will be able to:*** **P1.** Arrange Bating agents as per post-pelt recipe **P2.** Execute Batting as per post-pelt recipe **P3.** Perform Washing as per post-pelt recipe
CU4. Perform Degreasing	***Trainee will be able to:*** **P1.** Arrange degreasing agent & auxiliaries as post-pelt recipe **P2.** Execute Degreasing as per Post-pelt recipe **P3.** Perform washing as per Post-pelt recipe
CU5. Maintain Post-Pelt Register	***Trainee will be able to:*** **P1.** Record Post-pelt operation entries in register **P2.** Record damages during Post-pelt operation

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe importance of Post-pelt recipe
- Describe how to develop Post-pelt recipe
- Describe Post-pelt procedure
- Describe concept of De-Liming
- Comprehend process of De-Liming
- Describe De-Liming process parameters
- Describe concept of Bating
- Comprehend process of Bating
- Classify Bating agent & factors affects Bating process
- Describe Bating process parameters
- Describe concept of Degreasing
- Comprehend process of Degreasing
- Describe Degreasing technique
- Define about chemicals used in post-pelt process
- Explain health hazards during de-liming process
-

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop Post-Pelt recipe
- Execute De-Liming as per post-pelt recipe
- Perform Bating as per post-pelt recipe
- Execute Degreasing as per Post-Pelt recipe

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)

4.	Mask
5.	Apron Rubber
6.	Digital Weight Balance
7.	Automated Experimental/Trial drum
8.	Knife – 8”

072300730 Carryout Tanning

Overview:

This competency standard covers the skills and knowledge required to prepare tanning recipe, perform pickling, perform tanning, perform basification, perform grading and maintain tanning register.

Competency Units	Performance Criteria
CU1. Prepare Tanning recipe	***Trainee will be able to:*** **P1.** Assess pelt condition **P2.** Weigh the pelt **P3.** Develop Tanning recipe as per requirement
CU2. Perform Pickling	***Trainee will be able to:*** **P1.** Select vessel for Pickling as tanning recipe **P2.** Execute Pickling as per recipe **P3.** Examine Pickling by pH value & cross-section as per Tanning recipe
CU3. Perform Tanning	***Trainee will be able to:*** **P1.** Arrange Tanning agents as per Tanning recipe **P2.** Execute Tanning as per Tanning recipe **P3.** Examine Tanning by cross section
CU4. Perform Tanning Fixtation	***Trainee will be able to:*** **P1.** Arrange Tanning fixation agent and auxiliaries as per Tanning recipe **P2.** Execute tanning fixation as per Tanning recipe **P3.** Assess Leather Tanning fixation as per Tanning recipe **P4.** Pile Tanned Leather for ageing
CU5. Perform Grading	***Trainee will be able to:*** **P1.** Grade Tanned leather as per quality **P2.** Tag graded Tanned leather
CU6. Maintain Tanning register	***Trainee will be able to:*** ***P1.*** Record Tanning operation entries in register
	P2. Record Graded Leather in register

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe importance of Tanning recipe
- Describe how to develop Tanning recipe
- Define purpose of Pickling
- Describe Pickling chemicals and their usage
- Explain Pickling process
- Comprehend concept of Tanning
- Explain mechanism of Tanning
- Classify Tanning & its type
- Describe process of Tanning
- Recognize Tanning chemicals and its purposes
- Describe tanning fixation process
- Define tanning fixation agents and their uses
- Outline operational defects
- Describe quality measures of Tanned leather
- Describe tanning chemical & its nature

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop Tanning recipe as per requirement
- Execute Pickling as per Tanning recipe
- Perform Tanning as per Tanning recipe
- Execute tanning fixation as per Tanning recipe

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Digital Weight Machine
2.	Automated Trial/Experimental drum
3.	Table with Tube light (Selection Table)
4.	Pile Horse
5.	Safety helmet & glasses
6.	Safety Gloves
7.	Safety Shoes(Rubber)
8.	Mask
9.	Apron Rubber
10.	Baume Meter
11.	Graduated Measuring Cylinder (250ml)
12.	pH meter/pH paper
13.	Knife – 8”

102200846 Apply Work Health and Safety Practices (WHS)

Overview: This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process.

Competency Units	Performance Criteria
CU1. Implement safe work practices at work place	**P1.** Implement relevant rules and procedures of WHS at work place. **P2.** Comply with duty of care requirements **P3.** Use personal protective equipment according to safe work practices **P4.** Contribute to WHS consultative activities **P5.** Raise WHS issues with relevant personnel
CU2. Participate in hazard assessment activities a work place	**P1.** Identify hazards or WHS issues in the workplace to relevant personnel **P2.** Assess and control risks according to own level of responsibility, in line with workplace procedures **P3.** Report hazards or WHS issues in the workplace to relevant personnel **P4.** Document risk control actions as required
CU3. Follow emergency procedures at workplace	**P1.** Report emergencies or incidents promptly to relevant personnel **P2.** Deal with emergencies in line with own level of responsibility **P3.** Implement evacuation procedures as required
CU4. Participate in OHS consultative processes	**P1.** Contribute to workplace meetings, inspections or other consultative activities **P2.** Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures **P3.** Take actions to eliminate workplace hazards or to reduce risks

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Outline the WHS rights and responsibilities that apply to own role
K2: Explain the term duty of care
K3: Describe typical health and safety roles in the workplace
K4: List and describe common safety signs and symbols
K5: Explain procedures for reporting hazards, risks, incidents and accidents
K6: Identify and describe common hazards and major causes of accidents relevant to the workplace
K7: Explain what the term risk control means
K8: List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident.

041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Identify workplace policy & procedures	**P1.** Identify the workplace policy & procedures **P2.** Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. **P3.** Assure the policies are realistic, resources and personnel to implement **P4.** Implement the policy & procedures that reflects the organizations commitments **P5.** Ensure the appropriate methods of implementation, outcomes and performance indicators
CU2. Implement workplace policy & procedures	**P1.** Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures **P2.** Implement strategies for continuous improvement in effective and efficient information
CU3. Communicate workplace policy & procedures	**P1.** Communicate procedures to help implement workplace policy **P2.** Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
CU4. Review the implementation of workplace policy & procedures	**P1.** Identify the trends that may require remedial actions **P2.** Record the trends that may require remedial actions. **P3.** Ensure policy and procedures as required are made for continuous improvement of performance

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Legislation, regulations and codes of practice applicable to the organization

K2: internal and external sources of information and organizational policy & procedures

K3: Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures.

briefly identify work place procedures to avoid incident.

001100852 Communicate at Workplace

Overview: 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.

Competency Units	Performance Criteria
CU1. Communicate within the organization	**P1.** Communicate within a department **P2.** Communicate with other departments. **P3.** Use various media to communicate effectively **P4.** Communicate orally and written
CU2. Communicate outside the organization	**P1.** Deal with vendors **P2.** Deal with clients/customers **P3.** Interact with other organisations **P4.** Use various media to communicate effectively **P5.** Work with people of different cultures / backgrounds
CU3. Communicate effectively in workgroup	**P1.** Assess the issues to provide relevant suggestion to group members **P2.** Resolve the issues/ problems /conflicts within the group **P3.** Arrange group working sessions to increase the level of participation in the group processes **P4.** Communicate messages to group members clearly to ensure interpretation is valid **P5.** Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices **P6.** Act upon constructive feedback
CU4. Communicate in writing	**P1.** Identify relevant procedures for written information **P2.** Use strategies to ensure correct communication in writing .i.e. • correct composition • clarity • comprehensiveness • accuracy

	• appropriateness **P3.** Draft assigned written information for approval, ensuring it is written within designated timeframes **P4.** Ensure written information meets required standards of style, format and detail **P5.** Seek assistance / feedback to aid communication skills development

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Importance of intra and inter organizational communication

K2: Basics of business communication

K3: Defining Modes of communication

K4: Effective communication in workgroup

K5: Communicating through writing

K6: The importance of teamwork

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).

061100858 Perform Computer Application Skills

Overview: This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Prepare In-page documents as per required information	**P1.** Set keyboard preferences according to information requirements **P2.** Layout Page according to information requirements **P3.** Toggle between Languages **P4.** Identify the usage of tool bar **P5.** Insert Columns as per requirement **P6.** Print the document
CU2. Prepare Spreadsheets as per required information	**P1.** Create workbook according to information requirements **P2.** Insert sheet according to information requirements **P3.** Enter basic formulae / functions using cell referencing when required **P4.** Correct formulas when error messages occur **P5.** Use a range of common tools during spreadsheet development **P6.** Edit columns and rows within the spreadsheet Filter data **P7.** Save the spreadsheet to a folder on a storage device **P8.** Format spreadsheet using formatting features as required **P9.** Incorporate object and chart in spreadsheet **P10.** Print spreadsheet
CU3. Use MS Office as per required information	**P1.** Use Microsoft Word for documentation **P2.** Use Microsoft Excel for documentation **P3.** Use Microsoft PowerPoint for presentation **P4.** Perform OneNote

	P5. Perform Outlook for emails **P6.** Perform Publisher applications
CU4. Perform computer graphics in basic applications	**P1.** Perform graphic fundamentals in basic applications **P2.** Draw Points and lines to make images **P3.** Draw Dots in space to make images **P4.** Draw lightening blot Shapes to make images **P5.** Enlarge circles and rectangles to block in forms
CU5. Create Email account for communications	**P1.** Make email account for communications **P2.** . Compose text of an email message according to organizational guidelines as required **P3.** Create an automatic signature for the user **P4.** Attach files to email message where required **P5.** Send email message **P6.** Reply to / forward a received message using available features **P7.** Save an attachment to the relevant folder **P8.** Save email message using available settings **P9.** Adjust email accounts to restrict and quarantine possible email security problems • Print email message as per requirements

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: List basic technical terminology related to reading help files and prompts

K2: Explain the effect of formatting and appearance on the readability and usability of spreadsheets

K3: Outline log-in procedures relating to accessing a personal computer (PC)

K4: Describe the purpose, use and function of spreadsheet applications.

K5: Understand **MS Word** to create documents, flyers, publications

K6: Understand **MS PowerPoint** to create presentations

K7: Understand **MS Excel** to store, organize, and manipulate data

K8: Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more

K9: Understand of **Publisher** to create extensive publications, posters, flyers, menus

K10: Understand **Outlook** to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.

041300867 Manage Personal Finances

Overview: This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
CU1. Develop a personal budget	**P1.** Calculate current living expenses using available information to prepare a personal budget. **P2.** Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses. **P3.** Subtract total expenses from total income to determine a surplus or deficit budget for the specified period. **P4.** Find reasons for a deficit budget and ways to reduce expenditure identified. **P5.** Identify ways to increase income
CU2. Develop long term personal budget	**P1.** Analyze income and expenditure and set long term personal financial goals. **P2.** Develop a long-term budget based on the outcomes of short-term budgeting. **P3.** Identify obstacles that might affect the business **P4.** Formulate a regular savings plan based on budget
CU3. Identify ways to maximize future finances	**P1.** Determine sources to maximize personal income, **P2.** Get further education or training to maintain or improve future income. **P3.** Identify the need for debt to finance living and other expenses, **P4.** Determine the appropriate levels of debt and repayment. **P5.** Consolidate existing debt, where possible, to minimize interest costs and fees. **P6.** Seek professional money management services.

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the abilities to plan and organize to keep records and monitor a personal budget

K2: Describe abilities to set and review goals

K3: Explain basic financial management and record keeping to enable development and management of a personal budget

K4: Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances

K5: Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

072300731 Carryout Post Tanning

Overview:
This competency standard covers the skills and knowledge required for prepare post tanning, perform neutralization, perform re-tanning, perform fat-liquoring, perform fixation for crust.

Competency Units	Performance Criteria
CU1. Prepare Post Tanning recipe	***Trainee will be able to:*** **P1.** Assess -shaved leather condition as per requirement **P2.** Weigh Tanned leather **P3.** Develop Post tanning recipe as per requirement
CU2. Perform Neutralization	***Trainee will be able to:*** **P1.** Perform washing as per Post Tanning recipe **P2.** Arrange Neutralizing agents & auxiliaries as per Post-Tanning recipe **P3.** Execute Neutralization as per post-tanning recipe **P4.** Examine Neutralization by pH value & cross section as per post-tanning recipe
CU3. Perform Re-tanning	***Trainee will be able to:*** **P1.** Arrange Re-tanning agents & auxiliaries as per Post-Tanning recipe **P2.** Execute Re-tanning as per recipe
CU4. Perform Fat-liquoring for crest leather	***Trainee will be able to:*** **P1.** Arrange Fat-liquoring agent & auxiliaries as per post Tanning recipe **P2.** Execute Fat-liquoring as per post-Tanning recipe
CU5. Perform Fixation for Crust	***Trainee will be able to:*** **P1.** Arrange Fixing agents as per post-tanning recipe **P2.** Execute Fixation as per post tanning recipe **P3.** Examine Fixation by pH value as per Post-Tanning recipe **P4.** Pile Crust leather

CU6. Maintain Post Tanning Register	***Trainee will able to:*** **P1.** Record Post Tanning operation entries in register **P2.** Record damages during Post Tanning

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe the purpose of Post Tanning recipe
- Describe how to develop Post Tanning recipeDescribe post tanning chemical & its nature
- Define purpose of Neutralization
- Classify usage of Neutralization agents & other chemicals
- Describe the parameters of Neutralization
- Define concept of Re-tanning
- Classify Re-tanning agents according to requirement
- Define objective of Fat-liquoring
- Describe types of Fat-liquor
- Describe characteristics of Fat-liquoring types
- Describe methods of Fat-liquoring
- Describe requirement of Fixation
- Describe Fixation purpose
- Classify Fixation agent as per requirement

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop Post Tanning recipe as per requirement
- Perform Neutralization as per requirement
- Execute Re-tanning as per post tanning recipe
- Execute Fat-liquoring as per post-tanning recipe
- Perform Fixation as per post tanning recipe

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Automated Trial/Experimental drum
2.	Pile stand
3.	Safety helmet & glasses
4.	Safety Gloves
5.	Safety Shoes(Rubber)
6.	Mask
7.	Apron Rubber
8.	Digital Weight Balance
9.	Plastic Mugs
10.	Thermometer
11.	pH meter/pH paper
12.	Knife – 8”

072300732 Carryout Dyeing

Overview:

This competency standard covers the skills and knowledge required to prepare dyeing recipe, perform wetback, perform dyeing, perform lubrication, perform fixation for dyed crust, and maintain dyeing register.

Competency Units	Performance Criteria
CU7. Prepare Dyeing recipe	***Trainee will be able to:*** **P1.** Assess Crust leather condition as per requirement **P2.** Weigh the Crust leather **P3.** Develop Dyeing recipe as per requirement
CU8. Perform Wetback	***Trainee will be able to:*** **P1.** Arrange wetback agent as per dyeing recipe **P2.** Execute wetback as per dyeing recipe **P3.** Perform washing as per dyeing recipe
CU9. Perform Dyeing	***Trainee will be able to:*** **P1.** Arrange dye and their auxiliaries as per dyeing recipe **P2.** Execute Dyeing as per dyeing recipe **P3.** Examine dye penetration by cross section
CU10. Perform fat-liquoring for dyeing	***Trainee will be able to:*** **P1.** Arrange fat-liquoring for dyeing & their auxiliaries as per dyeing recipe **P2.** Execute fat-liquoring for dyeing as per dyeing recipe
CU11. Perform Fixation for dyed crust	***Trainee will able to:*** **P1.** Arrange Fixing agents as per dyeing recipe **P2.** Execute Fixation as per dyeing recipe **P3.** Examine Fixation pH value
CU12. Maintain Dyeing Register	***Trainee will able to:*** **P3.** Record Dyeing operation entries in register **P4.** Record damages during Dyeing

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe the purpose of Dyeing recipe
- Describe how to develop Dyeing recipe
- Describe concept of Wet back process
- Describe purpose of Wet back agents/chemicals
- Select Wetback agents
- Describe concept of Dyeing
- Classify types of Dyeing
- Classify methods of Dyeing
- Select Dyeing method according to requirement
- Describe the objective of fat-liquoring for dyeing
- Classify characteristics of types of fat-liquoring for dyeing
- Describe methods of fat-liquoring for dyeing
- Describe requirement of Fixation in Dyeing
- Describe Fixation agent purpose in Dyeing
- Select Fixing agent as per requirement

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop Dyeing recipe as per requirement
- Perform Wetback as per requirement
- Preform Dyeing as per requirement
- Execute fat-liquoring for dyeing as per Dyeing recipe
- Perform Fixation in Dyeing

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Digital Weight Balance
2.	Knife Cutter

4.	Safety helmet & glasses
5.	Safety Gloves
6.	Safety Shoes(Rubber)
7.	Mask
8.	Apron Rubber
9.	Automated Trial/Experimentaldrum
10.	Hair Dryer
11.	Scissors
12.	pH paper/pH meter

072300733 Carryout Finishing

Overview:

This competency standard covers the skills and knowledge required to prepare finishing formulation, perfrom staining, apply base coat, apply middle coat, apply final coat.

Competency Units	Performance Criteria
CU1. Prepare Finishing formulation	***Trainee will be able to:*** **P1.** Receive dyed crust from dyed mechanical operation (DMO) **P2.** Assess dyed crust condition according to sample **P3.** Develop Finishing formulation as per requirement
CU2. Perform Staining	***Trainee will be able to:*** **P1.** Select Staining procedure as per requirement **P2.** Prepare Staining mixture as per Finishing formulation **P3.** Set Staining plant as per Finishing formulation **P4.** Apply Staining mixture as per Finishing formulation **P5.** Match color as per sample **P6.** Pile stained leather
CU3. Apply Base coat	***Trainee will be able to:*** **P1.** Set machine for Base coat as per requirement **P2.** Prepare Base coat mixture as per Finishing formulation **P3.** Pad up Base coat on leather as per Finishing formulation **P4.** Pile leather
CU4. Apply Middle coat	***Trainee will be able to:*** **P1.** Set machine for Middle coat as per requirement **P2.** Prepare Middle coat mixture as per Finishing formulation **P3.** Spray Middle coat mixture on leather as per Finishing formulation **P4.** Pile leather
CU5. Apply Final Coat	**P1.** Set machine for Final coat as per requirement **P2.** Prepare Final coat mixture as per recipe

	P3. Spray Final coat mixture on leather as per recipe **P4.** Pile Finished leather
CU6. Maintain Finishing Register	***Trainee will able to:*** **P1.** Record Finishing operation entries in register **P2.** Record damages during Finishing

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe concept of Finishing
- Describe need of Finishing
- Describe different types of Finishing
- Describe different Finishing articles
- Classify of leather Finishing chemicals
- Define film forming materials
- Describe Staining process
- Describe Final coat process
- Define Staining
- Define staining coat
- Define Middle coat
- Define Final coat
- Describe basic Finishing formulation
- Describe mechanical operation in Finishing

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop Finishing formulation as per requirement
- Perform Staining as per requirement
- Apply Base coat as per requirement
- Apply Final Coat as per requirement

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Safety helmet & glasses
2.	Safety Gloves
3.	Safety Shoes(Rubber)
4.	Mask
5.	Lab Coat
6.	Spray Unit with compressor
7.	Finishing guns with accessories
8.	Pallet Jack
9.	Filter Cloth
10.	Plastic Jar
11.	Digital Weight Balance
12.	Stirrer
13.	Magnifying Glass

072300734 Manage Quality Control

Overview:

This competency standard covers the skills and knowledge required to carry out physical testing, carryout chemical testing, and carryout environment test, maintain test record.

Competency Units	Performance Criteria
CU1. Carryout Physical Testing	***Trainee will be able to:*** **P1.** Perform Tensile & elongation test of leather **P2.** Perform Tear strength test of leather **P3.** Perform Rub fastness test (Dry and Wet) **P4.** Perform Finish adhesion test **P5.** Evaluate the physical testing results
CU2. Carryout Chemical Testing	***Trainee will be able to:*** **P1.** Perform shrinkage temperature test **P2.** Perform Fat Content test **P3.** Perform Chrome Content test in leather **P4.** Perform Chrome VI test in leather **P5.** Perform pH value test **P6.** Evaluate the chemical testing results
CU3. Carryout Environment Test	***Trainee will be able to:*** **P1.** Perform total dissolve solid (TDS) test **P2.** Perform oil & grease content test **P3.** Perform chrome content test in effluent **P4.** Evaluate the Environmental testing results
CU4. Maintain Test record	***Trainee will be able to:*** **P3.** Record Physical test results **P4.** Record Chemical test results **P5.** Record Environment test results

Knowledge & Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore he/she must be able to:

- Describe Tensile & elongation test purpose
- Describe method of Tensile & elongation test
- Describe Tear strength test purpose
- Describe method of Tear strength test
- Describe types of Tear strength test
- Describe Rub Fastness test purpose
- Describe method of Rub Fastness test
- Describe types of Rub fastness test
- Describe Finish adhesion test purpose
- Describe method of Finish adhesion test
- Describe shrinkage temperature test purpose
- Describe method of shrinkage temperature test
- Describe Finish Fat Content test purpose
- Describe method of Fat Content test
- Describe Chrome Content test purpose
- Describe method of Chrome Content test
- Describe Chrome Content test purpose
- Describe method of Chrome Content test
- Describe Chrome VI test purpose
- Describe method of Chrome VI test
- Describe pH value test purpose
- Describe method of pH value test
- Describe total dissolve solid (TDS) test purpose
- Describe total dissolve solid (TDS) test method
- Describe oil & grease content test purpose
- Describe oil & grease content test method
- Describe purpose of Chrome Content test in effluent
- Describe method of Chrome Content test in effluent

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Carryout Physical Testing
- Carryout Chemical Testing
- Carryout Environment Test
- Maintain Tests record

List of Tools and Equipment

Sr. no.	Tools & Equipment
1.	Press Cutter
2.	Set of cutting Dies for physical test specimen
3.	Tensile Tester with accessories
4.	Tear strength tester with accessories
5.	Temperature & humidity Control Chamber
6.	Rub Fastness Tester with accessories (Crock, veslie, circular)
7.	Finish Adhesion Tester with accessories
8.	Gray Scales Set
9.	Shrinkage temperature Kit
10.	Digital pH meter
11.	Digital TDS Meter
12	Soxhlet apparatus and related glassware
13.	Heating mental
14.	Chrome Testing apparatus & glassware
15.	Digital Weight Balance (0.0001gm to 310gm)
16.	Oven (0-250C)
17.	Desiccator
18.	Fuming Chamber

102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview: This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

Competency Units	Performance Criteria
CU1. Contribute to initiate work-related health and safety measures	**P1.** compile database on work-related health and safety **P2.** Identify measures that address legal obligations. **P3.** Consult with individuals/ parties to formulate measures and initiatives **P4.** Consult with individuals/parties to identify factors impacting on work-related health and safety **P5.** Participate in consultative meetings.
CU2. Contribute to establish work-related health and safety measures	**P1.** Assist in planning of work-related health and safety measures **P2.** Contribute to the development of work-related health and safety measures **P3.** Identify to implement work-related health and safety measures i.e. • resourcing requirements, • timelines • responsibilities **P4.** Assist to implement work-related health and safety measures and initiatives i.e. • scheduling • liaison • administering resources • communication
CU3. Contribute to ensure legal requirements of WHS measures	**P1.** Identify WHS legar requirements **P2.** Apply knowledge of all aspects of WHS measures to • Consultation • workplace policies • participation processes

	P3. Ensure, WHS measures are in accordance with legal requirements
CU4. Contribute to review WHS measures	**P1.** Develop effective practices to review work-related health and safety measures **P2.** Assist individuals and parties related to WHS measures in following activities • preparing reports • communicating review • evaluating outcomes
CU5. Evaluate the organization's WHS system	**P1.** Assess ongoing compliance with OHS (Occupational Health and safety) **P2.** Take feedback from concerned persons regarding WHS measures. **P3.** Assess the overall effectiveness of WHS management practices **P4.** Assist the development process of WHS measures in following ways • Suggest amendments • Document amendments • Implement amendments **P5.** Take feedback from concerned persons regarding WHS measures. **P6.** Communicate improvements in WHS Measures

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety

K2: Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and

those designed to support non-statutory health promotion programs, and give examples of each

K3: List factors that impact on work-related health and safety and their potential effects

K4: Identify internal and external sources of WHS information and data, and how to access them

K5: Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources

K6: Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives

K7: Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:

- The factors impacting on worker health and safety that they address
- Effectiveness
- Costs and benefits
- Criteria for decisions regarding their implementation in a specific workplace
- How they should be implemented.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700841 Comply with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Manage work timeframes	**P1.** Complete work tasks within deadlines in according to order of priority **P2.** Supervisors are informed of any delays in work times or projects
CU2. Manage to convene meeting	**P1.** Develop agenda in line with meeting purpose **P2.** Select participants and notify them accordingly **P3.** Carryout meeting arrangements according to the time **P4.** Record the minutes of the meeting
CU3. Decision making at workplace	**P1.** Identify the problem, challenge or opportunity **P2.** Generate an array of possible solutions or responses **P3.** Evaluate the costs and benefits associated with each option **P4.** Assess the impact of the decision and modify the course of action as needed
CU4. Set and meet own work priorities at instent	**P1.** Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives **P2.** Use technology efficiently and effectively to manage work priorities and commitments **P3.** Maintain appropriate work-life balance
CU5. Develop and maintain professional competence	**P1.** Assess personal knowledge and skills against competency **P2.** Participate in networks to enhance personal knowledge, skills and work relationships **P3.** Seek feedback from employees, clients and colleagues to develop and improve competence

CU6. Follow and implement work safety requirements	**P1.** Identify and report emergency incidents **P2.** Practice organizational policy and procedures for responding to emergency incidents **P3.** Identify and implement workplace procedures and work instructions for controlling risks

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Healthy work life balance

K2: Meeting terminologies, structures and arrangements

K3: Relevant organizational procedures and policies regarding meetings, chairing and minutes.

K4: Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

001100853 Perform Advanced Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
CU1. Demonstrate professional skills	**P1.** Use different modes of communication to communicate • Speaking • Reading • Writing • Listening • Presentation • visual representation etc **P2.** Develop CV Skills according requirements **P3.** Upgrade professional skills by attending trainings, webinars, conferences etc. **P4.** Perform Continuous professional development as required at workplace **P5.** Develop interview skills
CU2. Plan and Organize work	**P1.** Identify task requirements. **P2.** Plan steps to complete tasks. **P3.** Review planning and organizing process. **P4.** Organize work.
CU3. Provide trainings at workplace	**P1.** Assess the need for training **P2.** Prepare trainees for the learning experience **P3.** Present training session **P4.** Support trainees in managing their own learning **P5.** Facilitate group learning **P6.** Provide opportunity for practice **P7.** Provide feedback on progress on trainees **P8.** Review delivery experience

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Explaining the training skills

K2: Identification of the professional skills

K3: Describing the advanced language skills

K4: Understanding of the assessment and trainees feedback methods

K5: Direct and indirect communication methods

K6: Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma

061100858 Develop Advance Computer Application Skills

Overview: This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

Competency Units	Performance Criteria
CU1. Manage Information System to complete a task	**P1.** Perform Data Entry in MS office **P2.** Manage File/folder in MS office **P3.** Perform Scanning of document **P4.** Maintain Office Record in drives **P5.** Perform Printing of document **P6.** Search required Files/Folders **P7.** Convert Files in required formet. **P8.** Manage sizes of Files/Folders • Compress • Zip /unzip
CU2. Prepare Presentation using computers	**P1.** Prepare presentation as per requirements, i.e. • Open blank presentation and add text / graphics • Create a simple design for a presentation • Apply existing styles within a presentation • Use presentation template and slides to create a presentation • Use various tools to improve the look of the presentation • Save presentation to the appropriate storage device and folder with required name **P2.** Customize basic settings to meet user requirements **P3.** Format presentation as require • Develop organizational charts • Add objects and manipulate to meet presentation purposes

	• Modify slide layout, including text and colours, to meet presentation requirements • Save presentation in another format • Save to storage device and close presentation **P4.** Add slide show effect into presentation as required to enhance the presentation • Incorporate pre-set Animation • Apply Multimedia effects • Record Narration • Apply hyperlink • Apply video • Rehearse Timings • Test presentation for overall effect **P5.** Print the presentation • Select appropriate print format for presentation • Select preferred slide orientation • Add notes and slide numbers • Preview slides and run spell check before presentation • Print selected slides and submit presentation to appropriate person for feedback **P6.** Practice verbal presentation **P7.** Practice presentation through AV Aids
CU3. Use Microsoft Access to manage database	**P1.** Collect the data using a standard data base package. **P2.** Start access to manage database .i.e. • identify problem statement of Data • Develop a table with fields /attributes according to database usage/ user requirements • Create a primary key and establish an index for each table • Modify table layout and field attributes as required • Create a relationship between the two tables • Add data in a table according to information requirements • Add records as required

	• delete records as required • Save database to storage area • close down database to storage area • Apply criteria in the following Query • SQL view of Query • Wildcards of query • Query Criteria **P3.** Customize basic settings: • Adjust page layout to meet user requirements • Open and view different toolbars • Format font as appropriate for the purpose of the database entries • Create reports • Design reports to present data in a logical sequence • Modify reports to include or exclude additional requirements • Distribute reports to appropriate person in a suitable format **P4.** Create forms • Use a wizard to create a simple form • Open existing database and modify records through a simple form • Rearrange objects within the form to accommodate information requirements
CU4. Develop graphics for Design	**P1.** Develop graphic design concepts based on a thorough understanding of the communication need **P2.** Use design techniques confidently to produce designs **P3.** Integrate design tools skillfully to produce designs **P4.** Evaluate the success of completed designs to meet objectives **P5.** evaluate feedback from client / peers

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: List basic technical terminology to read help files and prompts

K2: Outline the different types of formal and informal presentations

K3: Explain Power point presentation

K4: Segregation of Data

K5: Define the relation among data

K6: Define criteria in the query

K7: Creates and modify reports and forms.

K8: Outline basic database design principles

K9: Current graphic design software

K10: Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.

041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
CU1. Determine strategies for delivery of human resource services	**P1.** Analyze business strategy and operational plans to determine human resource requirements **P2.** Review external business environment that likely impact on organization's human resource requirements **P3.** Consult line and senior managers to identify human resource needs in their areas **P4.** Review organization's requirements for diversity in the workforce **P5.** Deliver human resource services that comply with business goals **P6.** Develop strategic action plan for delivery of human resource services **P7.** Develop roles and responsibilities of human resource team **P8.** Develop quality assurance policy
CU2. Manage the delivery of human resource services	**P1.** Communicate human resource strategies and services to internal and external stakeholders **P2.** Develop and negotiate service agreements between • The human resource team, • Service providers • Client groups **P3.** Document service specifications, performance standards and timeframes **P4.** Document /communicate service • Specifications, • Performance standards • Timeframes **P5.** Monitor Quality assurance processes

	P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans **P7.** Identify underperformance of human resource team or service providers
CU3. Evaluate human resource service delivery	**P1.** Establish Management information system for human resource services **P2.** Conduct survey to determine level of satisfaction **P3.** Analyze feedback of survey **P4.** Recommend changes to service delivery **P5.** Support agreed change processes across the organization
CU4. Manage integration of business ethics in human resource practices	**P1.** Ensure ethics in personal behavior **P2.** Ensure code of conduct is observed across the organization, **P3.** Observe confidentiality requirements in dealing with all human resource information **P4.** Deal promptly with unethical behavior **P5.** Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Identify the key provisions of legal and compliance requirements that apply to managing human resources

K2: Summarize the organization's code of conduct

K3: Explain human resource strategies and planning processes and their relationship to business and operational plans

K4: Describe performance and contract management

K5: Explain how feedback is used to modify the delivery of human resources.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.

041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Develop a business plan	**P1.** Conduct a market survey to collect following information • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin **P2.** Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses **P3.** Compile the information collected through the market survey, in the business plan format
CU2. Collect information regarding funding sources	**P1.** Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate **P2.** Choose the best available option according to investment requirement **P3.** Prepare documents according to the loan agreement requirement **P4.** Include the information of funding sources in the business plan

CU3. Develop a marketing plan	**P1.** Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning **P2.** Include the information of marketing plan in the business plan
CU4. Develop basic business communication skills	**P1.** Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills **P2.** Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. **P3.** Use specific business terms used in the market

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning

K2: Describe 7Cs of business communication

K3: Define different modes of communication and their application in the industry

K4: Enlist specific business terms used in the industry

K5: Enlist the available funding sources

K6: Explain how to get loan to start a new business

K7: Explain market survey and its tools e.g: questionnaire, interview, observation etc

K8: Describe the market trends for specific product offering

K9: State the main elements of business plan

K10: Explain how to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile

COMPLETE LIST OF TOOLS AND EQUIPMENT

List of Machinery

Sr. #	Description	Quantity
1.	Trial Steel Drum Automated, 300mm x 800mm	3
2.	Fleshing Machine (4”)	1
3.	Splitting Machine	1
4.	Shaving Machine	1
5.	Sammying-Setting Out Machine	1
6.	Vacuum Dryer	1
7.	Staking Machine + (Chakrram Machine)	1+1
8.	Toggling Chamber	1
9.	Buffing Machine	1
10.	Embossing Machine	1
11.	Hydraulic Press Machine	1
12.	Measuring Machine	1
13.	Spray Unit with compressor	1
14.	Finishing guns with accessories	1
15.	De-dusting Machine	1
16.	Ironing Machine	1
17	Dry Milling Drum	1
18	Fini-flex Machine	1

List of Tools & Equipment

Sr. no.	Tools & Equipment	Quantity
1.	Knife – 8”	10
2.	Pallets (3’x4’)	10
3.	Digital Weight Balance (up to 50Kg)	2
4.	Pit (5’x4’x3’)	1
5.	Peddle (5’x4’x3’)	1
6.	Jute Brush	5
7.	Plastic Container for mixing (5kg Capacity)	5
8.	Pallet Jack	2
9.	Baume Meter	2
10.	Graduated Measuring Cylinder (250ml)	1
11.	Curve Knifes	5
12.	Curve Stand for Scudding	5
13.	Table with Tube light (Selection Table)	2
14.	Pile Horse	10
15.	Thickness Gauge Meter	2
16.	Knife Cutter	5
17.	Air Blower	4
18.	Digital Weight Balance (1grm to 5000grm)	2
19.	Plastic Mugs	10
20.	Thermometer	2
21.	Hair Dryer	2
22.	Scissors	5
23.	Scraper Fiber	5
24.	Hanging clips	50
25.	Toggle clips	100
26.	Fan	2
27.	Wrench Pana	5
28.	Buffer Papers (180-1200)	50ft each paper
29.	Lab Coat	5

30.	Filter Cloth	10
31.	Plastic Jar	10
32.	Stirrer	1
33.	Hydro press plates (Plain)	1
34.	Hydro press plates (hair-cell)	1
35.	Hydro press plates (milled)	1
36.	Large Wooden Scraper	2
37.	Wooden Table	2
38.	Measuring tape	5
39.	Press Cutter	1
40.	Set of cutting Dies for physical test specimen	1
41.	Tensile Tester with accessories	1
42.	Tear strength tester with accessories	1
43.	Temperature & humidity Control Chamber	1
44.	Rub Fastness Tester with accessories (Crock, vestige, circular)	1
45.	Finish Adhesion Tester with accessories	1
46.	Gray Scales Set	1
47.	Shrinkage temperature Kit	1
48.	Digital pH meter	1
49.	Digital TDS Meter	1
50.	Soxhlet apparatus and related glassware	3
51.	Heating mental	3
52.	Chrome Testing apparatus & glassware	1
53.	Digital Weight Balance (0.0001gm to 310gm)	2
54.	Oven (0-250C)	1
55.	Desiccator	1
56.	Fuming Chamber	1

List of Consumables

Sr. no.	Tools & Equipment	Quantity/Student
1.	Common Salt	10kg
2.	Soaking Agent Detergent	500gm
3.	pH paper (Ranging 1-14)	2 packets
4.	Sodium Sulphide	1Kg
5.	Lime	2Kg
6.	China Clay	500gm
7.	Biocides	100gm
8.	Soda Ash	100gm
9.	Hide	5
10.	Skin	8 per required
11.	Ammonium Sulphate	500gm
12.	Sodium Meta Bi-sulphate	200gm
13.	Bating Agent	500gm
14.	Detergent	200gm
15.	Brine Solution	50gm
16.	Degreasing Agent	250gm
17.	Sodium Formate	2500gm
18.	Formic Acid	500gm
19.	Sulfuric Acid	250gm
20.	liquid indicator(Phenophlyn, BCP)	50ml each
21.	Chrome Salt	2kg
22.	Sodium Bicarbonate	500gm
23.	Fungicite	50gm
24.	BCG indicator	50ml
25.	Neutralizing Agent	200gm
26.	Resins(three brands)	500gm each
27.	Fillers	200gm
28.	Veg Re-tainning	500gm
29.	Sytans (3 Brands)	500gm each

30.	Synthetic oil	500gm
31.	Fish Oil	1KG
32.	Emulsifier	1Kg
33.	Blend Oil	1Kg
34.	Lecithin oil	1Kg
35.	Dye (5 Different Colors)	500gm each
36.	Fixing Agent (2 types)	200gm each
37.	Casein Binder	500gm
38.	liquid Dye (5 different colors)	100gm each
39.	Solvent	500gm
40.	Pigment (5 different colors)	100gm each
41.	Acrylic & Co-acrylic binders (5 different)	500gm each
42.	Polyurethane binder ((5 different)	500gm
43.	Waxes (5 different)	500gm each
44.	Lacquer (3 different type)	500gm each
45.	Feel Modifier (3 types)	100gm each
46.	Chemicals for lab tests	1

List of Personal Protective Equipment

Sr. #	Description	Specifications	Quantity
1.	First AID Box	Standard	2
2.	Fire Extinguisher Cylinder	Co2- 5 Kg	5
3.	Fire Blanket	Standard	2
4.	Fire Bucket	Standard	2
5.	Safety Gloves	Standard	5
6.	Safety Goggles	White	5
7.	Safety Shoes	Standard	5
8.	Safety Belt	Standard	5

List of Stationary

Sr. #	Description
1.	Handbooks / Registers
2.	Pencils/ pens
3.	Rubbers
4.	Sharpeners
5.	Paper Cutter
6.	Seizers
7.	Colors
8.	White charts
9.	Brown sheets
10.	White board markers
11.	Permanent markers
12.	File cover and files
13.	Tag cards
14.	Small Knife and blades

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