

**NATIONAL VOCATIONAL QUALIFICATION
FASHION AND LEATHER WORKS SECTOR
QCF LEVEL 1 LEATHER WORKS**

S/N Unit No	Reference Number	NOS Title	Credit Value	Guided Learning Hours	Remark
1	FLW/LWK/001/L1	Apply Occupational health and Safety in Leather work environment	3	30	Mandatory
2	FLW/LWK/002/L1	Use Communication skills effectively in Leather works environment	2	20	Mandatory
3	FLW/LWK/003/L1	Team Work	1	10	Mandatory
4	FLW/LWK/004/L1	Understand basic skills in Leather works production	5	50	Mandatory
5	FLW/LWK/005/L1	Producing Leather Foot Wear	3	30	Mandatory
6	FLW/LWK/006/L1	Producing Leather Bags	3	30	Mandatory
7	FLW/LWK/007/L1	Making Leather Belts	3	30	Mandatory
8	FLW/LWK/008/L1	Making Leather wallets	3	30	Mandatory
9	FLW/LWK/009/L1	Sewing leather products	3	30	Mandatory
	FLW/LWK/009/L1	Roughing/ Filing of Leather foot wears	2	20	Optional

	FLW/LWK/011/ L1	Fixing buttons, pins, buckles and other decorations on leather products	2	20	Optional
	FLW/LWK/012/ L1	Manual Stamping leather products	2	20	Optional
	Sub-Total		32	320	

NOTE:

This is a 28 credit qualification, to achieve this qualification; Learners are required to achieve 26 credits from mandatory units and 2 credits from the optional units.

Each Credit is equivalent to approx. 10 Guided Learning Hours (GLH).

The Total Learning Hours will therefore consist of the GLH *plus* the independent learning hours of the candidate, which is generally 50% – 150% of the GLH. ***The actual Total Learning Hours for each Credit will then be a minimum of 15 hours.***

Qualification

This qualification is aimed at the ability of the candidate acquiring sufficient knowledge and skills in the work environment to earn a living in various aspects of leather works practices as well as be employable by the relevant industries.

Purpose:**GUIDE**

Unit title	Provides a clear explanation of the content of the unit.
Unit number	The unique number assigned to the unit
Unit reference	The unique reference number given to each unit at qualification approval by NBTE
Unit level	Denotes the level of the unit within the National Vocational Qualification framework NVQF.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.

National Vocational Qualification

LEVEL 1 LEATHER WORKS

Unit 1: Apply Occupational health and Safety in Leather work environment

Unit Reference Number: FLW/LWK/001/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is aimed to build competencies of the candidate in observing safe working practices in the leather work environment, use correct personal protective equipment and ensure fire prevention.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Simulation
7. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: APPLY BASIC KNOWLEDGE OF OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY IN LEATHER WORKS	1.1	Explain occupational health and safety								
	1.2	Identify health and safety risks in Leather work								
	1.3	Identify environmental hazard risks								
	1.4	Explain the effect of environmental hazards								
	1.5	Apply environmental protection methods								
LO 2: OBSERVE PERSONAL SAFETY IN THE WORK ENVIRONMENT	2.1	Observe safety rules in the workplace								
	2.2	Select personal protective equipment (PPEs)								
	2.3	Use appropriate personal protective equipment (PPEs) correctly								
	2.4	Maintain clean working surrounding/environment								
LO 3: DEMONSTRATE KNOWLEDGE OF FIRST AID APPLICATION	3.1	Identify first aid materials								
	3.2	Select first aid materials								
	3.3	Apply first aid methods								
	3.4	Demonstrate first aid procedures for defined situations								
LO 4: MAINTAN PERSONL HEALTH AND HYGIENE IN THE WORK ENVIRONMENT	4.1	Wear clean, smart and appropriate Personal Protective Equipment (PPEs)								
	4.2	Work safely at all times complying with health and safety and other relevant regulations and guidelines								
	4.3	Get any cuts, grazes and wounds given immediate treatment by the appropriate person(s) in the work environment.								
	4.4	Report illness and infections promptly to the appropriate person(s).								

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
	4.5 State own responsibility under the Health and Safety Act as it relates to own occupation.			
	4.6 State general rules on hygiene that must be followed in the work environment.			
	4.7 State Personal Protective Equipment (PPEs) such as Head Protection, Foot Protection, Face and Eye Protection, Hand and Body Protection, etc.			
	4.8 State the importance of maintaining good personal hygiene.			
	4.9 Describe how to deal with cuts, grazes and wounds by a First Aider.			
	4.10 Explain why it is important to deal with cuts, grazes and wounds promptly in the work environment.			
LO 5: MAINTAN HYGIENIC, SAFE AND SECURE WORKPLACE	5.1 State the importance of working in a healthy, safe and hygienic workplace.			
	5.2 Report any accident or near accidents quickly and accurately to the proper person(s).			
	5.3 Follow health, hygienic and safety procedures in doing any work.			
	5.4 Practice emergency procedures during work.			
	5.5 Follow organizational security procedures in doing work.			
	5.6 Ensure the proper disposal methods of waste of organic and inorganic waste are strictly followed.			
	5.7 Ensure the proper pollution control of organic and inorganic waste are strictly followed			
	5.8 Follow sound and noise control and protection methods in the work environment.			
	5.9 Identify any hazards or potential hazards and deal			
	5.10 Ensure that identified hazards or potential hazards are handled by appropriate personnel.			

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.				
	5.11	State where information about health and safety procedures and regulations can be obtained in the work environment									
	5.12	Describe types of hazards in the workplace that may occur.									
	5.13	Describe how types of hazards occur in the workplace can be dealt with.									
	5.14	State the hazards that can be dealt with personally.									
	5.15	State the hazards that should be reported to someone else for treatment and/ or seeking for external solution.									
LO 6: WORK SAFELY IN HYGIENIC AND SECURE WORKPLACE	6.1	State how to warn other people about hazards and why this is important.									
	6.2	State why accidents and near accidents should be reported and who they should be reported to.									
	6.3	Describe the types of emergencies that may happen in the workplace.									
	6.4	Describe how to deal with types to emergencies in the workplace.									
	6.5	State where to find the first-aid equipment in the work environment.									
	6.6	Identify who is a registered First-aider in the work place.									
	6.7	State safe lifting and handling techniques that should be followed in the work place.									
	6.8	State other ways of working safely relevant to own position in the work place and why they are important.									
LO 5: DEMONSTRATE UNDERSTANDING OF HANDLING FIRE EMERGENCIES IN THE WORKPLACE	7.1	Describe the organizational emergency procedures, with particular reference to fire outbreak									
	7.2	Describe how own organizational emergency procedures should be followed e.g. in the event of fire outbreak.									

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
	7.3	State the possible causes for fire out-break in the work place.								
	7.4	Describe how to minimize the possibility of fire out-break in the workplace.								
	7.5	State where to find the alarms (e.g. fire alarms) and how to set them off.								
	7.6	State why a fire should never be approached unless it is safe.								
	7.7	State the importance of following the fire safety laws.								
	7.8	Describe organizational security procedures for dangers e.g fire outbreak								
	7.9	State why organizational security procedures for dangers e.g fire outbreak is important.								
	7.10	State the importance of reporting all usual or unusual (non-routine) incidents that will constitute dangers in the workplace to the appropriate personnel.								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and understanding of applying occupational health and safety in leather work environment.</p> <p>Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification

LEVEL 1 LEATHER WORKS

Unit 2: Use Communication skills effectively in Leather work environment

Unit Reference Number: FLW/LWK/002/L1

QCF Level: 1

Credit Value: 2

Guided Learning Hours: 20

Unit Purpose:

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

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is/or is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

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

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
	3.5	Use the various information flow systems in a work environment								
	3.6	Use information to avoid challenges in a work situation.								
LO 4: EXHIBIT CUSTOMER RELATIONS SKILLS	4.1	Explain customer relations skills in the work environment.								
	4.2	Outline benefits of customer relations skills.								
	4.3	Outline steps to get feedback from customers								
	4.4	Report findings in accordance to procedure in a work environment.								
LO 5: USE OF VARIOUS COMMUNICATION MEANS IN A WORK ENVIRONMENT	5.1	Locate the various communication equipment in the work environment.								
	5.2	Use effectively the various communication equipment in the work environment.								
	5.3	Pass information effectively in the work environment using symbols, signs and codes.								
	5.4	Obey instructions in line with ethics of the work environment.								
	5.5	Demonstrate the use of various means of communication in a work environment.								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and understanding of using communication skills effectively in leather work environment.</p> <p>Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	FASHION AND LEATHER WORKS .
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	20

National Vocational Qualification

LEVEL 1 LEATHER WORKS

Unit 3: TEAM WORK

Unit Reference Number: FLW/LWK/003/L1

QCF Level: 1

Credit Value: 1

Guided Learning Hours: 10

Unit Purpose:

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

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

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

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and understanding of participating in a team work in such way that will maintain compliance to organizational code of practice.</p> <p>Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	10

National Vocational Qualification

LEVEL 1 LEATHER WORKS

Unit 4: Understand basic skills in Leather work production

Unit Reference Number: FLW/LWK/004/L1

QCF Level: 1

Credit Value: 4

Guided Learning Hours: 40

Unit Purpose:

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

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Name various types of leather for making leather products	1.1	List various types of Leather.								
	1.2	List the types of Animal skins used for leather works.								
	1.3	Identify the types of leathers used for producing leather products.								
	1.4	Name sources of different types of leather.								
	1.5	Identify different leathers for different uses.								
LO 2: Measure effectively in Leather Works	2.1	List the measuring devices e.g. tape rule used in leather works.								
	2.2	Explain the functions of tape rule in measuring leather materials for making leather products.								
	2.3	Explain how to measure leather of various sizes.								
	2.4	Compare the metric system of measurement to measurement in yards common to fabric materials.								
	2.5	Carry out simple measurement in leather works.								
LO 3: Use basic working tools in Leather Works	3.1	List basic working tools used in leather works								
	3.2	Identify basic working tools used for leather works								
	3.3	State the functions of each working tools used in leather works								
LO 4: Use basic Equipment in Leather works	4.1	List the primary equipment used in leather works.								
	4.2	List basic equipment used in cutting process in leather works								
	4.3	Identify the basic equipment used for leather works								
	4.4	Describe the function of each basic equipment used in leather works								
	4.5	Use basic Equipment in Leather works								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 5: Carry out Manual Cutting process in leather works	5.1	List basic manual cutting tools used in leather works.								
	5.2	Explain basic manual cutting process. In leather works.								
	5.3	Explain how to cut paper pattern using hand tools								
	5.4	Describe the process of cutting leather materials using basic manual cutting tools.								
	5.5	Cut simple leather materials for making leather products.								
LO 6: Demonstrate basic skills in sewing leather works	6.1	State basic operation of leather sewing machine								
	6.2	Describe basic preparation of cutting leather material for sewing								
	6.3	Describe how leather sewing machine works								
	6.4	Carry out manual sewing of simple leather works.								
LO 7: Demonstrate basic skills in making patterns in leather works	7.1	Sketch simple patterns of leather works using paper.								
	7.2	Describe how to cut the patterns on paper materials using scissor								
	7.3	Cut simple patterns on the paper materials using scissors								
	7.4	Identify the sectional cut of patterns on the paper material.								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and understanding of basic skills in leather work production.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	40

National Vocational Qualification
LEVEL 1 LEATHER WORKS

UNIT 05: PRODUCING LEATHER FOOT WEARS

Unit Reference Number: FLW/LWK/005/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

The unit is aimed at producing competent personnel with basic knowledge and skills to produce leather foot wears.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: MEASURE VARIOUS FOOT SIZES FOR FOOTWEAR PRODUCTION	1.1	Identify tools for measurement in foot wear production.								
	1.2	Explain the meaning of Last in foot wear production.								
	1.3	State the uses of Last in foot waer production								
	1.4	Describe how to measure feet sizes.								
	1.5	Describe how to measure Last sizes								
	1.6	Describe the features of Last and human feet.								
	1.7	Carry out different feet measurement for foot wear production.								
	1.8	Carry out different Last measurement for foot wear production.								
LO 2: MAKE PATTERNS FOR FOOTWEAR PRODUCTION	2.1	Identify the appropriate basic tools/equipment for making of different patterns of foot wears								
	2.2	Mark pattern of leather foot wears on paper.								
	2.3	Carry out the marking of various patterns of leather foot wears on cardboard.								
	2.4	Carry out the marking of various patterns of leather foot wears on leather materials.								
	2.5	Carry out the positioning of marked leather patterns of foot wears on leather materials.								
LO 3: CUT LEATHER MATERIALS FOR MAKING FOOT WEARS	3.1	Select appropriate leather materials to be used for making leather foot wears.								
	3.2	Identify the appropriate basic tools/equipment for cutting leather materials for foot wear production.								
	3.3	Describe the ability to cut various sizes of leather foot wears.								
	3.4	Carry out cutting process of various								

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
		type of leather foot wears using scissors/knives, puncher, etc.								
LO 4: APPLY ADHESIVES/GUM IN LEATHER FOOT WEARS	4.1	Identify the types of adhesives/gum used in leather foot wear.								
	4.2	Describe the procedure of applying adhesives/gum in leather foot wears								
	4.3	Carry out the application of adhesives/ gum on various types of leather foot wear (adhesion process)								
LO 5: CARRY OUT FOLDING PROCESS IN LEATHER FOOT WEARS	5.1	Describe the techniques of folding leather foot wears								
	5.2	Fold patterns in a leather foot wears on paper.								
	5.3	Fold patterns in a leather foot wears on cardboard.								
	5.3	Carry out the folding methods of various portions of leather foot wears.								
LO 6: DEMONSTRATE THE ABILITY OF SEWING LEATHER FOOT WEARS	6.1	Describe the operation of leather sewing machine.								
	6.2	Describe the process of sewing different types of leather foot wears.								
	6.3	Carry out basic sewing process of various type of leather foot wears (i.e. hand-stitching).								
	6.4	Carry out basic joining of cut pieces of leather materials in foot wear production.								
LO 7: CARRY OUT ROUGHING/FILING OF LEATHER FOOT WEARS	7.1	Identify the appropriate tools/ equipment in roughing process.								
	7.2	Identify areas of the foot wears that roughening/ filing process can be carried out.								
	7.3	Describe how to rough/ file various sizes of leather foot wears								
	7.4	Carry out the basic roughing/ filing process of leather foot wears								

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

Additional information about the unit	
Unit aim(s)	The aim of this unit is to assess the learning and development practitioner's knowledge and skills for producing leather foot wears. 'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if applicable)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification
LEVEL 1 LEATHER WORKS

UNIT 06: PRODUCING LEATHER BAGS

Unit Reference Number: FLW/LWK/006/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is aimed at producing personnel that are able to produce leather bags in real leather work environment.

Unit assessment requirements/evidence requirements

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: MEASURE VARIOUS SIZES FOR LEATHER BAG PRODUCTION	1.1	List the tools for measurement in leather bags components								
	1.2	Describe how to take measurement of leather materials for making bags components.								
	1.3	Assist in taking measurement of leather materials for bag components.								
LO 2: PRODUCE PATTERNS FOR LEATHER BAGS PRODUCTION	2.1	List the appropriate tools/equipment for marking of patterns on leather bags.								
	2.2	Describe how to mark patterns of leather bags.								
	2.3	Assist in marking of patterns of leather bags.								
	2.4	Carry out the positioning of marked leather patterns on leather bags.								
LO 3: CUT LEATHER MATERIALS FOR MAKING LEATHER BAGS WEARS	3.1	Select appropriate leather materials to be used for making leather bags.								
	3.2	Identify the appropriate tools/equipment in cutting process for leather bags production.								
	3.3	Describe how to cut various sizes of leather bags with scissor.								
	3.4	Carry out cutting process of various type of leather bags using scissors/knives, puncher, etc.								
LO 4: APPLY ADHESIVES/GUM ON LEATHER BAGS	4.1	List the types of adhesives/gum used in leather bags								
	4.2	Explain the importance of applying appropriate adhesives/gum in producing leather bags								
	4.3	Describe the procedure of applying adhesive/gum in a leather bags								
	4.4	Carry out the application of adhesive/ gum on various type of leather bags (adhesion process).								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 5: CARRY OUT FOLDING PROCESS ON LEATHER BAGS	5.1	Describe the techniques of folding leather bags								
	5.2	Explain the importance of allowing appropriate space for folding of materials in leather bag production.								
	5.3	Fold patterns of leather bags on paper.								
	5.4	Fold patterns of leather bags on cardboard.								
	5.5	Carry out the folding of components of leather bags								
LO 6: DEMONSTRATE THE ABILITY OF SEWING LEATHER BAGS	6.1	State the importance sewing for joining necessary components of leather bags.								
	6.2	Describe the various techniques of sewing different types of leather bags.								
	6.3	Explain the significance of hand stitching as a fundamental joining process in leather bag production								
		Describe the operation of sewing machine used for leather works.								
	6.4	Identify areas of leather bags that where sewing can be carried out.								
	6.5	Carry out basic sewing process of various types of leather bags (i.e. hand-stitching).								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and skills for producing leather bags.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification

LEVEL 1 LEATHER WORKS

UNIT 07: MAKING LEATHER BELTS

Unit Reference Number: FLW/LWK/007/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is aimed at producing candidates that are able to produce leather belts in a leather works environment.

Unit assessment requirements/evidence requirements

Assessment must be carried out in a real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: CARRY OUT MESUREMENT FOR LEATHER BELT PRODUCTION USING RULE AND METRIC SYSTEM	1.1	Identify the tools for measurement of leather belts components								
	1.2	Describe how to take measurement leather of belts components.								
	1.3	Carry out the measurement of leather materials for belt making using tape rule in metric system.								
	1.4	Carry out the measurement of leather materials for belt making using tape in yards.								
	1.5	Compare the measurement of leather materials in metric system and yards.								
LO 2: MARK PATTERNS FOR MAKING LEATHER BELTS	2.1	Identify the appropriate tools/equipment for marking of patterns of leather belts.								
	2.2	Describe how to mark patterns of leather belts on paper on cardboard.								
	2.3	Transfer the pattern of leather belts from cardboard to leather materials.								
	2.4	Carry out the marking of patterns of leather belts on leather materials.								
	2.5	Carry out the positioning of marked leather patterns on leather belts.								
LO 3: CUT LEATHER BELTS OF VARIOUS SIZES	3.1	Identify the appropriate tools/equipment for cutting process in leather belts making.								
	3.2	Identify various sizes of leather belt belts								
	3.3	Trace lines of cutting sizes leather belts onto patterns on the cardboard.								
	3.4	Trace lines of cutting sizes leather belts onto the leather materials.								
	3.5	Describe how to cut various sizes of leather belts.								
	3.6	Carry out cutting process in leather belts making.								

LEARNING OUTCOME (LO) The learner will:	PERFORMANCE CRITERIA The learner can:	Evidence Type	Evidence Ref. No.	Page No.
LO 4: PUNCH HOLES IN LEATHER BELTS	4.1 Identify the appropriate tools/equipment used for punching process in making leather belts. 4.2 Describe how to punch holes in making leather belts. 4.3 Describe where to punch holes in making leather belts. 4.4 Carry out the punching process in making leather belts.			
LO 5: APPLY ADHESIVES/GUM ON LEATHER BELTS	5.1 Identify the types of adhesives/gum used in making leather belts. 5.2 Describe how to apply adhesives/gum in making leather belts making. 5.3 Describe where to apply adhesives/gum in making leather belts. 5.4 Carry out the adhesion (joining) process of leather belts components.			
LO 6: CARRY OUT FOLDING PROCESS IN LEATHER BELTS MAKING	6.1 Identify materials used for folding process in making leather belts. 6.2 Identify areas of the leather belts that the folding process can be carried out. 6.3 Describe folding process in making leather belts. 6.4 Carry out folding process in making leather belts.			
LO 7: DEMONSTRATE THE ABILITY OF SEWING LEATHER BELTS	7.1 Identify appropriate tools/ machines used in sewing leather belts namely; needles, punch, sewing machines. 7.2 Distinguish between various types of sewing tools used in making leather belts. 7.3 Describe the operation of tools used in sewing leather belts namely: - Use of needles and thread. - Use of sewing machines			

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
	7.4	Describe the process in sewing different types of leather belts i.e. <ul style="list-style-type: none"> - Use of needles and thread. - Use of sewing machines 								
	7.5	Carry out basic sewing process of various types of leather belts using needles and/ or sewing machines								

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

Additional information about the unit	
Unit aim(s)	The aim of this unit is to assess the learning and development practitioner's knowledge and skills for making leather belts. 'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	

Assessment requirements specified by a sector or regulatory body (if applicable)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification

LEVEL 1 LEATHER WORKS

UNIT 08: MAKING LEATHER WALLET

Unit Reference Number: FLW/LWK/008/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is aimed at producing personnel that are able to produce leather wallets in a leather works environment.

Unit assessment requirements/evidence requirements

Assessment must be carried out in a real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: MEASURE LEATHER MATERIALS FOR MAKING WALLETS USING RULE AND METRIC SYSTEM	1.1	Identify the tools for measurement of components of leather wallets.								
	1.2	Describe how to take measurement leather material for wallets components.								
	1.3	Carry out the measurement of leather materials for making wallets using tape rule in metric system.								
	1.4	Carry out the measurement of leather materials for making wallets using tape in yards.								
	1.5	Compare the measurement of leather materials in metric system and yards.								
LO 2: MARK PATTERNS OF WALLETS	2.1	Identify the appropriate tools/equipment for marking of patterns of leather wallets.								
	2.2	Describe how to mark patterns of leather wallets.								
	2.3	Carry out the marking of patterns of leather wallets on cardboards.								
	2.4	Carry out the marking of patterns of leather wallets on materials								
	2.5	Carry out the positioning of marked patterns of leather wallets on the leather materials.								
LO 3: CARRY OUT CUTTING PROCESS IN WALLET MAKING	3.1	Identify the appropriate tools/ equipment for cutting materials used in making leather wallets.								
	3.2	Select leather materials appropriate for making leather wallets								
	3.3	Describe how to cut various sizes of leather wallets on cardboard.								
		Describe how to cut various sizes of leather wallets on leather materials.								
	3.4	Carry out the cutting process in leather wallets making using appropriate tools/equipment								
LO 4:	4.1	Identify the appropriate								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
CARRY OUT PUNCHING PROCESS IN MAKING LEATHER WALLETS		tools/equipment for punching process in making leather wallets.								
	4.2	Describe how to punch holes in making leather wallets.								
	4.3	Describe where to punch holes in making leather wallets..								
	4.4	Carry out the punching process in making of leather wallets.								
LO 5: APPLY ADHESIVES/ GUM IN LEATHER WALLETS	5.1	Identify the types of adhesives/gum used in making leather wallets.								
	5.2	Describe how to apply adhesives/ gum in making leather wallets..								
	5.3	Describe where to apply adhesives/ gum in making leather wallets.								
	5.4	Carry out application of adhesives/ gums on components of leather wallets (adhesion process).								
LO 6: CARRY OUT FOLDING PROCESS OF LEATHER WALLETS	6.1	Identify materials used for folding process in making leather wallets.								
	6.2	Identify areas of the leather wallets that the folding process can be carried out.								
	6.3	Explain the importance of leaving sufficient areas for folding process in making leather wallets								
	6.4	Describe folding process in making leather wallets.								
		Demonstrate the procedure for folding of marked areas of leather wallets.								
	6.5	Carry out the folding process of leather wallets.								
LO 7: DEMONSTRATE THE ABILITY OF SEWING IN LEATHER WALLETS	7.1	Identify appropriate tools/ machines used in sewing leather wallets namely; needles, sewing machines.								
	7.2	Distinguish between various types of sewing tools used for sewing in leather wallets production.								
	7.3	Describe the operation of tools used								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
		in sewing leather wallets namely: - Use of needles and thread. - Use of sewing machines								
	7.4	Describe the process in sewing different types of leather wallets i.e. - Use of needles and thread. - Use of sewing machines								
	7.5	Carry out basic sewing process of various types of leather wallets using needles and/ or sewing machines								
LO 8: CARRY OUT FITTING OF LEATHER WALLETS COMPONENTS	8.1	Describe the fitting operation in making leather wallets.								
	8.2	State types of fittings that can come in making leather wallets.								
	8.3	State the advantages of fitting operation in making leather wallets.								
	8.4	Identify the materials used for fitting process in making leather wallets.								
	8.5	Identify tools/ equipment used for fitting components of leather wallets.								
	8.6	Carry out basic fitting process of various components of leather wallets.								

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

Additional information about the unit	
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Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and skills for making leather wallets.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification
LEVEL 1 LEATHER WORKS

UNIT 9: SEWING OF LEATHER PRODUCTS

Unit Reference Number: FLW/LWK/009/L1

QCF Level: 1

Credit Value: 3

Guided Learning Hours: 30

Unit Purpose:

This unit is aimed at acquiring the knowledge and skills for carrying out of manual sewing of leather products

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Demonstrate knowledge of sewing machines used for leather products	1.1	Name the different types of sewing machines used for leather products.								
	1.2	List the components of sewing machines used for leather products.								
	1.3	State the functions of the various components of sewing machines used for leather products								
	1.4	List consumables items applicable to the sewing machines used for leather products								
LO 2: Operate the components of manual sewing machines	2.1	Peddle manual sewing machines								
	2.2	Set needles on the sewing machine for sewing processes								
	2.3	Position needles on the sewing machine								
	2.4	Put thread on the bobbin (reeler) for sewing processes.								
	2.5	Fix the bobbin inside the bobbin case and onto the sewing machine								
	2.6	Trace the threads from the appropriate places (up and down) to the needle in readiness for sewing process								
		Bring out the two threads at the mouth of the needle from the appropriate places (up and down) to the needle for sewing materials.								
LO 3: Operate Manual Sewing machines	3.1	Select leather products to be sewed on manual sewing machine.								
	3.2	Select types of working tools to be fixed on the manual sewing machines for specified jobs.								
	3.3	Set up the manual sewing machine for operation.								
	3.3	Carry out straight sewing on various types of leather products.								
	3.4	Sew leather products on manual								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
		sewing machines.								
LO 4: Carry out hand-stitching process on leather products (foot wears, bags, belts, wallets, etc).	5.1	List basic working tools used for hand stitching processes on leather products e.g. - Needles - Pinching needles - Knives/ razor - Scissors, - Etc								
	5.2	Identify basic materials used for hand stitching processes on leather products e.g. - Threads - Chewing gum cube - Lighter/ Match boxes - Etc								
	5.3	Fix threads on the needles for hand stitching processes.								
	5.4	Carry out hand stitching processes using one needles								
	5.5	Carry out hand stitching processes using two needles								
	5.6	Carry out finishing of hand stitching process (i.e. killing of threads with scissor/razor and fire).								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and skills for sewing leather products through hand-stitching and simple joining of cut materials using manual sewing machines.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion And Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/ sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	30

National Vocational Qualification
LEVEL 1 LEATHER WORKS

UNIT 10: ROUGHING/ FILING OF LEATHER FOOT WEARS

Unit Reference Number: FLW/LWK/010/L1

QCF Level: 1

Credit Value: 2

Guided Learning Hours: 20

Unit Purpose

This unit is aimed at acquiring knowledge and skills of roughing /filing of rubber soles, heels, leather products for the maintenance and production of good adhesion and joining processes required in making leather foot wears.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.			
LO 1: Recognize tools and machines used in Roughing/ Filing of leather foot wears	1.1	Name different types of tools and machines used for roughing/ filling leather foot wears.								
	1.2	List materials used for roughing/ filing of leather foot wears e.g. iron rod, round wood, table, screw, etc.								
	1.3	Identify consumables items used for roughing/ filing of leather foot wears e.g. abrasive paper, smoothening paper, gum, nails, etc.								
	1.4	Describe the functions of the components of the roughing/ filling tools and machines used for leather foot wears.								
	1.5	Explain the uses of the tools and machines used for roughing/ filling leather foot wears.								
LO 2: Operate Roughing/ Filing machines used for leather products	2.1	Fix the roughing/filing machine onto appropriate work surface.								
	2.2	Set the head of the roughing/filing machines ready for operation								
	2.3	Fix rough paper appropriately on the head of roughing/ filing machine.								
	2.4	Fix the smooth paper correctly on the head of roughing/filing machine.								
	2.4	Demonstrate how to apply power supply for the operation of the roughing/ filing machines.								
	2.5	Demonstrate appropriate positioning of the work (foot wears) for roughing/ filing process.								
LO 3: Carry out roughing/ filing process of leather products with machines	3.1	Identify the leather foot wears to be roughened/ filed with a machine.								
	3.2	Identify the appropriate abrasive papers (rough/ smooth) required for roughening/ filing of a given job with a machine.								
	3.3	Identify the areas on the leather foot areas to be roughened/ filed.								

LEARNING OUTCOME (LO) The learner will:		PERFORMANCE CRITERIA The learner can:	Evidence Type				Evidence Ref. Page No.				
	3.4	List the advantages of roughing and filing of leather foot wears with a machine.									
	3.6	List the disadvantages of roughing and filing of leather foot wears with a machine.									
	3.7	Carry out roughing/filing of a given job with appropriate roughing/filing machines									
	3.8	Check that the desired areas of leather foot wear are roughened/ filed to the correct level.									
	3.9	Wipe (with clothes) the debris on the filed jobs to get good finish.									
LO 4: Carry out roughing process of leather foot wears manually	4.1	Identify the conditions for carrying out roughing /filing of leather foot wears manually.									
	4.2	Determine the extent of roughing/ filing required to be done manually on leather foot wears.									
	4.3	Identify the abrasive papers (rough/ smooth) to be used for roughing/ filing of foot wears manually.									
	4.4	Identify areas on leather foot areas to be roughened/ filed manually.									
	4.5	List advantages of manual roughing/ filing of foot wears									
	4.6	List disadvantages of manual roughing/ filing if foot wears									
	4.5	Carry out roughening/filing of a given job manually by the use of hand files.									
	4.6	Carry out roughening/filing of a given job manually by the use of or abrasives paper fixed on a wood.									
	4.7	Check that the desired areas of leather foot wear are filed to the correct level									
	4.8	Wipe (with clothes) the debris on the roughened/ filed jobs to get good finish.									

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

Additional information about the unit	
Unit aim(s)	The aim of this unit is to assess the learning and development practitioner's knowledge and skills for roughening/filing of leather foot wears. 'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if appropriate)	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/ sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	20

National Vocational Qualification

LEVEL 1 LEATHER WORKS

UNIT 11: PUT FIXTURES ON LEATHER PRODUCTS

Unit Reference Number: FLW/LWK/011/L1

QCF Level: 1

Credit Value: 2

Guided Learning Hours: 20

Unit Purpose:

This unit is aimed at acquiring the knowledge and skills that will enable the candidate put appropriate fixtures e.g. pins, buckles, iron, cap on leather products to bring out the leather products in usable forms.

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Describe fixtures used on leather products	1.1	List fixtures to be put on leather products								
	1.2	State the importance of putting fixtures on leather products								
	1.3	Explain the uses of different fixtures put on leather products								
	1.4	Identify areas where different types of fixtures can be fixed on leather products								
	1.5	Sort different fixtures that can be fixed on different leather products.								
LO 2: Demonstrate understanding of tools and equipment used for putting fixtures on leather products	2.1	List basic tools and equipment used for putting different fixtures on leather products								
	2.2	Explain the applications of different tools and equipment for putting different fixtures on leather products								
	2.3	Select basic tools and equipment used for putting different fixtures on leather products								
	2.4	Identify tools and equipment suitable for fixing different fixtures to given types of leather products.								
	2.5	Describe the functions of tools and equipment used for putting fixtures on leather products								
LO 3: Put fixtures on leather products	3.1	Set leather products on a work surface for putting of fixtures.								
	3.2	Select materials to be fixed on leather products.								
	3.3	Select working tools required for putting fixtures on given leather products.								
	3.4	Mark the required areas for putting the fixtures on the leather products.								
	3.5	Fix the selected materials on given leather products.								
LO 4:	4.1	Identify the fixtures on the leather								

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

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and skills for putting of fixtures e.g. buckles, buttons, pins, etc, on leather products.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/ sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	20

National Vocational Qualification
LEVEL 1 LEATHER WORKS

**UNIT 12: MANUAL STAMPING OF LEATHER
PRODUCTS**

Unit Reference Number: FLW/LWK/012/L1

QCF Level: 1

Credit Value: 2

Guided Learning Hours: 20

Unit Purpose:

This unit is aimed at acquiring the knowledge and skills for carrying out of manual stamping of brands (logo, names, pictures, etc) on leather products

Unit assessment requirements/evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out. ***Simulation is not allowed*** in this unit and level.

Assessment methods to be used include:

1. Direct Observation/oral questions (DO)
2. Question and Answer (QA)
3. Witness Testimony (WT)
4. Work Product (WP)
5. Recognition of Prior Learning (RPL)
6. Other methods (Ot), assignments, case study, essay, project, etc.

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
LO 1: Describe types of stamping of leather products (foot wears, bags, belts, wallets)	1.1	List the different types of stamping used for leather products (foot wears, bags, belts, wallets) i.e. manual and machine stamping								
	1.2	List materials used in manual stamping of leather products and their functions e.g. transparent plate.								
	1.3	List consumables items used on manual stamping of leather products e.g. paints, thinner, cushion foam, cleaner, etc								
	1.4	Explain the importance of various types of stamping of leather products.								
LO 2: Outline the procedure for manual stamping of leather products	2.1	Fix the brand (e.g. logo) onto the appropriate platforms on the manual stamping machines.								
	2.2	Set the brand (e.g. logo) on the platforms of the manual stamping machines to avoid distortion of the stamps on the leather products.								
	2.3	Position the materials (brands) to be stamped at convenient work surfaces for stamping operations								
	2.4	Fix the transparent paper appropriately between the logo and leather products.								
		Position the leather products at the stamping platform or work surface in readiness to receive the stamps.								
LO 5: Prepare surfaces of various leather products for stamping process	5.1	Identify the different types of leather products to be stamped manually.								
	5.2	Identify the different areas (positions) for application of stamps on various leather products.								
	5.3	Describe methods of preparing various surfaces of leather products for stamping.								

LEARNING OUTCOME (LO)		PERFORMANCE CRITERIA	Evidence Type				Evidence Ref. Page No.			
The learner will:		The learner can:								
	5.4	Select different types of logo to be stamped at various positions (areas) of leather products.								
	5.5	Clean (prepare) the surface of the leather products in readiness to receive the stamps.								
LO 5: Stamp brands on Leather products manually	6.1	Identify the stamping brand (names, logo, pictures) to be made manually on the leather products.								
	4.2	Fix the stamping brand onto the platform of the manual stamping tools.								
	6.3	Fix the card paper on the stamping face of the brand (e.g. logo).								
	6.4	Position the leather material to be stamped at convenient working surface for the stamping process.								
	6.5	Apply paint with cushion foam onto the leather products prior to the application of the stamp.								
	6.6	Stamp the given leather products manually.								
	6.7	Allow the stamped leather products time in the open air to dry and set.								

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

Additional information about the unit	
Unit aim(s)	<p>The aim of this unit is to assess the learning and development practitioner's knowledge and skills for manual stamping of brands e.g. logo, names, labels, signs, pictures, etc on leather products.</p> <p>'Practitioner' means anyone with a learning and development responsibility as the whole or a part of their role.</p>
Unit expiry date	Dec. 2021
Details of the relationship between the unit and relevant national occupational standards (if appropriate)	Fashion and Leather Works
Details of the relationship between the unit and other standards or curricula (if appropriate)	
Assessment requirements specified by a sector or regulatory body (if	
Endorsement of the unit by a sector or other appropriate body (if required)	
Location of the unit within the subject/ sector classification system	Leather Work
Name of the organisation submitting the unit	
Guided Learning Hours	20