

**VQA**

NATIONAL QUALIFICATION

[12UY0115-3]

CUTTER

(LEATHERCRAFT)

LEVEL 3

REVISION NO: 00

VOCATIONAL QUALIFICATIONS AUTHORITY

Ankara, 2012

PREFACE

This reference guide, namely Cutter (Leathercraft) (Level 3) National Qualification has been prepared in accordance with the provisions of the “Regulation on Vocational Qualifications, Testing and Certification” issued pursuant to the Vocational Qualifications Authority (VQA) Law no 5544.

The qualification is drafted upon the Cooperation Protocol signed on 21/05/2012 by Istanbul Leather and Leather Products Exporters' Union (İDMİB) that has been appointed by the Protocol. After assessing opinions of the relevant organizations and institutions, the draft has been amended accordingly. The final draft has been evaluated by the VQA’s Textile, Garments, Leather Sector Committee which has deemed it suitable. It has been approved by the Board of Directors of the VQA through its decision no 2012/98 of 26/12/2012 and decided to be placed within the National Qualification Framework (NQF).

We would like to extend our gratitude to all people, organizations and institutions that have expressed their opinions and contributed to the preparation, examination and verification processes of the qualification. We would like to offer it to the service of all likely beneficiaries.

Vocational Qualifications Authority

[12UY0115-3] Cutter (Leathercraft) (Level 3)

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INTRODUCTION

The key criteria referred to in the national qualification preparation process, the relevant sector committees’ review and the VQA’s Board of Directors’ approval processes are set in the Regulation on Vocational Qualification, Testing and Certification.

National qualification is defined by:

1. Name and level of the qualification,
2. Aim of the qualification,
3. Occupational standard, occupational standard units or qualification units that provide the basis for the qualification,
4. Requirements for taking the qualifications test,
5. Learning outcomes and performance criteria per qualification unit,
6. Assessment and assessor's criteria to be implemented in the qualification process.
7. Validity period, renewal conditions, and holder surveillance conditions of the qualification certificate,
8. Sector Committee which confirms the qualification and institution which develops it.

National qualifications are built according to the relevant national occupational standards and/or to the relevant international occupational standards.

National Qualifications are set in cooperation with the bodies below:

* Formal and informal education and training institutions,
* Authorized certification bodies,
* Institutions having previously applied for authorization to the authority,
* Institutions having drawn up national occupational standard,
* Professional organizations

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**[12UY0115-3] CUTTER (LEATHERCRAFT) (LEVEL 3) NATIONAL QUALIFICATION**

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NATIONAL QUALIFICATION

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| **1** | **NAME OF THE QUALIFICATION** | CUTTER (LEATHERCRAFT) |
| **2** | **REFERENCE CODE** | 12UY0115-3 |
| **3** | **LEVEL** | 3 |
| **4** | **INTERNATIONAL CLASSIFICATION CODE** | ISCO 08: 7532 |
| **5** | **TYPE** | - |
| **6** | **CREDIT VALUE** | - |
| **7** | **A)DATE OF PUBLICATION** | 26.12.2012 |
| **B)REVISION NO** | 00 |
| **C) REVISION DATE** | - |
| **8** | **AIM** | This qualification is aimed at complete, high quality and efficient development of the work at hand and carrying it out according to the occupational health and safety laws, in the Cutter (Leathercraft) (Level 3) occupation.It is essential that qualifications attained through formal or non-formal education and qualifications attained after education or during work be certified and and a qualified workforce is generated within the footwear sector.Cutter (Leathercraft) national qualification (Level 3) is drafted in order to ensure that the individuals, who are knowledgeable about the production stages and technical properties of the materials used in leathercraft industry, do maintain the efficiency and standard in production. |
| **9** | **OCCUPATIONAL STANDARD(S) FORMING THE BASIS FOR QUALIFICATION** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **10** | **REQUIREMENT(S) FOR TAKING THE QUALIFICATION TEST** |
| \_ |
| **11** | **STRUCTURE OF THE QUALIFICATION** |
| **11-a) Mandatory Units** |
| 12UY0115-3/A1 Occupational Health and Safety and Environmental Safety 12UY0115-3/A2 Post-Cutting Processes |

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| **11-b) Elective Units** |
| 12UY0115-3/B1 Manual Cutting Procedures 12UY0115-3/B2 Press Cutting Procedures 12UY0115-3/B3 Computerized Cutting Procedures |
| **11-c) Alternatives for Grouping the Units and Additional Learning Outcomes** |
| A1-A2-B1A1-A2-B2A1-A2-B3A1-A2-B1-B2A1-A2-B1-B3A1-A2-B2-B3A1-A2-B1-B2-B3 |
| **12** | **ASSESSMENT** |
| Assessment is carried out in 2 separate steps to cover all performance criteria defined within the units.Stage 1: Theoretical ExaminationStage 2: Performance Based Examination (Applied Examination)In order to take a performance based examination, a candidate must succeed at the theoretical examinations from all units.In order to be entitled to receive a certificate, a candidate must succeed at all theoretical and performance based examinations of all units.The validity period for exam results is 1 year after the date of exam. If a candidate cannot succeed at any unit/step, s/he is entitled to retake the examination from the very same unit/step s/he failed at in the same period.If a candidate fails to succeed at all units of both steps within 1 year, s/he can take examination against all units of both steps starting from the 2nd year.THEORETICAL EXAMINATIONThe success of the candidate is evaluated on the criteria described in the assessment part for the relevant unit.Theoretical examination questions shall be prepared with a view to assess all learning outcomes and performance criteria intended to be assessed as well as the entire Knowledge and Understanding criteria which are listed in Annex-2. Theoretical examination can be integrated or separate.PERFORMANCE BASED EXAMINATION (APPLIED EXAMINATION)Performance based exams are organized in real work environment or in controlled environments that are most identical to the real one.The assessment is carried out with the checklists comprising the performance criteria of each unit. To successfully complete the qualification, a candidate must present evidence that s/he is able to meet the performance criteria listed in ANNEX-2. |
| **13** | **VALIDITY OF THE CERTIFICATE** | Cutter (Leathercraft) (LEVEL 3) Qualification Validity period of Cutter (Leathercraft) (Level 3) Qualification certificate is 5 years after issuing date. |

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| **14** | **FREQUENCY OF SUPERVISION** | A candidate is audited by the Testing and Certification Body at least once during the validity period of Vocational Qualification Certificate. |
| **15** | **ASSESSMENT METHODS TO BE FOLLOWED IN RENEWAL OF EXPIRED CERTIFICATES** | Supervision is carried out by the Certification Body at the end of validity period for renewal purposes. Provided the fact that candidates can certify a 2-year-work history as a Cutter (Leathercraft) and that no change or revision has taken place in the qualification, the certificates of thosewhose performance were accepted are prolonged for 5 more years.Performance based examination is repeated for those candidates who fail in supervision or to certify the history of work.In the case of a change in qualification, candidates take the theoretical and performance based examinations in the scope of unit(s) that change. |
| **16** | **QUALIFICATION DEVELOPMENT INSTITUTION(S)** | Istanbul Leather and Leather Products Exporters' Union (IDMIB) |
| **17** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION** | VQA's Textile, Garments, Leather Sector Committee |
| **18** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

[12UY0115-3/A1] Occupational Health and Safety and Environment Safety Date of Publication: 26/12/2012 Rev. No: 00

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| **1** | **NAME OF THE QUALIFICATION UNIT** | Occupational Health and Safety and Environment Safety |
| **2** | **REFERENCE CODE** | 12UY0115-3/A1 |
| **3** | **LEVEL** | 3 |
| **4** | **CREDIT VALUE** | - |
| **5** | **A) DATE OF PUBLICATION** | 26.12.2012 |
| **B) REVISION NO** | 00 |
| **C) REVISION DATE** | - |
| **6** | **OCCUPATIONAL STANDARD FORMING THE BASIS FOR THE QUALIFICATION UNIT** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **7** | **LEARNING OUTCOMES** |
| **Learning Outcome 1:** Recognizes and applies Occupational Health and Safety rulesPerformance Criteria1.1: Applies occupational health and safety and environment safety principles according to law.1.2: Is efficient in pointing out the possible dangers in the workplace.1.3: Knows the procedure of informing the staff and emergency service units in emergency cases and accidents.1.4: Recognizes and applies the basic first aid principles in the cases of emergency and accidents.1.5: Uses the personal protective equipment appropriately.1.6: Uses the necessary protection and response equipment in accordance with OHS rules.Learning Outcome 2: Recognizes and applies environmental safety measuresPerformance Criteria:2.1: Efficiently applies the relevant necessary environment protection precautions.2.2: Efficiently checks the consumption of natural resources.2.3: Efficiently determines the relevant safety measures to decrease environmental risks.2.4: Efficiently applies the relevant safety measures to decrease environmental risks. |
| **8** | **ASSESSMENT** |
| 8 a) Theoretical Examination |
| Multiple-choice question system is used. Unit A1 includes at least 10 questions. Each question has equal points and the assessment is performed against the answer key. Wrong answers are disregarded and only the correct answers are taken into account for the evaluation. The candidate shall score at least 60/100 to pass the examination. Each question has min. 1-1,5 minutes to be answered. Closed book system is used throughout the examination. Theoretical questions cover all the determined performance criteria. Theoretical questions can either be asked verbally to the candidate by the assessor while the work is being done or on paper in the classroom environment under the supervision of a sufficient number of observers. |
| 8 b) Performance Test |
| Performance based examination is carried out in a scenario that covers all performance criteria. No dedicated performance based examination shall be made for Unit A1. Performance criteria shall be assessed during the performance based examinations of the units A2 and A3. In order for a candidate to be successful in performance based examination, s/he must score 70/100 and succeed at all critical action steps. |

**OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL SAFETY QUALIFICATION UNIT**

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| 8 c) Other Conditions Related to Assessment |
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| **9** | **QUALIFICATION DEVELOPMENTINSTITUTION(S)** | Istanbul Leather and Leather Products Exporters' Union (IDMIB) |
| **10** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION** | VQA Textile, Garments, Leather Sectoral Committee |
| **11** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

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[12UY0115-3/A1] Occupational Health and Safety and Environment Safety

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**ANNEXES**

**ANNEX 1** Information on the Recommended Training for the Occupational Health and Safety and Environmental Safety Qualification Unit

1. Occupational terms, symbols, abbreviations and basic concepts
2. Information on occupational equipment, tool and material.
3. Information over basic labour legislation and working conditions.
4. Worker and Occupational Safety, safety measures, Personal Equipment.
5. Occupational Safety instructions
6. Accident Prevention instructions
7. Personal Protective Equipment (PPE)
8. Protective measures on various machines
9. Conduct in case of an accident
10. Environmental threats caused by the production
11. Basic first aid
12. Environmental Protection Information
13. Environmental pollution
14. Ecological balance
15. Information on waste
16. Environmental Protectio
17. Environmental problems caused by leathercraft sector
18. Water, soil, air and noise pollution
19. Efficient use of natural resources
20. Basic Concepts and Definitions in Quality Management System

**Annex 2** Table of Performance Criteria Assessed with the Assessment Tools Indicated in the Manual Cutting Procedures Qualification Unit

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|  | **COMPETENCIES** |
| **NOS SC** | **NQ SC** |  | **A-SKILLS****To successfully complete the qualification, the candidate must provide evidence that they do the following:**  |
| A.1.5 | 1.5 | A1 | Uses the personal protective equipment appropriately. | \* |
| A.1-4 | 1.4 |  | Knows and applies the basic first aid procedures in case of emergencies and accidents. | \* |
| A.2-1 | 2.1 | A2 | Efficiently applies the relevant necessary environment protection precautions. | \* |
| A.2-2 | 2.2 |  | Efficiently checks the consumption of natural resources. | \* |

(\*) The obligatory performance criteria to prove the qualification.

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| **NOS****SC** | **NQ****SC** |  | **B-KNOWLEDGE AND UNDERSTANDING****To successfully complete the qualification, the candidate must provide evidence that they know and understand the following:**  |
| A.1-1 | 1.1 | B1 | 1.1: Knows workplace-specific occupational health and safety and environmental safety principles in compliance with the laws. |  |
| A.1-2 | 1.2 |  | Is efficient in pointing out the possible dangers in the workplace. |  |
| A.1-3 | 1.3 |  | Recognizes the procedure of informing the staff and emergency service units in cases of emergency and accidents. |  |

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| A.1-4 | 1.4 |  | Knows and applies the basic first aid procedures in case of emergencies and accidents. |  |
| A.1-5 | 1.5 |  | Knows how to use the personal protective equipment appropriately. |  |
| A1.6 | 1.6 |  | Uses the necessary protection and response equipment in accordance with OHS rules. |  |
| A2.1 | 2.1 | B2 | Knows the relevant necessary environment protection measures. |  |
| A.2-2 | 2.2 |  | Knows that he/she has to efficiently check the consumption of natural resources. |  |
| A2-3 | 2.3 |  | Efficiently determines the relevant safety measures to decrease environmental risks. |  |
| A.2-4 | 2.4 |  | Knows how to efficiently apply the relevant safety measures to reduce environmental risks. |  |

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[12UY0115-3/B1] MANUAL CUTTING PROCEDURES QUALIFICATION UNIT

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| **1** | **NAME OF THE QUALIFICATION UNIT** | Manual Cutting Procedures |
| **2** | **REFERENCE CODE** | 12UY0115-3/B1 |
| **3** | **LEVEL** | 3 |
| **4** | **CREDIT VALUE** | - |
|  | **A) DATE OF PUBLICATION** | 26.12.2012 |
| **5** | **B) REVISION NO** | 00 |
|  | **C) REVISION DATE** | - |
| **6** | **OCCUPATIONAL STANDARD FORMING THE BASIS FOR THE QUALIFICATION UNIT** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **7** | **LEARNING OUTCOMES** |
| **Learning Outcome 1: Completes the work organization.****Performance Criteria:**1.1: Takes the production plan from the unit manager.1.2: Determines the leathercraft model information according to the cutting instructions.1.3: Determines the vamp material to cut such as leather, imitation, textile according to the cutting instructions.1.4: Determines the amount of leather to be cut according to the cutting instructions.1.5: Determines the surface area calculation information for the leather to be cut according to the cutting information.1.6: Cleans and organizes the workplace appropriately.1.7: Takes the necessary precautions for the protection of the materials and the products.**Context:** Cutting instructions in the technical flyer**Learning Outcome 2: Studies the model product, model draft and the molding**.**Performance Criteria:**2.1: Studies the leathercraft model in order to gain information on the product to be cut.2.2: Compares the model draft to the model.2.3: Informs the unit manager about the differences found.2.4: Compares the template parts to the leathercraft model.2.5: Studies the compatibility of the model templates such as front, back, handle and shoulder strap.2.6: Analyzes the parts, places and numbers on the model in order to get detailed information about the model to be cut.2.7: Studies the inscriptions and symbols on the template according to the model draft.2.8: Informs the unit manager about the deficient templates.**Context:** Cutting instructions in the technical flyer**Learning Outcome 3:** **Prepares the tools and the equipment.****Performance Criteria:**3.1: Chooses the suitable leathercraft cutting blade according to the product's properties.3.2: Prepares the auxiliary material to be used during the cutting such as the sharpening steel and riffler.3.3: Checks that the cutting blade is suitable for cutting and get it ready for use.3.4: Identifies the faults and deficiencies in the cutting tools.3.5: Informs the unit manager about faults and deficiencies and makes sure that they are corrected.**Context:** Cutting Method and Technique |

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| **Learning Outcome 4: Checks the leather and other materials.****Performance Criteria**:4.1: Sees if the material is sufficient according to the cutting instructions.4.2: Sees if the material is suitable for the model according to the cutting instructions.4.3: Sees if the material's color is approved according to the cutting instructions.4.4: Sees if the thickness of the material is suitable for the model.4.5: Sees if there are and skin faults on the leather and mark the faults with silver marker.4.6: Sees if there are any faults on the materials other than leather and mark them with tailor's chalk.**Learning Outcome 5: Places a template on the wing.**Performance Criteria:5.1: Calculates the error margin of the piece to be cut in the manner that the wastage is minimum5.2: Determines the template placement on the wing in the manner that the wastage is minimum.5.3: Determines the primary cutting templates.5.4: Places the leathercraft template parts according to the quality areas.5.5: Places the template parts according to the stretching direction of the leather.5.6: Places the template taking the abrage on the wing into account.5.7: Places the small templates economically on the remnant parts.**Context:** Cutting technical flyer**Learning Outcome 6: Cuts leather manually.****Performance Criteria:**6.1: Determines the appropriate cutting technique according to the leather properties.6.2: Cuts the placed templates starting with the primary parts.6.3: Cuts the leather vertically, and inside out not to damage the fur with a horizontal angle.6.4: Pays attention so that the leather does not stretch while cutting.6.5: Pays attention to the stretching direction of each leather while cutting.6.6: Cuts the leather manually according to the proper quality.**Context:** Cutting Method and Technique**Learning Outcome 7: Carries out instrumentation and mark the parts cut.****Performance Criteria:**7.1: Determines the part to be instrumented according to the model.7.2: Carries out the proper instrumentation for the designated part.7.3: Does the necessary markings to the leathercraft parts that are cut on the places designated on the template. 7.4: Does the markings such as embarkation and curling according to the model.**Context:** Cutting Method and Technique |
| **8** | **ASSESSMENT** |
| **8 a) Theoretical Examination** |
| Multiple-choice question system is used. There are at least 20 questions for the unit B1. Each question has equal points and the assessment is performed against the answer key. Wrong answers are disregarded and only the correct answers are taken into account for the evaluation. The candidate shall score at least 60/100 to pass the examination. Each question needs to be answered within 1 - 1.5 minutes. Closed book system is used throughout the examination. Theoretical questions cover all the determined performance criteria. Theoretical questions can either be asked verbally to the candidate by the assessor while the work is being done or on paper in the classroom environment under the supervision of a sufficient number of observers. |

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| **8 b) Performance Based Examination** |
| The performance based examination of this unit takes place in a real work environment with real leather/fur material where occupational health and safety is ensured. Regarding the cutting of a desired shoes model, the candidate is given a work order within an application scenario that covers the "Table of Performance Criteria Assessed with the Assessment Tools" as indicated in Annex-2 Manual Cutting Procedures Qualification Unit. Work instructions comprises clear instructions under titles such as the name, kind, number etc. The candidate must complete the work within the time period indicated in the test materials. The candidate needs to have at least 85/100 to pass the examination and needs to be successful in all the determined critical action steps. |
| **8 c) Other Conditions Related To Assessment** |
| In the performance based examination; the Cutter (Leathercraft) is expected to cut a chosen leathercraft product. Testing is carried out under work environment and under supervision. |
| **9** | **QUALIFICATION DEVELOPMENTINSTITUTION(S)** | Istanbul Leather and Leather Products Exporters' Union (IDMIB) |
| **10** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION**  | VQA's Textile, Garments, Leather Sector Committee |
| **11** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

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**ANNEXES**

**ANNEX 1** Information on Recommended Training for the Manual Cutting Procedures Qualification Unit. **Content of Training:**

1. Work organization, work schedule and planning
2. Knowledge of ergonomics
3. Identification of the main and intermediate colors
4. Numerical Attention
5. Visual Attention
6. Analitical thinking and comparison
7. Kinds and properties of leather and fur
8. Basic quality knowledge
9. Material surface check (optical)
10. Identification and efficient use of cutting tools
11. Appropriate cutting methods and techniques

**ANNEX 2** Table of Performance Criteria Assessed with the Assessment Tools

Indicated in the Manual Cutting Procedures Qualification Unit

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|  | **COMPETENCIES** |
| **NOS SC** | **NQ SC** |  | **A-SKILLS****To successfully complete the qualification, the candidate must present proof that they do the following:**  |
| B.1.1 | 1.1 | A1 | Takes the production plan from the unit manager. | \* |
| B.2.1 | 1.2 |  | Determines the leathercraft model information according to the cutting instructions. | \* |
| B.2.2 | 1.3 |  | Determines the vamp material to cut such as leather, imitation, textile according to the cutting instructions.  | \* |
| B.2.3 | 1.4 |  | Determines the leather amount according to the cutting information. | \* |
| B.2.4 | 1.5 |  | Determines the surface area calculation information for the leather to be cut according to the cutting information. | \* |
| B.3.1 | 1.6 |  | Cleans and organizes the workplace appropriately. | \* |
| B.3.2 | 1.7 |  | Takes the necessary precautions for the protection of the materials and the products. |  |
| C.1.1 | 2.1 | A2 | Studies the leathercraft model in order to gain information on the product to be cut.  |  |
| C.1.2 | 2.2 |  | Compares the model draft to the model. | \* |
| C.1.3 | 2.3 |  | Informs the unit manager about the differences found. |  |
| C.2.1 | 2.4 |  | Compares the template parts to the leathercraft model. | \* |
| C.2.2 | 2.5 |  | Studies the compatibility of the model templates such as front, back, handle and shoulder strap.  | \* |
| C.3.1 | 2.6 |  | Studies the parts, places and numbers on the model in order to gain detailed information on the model to be cut.  |  |
| C.3.2 | 2.7 |  | Views the critiques about the model of the product to be cut. |  |
| C.3.3 | 2.8 |  | Studies the inscriptions and symbols according to the model draft. | \* |
| C.3.4 | 2.9 |  | 2.8: Informs the unit manager about the deficient templates. | \* |
| D.1.1 | 3.1 | A3 | Chooses the suitable leathercraft cutting blade according to the product's properties. | \* |

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| D.1.2 | 3.2 |  | Prepares the auxiliary material to be used during the cutting such as the sharpening steel and riffler. |  |
| D.1.3 | 3.3 |  | Checks that the cutting blade is suitable for cutting and gets it ready for use.  | \* |
| D.4.1 | 3.4 |  | Identifies the faults and deficiencies in the cutting tools. |  |
| D.4.2 | 3.5 |  | Informs the unit manager about faults and deficiencies and makes sure that they are corrected. |  |
| E.1.1 | 4.1 | A4 | Sees if the amount of material is sufficient according to the cutting instructions. | \* |
| E.1.2 | 4.2 |  | Sees if the material is suitable for the model according to the cutting instructions. | \* |
| E.1.3 | 4.3 |  | Sees if the material's color is approved according to the cutting instructions. | \* |
| E.1.4 | 4.4 |  | Sees if the thickness of the material is suitable for the model. |  |
| E.2.1 | 4.5 |  | Sees if there are and skin faults on the leather and marks the faults with silver marker.  | \* |
| E.2.2 | 4.6 |  | Sees if there are any faults and deformation on the materials other than leather and marks them with a tailor's chalk.  | \* |
| E.3.1 | 5.1 | A5 | Calculates the error margin of the piece to be cut in the manner that the wastage is minimum  |  |
| E.3.2 | 5.2 |  | Determines the template placement on the wing in the manner that the wastage is minimum. |  |
| E.3.3 | 5.3 |  | Determines the primary cutting templates. | \* |
| E.3.4 | 5.4 |  | Places the leathercraft template parts according to the quality areas. | \* |
| E.3.5 | 5.5 |  | Places the template parts according to the stretching direction of the leather. | \* |
| E.3.6 | 5.6 |  | Places the template taking the abrage on the wing into account. | \* |
| E.3.7 | 5.7 |  | Places the small templates economically on the remnant parts. | \* |
| F.1.1 | 6.1 | A6 | Determines the appropriate cutting technique according to the leather properties. |  |
| F.1.2 | 6.2 |  | Cuts the placed templates starting with the primary parts. | \* |
| F.1.3 | 6.3 |  | Cuts the leather vertically, and inside out not to damage the fur with a horizontal angle. | \* |
| F.1.4 | 6.4 |  | Pays attention so that the leather does not stretch while cutting. | \* |
| F.1.5 | 6.5 |  | Pays attention to the stretching direction of each leather while cutting. | \* |
| F.1.6 | 6.6 |  | Cuts the leather manually according to the proper quality. | \* |
| F.3.1 | 7.1 | A7 | Determines the part to be instrumentated according to the model. | \* |
| F.3.2 | 7.2 |  | Carries out the proper instrumentation for the designated part. | \* |
| F.5.1 | 7.3 |  | Does the necessary markings to the leathercraft parts that are cut on the places designated on the template. | \* |
| F.5.2 | 7.4 |  | Does markings such as embarkation and curling according to the model. | \* |

(\*) The obligatory performance criteria to prove the qualification.

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| NOSSC | NQSC |  | B-KNOWLEDGE AND UNDERSTANDINGTo successfully complete the qualification, the candidate must provide evidence that they know and understand the following:  |
| B.2.2 | 1.3 | B1 | Knows the properties of vamp materials such as leather, imitation and textile. |  |

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| B2.3B.2.4 | 1.41.5 |  | Knows the leather surface area measurements. |  |
| B.3.1 | 1.6 |  | Knows the benefits of working in a clean and organized environment. |  |
| C.1.1 | 2.1 | A2 | Knows how to identify the information on the product by studying the cutting instructions. |  |
| C.1.2 | 2.2 |  | Knows that comparing the model draft to the model will provide information about the model.  |  |
| C.2.1 | 2.4 |  | Compares the template parts to the leathercraft model. |  |
| C.3.2 | 2.7 |  | Knows the compatible parts of the templates. |  |
| C.3.3 | 2.8 |  | Correctly identifies the inscriptions and symbols on the template. |  |
| D.1.1 | 3.1 | A3 | Correctly identifies the suitable leathercraft cutting blade according to the product's properties. |  |
| D.1.2 | 3.2 |  | Correctly identifies the auxiliary material to be used during cutting. |  |
| D.4.1 | 3.4 |  | Correctly identifies the possible faults and deficiencies in the cutting tools. |  |
| E.1.5 | 4.5 | B4 | Correctly identifies the skin faults on the leather and how to mark them.  |  |
| E.2.2 | 4.6 |  | Correctly identifies the skin faults on the non-leather materials and how to mark them. |  |
| E.3.2 | 5.3 | B5 | Knows the priority cutting templates of the model to be cut. |  |
| E.3.3 | 5.4 |  | Correctly identifies the quailty areas of the leather. |  |
| E.3.5 | 5.5 |  | Correctly identifies the stretching direction of the leather. |  |
| E.3.6 | 5.6 |  | Correctly identifies abrage. |  |
| F.1.2 | 6.2 | B6 | Correctly identifies the priority parts according to the properties of the product. |  |
| F.1.3 | 6.3 |  | Correctly identifies the cutting techniques of leather and fur. |  |
| F.3.2 | 7.2 | B7 | Correctly identifies instrumentation. |  |
| F.5.1 | 7.3 |  | Does the necessary markings to the leathercraft parts that are cut on the places designated on the template.  |  |

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[12UY0115-3/B1] Press Cutting Procedures

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**[12UY0115-3/B2] PRESS CUTTING PROCEDURES QUALIFICATION UNIT**

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| **1** | **NAME OF THE QUALIFICATION UNIT** | Press Cutting Procedures |
| **2** | **REFERENCE CODE** | 12UY0115-3/B2 |
| **3** | **LEVEL** | 3 |
| **4** | **CREDIT VALUE** | - |
|  | **A) DATE OF PUBLICATION** | 26.12.2012 |
| **5** | **B) REVISION NO** | 00 |
|  | **C) REVISION DATE** | - |
| **6** | **OCCUPATIONAL STANDARD FORMING THE BASIS FOR THE QUALIFICATION UNIT** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **7** | **LEARNING OUTCOMES** |
| **Learning Outcome 1: Does the work organization.****Performance Criteria:**1.1: Takes the production plan from the unit manager.1.2: Determines the leathercraft model information according to the cutting instructions.1.3: Determines the vamp material to cut such as leather, imitation, textile according to the cutting instructions.1.4: Determines the amount of leather to be cut according to the cutting instructions.1.5: Determines the surface area calculation information for the leather to be cut according to the cutting information.1.6: Cleans and organizes the workplace appropriately.1.7: Takes the necessary precautions for the protection of the materials and the products.**Context:** Cutting instructions in the technical flyer**Learning Outcome 2: Studies the model product, model draft and the moulding. Performance Criteria:**2.1: Identifies the parts, areas and numbers on the model to be cut.2.2: Views the critiques about the model of the product to be cut.2.3: Compares the model draft to the model.2.4: Informs the unit manager about the differences found.2.5: Compares the template parts to the leathercraft model.2.6: Studies the compatibility of the model templates such as front, back, handle and shoulder strap.2.7: To study the inscriptions and symbols on the template according to the model draft.2.8: Informs the unit manager about the deficient templates.**Context:** Instructions in the technical flyer**Learning Outcome 3: Prepares the press cutting tools.****Performance Criteria:**3.1: Determines the appropriate press machine for the leathercraft cutting.3.2: Determines the appropriate press machine for the material to be used in the model.3.3: To choose the appropriate blades for the press and prepare them.3.4: Adjusts the pressure according to the material and the thickness of the cutting blade.3.5: Chooses the appropriate cutting tool for the model and/or the material to be cut.**Context:** Cutting Method and Technique |

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Date of Publication: 26/12/2012 Rev. No: 00

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| **Learning Outcome 4: Checks the leather and other materials.****Performance Criteria:**4.1: Sees if the material is sufficient according to the cutting instructions.4.2: Sees if the material is suitable for the model according to the cutting instructions.4.3: Sees if the material's color is approved according to the cutting instructions.4.4: Sees if the thickness of the material is suitable for the model.4.5 Sees if there are and skin faults on the leather and mark the faults with silver marker.4.6 Sees if there is any fault and deformation on the non-leather materials and mark them, if any, with a tailor's chalk. |
| **Learning Outcome 5: Places the cutting blades on the wing.****Performance Criteria:**5.1: Determines the placement of cutting blades on the wing in the manner that the wastage is minimum. 5.2: Determines the priority cutting blades.5.3: Places the leathercraft cutting blades according to the quality areas.5.4 Places the cutting blades according to the stretching direction of the leather.5.5: Places the cutting blades taking the abrage on the wing into account.5.6: Places the small cutting blades economically on the remnant parts. |
| **Learning Outcome 6: Cuts leather with press.****Performance Criteria:**6.1: Places the leather on the press table in a single layer and the non-leather material in multiple layers. 6.2: Places the press cutting blades according to the stretching direction of the material. 6.3: Pays attention to using the material economically when placing the blades. 6.4: Does placing and cutting starting with the larger blades. |
| **Context**: Cutting Method and Technique |
| **8** | **ASSESSMENT** |
| **8 a) Theoretical Examination** |
| Multiple-choice question system is used. There are at least 20 questions for the unit B2. Each question has equal points and the assessment is performed against the answer key. Wrong answers are disregarded and only the correct answers are taken into account for the evaluation. The candidate shall score at least 60/100 to pass the examination. Duration of the examination is fixed according to 1 min. per question. Closed book system is used throughout the examination. Theoretical questions cover all the determined performance criteria. Theoretical questions can be asked verbally to the candidate by the evaluator during the application or could be asked on paper under the supervision of sufficient evaluators.  |
| **8 b) Performance Based Examination** |
| The performance based examination of this unit takes place in a real work environment with real leather/fur material where occupational health and safety is ensured. Regarding the cutting of a desired shoes model, the candidate is given a performance based examination that covers all the items in Annex-2 Table of Performance Criteria Assessed with the Assessment Tools Indicated in Manual Cutting Procedures Qualification Unit. Work instructions comprises clear instructions under titles such as the name, kind, number etc. The candidate must complete the work within the time period indicated in the test materials. The candidate needs to have at least 85/100 to pass the examination and needs to be successful in all the determined critical action steps. |

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| **8 c) Other Conditions Related to Assessment** |
| In the performance test; the candidate is expected to cut a chosen shoe product. Testing is carried out in work environment and under supervision. |
| **9** | **QUALIFICATION DEVELOPMENT INSTITUTION(S)**  | Istanbul Leather and Leather Products Exporters' Union  |
| **10** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION**  | VQA's Textile, Garments, Leather Sector Committee |
| **11** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

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[12UY0115-3/B1] Press Cutting Procedures

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ANNEXES

**ANNEX 1:** Information on Recommended Training for the Press Cutting Procedures Qualification Unit.

**Content of Training:**

1. Work organization, work schedule and planning
2. Knowledge of Ergonomics
3. Identification of the main and intermediate colors
4. Numerical Attention
5. Visual Attention
6. Analytical thinking and comparison
7. Kinds and properties of leather and fur
8. Basic quality knowledge
9. Material surface check (optical)
10. Identification and efficient use of cutting tools
11. Appropriate cutting methods and techniques

**ANNEX 2** Chart for Performance Criteria Assessed with the Assessment Tools Indicated in the Press Cutting Procedures Qualification Unit

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|  | **COMPETENCIES** |
| **NOS****SC** | **NQ****SC** |  | **A-SKILLS****To successfully complete the qualification, the candidate must present proof that they do the following:**  |
| B.1.1 | 1.1 | A1 | Takes the production plan from the unit manager. | \* |
| B.2.1 | 1.2 |  | Determines the leathercraft model information according to the cutting instructions. | \* |
| B.2.2 | 1.3 |  | Determines the vamp material to cut such as leather, imitation, textile according to the cutting instructions.  | \* |
| B.2.3 | 1.4 |  | Determines the leather amount according to the cutting information. | \* |
| B.2.4 | 1.5 |  | Determines the surface area calculation information for the leather to be cut according to the cutting information. | \* |
| B.3.1 | 1.6 |  | Cleans and organizes the workplace appropriately. | \* |
| B.3.2 | 1.7 |  | Takes the necessary precautions for the protection of the materials and the products. |  |
| C.1.2 | 2.1 | A2 | Recognizes the leathercraft model information in order to get information about the product to be cut.  | \* |
| C.2.1 | 2.2 |  | Compares the model draft to the model. | \* |
| C.2.2 | 2.3 |  | Compares the template parts to the leathercraft model. | \* |
| C.2.2 | 2.4 |  | Recognizes the compatibility of the model templates such as front, back, handle and shoulder strap.  | \* |
| C.3.1 | 2.5 |  | Identifies the parts, places and numbers on the model in order to get detailed information about the material to be cut.  | \* |
| C.3.2 | 2.6 |  | Identifies the critiques about the model of the product to be cut. |  |
| C.3.3 | 2.7 |  | Identifies the inscriptions and symbols according to the model draft. | \* |
| C.3.4 | 2.8 |  | Informs the unit manager about the deficient templates. | \* |
| D2.1 | 3.1 | A3 | Determines the appropriate press machine for the leathercraft cutting. | \* |

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| D.2.2 | 3.2 |  | Determines the appropriate cutting press for the material according to the model. |  |
| D.2.3 | 3.3 |  | Chooses the appropriate blades for the press and prepares them for use. | \* |
| D.2.4 | 3.4 |  | Adjusts the pressure according to the material and the thickness of the cutting blade. | \* |
| D.4.1 | 3.5 |  | Identifies the faults and deficiencies in the cutting tools. |  |
| E.1.1 | 4.1 | A4 | Sees if there is sufficient amount of auxiliary material in accordance with the cutting instructions. | \* |
| E.1.2 | 4.2 |  | Sees if the material is suitable for the model according to the cutting instructions. | \* |
| E.1.3 | 4.3 |  | Sees if the material's color is approved according to the cutting instructions. | \* |
| E.1.4 | 4.4 |  | Sees if the thickness of the auxiliary material is suitable for the model. |  |
| E.2.1 | 4.5 |  | Sees if there are and skin faults on the leather and mark the faults with silver marker.  | \* |
| E.2.2 | 4.6 |  | Sees if there are any faults and deformation on the materials other than leather and mark them with a tailor's chalk. | \* |
| E.3.1 | 5.2 | A5 | Determines the template placement on the wing in the manner that the wastage is minimum. | \* |
| E.3.2 | 5.3 |  | Determines the primary cutting templates. | \* |
| E.3.3 | 5.4 |  | Places the leathercraft template parts according to the quality areas. | \* |
| E.3.4 | 5.5 |  | Places the template parts according to the stretching direction of the leather. | \* |
| E.3.5 | 5.6 |  | Places the template taking the abrage on the wing into account. | \* |
| E.3.6 | 5.7 |  | Places the small templates economically on the remnant parts. | \* |
| F.2.1 | 6.1 | A6 | Places the leather on the press table in a single layer and the non-leather material in multiple layers. |  |
| F.2.2 | 6.2 |  | Places the press cutting blades according to the stretching direction of the material. |  |
| F.2.3 | 6.3 |  | Pays attention to using the material economically when placing the blades. | \* |
| F.2.4 | 6.4 |  | Does placing and cutting starting with the larger blades. | \* |

(\*) The obligatory performance criteria to prove the qualification.

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| NOSSC | NQSC |  | B-KNOWLEDGE AND UNDERSTANDINGTo successfully complete the qualification, the candidate must present proof that they know and understand the following:  |
| B.2.2 | 1.3 | B1 | Knows the properties of vamp materials such as leather, imitation and textile. |  |
| B2.3B.2.4 | 1.41.5 |  | Knows the leather surface area measurements. |  |
| B.3.1 | 1.6 |  | Knows the benefits of working in a clean and organized environment. |  |
| C.1.1 | 2.1 | A2 | Knows how to identify the information on the product by studying the cutting instructions. |  |
| C.1.2 | 2.2 |  | Knows that comparing the model draft to the model will provide information about the model.  |  |
| C.2.1 | 2.4 |  | Compares the template parts to the leathercraft model. |  |
| C.3.2 | 2.7 |  | Knows the compatible parts of the templates. |  |
| C.3.3 | 2.8 |  | Correctly identifies the inscriptions and symbols on the template. |  |

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| D.1.1 | 3.1 | A3 | Correctly identifies the suitable leathercraft cutting blade according to the product's properties. |  |
| D.1.2 | 3.2 |  | Correctly identifies the auxiliary material to be used during cutting. |  |
| D.4.1 | 3.4 |  | Correctly identifies the possible faults and deficiencies in the cutting tools. |  |
| E.1.5 | 4.5 | B4 | Correctly identifies the skin faults on the leather and how to mark them. |  |
| E.2.2 | 4.6 |  | Correctly identifies the skin faults on the non-leather materials and how to mark them. |  |
| E.3.2 | 5.3 | B5 | Knows the priority cutting templates of the model to be cut. |  |
| E.3.3 | 5.4 |  | Correctly identifies the quailty areas of the leather. |  |
| E.3.5 | 5.5 |  | Correctly identifies the stretching direction of the leather. |  |
| E.3.6 | 5.6 |  | Correctly identifies abrage. |  |
| F.1.2 | 6.2 | B6 | Correctly identifies the priority parts according to the properties of the product. |  |
| F.1.3 | 6.3 |  | Correctly identifies the cutting techniques of leather and fur. |  |
| F.3.2 | 7.2 | B7 | Correctly identifies instrumentation. |  |
| F.5.1 | 7.3 |  | Does the necessary markings to the leathercraft parts that are cut on the places designated on the template.  |  |

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[12UY0115-3/B3] Computerized Cutting Procedures

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[12UY0115-3/B2] COMPUTERIZED CUTTING PROCEDURES QUALIFICATION UNIT

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| **1** | **NAME OF THE QUALIFICATION UNIT** | Computer Assisted Cutting Processes |
| **2** | **REFERENCE CODE** | 12UY0115-3/B3 |
| **3** | **LEVEL** | 3 |
| **4** | **CREDIT VALUE** | - |
|  | **A) DATE OF PUBLICATION** | 26.12.2012 |
| **5** | **B) REVISION NO** | 00 |
|  | **C) REVISION DATE** | - |
| **6** | **OCCUPATIONAL STANDARD FORMING THE BASIS FOR THE QUALIFICATION UNIT** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **7** | **LEARNING OUTCOMES** |
| **Learning Outcome 1: Studies the cutting instructions.****Performance Criteria:**1.1: Takes the production plan from the unit manager.1.2: Studies the leathercraft model information according to the cutting instructions.1.3: Studies the vamp material to cut such as leather, imitation, textile according to the cutting instructions. 1.4: Determines the amount of leather to be cut according to the cutting instructions.1.5: Studies the surface area calculation information for the leather to be cut according to the cutting information.1.6: Cleans and organizes the workplace appropriately.1.7: Takes the necessary precautions for the protection of the materials and the products.**Context**: Cutting instructions in the technical flyer**Learning Outcome 2: Studies the model, model draft and the moulding.****Performance Criteria:**2.1: Studies the leathercraft model in order to gain information on the product to be cut.2.2: Studies the parts, areas and numbers on the model to be cut.2.3: Views the critiques about the model of the product to be cut.2.4: Compares the model draft to the model.2.5: Informs the unit manager about the differences found.2.6: Compares the template parts to the leathercraft model.2.7: Studies the compatibility of the model templates such as front, back, handle and shoulder strap.2.8: Studies the inscriptions and symbols on the template according to the model draft.2.9: Informs the unit manager about the deficient templates.**Learning Outcome 3: Prepares the computerized cutting tool.****Performance Criteria:**3.1: Identifies the suitable computerized cutting system according to the product's properties.3.2: Prepares the auxiliary material to be used during the cutting.3.3: Checks that the computerized cutting tool is suitable for cutting and get it ready for use. 3.4: Identifies the faults and deficiencies in the cutting tools.3.5: Informs the unit manager about faults and deficiencies and makes sure that they are corrected.**Context:** Cutting Method and Technique |

[12UY0115-3/B3] Computerized Cutting Procedures

Date of Publication: 26/12/2012 Rev. No: 00

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| **Learning Outcome 4: Checks the materials and detects faults.****Performance Criteria:**4.1: Sees if the amount of material is sufficient according to the cutting instructions.4.2: Sees if the material is suitable for the model according to the cutting instructions.4.3: Sees if the material's color is approved according to the cutting instructions.4.4: Sees if the thickness of the material is suitable for the model.4.5: Sees if there are and skin faults on the leather and mark the faults with silver marker. 4.6: Sees if there are any faults on the materials other than leather and mark them with tailor's chalk. **Learning Outcome 5: Gets the materials ready for cutting.****Performance Criteria:**5.1: Enters cutting information in the cutting software.5.2: Places the material on the computerized cutting table paying attention to the stretching direction.5.3: Places the material on the computerized cutting table paying attention so that it does not get wrinkles.5.4: Places the leather on the computerized cutting table in a single layer and the non-leather material in multiple layers. 5.5: Operates the vacuum machine with appropriate values so that the materials do not blend in together during cutting. 5.6: Determines the template placement on the wing in the manner that the wastage is minimum.5.7: Determines the priority cutting templates.**Context:** Cutting Method and Technique**Learning Outcome 6: Cuts with computerized cutting tool.****Performance Criteria:**6.1: Carries out the placement of the template in the computer environment paying attention to the quality areas of the wing/leather.6.2: Carries out the placement of the template in the computer environment paying attention to using the material economically. 6.3: Carries out the placement of the template in the computer environment paying attention to the stretching direction of the material.6.4: Places the template taking the abrage on the wing into account.6.5: Gives the appropriate cutting command to the computerized cutting software.6.6: Places the small templates on the remnant parts economically. 6.7: Cuts the vamp parts in proper quality according to the cutting instructions. |
| **8** | **ASSESSMENT** |
| **8 a) Theoretical Examination** |
| Multiple-choice question system is used. There are at least 20 questions for the unit B3. Each question has equal points and the assessment is performed against the answer key. Wrong answers are disregarded and only the correct answers are taken into account for the evaluation. The candidate shall score at least 60/100 to pass the examination. Duration of the examination is fixed to 1 min. per question. Closed book system is used throughout the examination. Theoretical questions cover all the determined performance criteria. Theoretical questions can either be asked verbally to the candidate by the assessor while the work is being done or on paper in the classroom environment under the supervision of a sufficient number of observers.  |
| **8 b) Performance Based Examination** |
| The performance test of this unit takes place in a real work environment with real leather/fur material where occupational health and safety is ensured. Regarding the cutting of a desired shoes model, the candidate is given a work order within an application scenario that covers the "Table of Performance Criteria Assessed with the Assessment Tools" as indicated in Annex-2 Manual Cutting Procedures Qualification Unit.Work instructions comprises clear instructions under titles such as the name, kind, number etc. The candidate must complete the work within the time period indicated in the test materials. The candidate needs to have at least 85/100 to pass the examination and needs to be successful in all the determined critical action steps.  |

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[12UY0115-3/B3] Computerized Cutting Procedures

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| **8 c) Other Conditions Related to Assessment** |
| In the performance test; the candidate is expected to cut a chosen shoe product. Testing is carried out in work environment and under supervision. |
| **9** | **QUALIFICATION DEVELOPMENT INSTITUTION(S)**  | Istanbul Leather and Leather Products Exporters' Union  |
| **10** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION**  | VQA Textile, Garments, Leather Sectoral Committee |
| **11** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

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[12UY0115-3/B3] Computerized Cutting Procedures

Date of Publication: 26/12/2012 Rev. No: 00

**ANNEXES**

ANNEX 1: Information on Recommended Training for the Computerized Cutting Procedures Qualification Unit.

**Content of Training:**

1. Work organization, work schedule and planning
2. Knowledge of Ergonomics
3. Identification of the main and intermediate colors
4. Numerical Attention
5. Visual Attention
6. Analytical thinking and comparison
7. Kinds and properties of leather and fur
8. Basic quality knowledge
9. Material surface check (optical)
10. Identification and efficient use of cutting tools
11. Appropriate cutting methods and techniques

ANNEX 2 Chart for Performance Criteria Assessed with the Assessment Tools Indicated in the Computerized Cutting Procedures Qualification Unit

|  |  |
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|  | **COMPETENCE** |
| **NOS****SC** | **NQ****SC** |  | **A-SKILLS****To successfully complete the qualification, the candidate must provide evidence that s/he does the following:**  |
| B.1.1 | 1.1 | A1 | Takes the production plan from the unit manager. | \* |
| B.2.1 | 1.2 |  | Determines the leathercraft model information according to the cutting instructions. | \* |
| B.2.2 | 1.3 |  | Determines the vamp material to cut such as leather, imitation, textile according to the cutting instructions.  |  |
| B.2.3 | 1.4 |  | Determines the leather amount according to the cutting information. | \* |
| B.2.4 | 1.5 |  | Determines the surface area information for the leather to be cut according to the cutting information. | \* |
| B.3.1 | 1.6 |  | Cleans and organizes the workplace appropriately. | \* |
| B.3.2 | 1.7 |  | Takes the necessary precautions for the protection of the materials and the products. |  |
| C.1.1 | 2.1 | A2 | 2.1: Studies the leathercraft model in order to gain information on the product to be cut. |  |
| C.1.2 | 2.2 |  | Studies the parts, places and numbers on the model in order to gain detailed information on the model to be cut.  | \* |
| C.1.3 | 2.3 |  | Views the critiques about the model of the product to be cut. |  |
| C.2.1 | 2.4 |  | Compares the model draft to the model. | \* |
| C.2.2 | 2.5 |  | Informs the unit manager about the differences found. | \* |
| C.3.1 | 2.6 |  | Compares the template parts to the leathercraft model. | \* |
| C.3.2 | 2.7 |  | Studies the compatibility of the model templates such as front, back, handle and shoulder strap.  | \* |
| C.3.3 | 2.8 |  | Studies the inscriptions and symbols according to the model draft. | \* |

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| C.3.4 | 2.9 |  | Informs the unit manager about the deficient templates. | \* |
| D.3.1 | 3.1 | A3 | Identifies the suitable computerized cutting system according to the product's properties. | \* |
| D.3.2 | 3.2 |  | Prepares the auxiliary material to be used during the cutting. | \* |
| D.4.1 | 3.3 |  | Checks that the computerized cutting tool is suitable for cutting and gets it ready for use.  | \* |
| D.4.2 | 3.4 |  | Identifies the faults and deficiencies in the cutting tools. |  |
| D.4.2 | 3.5 |  | Informs the unit manager about faults and deficiencies and makes sure that they are corrected.  | \* |
| E.1.1 | 4.1 | A4 | Sees if the amount of material is sufficient according to the cutting instructions. | \* |
| E.1.2 | 4.2 |  | Sees if the material is suitable for the model according to the cutting instructions. |  |
| E.1.3 | 4.3 |  | Sees if the material's color is approved according to the cutting instructions. | \* |
| E.1.4 | 4.4 |  | Sees if the thickness of the material is suitable for the model. |  |
| E.2.1 | 4.5 |  | Sees if there are and skin faults on the leather and marks the faults with silver marker.  | \* |
| E.2.2 | 4.6 |  | Sees if there are any faults and deformation on the materials other than leather and marks them with a tailor's chalk.  | \* |
| E.3.1 | 5.1 | A5 | Enters cutting information in the cutting software. | \* |
| E.3.2 | 5.2 |  | Places the material on the computerized cutting table paying attention to the stretching direction.  | \* |
| E.3.3 | 5.3 |  | Places the material on the computerized cutting table paying attention so that it does not get wrinkles.  | \* |
| E.3.4 | 5.4 |  | Places the leather on the computerized cutting table in a single layer and the non-leather material in multiple layers.  | \* |
| E.3.5 | 5.5 |  | Operates the vacuum machine with appropriate values so that the materials do not blend in together during cutting.  | \* |
| E.3.6 | 5.6 |  | Determines the template placement on the wing in the manner that the wastage is minimum. | \* |
|  | 5.7 |  | Determines the primary cutting templates. | \* |
| F.4.1 | 6.1 | A6 | Carries out the placement of the template in the computer environment paying attention to the quality areas of the wing/leather.  | \* |
| F.4.2 | 6.2 |  | Carries out the placement of the template in the computer environment paying attention to using the material economically.  | \* |
| F.4.2 | 6.3 |  | Carries out the placement of the template in the computer environment paying attention to the stretching direction of the material.  | \* |
| F.4.2 | 6.4 |  | Places the template taking the abrage on the wing into account. | \* |
| F.4.2 | 6.5 |  | Gives the appropriate cutting command to the computerized cutting software. | \* |
| F.4.2 | 6.6 |  | Places the small templates economically on the remnant parts. | \* |
| F.4.2 | 6.7 |  | Cuts the vamp parts in proper quality according to the cutting instructions. | \* |

(\*) The obligatory performance criteria to prove the qualification.

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[12UY0115-3/B3] Computerized Cutting Procedures

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| NOSSC | NQSC |  | B-KNOWLEDGE AND UNDERSTANDINGTo successfully complete the qualification, the candidate must present proof that they know and understand the following:  |
| B.2.2 | 1.3 | B1 | Knows the properties of vamp materials such as leather, imitation and textile. |  |
| B2.3B.2.4 | 1.41.5 |  | Knows the leather surface area measurements. |  |
| B.3.1 | 1.6 |  | Knows the benefits of working in a clean and organized environment. |  |
| C.1.1 | 2.1 | A2 | Knows how to identify the information on the product by studying the cutting instructions. |  |
| C.1.2 | 2.2 |  | Knows that comparing the model draft to the model will provide information about the model.  |  |
| C.2.1 | 2.4 |  | Compares the template parts to the leathercraft model. |  |
| C.3.2 | 2.7 |  | Knows the compatible parts of the templates. |  |
| C.3.3 | 2.8 |  | Correctly identifies the inscriptions and symbols on the template. |  |
| D.1.1 | 3.1 | A3 | Correctly identifies the suitable leathercraft cutting blade according to the product's properties. |  |
| D.1.2 | 3.2 |  | Correctly identifies the auxiliary material to be used during cutting. |  |
| D.4.1 | 3.4 |  | Correctly identifies the possible faults and deficiencies in the cutting tools. |  |
| E.1.5 | 4.5 | B4 | Correctly identifies the skin faults on the leather and how to mark them.  |  |
| E.2.2 | 4.6 |  | Correctly identifies the skin faults on the non-leather materials and how to mark them.  |  |
| E.3.2 | 5.3 | B5 | Knows the priority cutting templates of the model to be cut. |  |
| E.3.3 | 5.4 |  | Correctly identifies the quality areas of the leather. |  |
| E.3.5 | 5.5 |  | Correctly identifies the stretching direction of the leather. |  |
| E.3.6 | 5.6 |  | Correctly identifies abrage. |  |
| F.1.2 | 6.2 | B6 | Correctly identifies the priority parts according to the properties of the product. |  |
| F.1.3 | 6.3 |  | Correctly identifies the cutting techniques of leather and fur. |  |
| F.3.2 | 7.2 | B7 | Correctly identifies instrumentation. |  |
| F.5.1 | 7.3 |  | Does the necessary markings to the leathercraft parts that are cut on the places designated on the template.  |  |

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[12UY0115-3/A2] After Cutting Procedures

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**[12UY0115-3/B2] AFTER CUTTING PROCEDURES QUALIFICATION UNIT**

|  |  |  |
| --- | --- | --- |
| **1** | **NAME OF THE QUALIFICATION UNIT** | After Cutting Procedures |
| **2** | **REFERENCE CODE** | 12UY0115-3/A2 |
| **3** | **LEVEL** | 3 |
| **4** | **CREDIT VALUE** | - |
|  | **A)DATE OF PUBLICATION** | 26.12.2012 |
| **5** | **B) REVISION NO** | 00 |
|  | **C) REVISION DATE** | - |
| **6** | **OCCUPATIONAL STANDARD FORMING THE BASIS FOR THE QUALIFICATION UNIT** |
| Cutter (Leathercraft) (Level 3) National Occupation Standard 11UMS0129-3 |
| **7** | **LEARNING OUTCOMES** |
| **Learning Outcome 1: Checks the leathercraft parts that are cut.****Performance Criteria:**1.1: Checks if there are any missing parts according to the properties of the model.1.2: Checks whether the parts of the product are cut in proper quality according to the cutting instructions.1.3: Checks whether the markings are done on the leathercraft parts.1.4: Studies the skin, finish and feather faults on the leather pieces that are cut according to their tolerance.1.5: Studies the manufacturing faults and deformation on the non-leather materials according to the area and tolerance. 1.6: Informs the unit manager about the cutting faults found.1.7: Carries out instrumentation checks according to the model.1.8: Checks the quality of the instrumentation.**Context:** Cutting templates**Learning Outcome 2: Classifies the leathercraft parts that are cut. Performance Criteria:**2.1: Counts the product parts that are cut and marked.2.2: Assembles the product parts according to the properties of the model.2.3: Groups the product parts according to the properties of the model.**Learning Outcome 3: Hands in the cut work and the templates.****Performance Criteria:**3.1: Hands in the cut leather parts to the relevant person i.e shaver, machine operator according to the model.3.2: Hands in the cut non-leather parts to the relevant person according to the model.3.3: Informs the unit manager that the work is handed in.3.4: Assembles all of the pieces of the cut model templates.3.5: Hands in the grouped model templates to the unit manager.**Learning Outcome 4: Organizes the vamp cutting tools.****Performance Criteria:**4.1: Checks if there are any deficiencies in the vamp cutting blade.4.1: Checks if there are any deficiencies in the cutting press and the press blades.4.1: Checks if there are any deficiencies in the computerized cutting machine.4.4: Informs the unit manager about the deficiencies in the cutting blades and make sure that they are corrected. 4.5: Organizes the checked vamp cutting tools for the next time they are going to be used. |

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| **Learning Outcome 5: Hands in the extra leathercraft materials and templates. Performance Criteria:**5.1: Collects the materials remaining after cutting.5.2: Hands in the materials to the relevant person.5.3: Assembles all of the pieces of the cut model templates.3.5: Hands in the grouped model templates to the unit manager.**Learning Outcome 6: Prepares a cutting report.****Performance Criteria:**6.1: Informs the unit chief about the disruptions and their reasons during the production process.6.2: Prepares a written report of the delivered cuttings.6.3: Hands in the report to the unit manager. |
| **8** | **ASSESSMENT** |
| **8 a) Theoretical Examination** |
| Multiple-choice question system is used. Unit A2 includes at least 10 questions. Each question has equal points and the assessment is performed against the answer key. Wrong answers are disregarded and only the correct answers are taken into account for the evaluation. The candidate shall score at least 60/100 to pass the examination. Duration of the examination is fixed to 1 min. per question. Closed book system is used throughout the examination. Theoretical questions cover all the determined performance criteria. Theoretical questions can either be asked verbally to the candidate by the assessor while the work is being done or on paper in the classroom environment under the supervision of a sufficient number of observers.  |
| **8 b) Performance Based Examination** |
| The performance test of this unit takes place in a real work environment with real leather/fur material where occupational health and safety is ensured. Regarding the cutting of a desired shoes model, the candidate is given a work order within an application scenario that covers the "Table of Performance Criteria Assessed with the Assessment Tools" as indicated in Annex-2 Manual Cutting Procedures Qualification Unit.Work instructions comprises clear instructions under titles such as the name, kind, number etc. The candidate must complete the work within the time period indicated in the test materials. The candidate needs to have at least 85/100 to pass the examination and needs to be successful in all the determined critical action steps. |
| **8 c) Other Conditions Related To Assessment** |
|  In the performance based examination the candidate is expected to cut a pair of selected shoes. Testing is carried out in work environment and under supervision. |
| **9** | **QUALIFICATION DEVELOPMENT INSTITUTION(S)**  | Istanbul Leather and Leather Products Exporters' Union  |
| **10** | **SECTOR COMMITTEE TO VERIFY QUALIFICATION** | VQA Textile, Garments, Leather Sector Committee |
| **11** | **APPROVAL DATE AND NUMBER OF VQA's BOARD OF DIRECTORS** | 26.12.2012-2012/98 |

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**ANNEXES**

ANNEX 1: Information on Recommended Training for the After Cutting Procedures Qualification Unit

**Content of Training**

1. Surface checks on the leather
2. Basic quality knowledge
3. Comparative efficiency
4. Tracking and checking
5. Problem solving
6. Equipment repairing
7. Documentation and reporting

**ANNEX 2 Chart for Performance Criteria Assessed with the Assessment Tools Indicated in the After Cutting Procedures Qualification Unit**

|  |  |
| --- | --- |
|  | **COMPETENCES** |
| **NOS****SC** | **NQ****SC** |  | **A-SKILLS****To successfully complete the qualification, the candidate must present proof that they do the following:**  |
| G.1.1 | 1.1 | A1 | Checks if there are any missing parts according to the properties of the model. | \* |
| G.1.2 | 1.2 |  | Checks whether the parts of the product are cut in proper quality according to the cutting instructions. | \* |
| G.1.3 | 1.3 |  | Checks whether the markings are done on the leathercraft parts. | \* |
| G.1.4 | 1.4 |  | Studies the skin, finish and feather faults on the leather pieces that are cut according to their tolerance.  |  |
| G.1.5 | 1.5 |  | Studies the manufacturing faults and deformation on the non-leather materials according to the area and tolerance.  | \* |
| G.1.6 | 1.6 |  | Informs the unit manager about the cutting faults found. |  |
| G.2.1 | 1.7 |  | Carries out instrumentation checks according to the model. | \* |
| G.2.2 | 1.8 |  | 1.8: Checks the quality of the instrumentation. |  |
| G.3.1 | 2.1 | A2 | Counts the product parts that are cut and marked. | \* |
| G.3.2 | 2.2 |  | Assembles the product parts according to the properties of the model. |  |
| G.3.3 | 2.3 |  | Groups the product parts according to the properties of the model. | \* |
| G.4.1 | 3.1 | A3 | Hands in the cut leather parts to the relevant person i.e shaver, machine operator according to the model.  | \* |
| G.4.2 | 3.2 |  | Hands in the cut non-leather parts to the relevant person according to the model. | \* |
| G.4.3 | 3.3 |  | To inform the unit manager that the work is handed in. |  |
| H.1.1 | 3.4 |  | Assembles all of the pieces of the cut model templates. | \* |
| H.1.2 | 3.5 |  | Hands in the grouped model templates to the unit manager. | \* |
| H.2.1 | 4.1 |  | Checks if there are any deficiencies on the cutting blade/cutting press/press blades/computerized cutting tool. | \* |
| H.2.2 | 4.2 | A4 |  |
| H.2.3 | 4.3 |  |  |
| H.2.4 | 4.4 |  | Informs the unit manager about the deficiencies on the cutting tools and correct them. |  |

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| H.2.5 | 4.5 |  | Organizes the checked vamp cutting tools for reuse. | \* |
| H.3.1 | 5.1 | A5 | Collects the remaining materials after cutting. | \* |
| H.3.2 | 5.2 |  | Hands in the materials to the relevant person. | \* |
| H.4.1 | 6.1 | A6 | Informs the unit chief about the disruptions and their reasons during the production process. |  |
| H.4.2 | 6.2 |  | Prepare a written report of the delivered cuttings. | \* |
| H.4.3 | 6.3 |  | Hands in the report to the unit manager. | \* |

(\*) The obligatory performance criteria to prove the qualification.

|  |  |
| --- | --- |
|  | **COMPETENCES** |
| **NOS****SC** | **NQ****SC** |  | **B-KNOWLEDGE AND UNDERSTANDING****To successfully complete the qualification, the candidate must present proof that they do the following:**  |
| G.1.1 | 1.1 | A1 | Checks if there are any missing parts after cutting. |  |
| G.1.2 | 1.2 |  | Checks whether the parts of the product are cut in proper quality according to the cutting instructions.  |  |
| G.1.3 | 1.3 |  | Checks whether the markings are done on the leathercraft parts.  |  |
| G.2.1 | 1.7 |  | Knows the methods and techniques of checking the instrumentation procedure according to the model.  |  |
| G.3.3 | 2.3 | B2 | Knows the methods and techniques of grouping the product parts according to the model. |  |
| G.4.2 | 3.2 | B3 | Organizes the cut model templates and know whom to hand them in. |  |
| H.1.5 | 3.5 |  | Organizes the cutting tools and know whom to hand them in. |  |
| H.2.3 | 5.3 | B5 | Correctly identifies the disruptions during the production process and their reasons. |  |
| H.2.3 | 5.3 |  | Knows how to write a report about cutting. |  |
| H.2.3 | 5.4 |  | Knows whom to hand in the mentioned report. |  |

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[12UY0115-3] Cutter (Leathercraft) (Level 3)

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**QUALIFICATION ANNEXES**

**ANNEX 1:** Qualification Units

12UY0114-4/A1 Occupational Health and Safety and Environmental Safety 12UY0114-4/A2 Post Cutting Procedures 12UY0114-4/B1 Manual Cutting Procedures 12UY0114-4/B2 Press Cutting Procedures 12UY0114-4/B3 Computerized Cutting Procedures

To be successful, the candidates are recommended:

1. To be graduated from a formal or informal educational institution about leathercraft,
2. To be knowledgeable about leathercraft templates, color, different kinds of leather and their properties and have experience in leathercraft profession,
3. To follow the developments in the profession,
4. To share the deficiencies found in the profession with the management,
5. To join the professional training and organizations designated by the management,
6. To share their knowledge and skills with the relevant people.

**ANNEX 2:** Terms, Symbols and Abbreviations **Abrage:** Color differences on the leather.

**Assortment:** Classification of the leather according to factors such as its quality, kind, size etc. **Foot/Deci:** Surface area unit of leather Threshold skills:

**Embarkation:** The place where the leather parts are attached after they are sewn **Indentation:** Markings that show where the cut parts meet and that show the inside and outside parts of the shoe **Leather Quality Areas:** Differences in the quality of the leather because of its properties

**Riffler:** A file with a curved face for filing concave surfaces **Finish:** To rub a surface, or to put a substance on it, in order to make it smooth and attractive **Silver Marker:** A marker with silver color that can write on leather which is eraseable **ISCO:** International Standard Classification of Occupations

**Template:** A shaped piece of rigid material used as a pattern for cutting all allowances, marks and notes on **OHS:** Occupational Health and Safety

**Marking:** 1. To mark the faults on the leather (with silver marker) 2. Indentations showing the attachment line of the cut parts **Wing:** Processed whole leather.

**Sharp tool:** Cutting tools such as utility knives, razors, blades etc. **Sharpening steel:** The strap or the stone used for sharpening tools such as blades.

**Press Cutting Blades:** Metallic blades in the press machines that are used with different heights as one or two openings

**Risk:** The possibility that something unpleasant ordangerous might happen **Sorting:** Gathering the cut leathercraft parts

**Danger:** Damage done to the goods or the material by the workers because of occupational illness or the potential source or situation where this can happen together.

**Cutting Plan:** Planning prepared for the relative area so that the cutting is carried out in time and according to the determined properties

**Auxiliary Material:** Materials used for production excluding the base material,

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[12UY0115-3] Cutter (Leathercraft) (Level 3)

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**ANNEX 3: Horizontal and Vertical Career Progress Paths**

* Candidates who have the occupational qualification of Cutter (Leathercraft) (Level 3) can make an horizontal transfer to Counter Procedures Operator (Level 3), Leatherman (Level 3), Storekeeper (Level 3), Packaging Operator (Level 3) occupations after a short period of training.
* Candidates who have the occupational qualification of Cutter (Leathercraft) (Level 3) can make an vertical transfer to Styler (Level 3), Quality Inspector (Level 3), Model Machine Operator (Level 3) occupations after additional training.

**ANNEX 4: Assessor Criteria**

Test Assessors to be assigned to the Testing and Certification Center

Assessment and Evaluation Unit are to have the following qualities.

In the assessment and evaluation of the performance test, assessors will be informed by the person/persons who have the necessary information about the application rules.

a- To have worked in formal and informal education institutions under Council of Higher Education and Ministry of National Education for at least 3 years.

b- To have graduated from a related higher education institution and to have at least 5 years of experience.

c- To have worked for at least 5 years in Leather/Leathercraft Sector as a qualified instructor.

d- To have completed secondary education and to have worked in a profession related to the Leather/Leathercraft Sector for at least 7 years.

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