

COMPETENCY STANDARDS

SHOEMAKING LEVEL I



FOOTWEAR AND LEATHERGOODS SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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TABLE OF CONTENTS

SHOEMAKING LEVEL I

| | Page No. |
|--|-----------------|
| SECTION 1 DEFINITION OF QUALIFICATION | 1-2 |
| SECTION 2 COMPETENCY STANDARDS | 3-124 |
| • Basic Competencies | 3-41 |
| • Common Competencies | 42-66 |
| • Core Competencies | 67-124 |
| SECTION 3 TRAINING ARRANGEMENTS | 125-128 |
| 3.1 Trainee Entry Requirements | 125 |
| 3.2 Trainers' Qualification | 125 |
| 3.3 List of Tools, Materials and Equipment | 125-128 |
| ACKNOWLEDGEMENTS | 129-130 |

COMPETENCY STANDARDS FOR SHOEMAKING LEVEL I

SECTION 1 SHOEMAKING LEVEL I

The **SHOEMAKING LEVEL I** Qualification consists of competencies that a person must achieve to be able to cut shoe components, perform cutting, marking, skiving, folding, eyeleting, stitching and lasting thru hand operation including pre-bonding, bonding, repair, cleaning, polishing and packing in a shoe production operation.

The units of competency comprising this qualification include the following:

| CODE NO. | BASIC COMPETENCIES |
|-----------------|---|
| 400311101 | Receive and respond to workplace communication |
| 400311102 | Work with others |
| 400311103 | Solve/address routine problems |
| 400311104 | Enhance self-management skills |
| 400311105 | Support innovation |
| 400311106 | Access and maintain information |
| 400311107 | Follow occupational safety and health policies and procedures |
| 400311108 | Apply environmental work standards |
| 400311109 | Adopt entrepreneurial mindset in the workplace |

| CODE NO. | COMMON COMPETENCIES |
|-----------------|---|
| SHM7442XX | Apply shoemaking practices and principles |
| SHM7442XX | Carry out measurements and calculations |
| SHM7442XX | Use and maintain for hand and power tools |
| SHM7442XX | Set up and operate machines |
| SHM7442XX | Perform basic maintenance |
| SHM7442XX | Apply Industry standards |

| CODE NO. | CORE COMPETENCIES |
|-----------------|---|
| SHM7443XX | Perform cutting by hand operation |
| SHM7443XX | Perform skiving by hand operation |
| SHM7443XX | Perform folding and eyeleting by hand operation |
| SHM7443XX | Perform hand stitching operation |
| SHM7443XX | Perform basic stitching by machine operation |
| SHM7443XX | Prepare uppers and materials for hand lasting operation |
| SHM7443XX | Perform basic hand lasting operation |
| SHM7443XX | Perform pre-bonding and bonding operation |
| SHM7443XX | Perform repair and sock attachment operation |
| SHM7443XX | Perform cleaning, polishing and packing operation |

A person who has achieved this Qualification is competent to be a –

- Cutter
- Upper Maker
- Sewer
- Shoemaker
- Shoe Repairer
- Quality Controller

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in **SHOEMAKING LEVEL I**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION

UNIT CODE : 400311101

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|---|--|
| 1. Follow routine spoken messages | 1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/ instructions 1.2 Instructions/ information are recorded in accordance with workplace requirements 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/ information is not clear | 1.1 Organizational policies/-guidelines in regard to processing internal/external information 1.2 Ethical work practices in handling communications 1.3 Overview of the Communication process 1.4 Effective note-taking and questioning techniques | 1.1 Conciseness in receiving and clarifying messages/ information/ communication 1.2 Accuracy in recording messages/ information 1.3 Basic <i>communication skills</i> 1.4 Active-listening Skills 1.5 Note-taking skills 1.6 Clarifying and probing questions (questioning skills) |
| 2. Perform workplace duties following written notices | 2.1 <i>Written notices and instructions</i> are read and interpreted correctly in accordance with <i>organizational guidelines</i> 2.2 Routine written instructions are followed in sequence 2.3 Feedback is given to | 2.1 Organizational guidelines in regard to processing internal/ external information 2.2 Ethical work practices in handling communications | 2.1 Conciseness in receiving and clarifying messages/ information/ communication 2.2 Accuracy in recording messages/ information |

| | | | |
|--|--|--|--|
| | workplace supervisor based on the instructions/ information received | 2.3 Overview of the Communication process 2.4 Effective questioning techniques (clarifying and probing) | 2.3 Clarifying and probing questions (Questioning Skills) 2.4 Skills in reading and recording and labeling data 2.5 Skills in locating information |
|--|--|--|--|

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------------------|--|
| 1. 2WS | May include: 1.1. Written work instructions 1.2. Internal memos/memorandum 1.3. Business letters 1.4. External communications 1.5. Electronic mail 1.6. Briefing notes 1.7. General correspondence 1.8. Marketing materials 1.9. Guidelines/Circulars |
| 2. Organizational guidelines | May include: 2.1. Information documentation procedures 2.2. Company guidelines and procedures 2.3. Standard Operating Procedure (SOPs) 2.4. Organization manuals 2.5. Departmental Policies and Procedures Manual 2.6. Service manual |

EVIDENCE GUIDE

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|--|---|
| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <p>1.1 Demonstrated knowledge and understanding of organizational procedures in handling verbal and written communications</p> <p>1.2 Received and acted on verbal messages and instructions correctly and efficiently</p> <p>1.3 Demonstrated ability in recording instructions/information</p> <p>1.4 Utilized effective clarifying and probing techniques where necessary</p> |
| <p>2. Resource Implications</p> | <p>The following resources should be provided:</p> <p>2.1 Pens</p> <p>2.2 Note pads</p> <p>2.3 Computer (if applicable)</p> |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration on communication skills (e. g., role- playing)</p> <p>3.3 Oral questioning/Interview</p> <p>3.3 Written Test</p> |
| <p>4. Context for Assessment</p> | <p>4.1 Competency may be assessed individually in the actual workplace or in a simulated environment in TESDA-accredited institutions</p> |

UNIT OF COMPETENCY : WORK WITH OTHERS

UNIT CODE : 400311102

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes required in working as member of a team, interacting with co-members and performing one's role in the team.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|---|---|
| 1. Develop effective workplace relationships | 1.1 Duties and responsibilities are done in a positive manner to promote cooperation and good relationship 1.2 Assistance is sought from workgroup when difficulties arise and addressed through discussions 1.3 Feedback provided by others in the team is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and acknowledged during interaction | 1.1 One's role, duties and responsibilities in the workplace 1.2 Acknowledging/ receiving and giving feedback 1.3 Valuing respect and empathy in the workplace 1.4 Workplace communication protocols 1.5 Teamwork 1.6 Collaboration and teambuilding within the enterprise | 1.1 Communication skills – oral and written (e. g., requesting advice, receiving feedback) 1.2 Ability to relate to/interact with people from a range of social and cultural backgrounds |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|---|---|---|
| 2. Contribute to work group activities | 2.1 <i>Support is provided to team members</i> to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to <i>organizational requirements</i> 2.3 Information relevant to work is shared with team members to ensure designated goals are met | 2.1 Importance of creative collaboration, social perceptiveness and problem sensitivity in the workplace 2.2 Organizational Requirements 2.3 Importance of initiative and dedication in group process 2.4 Office and workplace technologies and machine (hardware, software systems) | 2.1 Communication skills – oral and written (e. g., requesting advice, receiving feedback) 2.2 Organizing work priorities and arrangements 2.3 Team player skills 2.4 Technology skills including the ability to select and use technology appropriate to a task |

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RANGE OF VARIABLES

| VARIABLE | RANGE |
|--------------------------------------|--|
| 1. Duties and responsibilities | May include: 1.1 Job description and employment arrangements 1.2 Organization's policy relevant to work role 1.3 Organizational structures 1.4 Supervision and accountability requirements including OHS 1.5 Enterprise code of conduct |
| 2. Work group | May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues and clients 2.3 Other members of the organization |
| 3. Feedback | May include: 3.1 Formal/Informal performance appraisal 3.2 Obtaining feedback from supervisors and colleagues and clients 3.3 Personal, reflective behavior strategies 3.4 Routine organizational methods for monitoring service delivery |
| 4. Providing support to team members | May include: 4.1 Explaining/clarifying 4.2 Helping colleagues 4.3 Providing encouragement 4.4 Providing feedback to another team member 4.5 Undertaking extra tasks if necessary |
| 5. Organizational requirements | May include: 5.1 Goals, objectives, plans, system and processes 5.2 Legal and organization policy/guidelines 5.3 OHS policies, procedures and programs 5.4 Ethical standards 5.5 Defined resources parameters 5.6 Quality and continuous improvement processes and standards |

EVIDENCE GUIDE

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| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Provided support to team members to ensure goals are met 1.2. Acted on feedback from clients and colleagues 1.3. Demonstrated quality/active participation in team meetings and activities |
| <p>2. Resource Implications</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or task |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written Test 3.2 Role play 3.3 Interview/Oral questioning 3.4 Structured and unstructured activity |
| <p>4. Context for Assessment</p> | <ul style="list-style-type: none"> 4.1. Competency assessment may occur in workplace or any appropriately simulated environment 4.2. Assessment shall be observed while task is being undertaken whether individually or in group |

UNIT OF COMPETENCY : SOLVE/ADDRESS ROUTINE PROBLEMS

UNIT CODE : 400311103

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to solve problems in the workplace including the application of problem solving techniques and to determine and resolve the root cause of routine problems.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------|---|--|---|
| 1. Identify the problem | 1.1 Desired operating/output parameters and expected quality of products/services are identified. 1.2 The nature of the problem by observation on routines are defined. 1.3 Problems are stated and specified clearly. | 1.1 Competence includes mastery of knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations 1.2 Competence to include the ability to apply and explain fundamental causes of problems routine problems and to determine the corrective actions. 1.3 Relevant equipment and operational processes 1.4 Enterprise goals, targets and measures 1.5 Enterprise quality OHS and environmental requirement 1.6 Enterprise information systems and data collation 1.7 Industry codes and standards | 1.1 Using range of formal problem-solving techniques (e.g., planning, attention, simultaneous and successive processing of information). 1.2 Identifying and clarifying the nature of the problem. |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|--|---|
| 2. Assess fundamental causes of the problem | 2.1 Problem-solving tool appropriate to the problem and the context is selected 2.2 Possible causes based on experience and the use of problem-solving tools/ <i>basic analytical techniques</i> are identified 2.3 Possible fundamental causes of problems are specified. | 2.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations 2.2 Competence to include the ability to apply and explain fundamental causes of problems routine problems and to determine the corrective actions. 2.3 Relevant equipment and operational processes 2.4 Enterprise goals, targets and measures 2.5 Enterprise quality OHS and environmental requirement 2.6 Enterprise information systems and data collation 2.7 Industry codes and standards | 2.1 Using range of formal problem-solving techniques (e.g., planning, attention, simultaneous and successive processing of information). 2.2 Identifying extent and causes of procedural problems. |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|---|--|
| 3. Determine corrective action | <p>3.1 All possible options are considered for resolution of the routine problem.</p> <p>3.2 Corrective actions are determined to resolve the problem and possible future causes</p> <p>3.3 Action plans are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures</p> | <p>3.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations</p> <p>3.2 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations</p> <p>3.3 Relevant equipment and operational processes</p> <p>3.4 Enterprise goals, targets and measures</p> <p>3.5 Enterprise quality OHS and environmental requirement</p> <p>3.6 Principles of decision making strategies and techniques</p> <p>3.7 Enterprise information systems and data collation</p> <p>3.8 Industry codes and standards</p> | <p>3.1 Using range of formal problem-solving techniques.</p> <p>3.2 Identifying and clarifying the nature of the problem.</p> <p>3.3 Devising and applying the best possible solution to a problem.</p> <p>3.4 Evaluating the solution</p> |
| 4. Communicate action plans and recommendations to routine problems | <p>4.1 Report on recommendations are prepared</p> <p>4.2 Recommendations are presented to appropriate person.</p> <p>4.3 Recommendations are followed-up, if required</p> | <p>4.1 Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and</p> | <p>4.1 Using range of formal problem solving techniques</p> <p>4.2 Identifying and clarifying the nature of the problem</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------|---|--|---|
| | | <p>product quality to recognize non-standard situations</p> <p>4.2 Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective action and provision of recommendations</p> <p>4.3 Relevant equipment and operational processes</p> <p>4.4 Enterprise goals, targets and measures</p> <p>4.5 Enterprise quality, OHS and environmental requirement</p> <p>4.6 Principles of decision making strategies and techniques</p> <p>4.7 Enterprise information systems and data collation</p> <p>4.8 Industry codes and standards</p> | <p>4.3 Devising the best possible solution to a routine problem</p> <p>4.4 Evaluating the solution</p> <p>4.5 Developing action plans to resolving and managing routine problems.</p> |

RANGE OF VARIABLES

| VARIABLES | RANGE |
|--------------------------------|---|
| 1. Problem | May include: 1.1. Routine/non – routine processes and quality problems 1.2. Equipment selection, availability and failure 1.3. Teamwork and work allocation problem 1.4. Safety and emergency situations and incidents |
| 2. Basic analytical techniques | May include: 2.1. Brainstorming 2.2. Case Analysis 2.3. Cause and effect diagrams 2.4. Pareto analysis 2.5. SWOT analysis 2.6. Gant chart, Pert CPM and graphs 2.7. Scatter grams |
| 3. Action plans | May include: 3.1. Priority requirements 3.2. Measurable objectives 3.3. Resource requirements 3.4. Timelines 3.5. Co-ordination and feedback requirements 3.6. Safety requirements 3.7. Risk assessment 3.8. Environmental requirements |
| 4. Appropriate person | May include: 4.1 Supervisor or manager 4.2 Peers/work colleagues 4.3 Other members of the organization |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Identified the problem. 1.2. Determined the fundamental causes of the problem. 1.3. Determined the correct / preventive action. 1.4. Developed action plans in managing routine problems. <p>These aspects may be best assessed using project-based learning mode of assessment and case formulation.</p> |
| <p>2. Resource Implications</p> | <p>Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.</p> |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1. Case Formulation 3.2. Life Narrative Inquiry (Interview) 3.3. Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p> <p>These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p> |
| <p>4. Context for Assessment</p> | <p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p> |

UNIT OF COMPETENCY : ENHANCE SELF-MANAGEMENT SKILLS

UNIT CODE : 400311104

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in applying the ability to regulate actions, make good decisions, and show appropriate behavior based on self-awareness.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|---|---|--|
| 1. Set personal and career goals | 1.1 The difference between personal and career goals are described 1.2 Clear and concise personal and career goals are developed 1.3 Characteristics of motivational goals according to Locke & Latham are identified | 1.1 Definition of personal goals and career goals 1.2 SMART Model for goal setting 1.3 Five principle of goal setting according to Locke & Latham (Clarity, Challenge, Commitment, Feedback, and Task complexity) | 1.1 Setting of personal and career goals 1.2. Defining, creating, and mapping personal and career goals using SMART Model for goal setting 1.3 Applying goal setting principles to personal and career goals |
| 2. Recognize emotions | 2.1 Influence that people, situations and events have on emotions are described 2.2 Importance of responding with appropriate emotions are explained 2.3 Influences on and consequences of emotional responses in a social and work-related contexts are examined | 2.1 Common positive and negative emotions manifested in the workplace 2.2 Professional and non-professional behaviors in the workplace 2.3 Triggers and implications of positive and negative emotions in the workplace | 2.1 Identifying sensitively the positive and negative emotions in the workplace 2.2. Responding with appropriate emotions in the workplace 2.3 Identifying possible consequences of inappropriate emotional responses in a social and work-related context |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|---|--|---|
| 3. Describe oneself as a learner | 3.1 Factors and strategies that assist learning are identified and described 3.2 Preferred learning styles according to VAK Learning Style Model and Kolb's Theory of Learning Styles are identified 3.3 Range learning strategies appropriate to specific tasks and describe work practices that assist their learning are identified and chosen | 3.1 Kolb's Theory of Learning Styles (Converger, Diverger, Assimilator, Accommodator) 3.2 VAK Learning Style Model (Visual, Auditory, Kinesthetic) 3.3 Range of learning strategies appropriate to specific tasks and describe work practices that assist their learning | 3.1 Identifying factors and strategies that assist learning 3.2 Applying learning styles to positively influence school/work performance 3.3 Using appropriate learning strategies to improve study habits and learning |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-------------------------------------|---|
| 1. Personal goals | May include: 1.1 Graduate from Tech-Voc training 1.2 Buy a car 1.3 Travel around the world |
| 2. Career goals | May include but not limited to: 2.1 Graduate from Tech-Voc training 2.2 Graduate from college 2.3 Buy a car 2.4 Retire at 50 years' old |
| 3. Emotions | Positive emotions may include: 3.1 Joy 3.2 Gratitude 3.3 Hope 3.4 Serenity Negative emotions may include: 3.5 Anger 3.6 Fear 3.7 Disgust 3.8 Sadness |
| 4. Social and work-related contexts | May include professional behavior such as: 4.1 Committed to developing and improving their skills 4.2 Professionals get the job done 4.3 They keep their word and deliver what they promise. May include non-professional behavior such as– 4.4 They engage in office politics 4.5 Bluffing and misrepresenting their skills 4.6 Blaming a colleague |
| 5. Learning styles | May include: 5.1 Visual 5.2 Auditory 5.3 Kinesthetic 5.4 Converger 5.5 Diverger 5.6 Assimilator 5.7 Accommodator |
| 6. Learning strategies | May include: 6.1 Explain and describe ideas with many details 6.2 Switch between ideas while studying 6.3 Use specific examples to understand abstract ideas |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Developed SMART personal and career goals 1.2 Applied goal setting principles 1.3 Identified sensitively the positive and negative emotions in the workplace 1.4 Responded with appropriate emotions in the workplace 1.5 Identified possible consequences of inappropriate emotional responses in a social and work-related context 1.6 Applied learning styles to positively influence school/work performance 1.7 Developed reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence |
| <p>2. Resource Implications</p> | <p>The following resources for should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to workplace and resources |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration or simulation with oral questioning (ex. how to recognize emotions) 3.2 Case problems involving workplace diversity issues 3.3 Third-party report |
| <p>4. Context for Assessment</p> | <ul style="list-style-type: none"> 3.1 Competency assessment may occur in workplace or any appropriately simulated environment |

UNIT OF COMPETENCY : SUPPORT INNOVATION

UNIT CODE : 400311105

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to identify, recognize and support innovation.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|--|--|
| 1. Identify the need for innovation in one's area of work | 1.1 The value of <i>innovative practices</i> in the workplace is recognized 1.2 Creativity in <i>innovation</i> in one's scope of work is applied 1.3 The need for innovation in own scope of work is recognized | 1.1 Clear-cut definition of innovation 1.2 Current practice in own scope of work 1.3 Workplace procedures | 1.1 Contributing in brainstorming session 1.2 Examining current practice in one's scope of work 1.3 Identifying issues and concerns of one's scope of work |
| 2. Recognize innovative and creative ideas | 2.1 Opportunities within the team are identified to develop innovation 2.2 Creative ideas of coworkers pertaining to work practices are analyzed 2.3 Environment conducive for learning and innovating is maintained | 2.1 Support required to generate creative ideas 2.2 Difference between innovation and creativity 2.3 Innovative climate in one's scope of work | 2.1 Identifying resources required for creativity and innovation 2.2 Examining potential obstacles to and opportunities for creativity and innovation 2.3 Communicating creative ideas of co-workers |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|--|---|
| 3. Support individuals' access to flexible and innovative ways of working | 3.1 Individuals and key people are reinforced to identify innovative ideas to achieve outcomes 3.2 Sharing of best practices using flexible and innovative ways of working is accomplished 3.3 Obstacles to progress in implementing flexible and innovative ways of working are recognized | 3.1 The role of employees/workers in the improvement of practices in the organization 3.2 Best practices using flexible and innovative ways of working 3.3 Obstacles in implementing innovation in one's scope of work | 3.1 Encouraging co-workers to generate and develop ideas 3.2 Evaluating potential obstacles to and opportunities for creativity and innovation 3.3 Sharing of best practices related to innovation and creativity |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-------------------------|--|
| 1. Innovative practices | May include: 1.1 Self-directed support 1.2 Community based services 1.3 Working within a collaborative arrangement 1.4 Making scope of work more efficient |
| 2. Innovation | May include: 2.1 New ideas 2.2 Original ideas 2.3 Different ideas 2.4 Methods or tools |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified need for innovation in the area of work 1.2 Recognized innovative and creative ideas 1.3 Pursued agreement for flexible and innovative ways of working 1.4 Supported individuals and people to access flexible and innovative ways of working |
| <p>2. Resource Implications</p> | <p>Specific resources for assessment</p> <ul style="list-style-type: none"> 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment. |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Written Test 3.2. Interview <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p> |
| <p>4. Context for Assessment</p> | <ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions |

UNIT OF COMPETENCY : ACCESS AND MAINTAIN INFORMATION

UNIT CODE : 400311106

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to identify, gather, interpret and maintain information.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|--|--|
| 1. Identify and gather needed information | 1.1. Required information is identified based on requirements. 1.2. Sources to produce required information are identified and accessed 1.3. Report information is collected, organized and recorded 1.4. Organize information is collected in a way that enables easy access and retrieval by other staff | 1.1. Policies, procedures and guidelines relating to information handling in the public and private sector, including confidentiality, privacy, security, freedom of information 1.2. Data collection and management procedures 1.3. Cultural aspects of information and meaning 1.4. Sources of public sector work-related information 1.5. Public/private sector standards | 1.1. Handling policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information 1.2. Collecting data and managing procedures 1.3. Practicing cultural aspects of information and meaning 1.4. Using public/private sector standards |
| 2. Search for information on the internet or an intranet | 2.1. Engine is search to find and select appropriate information 2.2. Suitable techniques are used to make it easier to find useful information and to pass it on to others Records are use where useful information came from 2.3. Results are used for searches of useful | 2.1. Find and select appropriate information 2.2. Techniques in finding useful information Records are use where useful information came from 2.3. Search engines for information | 2.1. Finding and selecting search engine to find and select appropriate information 2.2. Using suitable techniques to find useful information easier 2.3. Using records 2.4. Carrying out Searches |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------|--|---|--|
| | <p>information</p> <p>2.4. Search engine is chosen appropriate for the information that is needed</p> <p>2.5. Searches are carry out as per requirements</p> | | |
| 3. Examine information | <p>3.1. Information and its sources are evaluated for relevance and validity to business and/or client requirements.</p> <p>3.2. Information is examined as required to identify key issues.</p> <p>3.3. Detailed evaluation of information is carried out as required using relevant techniques including mathematical calculations.</p> | <p>3.1. Data evaluation procedures</p> <p>3.2. Cultural aspects of information and meaning</p> <p>3.3. Sources of public sector work-related information</p> <p>3.4. Public sector standards</p> | <p>3.1. Evaluating data</p> <p>3.2. Practicing cultural aspects of information and meaning</p> <p>3.3. Using public sector standards</p> |
| 4. Secure information | <p>4.1. Basic file-handling techniques are used for the software</p> <p>4.2. Techniques is used to handle, organize and secure information</p> | <p>4.1. Policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information</p> <p>4.2. Basic file-handling techniques</p> <p>4.3. Techniques in handling, organizing and saving files</p> <p>4.4. Electronic and manual filing</p> | <p>4.1. Handling policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information</p> <p>4.2. Using basic file-handling techniques is used for the software</p> <p>4.3. Using different</p> |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-----------------------|--|---|--|
| | | systems | techniques in handling, organizing and saving files 4.4. Using electronic and manual filing systems |
| 5. Manage information | <p>5.1. Information and records are maintained to ensure data and system integrity using a range of standard and complex information systems and operations.</p> <p>5.2. Routine data and records are reconciled as required.</p> <p>5.3. Inadequacies in system/s relating to information retrieval are identified and corrected or reported to relevant staff as required.</p> | <p>5.1. Policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information</p> <p>5.2. Data collection and management procedures</p> <p>5.3. Organizational information handling and storage procedures</p> <p>5.4. Cultural aspects of information and meaning</p> <p>5.5. Sources of public sector work-related information</p> <p>5.6. Public sector standards</p> <p>5.7. Databases and data storage systems</p> | <p>5.1. Handling policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information</p> <p>5.2. Collecting data and managing procedures</p> <p>5.3. Handling organizational information and storage procedures</p> <p>5.4. Practicing cultural aspects of information and meaning</p> <p>5.5. Using public sector standards</p> <p>5.6. Managing databases and data storage systems</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------|--|
| 1. Information | May include: 1.1. Property 1.2. Organizational 1.3. Technical reference |
| 2. Search engine | May include: 2.1. Crawler-based search engine 2.1.1. Google 2.1.2. All the Web 2.1.3. Alta Vista 2.2. Human-powered directories 2.2.1. Yahoo directory 2.2.2. Open directory 2.2.3. Look smart |
| 3. Sources | May include: 3.1. Other IT systems 3.2. Manually created 3.3. Within own organization 3.4. Outside own organization 3.5. Geographically remote |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.5 Identified and gathered needed information 1.6 Searched for information on the internet or an intranet 1.7 Studied and interpreted information 1.8 Handled files 1.9 Maintained information |
| <p>2. Resource Implications</p> | <p>Specific resources for assessment</p> <ul style="list-style-type: none"> 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment. |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Written Test 3.2. Interview 3.3. Portfolio <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p> |
| <p>4. Context for Assessment</p> | <ul style="list-style-type: none"> 4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units. |

UNIT OF COMPETENCY: FOLLOW OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES

UNIT CODE : 400311107

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes to identify relevant occupational safety and health policies and procedures, perform relevant occupational safety and health procedures, and comply with relevant occupational safety and health policies and standards

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|--|--|
| 1. Identify relevant occupational safety and health policies and procedures | 1.1 Related <i>occupational safety and health risks and hazards</i> are recognized based on <i>OSH work standards</i> 1.2 <i>OSH requirements/regulations</i> towards work are determined in accordance to workplace policies and procedures 1.3 <i>Incident/Emergency procedures</i> relevant to workplace are identified based on relevant OSH work standards | 1.1. Occupational safety and health risks and hazards 1.2. OSH work standards 1.3. Government approved Occupational Safety and Health Policies and regulations 1.4. Terms related to occupational safety and health 1.5. Workplace process and procedures 1.6. Standard emergency plan and procedures | 1.1 Observation skills 1.2 Critical thinking skills 1.3 Communication skills |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|--|---|
| 2. Perform relevant occupational safety and health procedures | 2.1 Safety devices are checked in accordance with workplace OSH work standards 2.2 OSH Work instructions are followed in accordance with workplace policies and procedures* 2.3 Personal protective equipment, materials, tools, machinery, and equipment are utilized according to OSH work standards | 2.1 OSH Work Instructions Personal protective equipment 2.2 Safe handling procedures of tools, equipment and materials 2.3 Standard emergency plan and procedures 2.4 Different OSH control measures 2.5 Standard accident and illness reporting procedures | 2.1 Communication skills 2.2 Knowledge management 2.3 Organizing skills 2.4 Observation skills |
| 3. Comply with relevant occupational safety and health policies and standards | 3.1 Preventive Control Measures are identified in accordance with OSH work standards 3.2 OSH requirements are obeyed in accordance with workplace policies and procedures 3.3 Incident/ Emergency procedures are executed based on OSH Procedures | 3.1 OSH Preventive Control Measures 3.2 Principles of 5S 3.3 Environmental requirements relative to industrial wastes disposal 3.4 OSH requirements relative to safe handling and disposal of materials 3.5 Personal hygiene practices | 3.1 Communication skills 3.2 Knowledge management 3.3 Organizing skills 3.4 Critical thinking skills 3.5 Observation skills |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|---|---|
| 1. Occupational Safety and Health Risks and Hazards | May include: <ul style="list-style-type: none"> 1.1 Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation 1.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 1.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 1.4 Ergonomics 1.5 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 1.6 Physiological factors – monotony, personal relationship, work out cycle 1.7 Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris 1.8 Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work) |
| 2. OSH Work Standards | May include: <ul style="list-style-type: none"> 2.1 OSHS Rule 1090 Hazardous Materials 2.2 OSHS Rule Gas & Electric Welding and Cutting Operations 2.3 OSHS Rule 1120 Hazardous Work Processes 2.4 OSHS Rule 1150 Materials Handling & Storage 2.5 OSHS Rule 1180 Internal Combustion Engine 2.6 OSHS Rule 1210 Electrical Safety 2.7 OSHS Rule 1420 Logging 2.8 OSHS Rule 1410 Construction Safety 2.9 OSHS Rule 1950 Pesticides & Fertilizers |
| 3. OSH Requirements/ Regulations | May include: <ul style="list-style-type: none"> 3.1 Clean Air Act 3.2 Building code 3.3 National Electrical and Fire Safety Codes 3.4 Waste management statutes and rules 3.5 Permit to Operate 3.6 Philippine Occupational Safety and Health Standards 3.7 Department Order No. 13 (Construction Safety and Health) 3.8 ECC regulations 3.9 Republic Act No. 11058 – An Strengthening Compliance with Occupational Safety and Health |
| 4. Incident and | May include: |

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| Emergency Procedures | <ul style="list-style-type: none"> 4.1 Chemical spills 4.2 Equipment/vehicle accidents 4.3 Explosion 4.4 Fire Drill 4.5 Gas leak 4.6 Injury to personnel 4.7 Structural collapse 4.8 Earthquake drill 4.9 Toxic and/or flammable vapors emission 4.10 Evacuation 4.11 Isolation 4.12 Basic life support/CPR 4.13 Decontamination 4.14 Calling designed emergency personnel |
| 5. OSH Work Instructions | <p>May include:</p> <ul style="list-style-type: none"> 5.1 Worker’s Participation Policies 5.2 Company Environment Safety and Health Policies 5.3 Continual OSH Improvement Instructions 5.4 Education and Training 5.5 Safety and Health Policy Statements 5.6 Mission and Vision Statements 5.7 Operating Instructions and Policies |
| 6. Personal Protective Equipment | <p>May include:</p> <ul style="list-style-type: none"> 6.1 Arm/Hand guard, gloves 6.2 Eye protection (goggles, shield) 6.3 Hearing protection (ear muffs, ear plugs) 6.4 Hair Net/cap/bonnet 6.5 Hard hat 6.6 Face protection (mask, shield) 6.7 Apron/Gown/coverall/jump suit 6.8 Anti-static suits 6.9 High-visibility reflective vest |
| 7. Preventive Control Measures | <p>May include:</p> <ul style="list-style-type: none"> 7.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 7.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 7.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 7.4 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signage’s, rotation/shifting work schedule) 7.5 Use engineering controls to reduce the risk (i.e. use |

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| | <p>safety guards to machine)</p> <p>7.6 Use personal protective equipment</p> <p>7.7 Safety, Health and Work Environment Evaluation</p> <p>7.8 Periodic and/or special medical examinations of workers</p> |
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EVIDENCE GUIDE

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| 1. Critical aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <p>1.1. Recognize related occupational safety and health risks and hazards based on OSH work standards</p> <p>1.2. Identify incident/emergency procedures relevant to workplace based on relevant OSH work standards</p> <p>1.3. Follow the OSH work instructions in accordance with workplace policies and procedures</p> <p>1.4. Utilize personal protective equipment, materials, tools, machinery, and equipment according to OSH work standards</p> <p>1.5. Obey OSH requirements in accordance with workplace policies and procedures</p> <p>1.6. Executed incident/ emergency procedures based on OSH Procedures</p> |
| 2. Resource Implications | <p>The following resources should be provided:</p> <p>2.1 Facilities, materials tools and equipment necessary for the activity</p> |
| 3. Methods of Assessment | <p>Competency in this unit may be assessed through:</p> <p>3.1 Observation/Demonstration with oral questioning</p> <p>3.2 Third party report</p> |
| 4. Context for Assessment | <p>4.1 Competency may be assessed in the work place or in a simulated work place setting</p> |

UNIT OF COMPETENCY : APPLY ENVIRONMENTAL WORK STANDARDS

UNIT CODE : 400311108

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude to identify environmental work hazards, follow environment work procedures and comply with environmental requirements

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|--|--|
| 1. Identify environmental work hazards | <p>1.1 Related environmental hazards are recognized based on environmental work standards</p> <p>1.2 Environmental work standards are interpreted in accordance to relevant policies</p> <p>1.3 Required resources to minimize effect of environmental hazards are prepared based on relevant environmental work standards</p> | <p>1.1 Environmental Hazards</p> <p>1.2 Environmental Work Standards</p> <p>1.3 Required Resources</p> <p>1.4 OSH Standards</p> <p>1.5 Fight against poverty rights</p> <p>1.6 Environmental Protection</p> <p>1.7 Respect of Human Rights</p> | <p>1.1. Critical thinking</p> <p>1.2. Problem solving</p> <p>1.3. Observation Skills</p> |
| 2. Follow environmental work procedures | <p>2.1 Environmental protection pre-cautionary activities are practiced based on environmental work procedures</p> <p>2.2 Work activities are executed in accordance with Environmental Work Procedures</p> <p>2.3 Environmental Protection Post-Activities are accomplished based on environmental work procedures*</p> | <p>2.1 Environmental Protection</p> <p>2.2 Environmental Work Procedures</p> <p>2.3 Renewable Energies</p> | <p>2.1 Critical thinking</p> <p>2.2 Problem solving</p> <p>2.3 Observation Skills</p> |

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| <p>3. Comply with environmental work requirements</p> | <p>3.1. Required resources are utilized in accordance with workplace environmental policies</p> <p>3.2. <i>Environmental hazardous and non-hazardous materials</i> are stored in accordance with <i>environmental regulations</i></p> <p>3.3. Hazardous and Non-hazardous Wastes disposed according to environmental regulations</p> | <p>3.1 Environmental Work Procedures</p> <p>3.2 Environmental Laws</p> <p>3.2 Environmental Hazardous and Non-Hazardous Materials</p> | <p>3.1 Critical thinking</p> <p>3.2 Problem solving</p> <p>3.3 Observation Skills</p> |
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RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------------------|---|
| 1. Environmental Hazards | May include: 1.1 Tobacco Smoke 1.2 Asbestos 1.3 Lead 1.4 Combustion Gases 1.5 Chemicals 1.6 Pesticides 1.7 Pollutants 1.8 Contaminated Drinking Water 1.9 Noise 1.10 Dust |
| 2. Environmental Work Standards | May include: 2.1 Air Quality Standards 2.2 Emission Standards 2.3 ISO 14001: Environmental Management System 2.4 Environmental Statements 2.5 Environmental Quality Standards 2.6 Work Environment Measurement Standard |
| 3. Required Resources | May include: 3.1 Electric 3.2 Water 3.3 Fuel 3.4 Telecommunications 3.5 Supplies and Materials 3.6 Trash Cans 3.7 Relevant Data Sheets 3.8 Barriers or Barricades |
| 4. Environmental Protection | May include protection against 4.1 Overconsumption of Resources 4.2 Destruction of Ecosystems 4.3 Habitat Destructions 4.4 Extinction of Wildlife 4.5 Pollutions 4.6 Water Degradation |
| 5. Environmental Work Procedures | May include: 5.1 Environmental pollution control measures 5.2 Oil and Fuel use 5.3 Disposal and Reuse 5.4 Herbicide applications 5.5 Breed Bird Mitigation |

| | |
|--|---|
| | <ul style="list-style-type: none"> 5.6 Tree Removal Works 5.7 Erosion Protection 5.8 Scrub Clearance 5.9 Bankside sediment clearance |
| 6. Environmental Hazardous and Non-Hazardous Materials | <p>May include but not limited:</p> <ul style="list-style-type: none"> 6.1 Acids 6.2 Adhesives 6.3 Aerosols 6.4 Asbestos 6.5 Batteries 6.6 Chemicals 6.7 Compact fluorescent lamps 6.8 Drugs 6.9 Dyes 6.10 E-Waste 6.11 Gasoline 6.12 Grease 6.13 Lead 6.14 Motor Oil 6.15 Solvents 6.16 Weed Killers |
| 7. Environmental Regulations | <p>May include:</p> <ul style="list-style-type: none"> 7.1 Clean Air Act 7.2 Clean Water Act 7.3 Endangered Species Act 7.4 Resource Conservation and Recovery Act 7.5 Cave Resources and Management Act 7.6 Fisheries Code 7.7 Forestry Code 7.8 Mining Act |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Interpreted the Environmental Work Standards in accordance to relevant policies 1.2. Prepared required resources to minimize effects of environmental hazards based on relevant environmental work standards 1.3. Practiced environmental protection pre-cautionary activities based on environmental work procedures 1.4. Executed work activities in accordance with environmental work procedures 1.5. Accomplished environmental protection post-activities based on environmental work procedures 1.6. Stored environmental hazardous and non-hazardous materials in accordance with environmental regulations 1.7. Disposed hazardous and non-hazardous wastes according to environmental regulations |
| <p>2. Resource Implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Workplace with storage facilities 2.2. Tools, materials and equipment relevant to the tasks (ex. Cleaning tools, cleaning materials, trash bags, etc.) 2.3. PPE 2.4. Manuals and references |
| <p>3. Methods of Assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1. Demonstration 3.2. Oral questioning 3.3. Written examination |
| <p>4. Context for Assessment</p> | <ol style="list-style-type: none"> 4.1. Competency assessment may occur in workplace or any appropriately simulated environment 4.2. Assessment shall be observed while task is being undertaken whether individually or in-group |

UNIT OF COMPETENCY : **ADOPT ENTREPRENEURIAL MINDSET IN THE WORKPLACE**

UNIT CODE : **400311109**

UNIT DESCRIPTOR : This unit covers the outcomes required to support and internalize an entrepreneurial mindset and observe basic entrepreneurial practices in the workplace.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------------|--|---|---|
| 1. Determine entrepreneurial mindset | <p>1.1 Entrepreneurial mindset in the workplace is determined from enterprise practices and policies.</p> <p>1.2 Entrepreneurial mindset in the workplace is studied and affirmed based on current enterprise practices</p> <p>1.3 Clarification from reliable sources is sought regarding entrepreneurial mindset and corporate culture.</p> | <p>1.1 Workplace policies and practices relating to entrepreneurship</p> <p>1.2 Elements of corporate culture</p> <p>1.3 Entrepreneurial mindset</p> <p>1.4 Entrepreneurial practices in the workplace</p> <p>1.5 Desirable attitudes:</p> <ul style="list-style-type: none"> - Patience - Willingness to learn - Attention to details | <p>1.1 Identifying entrepreneurial mindset</p> <p>1.2 Studying and affirming entrepreneurial mindset</p> <p>1.3 Selecting and emulating desirable entrepreneurial practices</p> <p>1.4 Communication skills</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------------------------------------|--|--|--|
| 2. Identify entrepreneurial practices | 2.1 Entrepreneurial practices are determined based on enterprise requirements 2.2 Entrepreneurial practices are performed following workplace and client requirements. 2.3 Cost-effective measures are complied with reference to workplace best practices | 2.1 Quality assurance practices 2.2 Workplace and client requirements 2.3 Types of cost-effective measures 2.4 Workplace quality policy 2.5 Attitude: <ul style="list-style-type: none"> - Patience - Attention to details | 2.1 Performing quality assurance practices 2.2 Complying quality assurance requirements 2.3 Complying to cost-effective measures 2.4 Communication skills |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|--------------------------------|--|
| 1. Entrepreneurial mindset | May include workplace thinking relating to: 1.1 Economy in the use of resources 1.2 Waste management 1.3 Quality-consciousness 1.4 Cost-consciousness 1.5 Safety- and health- consciousness |
| 2. Quality assurance practices | May include: 2.1 Use of quality procedures manual 2.2 Quality policy 2.3 Best/Good practices 2.4 Continuous improvement program |
| 3. Reliable sources | May include: 3.1 Supervisors 3.2 Colleagues 3.3 Clients/Partners |

EVIDENCE GUIDE

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|-----------------------------------|---|
| 1. Critical aspects of competency | Assessment requires evidence that the candidate: 1.1 Demonstrated affirmation of entrepreneurial mindset 1.2 Observed entrepreneurial practices 1.3 Complied with cost effective measures |
| 2. Resource Implications | The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals |
| 3. Methods of Assessment | Competency in this unit may be assessed through : 3.1 Written examination 3.2 Demonstration/observation with oral questioning 3.3 Third-party report |
| 4. Context of Assessment | 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group |

COMMON COMPETENCIES

UNIT OF COMPETENCY : **APPLY SHOEMAKING PRACTICES AND PRINCIPLES**

UNIT CODE : **SHM7442XX**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to work effectively in the shoemaking production.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|--|--|
| 1. Utilize knowledge of shoe products and system in the workplace | <p>1.1 <i>Parts and styles of shoe</i> are identified, recognized and followed during production.</p> <p>1.2 Components/<i>Materials</i> are selected and used in accordance with work order and characteristics of the materials.</p> <p>1.3 <i>Tools and machines</i> are identified and selected/specified based on work and safety requirements and manufacturer's recommendations.</p> <p>1.4 Quality of work is consistently maintained at optimum level.</p> | <p>1.1 Different work specifications</p> <p>1.2 Uses of tools and machines</p> <p>1.3 Shoemaking production materials</p> <p>1.4 Shoemaking principles and practices</p> | <p>1.1 Communication skills</p> <p>1.2 Identifying materials Tools, and machine according to the job requirements</p> <p>1.3 Identifying shoemaking principles and practices</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|---|--|
| 2. Demonstrate productive work practices | 2.1 Work load is prioritized to meet job orders and delivery dates. 2.2 Wastage of production material and time is minimized through consistent practice of quality procedures. 2.3 Responsibilities and duties are performed in a positive manner to promote cooperation within the workplace and meet production target deliveries. 2.4 Problems, conflicts or contingencies are recognized and addressed and/or referred to appropriate person(s) . | 2.1 Shoe production terminology 2.2 Shoe production materials 2.2 Key processes or operations in shoemaking production 2.3 Work requirements | 2.1 Communication skills 2.2 Operation and setting of common shoemaking production 2.3 Literacy skills |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-----------------------------------|--|
| 1. Parts and styles in shoemaking | May include: 1.1 Parts 1.1.1 Upper components 1.1.2 Lining and interlining components 1.1.3 Bottom components 1.2 Styles 1.2.1 Derby 1.2.2 Oxford 1.2.3 Court shoe 1.2.4 Moccasin |
| 2. Materials | May include: 2.1 Leather 2.2 Synthetic 2.3 Fabric 2.4 Reinforcement materials |
| 3. Tools and stitching machines | May include: 3.1 Upper making tools 3.2 Stitching machines |
| 4. Appropriate person(s) | May include: 4.1 Line leader/Supervisor 4.2 Production manager 4.3 Sales Associate 4.4 Designer 4.5 Pattern Maker |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Demonstrated knowledge of shoemaking productions, terminology, materials, tools and stitching machine 1.2 Demonstrated knowledge of parts and styles in shoemaking and current design trends 1.3 Demonstrated ability to select/specify appropriate tool, equipment and materials for one or more production operations 1.4 Demonstrated ability to contribute to a productive work environment and meet production target 1.5 Demonstrated ability to identify and address problems at the work place 1.6 Observed and complied with safety and environmental regulations 1.7 Communicated with others to ensure effective work operation 1.8. Observed and complied with the productivity requirements 1.9. Complied with attitudinal work requirements |
| <p>2. Resource implication</p> | <p>The following resources MUST be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace environment 2.2 Workplace documentation, company policies, Procedures |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <p>4.1 Assessment should be conducted individually in the workplace or simulated workplace environment and in any TESDA accredited assessment center/s</p> |

UNIT OF COMPETENCY : CARRY OUT MEASUREMENTS AND CALCULATIONS

UNIT CODE : SHM7442XX

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to carry out measurements and calculations in the shoemaking production.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------------------|--|--|--|
| 1. Obtain measurements | 1.1 Measurements are obtained according to job instructions using measuring devices . 1.2 System of measurement to be used is identified. 1.3 Sizes, length and height are identified according to workplace procedures. | 2.1 Basic operation in measurement and calculations 2.2 Basic operation in measurement and calculations | 2.1 Communication Skills 2.2 Operating electronic calculating devices 2.3 Measuring and calculating manually |
| 2. Perform simple calculation | 2.1 Simple calculations carried out based on the requirements of the situation. 2.2 Correctness of calculations is identified according to production requirements. 2.3 Materials used in measurement is identified according workplace procedures. | 2.1 Basic operation in measurement and calculations 2.2 Basic operation in measurement and calculations | 2.1 Communication Skills 2.2 Operating electronic calculating devices 2.3 Measuring and calculating manually |
| 3. Calculate approximate quantities | 3.1 Measurements or quantities estimated on job requirements. 3.2 Quantities of materials suitable for work are calculated and recorded according to job instructions. 3.3 Measurements and quality are identified | 3.1 Basic operation in measurement and calculations 3.2 Basic operation in measurement and calculations | 3.1 Communication Skills 3.2 Operating electronic calculating devices 3.3 Measuring and calculating manually |

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| | and recorded in accordance with workplace procedures | | |
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RANGE OF VARIABLES

| VARIABLE | RANGE |
|--|--|
| 1. Measuring device | May include: 1.1 Tape Measure 1.2 Ruler 1.3 Meter stick 1.4 Thickness Gauge 1.5 Divider |
| 2. System of measurement | May include: 2.1 English system 2.2 Metric system |
| 3. Simple Calculations (Four Fundamental Operations) | May include: 3.1 Addition 3.2 Subtraction 3.3 Multiplication 3.4 Division |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified system measurement. 1.2 identified size, length and height. 1.3 Carried out simple calculations. 1.4 Identified measurements and quantity. 1.5 Observed and complied with safety and environmental regulations 1.6 Communicated with others to ensure effective work operation 1.7. Observed and complied with the productivity requirements 1.8. Complied with attitudinal work requirements |
| <p>2. Resource implication</p> | <p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace environment 2.2 Workplace documentation, company policies, Procedures |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <ul style="list-style-type: none"> 4.1 Assessment should be conducted individually in the workplace or simulated workplace environment and in any TESDA accredited assessment center/s. |

UNIT OF COMPETENCY : **USE AND MAINTAIN HAND AND POWER TOOLS**

UNIT CODE : **SHM7442**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in using/handling and maintaining of hand and power tools.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------------|--|---|--|
| 1. Select appropriate tools for work | 1.1 Work requirements are interpreted in accordance with the instructions of the supervising engineer. 1.2 Appropriate hand and power tools are selected for the tasks required. 1.3 Selected hand and power tools are checked for their service ability. 1.4 Defective tools are identified and reported and appropriate action is taken for their repair or replacement in accordance with established procedures. | 1.1 Ability to read and interpret work specifications and drawings 1.2 Knowledge on the types, names and identifying features of various hand and power tools required for work tasks that may be carried out by ratings 1.3 OSH work Standards | 1.1 Communication skills 1.2 Observing procedures for the use and care of hand or power tools required for work tasks 1.3 Environmental protection measures when carrying out basic production tasks |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------------------------------|--|--|---|
| 2. Utilize hand and power tools | <p>2.1 Work area, work pieces and tools are prepared for the required tasks in accordance with instructions and established practice.</p> <p>2.2 Where relevant, work is marked out using appropriate marking out tools in accordance with established procedures.</p> <p>2.3 Hand and power tools are used for the tasks as directed and in accordance with established procedures and manufacturer's instructions.</p> <p>2.4 Desired outcomes for the work are achieved to job specifications, including finish, tension, size, shape etc. as required.</p> | <p>1.1 Ability to read and interpret work specifications and manual</p> <p>1.2 Knowledge on the types, names and identifying features of various hand and power tools required for work tasks that may be carried out by ratings</p> <p>1.3 OSH work Standards</p> | <p>1.1 Communication skills</p> <p>1.2 Observing procedures for the use and care of hand or power tools required for work tasks</p> <p>1.3 Environmental protection measures when carrying out basic production tasks</p> |

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|---|--|---|---|
| <p>3. Follow safety and hazard control procedures</p> | <p>3.1 All required safety precautions, procedures and regulations are followed when using hand and power tools.</p> <p>3.2 Operational hazards are identified when using hand and power tools and action is taken in conjunction with others to minimize or eliminate risk to self, other personnel, the vessel and the environment.</p> <p>3.3 Instruction for the use of the tools are accessed and interpreted if required.</p> | <p>1.1 Ability to read and interpret work specifications and drawings</p> <p>1.2 OSH work Standards</p> | <p>1.1 Communication skills</p> <p>1.2 Observing procedures for the use and care of hand or power tools required for work tasks</p> <p>1.3 Environmental protection measures when carrying out basic production tasks</p> |
|---|--|---|---|

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variable</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|--|--|---|
| 4. Care for hand and power tools | <p>4.1 Tools are used only for their intended purposes in accordance with manufacturer's instructions and workplace procedures.</p> <p>4.2 Care of tools are properly done in accordance with manufacturer's instruction and company procedures.</p> <p>4.3 Tools, Roughing and drilling are adjusted and lubricated in accordance with manufacturer's instructions and workplace procedures.</p> <p>4.4 Defective or worn tools and tool components are identified, marked as required and reported and appropriate action is taken for the repair or replacement in accordance with workplace procedures.</p> | <p>1.1 Ability to read and interpret work specifications and drawings</p> <p>1.2 Knowledge on the types, names and identifying features of various hand and power tools required for work tasks that may be carried out by ratings</p> <p>1.3 OSH work Standards</p> | <p>1.1 Communication skills</p> <p>1.2 Observing procedures for the use and care of hand or power tools required for work tasks</p> <p>1.3 Environmental protection measures when carrying out basic production tasks</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------------|--|
| 1. Hand tools | May include: 1.1 Maintenance: 1.1.1 Screw drivers (Philips) 1.1.2 Allen keys 1.1.3 Plier 1.1.4 hammer 1.2 Production 1.2.1 Scissors 1.2.2 Pincers 1.2.3 Folding hammer 1.2.4 Beta |
| 2. Power tools: | May include: 2.1 Heater 2.2 Electric Drill |
| 3. Operational hazards | May include: 3.1 Sharp blades 3.2 Sparks in areas where flammable and explosive substances are stored 3.3 Using tools beyond safe working limits 3.4 Poor housekeeping procedures 3.5 Non-compliance with safe working procedures |
| 4. Care of tools | May include: 4.1 Cleaning 4.2 Sharpening 4.3 Storing 4.4 Using tools in accordance with manufacturer's instruction and established procedures 4.5 Using tools only for their intended purpose |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Selected appropriate hand and power tools to complete assigned tasks 1.2. Used hand and power tools in accordance with established procedures and manufacturer’s instructions 1.3. Cared for hand and power tools in accordance with established procedures and manufacturer’s instructions 1.4. Ensured the required safety, environmental and hazard control precautions and procedures when using hand and power tools in accordance to complete assigned tasks 1.5. Took appropriate action if a hand or power tools is found to be defective or worn. 1.6. Observed and complied with safety and environmental regulations 1.7. Communicated with others to ensure effective work operation 1.8. Observed and complied with the productivity requirements 1.9. Complied with attitudinal work requirements |
| <p>2. Resource implication</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace environment 2.2 Workplace documentation, company policies, Procedures |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <ul style="list-style-type: none"> 4.1 Assessment should be conducted individually in the workplace or simulated workplace environment and in any TESDA accredited assessment center/s |

UNIT OF COMPETENCY : **SET UP AND OPERATE MACHINES**

UNIT CODE : **SHM7442XX**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to set-up and operate machines for shoemaking production.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------|--|--|--|
| 1. Prepare machine | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards 1.2 Type of machines to be set up are identified in accordance with the job requirement. 1.3 Product specifications are interpreted in relation to machine setting requirements. 1.4 Machines for shoemaking manufacturing is set in accordance with product specifications machine manufacturer's instructions and workplace procedures. | 1.1 Use of PPE 1.2 Handling of Machines 1.3 Setting up and adjustment requirements for the range of machines and equipment used in the company 1.4 OSH work Standards | 1.1 Using PPE 1.2 Maintaining tools and machines 1.3 Setting and operating footwear manufacturing machines |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|---|--|
| 2. Conduct sample run and test machine | 2.1 Materials and tools to be used for sampling is obtained. 2.2 Machine is operated in accordance with manufacturer's and company instructions to produce a specified sample. 2.3 <i>Machine outputs</i> are tested and organized in accordance with workplace procedures | 2.1 Ability to read and interpret work specifications and drawings 2.2 Handling of tools and machines | 2.1 Communication Skills 2.2 Maintaining Tools and machines |
| 3. Re-adjust machine and maintain records | 3.1 Test results are interpreted to determine <i>machine adjustment</i> requirements. 3.2 Adjustment changes are assessed in accordance with product and machine specifications. 3.3 Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures 3.4 Records are maintained and reports prepared in accordance with the workplace procedures. | 3.1 Handling of tools and machine 3.2 Setting up and adjustment requirements for the range of machines and equipment used in the company 3.3 Workplace procedures and reporting processes | 3.1 Maintaining Tools and machines 3.2 Setting and operating Shoemaking manufacturing machines 3.3 Maintaining records and document and transfer information |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------------|---|
| 1. Machine output | May include: 1.1 Product sample 1.2 Service samples 1.3 Machine operation |
| 2. Machine adjustments | May include: 2.1 Air Pressure 2.2 Temperature 2.3 Speed 2.4 Time delay 2.5 Motor and Needle timing (for sewing machines) |

EVIDENCE GUIDE

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| <p>1. Critical aspects of competency</p> | <p>Assessment requires that the candidate:</p> <ul style="list-style-type: none"> 1.1 Interpreted product specifications. 1.2 Identified type of machines. 1.3 Operated stitching machines 1.4 Used sampling materials. 1.5 Interpreted test results. 1.6 Assessed adjust changes of product and machine specification. 1.7 Maintained records and reports. 1.8 Observed and complied with safety and environmental regulations 1.9 Communicated with others to ensure effective work operation 1.10 Observed and complied with the productivity requirements 1.11 Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or task |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <ul style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment and in any TESDA accredited assessment center/s |

UNIT OF COMPETENCY: **PERFORM BASIC MAINTENANCE**

UNIT CODE : **SHM7442XX**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to perform minor maintenance of the machines and equipment in shoemaking production.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|--|---|---|
| 1. Carry out machine adjustments | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Machine adjustments are done in accordance with manufacturer's and enterprise requirements. 1.3 Problem with machine is identified and reported in accordance with workplace procedures. | 1.1 Use of PPE 1.2 Basic machine maintenance and repair techniques | 1.1 Using of PPE 1.2 Monitoring machine operations |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------|--|--|--|
| 2. Clean and operate machine | 2.1 Machine is cleaned and lubricated in accordance with workplace requirements and manufacturer's cleaning and lubricating instructions. 2.2 Machine operation is Monitored to ensure correct procedures are carried out and work meets quality standards. 2.3 Records are maintained and reports prepared in accordance with the workplace procedures. | 2.1 Handling of machines 2.2 Types and Uses of cleaning materials 2.3 Workplace procedures and reporting processes | 2.1 Handling of Tools and machines 2.2 Maintaining machines 2.3 Maintaining records and document and transfer information |
| 3. Check machine operation | 3.1 Machine and tools are checked to ensure correct operation 3.2 Problems encountered and similar observations are documented and referred to supervisor or appropriate personnel. 3.3 Records are maintained and reports prepared in accordance with the workplace procedures. | 3.1 Handling of tools and machines 3.2 Typical fault conditions and related fault finding procedures 3.3 Basic machine maintenance and repair techniques 3.4 Workplace procedures and reporting processes | 3.1 Identifying tools and machines defects 3.2 Monitoring machine operations 3.3 Recognizing fault conditions 3.4 Maintaining records and document and transfer information |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|--------------------------|---|
| 1. Machine adjustments | May include: 1.1 Air Pressure 1.2 Temperature 1.3 Speed 1.4 Time delay 1.5 Motor and Needle timing (for sewing machines) |
| 2. Problem with machines | May include: 2.1 May Minor Faults: 2.1.1 Machine control 2.1.2 Broken parts (needles, belts, screws, etc.) 2.2 Major Faults: 2.2.1 Broken body parts (motors, circuit boards, valves, pipes, etc.) 2.2.2 Defective power supply 2.2.3 Unavailability of replacements |

EVIDENCE GUIDE

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| <p>1. Critical aspects of Competency</p> | <p>Assessment requires that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified and reported machine problems 1.2 Identified and documented major machine or product faults 1.3 Recorded and documented machine maintenance 1.4 Cleaned and lubricated machine 1.5 Observed and complied with safety and environmental regulations 1.6 Communicated with others to ensure effective work operation 1.7 Observed and complied with the productivity requirements 1.8 Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.2 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or task |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <ul style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment and in any TESDA accredited assessment center/s |

UNIT OF COMPETENCY : **APPLY INDUSTRY STANDARDS**

UNIT CODE : **SHM7442XX**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply industry standards in shoemaking production.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------|---|---|--|
| 1. Assess own work | 1.1 Completed work is checked against workplace standards relevant to the operations being undertaken. 1.2 An understanding is demonstrated on how the work activities and completed work relate to the next production process and to the final appearance of the product. 1.3 Defective components are identified, returned/replaced and reported in accordance with workplace procedures | 1.1 Relevant quality standards, policies and procedures 1.2 Workplace Procedures | 1.1 Communicating effectively 1.2 Meeting work specifications |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|---|--|--|
| 2. Study causes of quality deviation | 2.1 Causes of deviations from final products are investigated and reported in accordance with company procedures. 2.2 Suitable preventive action is recommended based on workplace quality standards and identified causes of deviation from specified quality standards of materials or final product. 2.3 Quality parameters of work are achieved. | 2.1 Relevant quality standards, policies and procedures 2.2 Workplace Procedures | 2.1 Communicating effectively 2.2 Carrying out relevant visual inspections of materials, component parts and final products |
| 3. Assess and record quality of received component parts | 3.1 Received materials, component parts or final product are quality checked against workplace standards and specifications 3.2 Causes of any identified faults are identified and corrective actions are taken in accordance with workplace procedures 3.3 Report information on the quality of received components are recorded in accordance with workplace procedures. | 3.1 Characteristics of materials used 3.2 Relevant quality standards, policies and procedures 3.3 Reporting procedures | 3.1 Communicating effectively 3.2 Carrying out relevant visual inspections of materials, component parts and final products 3.3 Maintain Records |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-----------------------|---|
| 1. Quality standards | May include: 1.1 Materials 1.2 Component parts 1.3 Final product 1.4 Production process |
| 2. Quality parameters | May include: 2.1 Finish 2.2 Fit 2.3 Size 2.4 Durability 2.5 Product variations 2.6 Materials 2.7 Alignment 2.8 Color 2.10 Free from damage and imperfections |
| 3. Quality checked | May include: 3.1 Visual inspection 3.2 Physical measurements 3.3 Check against patterns |

EVIDENCE GUIDE

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| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Checked completed work continuously against workplace standard 1.2. Identified and isolated faulty pieces or final product 1.3. Checked received materials, component parts or final Product against workplace standards. 1.4. Identified and applied corrective actions on the causes of identified faults 1.5. Measured materials, component parts or products 1.6. Recorded basic information regarding quality performance 1.7. Investigated causes of deviations of materials against standard 1.8. Recommended suitable preventive actions 1.9. Observed and complied with safety and environmental regulations 1.10. Communicated with others to ensure effective work operation 1.11. Observed and complied with the productivity requirements 1.12. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or task |
| <p>3. Methods of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context of assessment</p> | <p>4.1 Competency assessment may occur in workplace or any appropriately simulated environment and in any TESDA accredited assessment center/s</p> |

CORE COMPETENCIES

UNIT OF COMPETENCY: **PERFORM CUTTING BY HAND OPERATION**

UNIT CODE : **SHM7443XX**

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes required to set up work station, prepare materials and tools, identify problems and defects and cut components by hand including checking of finished components in shoemaking oriented workplace, environment and enterprises.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------|---|---|---|
| 1. Set up work station | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Work station is set up to reflect specifications and to achieve operation comfort and minimize fatigue. 1.3 Tables are arranged according to workplace production. | 1.1 Personal protective equipment 1.2 Workplace practices 1.3 Safe handling of Materials 1.4 DOH guidelines on safety and health as applicable 1.5 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication Skills in coordinating on set up work station 1.3 Handling of materials 1.4 Observing proper OSH procedures as applicable 1.5 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|--|---|--|
| 2. Prepare materials and tools | 2.1 Materials and tools are prepared. 2.2 Quantity and quality of shoemaking materials are determined in accordance with instruction 2.3 Characteristics, components and types of leather are identified 2.4 Various types of finish leather are checked according to the shade and specifications. | 2.1 Materials preparation instructions 2.2 Basic mathematical operations 2.3 Safe handling of Materials and Terminologies and types of components and materials. 2.4 Records reporting practices 2.5 Quality regions of the leather 2.6 Line of tightness of leather 2.6 Minimize waste percentage 2.7 DOH guidelines on safety and health as applicable 2.8 Fundamental environmental awareness and conservation | 2.1 Communication Skills in coordinating on preparing materials 2.2 Applying basic mathematical operations 2.3 Handling of materials 2.4 Maintain accurate records 2.5 Minimizing waste percentage 2.6 Observing proper OSH procedures as applicable 2.7 Maintaining clean and orderly workplace/ production environment |
| 3. Identify problems and defects | 3.1 Handling, uses and care of requirements for materials are identified. 3.2 Defective components are identified, returned/replaced and reported in accordance with company procedures 3.3 Ensured that the upper and lining components are free from major defects . | 3.1 Terminologies and types of components/ materials 3.2 Basic mathematical operations 3.3 Records and reporting practices 3.4 DOH guidelines on safety and health as applicable 3.5 Fundamental environmental awareness and conservation | 3.1 Communication skills 3.2 Applying basic mathematical operations 3.3 Maintain accurate records 3.4 Observing proper OSH procedures as applicable 3.5 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|---|---|
| 4. Cut components by hand | 4.1 Work area is cleaned according to safety and environmental regulations. 4.2 Knives and patterns are used to gain optimal materials use according to workplace quality standards. 4.3 Knives are selected according to specifications and size requirements and used according to OHS practices . 4.3 Parts are cut according to workplace quality standards in relation to material flaws. | 4.1 Cutting procedures, techniques and instructions 4.2 Safe handling of tools and leather 4.3 Ways of improving productivity 4.4 Records and reporting practices 4.5 DOH guidelines on safety and health as applicable 4.6 Shoe styles and parts 4.7 Minimize waste percentage | 4.1 Communication Skills in coordinating materials and tools. 4.2 Applying productive methods and techniques in cutting by hand 4.3 Organizing tools and materials to be used 4.4 Maintain accurate records 4.5 Observing proper OSH procedures as applicable 4.6 Calculating skin area 4.7 Minimizing waste percentage |
| 5. Check and bundle finished components | 5.1 Finished components are identified, checked and bundled according to company worksheet. 5.2 Finished components with damages are recorded accurately 5.3 Work area is cleaned according to safety and environmental regulations | 5.1 Procedures and instructions 5.2 Records and reporting practices 5.3 Implement 5S 5.4 DOH guidelines on safety and health as applicable 5.5 Fundamental environmental awareness and conservation | 5.1 Communication Skills in coordinating materials 5.2 Maintain accurate records 5.3 Implementing 5S 5.4 Observing proper OSH procedures as applicable 5.5 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|--|---|
| 1. Personal Protective Equipment (PPE) | May include: 1.1 Apron 1.2 Hair net 1.3 Protective Face Mask 1.4 Gloves (cotton) 1.5 Rubber Shoes (Trainee to provide) |
| 2. Materials and tools | May include: Materials: 2.1 Silver pen 2.2 White Pencil 2.3 Rubber band 2.4 plastic tray 2.5 rags 2.6 plastic box 2.7 leather 2.8 pig skin lining 2.9 synthetic 2.10 synthetic lining Tools: 2.1 Scissors 2.2 cutter (manual) |

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| <p>3. Characteristics, Components and types of leather</p> | <p>May include:</p> <p>Characteristics</p> <p>3.1 Stretch 3.2 Size 3.3 Grain 3.4 Substance 3.5 Properties and uses of different types of hides and Leather</p> <p>Components:</p> <p>3.1 Quarter 3.2 Vamp 3.3 Counter 3.4 Tongue 3.5 Eyelet 3.6 Back strap 3.7 Heel cover 3.8 Quarter lining 3.9 Sock lining</p> <p>Types of leather:</p> <p>2.1. Calf 2.2. Cow hide 2.3. Nappa 2.4. Kid 2.5. Goat 2.6. Snake 2.7. Buffalo 2.8. Reptile 2..9. Ostrich 2.10. Pig 2.11. Sheep 2.12. Kangaroo</p> |
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|---------------------------------------|---|
| <p>4. Major defects</p> | <p>May include:</p> <p>Leather:</p> <ul style="list-style-type: none"> 4.1. vein marks 4.2. tick marks 4.3. looseness 4.4. flay cuts 4.5. scratches 4.6 wobble fly 4.7. salt burns 4.8. ammonia burns 4.9. discoloration 4.10. brand marks 4.11. heavy hair follicles 4.12. heavy grains 4.13. growth marks <p>Man-made material:</p> <ul style="list-style-type: none"> 4.1. Scratches 4.2. Stains 4.3. Hole |
| <p>5. OHS Practices</p> | <p>OHS Practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> 5.1 Manual handling techniques 5.2 Standard Operating Procedure 5.3 Personal Protective Equipment 5.4 Safe Materials Holding 5.5 Safe storage Equipment |
| <p>6. Workplace quality standards</p> | <p>May include:</p> <ul style="list-style-type: none"> 6.1 Parts are cut according on the line of tightness requirement of the shoe 6.2 Parts are cut in the required quality regions of the skin |

EVIDENCE GUIDE

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| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Met work specifications and workplace standards 1.2 Prepared workstation and work before commencing operation 1.3 Prepared materials and tools 1.4 Identified problems and defects 1.5 Applied cutting techniques to leather materials 1.6 Cut parts are according to the line of tightness requirement of the shoe part 1.7 Cut parts are in the required quality regions of the skin 1.8 Transferred tools and cut materials based on quantity and work schedule as specified 1.9 Observed and complied with safety and environmental regulations 1.10 Applied workplace OHS practices in work operations 1.11 Maintained accurate records 1.12 Observed and complied with safety and environmental regulations 1.13 Communicated with others to ensure effective work operation 1.14 Observed and complied with the productivity requirements 1.15 Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Actual or simulated workplace 2.2 Tools, materials and equipment needed to perform the required tasks 2.3 References and manuals 2.4 PPE 2.5 First Aid Kit 2.6 OHS Practices |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY : PERFORM SKIVING BY HAND OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required in setting up work station, preparing components, materials and tools, marking upper components and skiving components by hand including segregating and bundling of components within a shoemaking production oriented workplace, environment and enterprises.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range of Variables</i> | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------|---|---|---|
| 1. Set up work station | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Work station is set up to reflect specifications and to achieve operation comfort and minimize fatigue. 1.3 Table is routinely cleaned and maintain the records. 1.4 Workplace is equipped with proper lighting and ventilation. | 1.1 Personal protective equipment 1.2 Communication in tools and materials preparation 1.3 Quality Standards Practices 1.4 Safe handling of tools and leather 1.5 DOH guidelines on safety and health as applicable | 1.1 Using PPE 1.2 Communication Skills in coordinating materials preparation 1.3 Handling of tools 1.4 Observing proper OSH procedures as applicable |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|---|--|
| 2. Prepare components, materials and tools | 2.1 Components and materials and tools are identified and prepared for marking and skiving according to size and types of components 2.2 Hand tools are Selected for the Tasks required. 2.3 Instruction for the use of the tool is accessed and interpreted. | 2.1 Terminologies and types of materials 2.2 Transferring procedures and instructions 2.3 Basic mathematical operations 2.4 DOH guidelines on safety and health as applicable 2.5 Fundamental environmental awareness and conservation | 2.1 Communication Skills in coordinating materials and tools 2.2 Organizing materials to be used 2.3 Applying basic mathematical operations 2.4 Observing proper OSH procedures as applicable 2.5 Maintaining clean and orderly workplace/ production environment |
| 3. Mark upper components | 3.1 Mark upper components according to quality company standards. 3.2 Quality and quantity of upper and lining components are marked based on job specifications. 3.3 Defective upper and lining components are identified, returned/ replaced and reported in accordance with company procedures. | 3.1 Transferring procedures and instructions 3.2 Basic mathematics 3.3 Ways of improving productivity 3.4 Recording and reporting practices 3.5 DOH guidelines on safety and health as applicable 3.6 Fundamental environmental awareness and conservation | 3.1 Communication Skills in coordinating materials and tools 3.2 Applying basic mathematics 3.3 Applying productive methods and techniques in marking 3.4 Maintain accurate records 3.5 Observing proper OSH procedures as applicable 3.6 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------------|--|---|---|
| 4. Skive components by hand | 4.1 Components are checked based on company standards. 4.2 Components are skived following the required measurements 4.3 Required output is completed as specified by the immediate supervisor based on work schedule. | 4.1 Transferring procedures and instructions 4.2 DOH guidelines on safety and health as applicable 4.3 Safe handling of materials, tools and leather 4.4 Implement 5S 4.5 Fundamental environmental awareness and conservation | 4.1 Communicating Effectively 4.2 Observing proper OSH procedures as applicable 4.3 Handling and use of tools and leather 4.4 Implementing 5S 4.5 Maintaining clean and orderly workplace/ production environment |
| 5. Segregate and bundle components | 5.1 Components are piled and stacked according to pairs and types of components. 5.2 Segregate and bundle components according to company standards 5.3 Components are bundled and recorded in accordance with company procedures. | 5.1 Transferring procedures and instructions 5.2 Basic mathematics 5.3 Recording and reporting practices 5.4 Implement 5S 5.5 DOH guidelines on safety and health as applicable 5.6 Fundamental environmental awareness and conservation | 5.1 Communicating Effectively 5.2 Applying basic Mathematics 5.3 Maintaining accurate Record 5.4 Implementing 5S 5.5 Observing proper OSH procedures as applicable 5.6 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|--------------------------------|--|
| 1. Quality | May include: <ol style="list-style-type: none"> 1.1. Finish 1.2. Color 1.3. Size 1.4. Material 1.5. Alignment |
| 2. Upper and lining components | May include: <p>Upper lining components:</p> <ol style="list-style-type: none"> 2.1. Vamp 2.2. Toe cap 2.3. Quarters 2.4. Counter 2.5. Tongue 2.6. Back strap 2.7. Eyelet 2.8. Straps 2.9. Collar 2.10. Vamp lining 2.11. Quarter lining 2.12. Sock lining <p>Materials:</p> <ul style="list-style-type: none"> • Silver pen • White pencil • Rubber band |

EVIDENCE GUIDE

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|--|---|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Set-up work station 1.2. Equipped workplace with proper lighting and ventilation. 1.3. Prepared components, materials and tools 1.4. Marked upper components according to quality company standards 1.5. Skived components by hand following the required measurements 1.6. Segregated and bundled components according to company standards 1.7. Communicated with others to ensure effective work operation 1.8. Observed and complied with the productivity requirements 1.9. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Actual or simulated workplace 2.2. Tools and materials needed to perform the required tasks 2.3. References and Work Ticket 2.4. PPE 2.5. First Aid Kit |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PERFORM FOLDING AND EYELETING BY HAND OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in Prepare components, materials, tools and eyelets, Apply adhesive and attach Reinforcement, Fold components by hand, Attach eyelet and Check and bundle components within a shoemaking production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|--|---|
| 1. Prepare components, materials, tools and eyelets | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Components, tools and eyelets are identified according to work ticket and company standard procedures. 1.3 Quantity and quality of components and materials are determined in accordance with job requirements. 1.4. Damaged and lacking components are recorded. | 1.1 Using PPE 1.2 Safe handling of materials and tools 1.3 Types and uses of components and tools 1.4 Safe working procedures 1.5 Recording and reporting practices 1.6 DOH guidelines on safety and health as applicable 1.7 Fundamental environmental awareness and conservation | 1.1 Use of PPE 1.2 Communication Skills in coordinating components, materials and tools 1.3 Organizing materials to be used 1.4 Handling and use of tools and materials 1.5 Maintain accurate records 1.6 Observing proper OSH procedures as applicable 1.7 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|---|--|
| 2. Apply adhesive and attach reinforcement | 2.1 Adhesive is applied using application tools to components as per company procedures. 2.2 Reinforcement is applied on components as per company work ticket. 2.3 Defective components are identified, returned, replaced and reported in accordance with company procedures. | 2.1 Communication in tools and components preparation 2.2 DOH guidelines on safety and health as applicable 2.3 Safe handling of materials and tools 2.4 Recording and reporting practices | 2.1 Communication skills on applying adhesive on components and attaching reinforcement 2.2 Observing proper OSH procedures as applicable 2.3 Handling and use of tools and materials 2.4 Maintain accurate records |
| 3. Fold components by hand | 3.1 Work area is cleaned according to safety and environmental regulations. 3.3 Hand folding is performed according to quality company standards. 3.3 Folding tools are used in accordance with safety procedures. | 3.1 Communication in tools and components preparation 3.2 Ways of improving productivity 3.3 Safe handling of components materials from adhesive 3.4 DOH guidelines on safety and health as applicable 3.5 Fundamental environmental awareness and conservation | 3.1 Communication skills 3.2 Applying productive methods and techniques in folding 3.3 Handling and use of tools and materials 3.4 Observing proper OSH procedures as applicable 3.5 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------|---|--|--|
| 4. Attach eyelet | <p>4.1 Tools and eyelets are used for the tasks as directed and in accordance with procedures and manufacturer's instructions.</p> <p>4.2 Defective components are identified, returned, replaced and reported in accordance with company procedures.</p> <p>4.3 Damaged and lacking components are recorded.</p> | <p>4.1 Communication in tools and components preparation</p> <p>4.2 Basic mathematical operations</p> <p>4.3 Safe handling of components and tools</p> <p>4.4 Ways of improving productivity</p> <p>4.5 Recording and reporting practices</p> <p>4.6 DOH guidelines on safety and health as applicable</p> <p>4.7 Fundamental environmental awareness and conservation</p> | <p>4.1 Communication skills</p> <p>4.2 Applying basic mathematical operations</p> <p>4.3 Handling and use of tools and components</p> <p>4.4 Applying productive methods and techniques in hand eyeleting</p> <p>4.5 Maintain accurate records</p> <p>4.6 Observing proper OSH procedures as applicable</p> <p>4.7 Maintaining clean and orderly workplace/ production environment</p> |
| 5. Check and bundle components | <p>5.1 Components are checked and bundled according to company standards.</p> <p>5.2 Defective components and eyelets are reported and appropriate action is taken for the repair or replacement in accordance with established procedures.</p> <p>5.3 Work area is cleaned according to safety practices and environmental regulations.</p> <p>5.4 Damaged and lacking components are recorded.</p> | <p>5.1 Communication in tools and components preparation</p> <p>5.2 Safe handling of components and tools</p> <p>5.3 Basic mathematical operations</p> <p>5.4 Recording and reporting practices</p> <p>5.5 DOH guidelines on safety and health as applicable</p> <p>5.6 Fundamental environmental awareness and conservation</p> | <p>5.1 Communication skills</p> <p>5.2 Organizing materials to be used</p> <p>5.3 Applying basic mathematical operations</p> <p>5.4 Maintain accurate records</p> <p>5.5 Observing proper OSH procedures as applicable</p> <p>5.6 Maintaining clean and orderly workplace/ production environment</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|------------------|---|
| 1. Adhesive | May include: 1.1 Contact cement 1.2 Latex 1.3 Double sided tape |
| 2. Folding tools | May include: 2.1. Folding hammer 2.2. Awl 2.3. Scissors 2.4. Marble slab 2.5. Brush |
| 3. Components | May include: 3.1. Components <ul style="list-style-type: none"> • Vamp • Eyelet stay • Counter • Lining • Quarter • Strap 3.2. Eyeleting Tools <ul style="list-style-type: none"> • Marble slab • Puncher • Hammer • Oil • Foam • Rags • Steel (square 12x12) |
| 4. Eyelet size | May include: 3.1. 3 mm 3.2. 3.5mm 3.3. 4.mm 3.4 4.5mm 3.5. 5mm 3.6 6mm 3.7 8mm 3.8. 10mm 3.9. 12mm 3.10. 14mm 3.11. 16mm |

| VARIABLE | RANGE |
|---------------------|--|
| 5. Safety practices | May include: 5.1 Standard PPE 5.2 Check the working area 5.3 Sufficient lighting for the workplace 5.4 Good housekeeping |

EVIDENCE GUIDE

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|-----------------------------------|---|
| 1. Critical aspects of competency | Assessment requires evidence that the candidate: 1.1 Performed hand folding operation based on job specifications 1.2 Used of Tools and eyelets according to the with Procedures and manufacturer's instructions 1.3 Reported defective components and eyelets and appropriate action is taken for the repair or replacement. 1.4 Observed and complied with safety and environmental regulations 1.5 Communicated with others to ensure effective work operation 1.6 Observed and complied with the productivity requirements. 1.7 Complied with attitudinal work requirements. |
| 2. Resource implications | The following resources should be provided: 4.1. Actual or simulated workplace 4.2. Tools and materials needed to perform the required tasks 4.3. References and manuals 4.4. PPE 4.5. First Aid Kit |
| 3. Method of assessment | Competency in this unit may be assessed through: 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| 4. Context for assessment | 4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center. |

UNIT OF COMPETENCY: PERFORM HAND STITCHING OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to prepare needles and components, hand stitch shoes and check hand stitched in shoemaking within production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-----------------------------------|--|--|--|
| 1. Prepare needles and components | 1.1 Personal protective equipment (PPE) is used in with Rule 1080 of Occupational Safety and Health Standards. 1.2 Thread and needles are selected in accordance with the work ticket. 1.3 Parts and holes for stitching is punched and checked for damage and defects 1.4 Needles are threaded and waxed in accordance with standard operating procedures. | 1.1 Personal protective equipment 1.2 Workplace process and procedures 1.3 Basic mathematical operations 1.4 Recording and reporting practices 1.5 DOH guidelines on safety and health as applicable 1.6 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication skills on preparing components and needles 1.3 Applying basic mathematics 1.4 Maintain accurate records 1.5 Observing proper OSH procedures as applicable 1.6 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------|---|---|---|
| 2. Hand stitch shoes | <p>2.1 Hand stitching is performed in accordance with the work ticket without damage to the upper component.</p> <p>2.2 Thread and upper component is checked for damage in accordance with company procedures.</p> <p>2.3 Hand stitching style is performed according to the required design of the shoe.</p> <p>2.4 Incident/ emergency procedures relevant to workplace is identified based on relevant OSH work standards.</p> | <p>2.1 Workplace process and procedures</p> <p>2.2 Basic mathematical operations</p> <p>2.3 Safe handling of materials and tools</p> <p>2.4 Ways of improving productivity</p> <p>2.5 DOH guidelines on safety and health as applicable</p> <p>2.6 Fundamental environmental awareness and conservation</p> | <p>2.1 Communication skills</p> <p>2.2 Applying basic mathematical operations</p> <p>2.3 Handling and use of tools and components</p> <p>2.4 Applying productive methods and techniques</p> <p>2.5 Observing proper OSH procedures as applicable</p> <p>2.6 Maintaining clean and orderly workplace/ production environment</p> |
| 3. Check hand stitched | <p>3.1 Upper are checked according to company procedures</p> <p>3.2 Work area is cleaned according to safety and environmental.</p> <p>3.3 Damaged and lacking components are recorded.</p> | <p>3.1 Workplace process and procedures</p> <p>3.2 Recording and Reporting practices</p> <p>3.3 Implement 5S</p> <p>3.4 Fundamental environmental awareness and conservation</p> | <p>3.1 Communication Skills</p> <p>3.2 Maintain accurate records</p> <p>3.3 Implementing 5S</p> <p>3.4 Maintaining clean and orderly workplace/ production environment</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-----------------------|--|
| 1. Thread | May include: 1.1. Tenacity 1.2. Tensile strength 1.3. Loop strength ratio 1.4. Elasticity 1.5. Color |
| 2. Damage and defects | May include: 2.1. Brand marks 2.2. Vein marks 2.3. Scratches 2.4. Barb wire marks 2.5. Salt burns 2.6. Discoloration 2.7. Heavy hair follicles 2.8. Putrefaction 2.9. Flay cuts 2.10. Looseness 2.11. Ammonia burns 2.12. Heavy grain growth marks |
| 3. Stitching style | May include: 3.1. Straight 3.2. Cross 3.3. Box 3.4. Zigzag |

EVIDENCE GUIDE

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|--|--|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Checked parts and holes for damage and defects. 1.2. Punched holes for stitching 1.3. Threaded and waxed needles 1.4. Checked hand stitched 1.5. Observed and complied with safety and environmental regulations 1.6. Communicated with others to ensure effective work operation 1.7. Observed and complied with the productivity requirements 1.8. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Actual or simulated workplace 2.2. Tools, materials and equipment needed to perform the required tasks 2.3. References and manuals 2.4. PPE 2.5. First Aid Kit |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PERFORM BASIC STITCHING BY MACHINE OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to stitch components using machine and trim excess stitched lining and threads including bundling components used in shoemaking production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------|---|---|--|
| 1. Prepare tools and machine | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Stitching machine Parts are checked accordance with job work specification. 1.3 Stitching machine is set-up and adjusted in accordance with the workplace requirements. 1.4 Thread sizes and types are chosen in accordance with the needle and materials requirements. 1.5 Needles system, sizes and point are identified in accordance with the material and machine being used. | 1.1 Personal Protective equipment 1.2 Occupational safety and health 1.3 Workplace process and procedures 1.4 Safe handling of tools and machine 1.5 Recording and reporting practices 1.6 DOH guidelines on safety and health as applicable 1.7 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication skills on following instruction for stitching 1.3 Critical thinking skills operating stitching machine 1.4 Handling and use of tools and machine 1.5 Maintain accurate records 1.6 Observing proper OSH procedures as applicable 1.7 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------------------------------|--|--|--|
| 2. Prepare components | 2.1 Components are laid out in correct sequence in accordance with standard operating procedure. 2.2 Components are organized according to standard operating procedure. 2.3 Attaching materials are received and checked in accordance with the work ticket. | 2.1 Workplace process And procedures 2.2 Occupational safety and health 2.3 Basic mathematical operations 2.4 DOH guidelines on safety and health as applicable 2.5 Fundamental environmental awareness and conservation | 2.1 Communication skills on following instruction for stitching 2.2 Critical thinking skills on operating machine 2.3 Applying basic mathematical operations 2.4 Observing proper OSH procedures as applicable 2.5 Maintaining clean and orderly workplace/ production environment |
| 3. Stitch components by machine | 3.1 Stitching is completed within specified time frame according to the design/style of shoe, seam, binding and trimmings to be done. 3.2 Allowances of stitching is followed in accordance with the design specified in the work ticket. 3.3 Distance of stitches from the edge is followed in accordance with job specification. | 3.1 Workplace process and procedures 3.2 Ways of improving productivity 3.3 Safe handling of machine and components 3.4 DOH guidelines on safety and health as applicable | 3.1 Communication skills on stitching 3.2 Applying productive methods and techniques stitching 3.3 Handling and use components and machine 3.4 Observing proper OSH procedures as applicable |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|--|---|---|
| 4. Trim excess stitched lining and thread | 4.1 Trimming is completed within specified time frame and job specification 4.2 Excess thread and lining are trimmed in accordance with job specification 4.3 Components are checked and bundled according to company work ticket. 4.4 Damaged and lacking components are recorded. | 4.1 Workplace process and procedures 4.2 Safe handling of tools and components 4.3 Ways of improving productivity 4.3 Basic mathematical operations 4.5 Recording and reporting practices 4.6 Implement 5S | 4.1 Communication skills 4.2 Handling and use components and tools 4.3 Applying productive methods and techniques 4.4 Applying basic mathematical operations 4.5 Maintain accurate records 4.6 Implementing 5S |
| 5. Check and bundle trimmed components | 5.1 Trimmed components are checked and bundled according to company standards. 5.2 Defective components are reported and appropriate action is taken for the repair or replacement in accordance with established procedures. 5.3 Work area is cleaned according to safety practices and environmental regulations. 5.4 Damaged and lacking components are recorded | 5.1 Communication in tools and components preparation 5.2 Safe handling of components and tools 5.3 Basic mathematical operations 5.4 Recording and reporting practices 5.5 Implement 5S 5.6 DOH guidelines on safety and health as applicable 5.7 Fundamental environmental awareness and conservation | 5.1 Communication skills 5.2 Organizing materials to be used 5.3 Applying basic mathematical operations 5.4 Maintain accurate records 5.5 Implementing 5s 5.6 Observing proper OSH procedures as applicable 5.7 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------------|--|
| 1. Stitching machine parts | May Include: 1.1 Stitching needle 1.2 Needle plate/throat plate 1.3 Feed dog 1.4 Thread cutter 1.5 Stitch width dial 1.6 Stitch length dial 1.7 Reverse stitch level 1.8 Stitch selector 1.9 Button hole dial 1.10 Ruler/Measuring guide 1.11 Bobbin cover 1.12 Bobbin housing 1.13 Bobbin winder 1.14 Bobbin stopper 1.15 Bobbin winder thread guide 1.16 Power knob 1.17 Spool holder 1.18 Hand wheel 1.19 Thread tension guide 1.20 Thread take-up lever 1.21 Motor 1.22 Thread guide 1.23 Needle clamp and screw 1.24 Presser foot |
| 2. Stitching machine | May include 2.1. Flat bed 2.1.1 Single needle: 2.2 Post Bed 2.1.1 Single needle |

| VARIABLE | RANGE |
|---------------------------|---|
| 3. Thread sizes and types | <p>May include:</p> <p>3.1 Thread thickness:</p> <p>3.1.1 Light Materials</p> <ul style="list-style-type: none"> • 30,40,45,70 <p>3.1.2 Medium materials</p> <ul style="list-style-type: none"> • 70,90 <p>3.1.3 Heavy materials</p> <ul style="list-style-type: none"> • 135,210,270,350,410 <p>3.2 Thread types</p> <p>3.2.1 Natural</p> <ul style="list-style-type: none"> • Flax • Jute • Hemp • Kapok • Wool • Hair silk <p>3.2.3 Organic</p> <ul style="list-style-type: none"> • Synthetic • Polyurethane • Nylon • rayon <p>3.2.3 Inorganic</p> <ul style="list-style-type: none"> • copper • silver • gold <p>3.3 Thread types:</p> <p>3.3.1 Cotton</p> <ul style="list-style-type: none"> • Garments • Embroidery • bag closing <p>3.3.2 Spun polyester</p> <ul style="list-style-type: none"> • Shirts • blouses • mattresses • slacks <p>3.3.3 Core spun</p> <ul style="list-style-type: none"> • shoes • furniture • tents <p>3.3.4 Textured threads</p> <ul style="list-style-type: none"> • Furnishing • t-shirts <p>3.3.5 Air jet textured</p> <ul style="list-style-type: none"> • jeans • flags • Caps |

| VARIABLE | RANGE |
|------------------------------------|--|
| | 3.3.6 Nylon bonded <ul style="list-style-type: none"> • Interiors • seat belts • sporting • luggage • footwear |
| 4. Materials | May include: <ul style="list-style-type: none"> 4.1 Leather 4.2 Synthetic 4.3 Fabric 4.4 Tools and materials <ul style="list-style-type: none"> • Scissors for trimming • Oil • Foam • Rags |
| 5. Needles system, sizes and point | May include: <ul style="list-style-type: none"> 5.1 Needles system: <ul style="list-style-type: none"> • 34 (R, D, LLCR, PCR) • 134 (R, SUK, D, K, MR) • 134-135 (CL, CR, D, K) • 190 (R) • 438 5.2 Needle point includes: <ul style="list-style-type: none"> • Narrow cross point (134S) • Cross point (134S) • Reverse twist point (134LR) • Narrow wedge point (134PCL) • Triangular point (134D) |
| 6. Attaching materials | May include: <ul style="list-style-type: none"> 6.1. Double sided tape 6.2. Contact cement 6.3. Rubber cement 6.4. Latex |
| 7. Time frame | May include: <p>Time varies depending on the:</p> <ul style="list-style-type: none"> 7.1 Design/style to be stitch 7.2 Quantity of threads to be trimmed |

| VARIABLE | RANGE |
|---------------|--|
| 8. Seam | May include: 8.1 Flat 8.2 Bound 8.3 French 8.4 Piped 8.5 Lapped 8.6 Open 8.7 Closed 8.8 Blind 8.9 Butted 8.10 Brooklyn 8.11 Cording |
| 9. Binding | May include: 9.1 French binding 9.2 Italian binding 9.3 English Binding |
| 10. Trimmings | May include: 10.1 Components lining 10.2 Threads |

EVIDENCE GUIDE

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|--|--|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Set-up and adjusted stitching machine 1.2 Checked the stitching machine parts 1.3 Organized components 1.4 Trimmed excess thread and lining 1.5 Checked and bundled trimmed components 1.6 Perform the required stitching operations 1.7 Observed and complied with safety and environmental regulations 1.8 Communicated with others to ensure effective work operation. 1.9 Observed and complied with the productivity requirements 1.10 Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Actual or simulated workplace 2.2. Tools, materials and equipment needed to perform the required tasks 2.3. References and manuals 2.4. PPE 2.5. First Aid Kit |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with Oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PREPARE UPPERS AND MATERIALS FOR HAND LASTING OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to immersing toe puff and stiffeners, inserting toe puff and stiffeners to upper and attaching insole and tacks to last components used in shoemaking, production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------------|--|--|---|
| 1. Immerse toe puff and stiffeners | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards 1.2 Use solvents (toluene) are stored or disposed following environmental rules and regulations. 1.3 Task is performed in accordance with procedures and manufacturer's specifications. | 1.1 Personal protective Equipment 1.2 Workplace process and procedures 1.3 Basic mathematical operations 1.4 Safe handling of components and Materials 1.5 DOH guidelines on safety and health as applicable | 1.1 Using PPE 1.2 Communication skills 1.3 Applying basic mathematical operations 1.4 Handling and use components and tools 1.5 Observing proper OSH procedures as applicable |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|---|--|---|
| 2. Insert toe puff and stiffeners to upper | <p>2.1 Inserted <i>toe- puff and stiffeners</i> are evenly distributed inside the upper component.</p> <p>2.2 Ensured that lining is flattened and free from <i>defects.</i></p> <p>2.3 Task is performed without damage to upper components in accordance with procedures and manufacturer's specifications.</p> | <p>2.1 Workplace process and procedures</p> <p>2.2 Safe handling of materials, tools and components</p> <p>2.3 Ways of improving Productivity</p> <p>2.4 DOH guidelines on safety and health as applicable</p> <p>2.5 Fundamental environmental awareness and conservation</p> | <p>2.1 Communication Skills in coordinating materials, tools</p> <p>2.2 Handling and use of tools and components</p> <p>2.2 Applying productive methods in insert toe puff and stiffeners</p> <p>2.3 Observing proper OSH procedures as applicable</p> <p>2.4 Maintaining clean and orderly workplace/ production environment</p> |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------------|--|--|---|
| 3. Attach insole and tacks to last | <p>3.1 Upper parts and last with insole is placed into the rack or other working transportation method according to procedures.</p> <p>3.2 Attach insole and tacks to last is performed in accordance with procedures and manufacturer's specifications.</p> <p>3.3 Insole is securely attached and flushed to the last according to the type of method used.</p> <p>3.4 Required output is completed as specified by the immediate supervisor based on work schedule.</p> <p>3.5 Damaged and lacking components are recorded.</p> | <p>3.1 Workplace process and procedures</p> <p>3.2 Safe handling of components tools and materials</p> <p>3.3 Ways of improving productivity</p> <p>3.4 Implement 5S</p> <p>3.5 Recording and reporting practices</p> <p>3.6 DOH guidelines on safety and health as applicable</p> <p>3.7 Fundamental environmental awareness and conservation</p> | <p>3.1 Communication Skills in coordinating components and materials</p> <p>3.2 Handling and use of tools components and materials</p> <p>3.3 Applying productive methods and techniques in attach insole and tacks to last</p> <p>3.4 Implementing 5S</p> <p>3.5 Maintain accurate records</p> <p>3.6 Observing proper OSH procedures as applicable</p> <p>3.7 Maintaining clean and orderly workplace/ production environment</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|---------------------------------------|---|
| 1. Toe puff and Stiffeners | May include: 1.1. Leather 1.2. Leather board 1.3. Performed layer 1.4. Celluloid 1.5. Thermoplastic 1.6. Nitrocellulose impregnated with fabrics 1.7. Paint on 1.8. Impregnated fabric – heat reactivated 1.9. Print on 1.10. Filmic 1.11. Polystyrene 1.12. Celastic 1.13. Rubber |
| 2. Defects | May include: 2.1. Damage to lining 2.2. Damage to upper 2.3. Straining of lining 2.4. Burst seam of lining 2.5. Burst seam of upper 2.6. Twisted lining 2.7. Pockets between lining and upper Creases |
| 3. Upper | May include: 3.1. Leather 3.2. Synthetics 3.3. Fabrics |
| 4. Racks/Work Transport Methods (WTM) | May include: 4.1. Racks 4.2. Conveyor 4.3. Trolleys 4.4. Boxes 4.5. Bags 4.6. Monorail 4.7. Hand |

| VARIABLE | RANGE |
|-----------|---|
| 5. Insole | May include: 5.1. Leather board 5.2. Cellulose board 5.3. Leather 5.4. Plastic 5.5. Woven/Non-woven material 5.6. Fabric 5.7. Fibreboard |
| 6. Method | May include: 6.1. Tacks/staple 6.2. Unifast 6.3. Hot melt or adhesive 6.4. Double-sided pads |

EVIDENCE GUIDE

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|--|---|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Checked the last, insole and stitched upper 1.2. Inserted toe puff and stiffeners into the uppers 1.3. Fitted stiffener up to top line of quarter and or counter. 1.4. Attached insole to shoe last 1.5. Performed housekeeping 1.6. Observed and complied with safety and environmental regulations 1.7. Communicated with others to ensure effective work operation 1.8. Observed and complied with the productivity requirements 1.9. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace with proper lighting and ventilation 2.2 Materials relevant to the activity 2.3 Tools and equipment appropriate for attaching insoles and inserting toe puff and stiffeners into uppers 2.4 Work ticket 2.5 Lasting table |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with Oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PERFORM BASIC HAND LASTING OPERATION

UNIT CODE : **SHM7443XX**

UNIT DESCRIPTOR: This unit covers knowledge, skills and attitudes required in applying adhesive to upper components and insole, attaching upper to insole/last, carrying out toe and side lasting, and flattening upper to feather edge components within a shoemaking production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--|--|--|---|
| 1. Apply adhesive to upper components and insole | 1.1 Personal protective equipment (PPE is used in accordance with Rule 1080 of Occupational Safety and Health Standards 1.2 Adhesive for upper materials are selected based on job specifications and product materials compatibility. 1.3 Adhesive is applied to components according to manufacturer's recommendations and company procedures 1.4 Adhesive is dried in accordance with manufacturer's recommendation 1.5 Upper components, tools and insole surfaces are prepared according to company procedures. | 1.1 Personal Protective Equipment 1.2 Workplace process and procedures 1.3 Safe handling of tools and leather 1.4 DOH guidelines on safety and health as applicable 1.5 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication Skills in coordinating materials 1.3 Handling and use of tools components and materials 1.4 Applying productive methods and techniques in applying adhesive to upper components and insole 1.5 Observing proper OSH procedures as applicable 1.6 Maintaining clean and orderly workplace/ production environment |

| | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------|---|--|--|
| 2. Attach upper to insole/last | <p>2.1 Safety practices are observed in handling of lasting pincer and tacks</p> <p>2.2 Back seam is straightened and positioned at the center of the counter</p> <p>2.3 Counter is aligned in accordance with identified back height of last.</p> <p>2.4 Tacks are firmly embedded and hammered into metal seat plate</p> | <p>2.1 Workplace process and procedures</p> <p>2.2 Safe handling of tools and leather</p> <p>2.3 Ways of improving productivity</p> <p>2.4 DOH guidelines on safety and health as applicable</p> | <p>2.1 Communication Skills in coordinating materials</p> <p>2.2 Handling and use of tools components and materials</p> <p>2.3 Applying productive methods and techniques in attaching upper to insole/last</p> <p>2.4 Observing proper OSH procedures as applicable</p> |

| | | | |
|--|--|--|--|
| <p>3. Carry out toe and side lasting</p> | <p>3.1 Topline of upper is positioned in accordance with work practice</p> <p>3.2 Lasting allowance of upper are pulled using lasting pincers and secured at the insole.</p> <p>3.3 Upper stiffener, topline and upper and lining are pulled tightly and hammered to insole leaving no surplus material at the waist.</p> <p>3.4 Pleats and creases found between lining and upper materials are removed and flattened in accordance with company procedures.</p> <p>3.5 Tacks are turned over on the metal seat plate.</p> | <p>3.1 Workplace process and procedures</p> <p>3.2 Safe handling of tools and leather</p> <p>3.3 Ways of improving productivity</p> <p>3.4 DOH guidelines on safety and health as applicable</p> | <p>3.1 Communication Skills in coordinating materials</p> <p>3.3 Handling and use of tools components and materials</p> <p>3.4 Applying productive methods and techniques carrying out toe and side lasting</p> <p>3.5 Observing proper OSH procedures as applicable</p> |
|--|--|--|--|

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------------|--|--|--|
| 4. Flatten upper to feather edge | 4.1 Upper is completely lasted to insole and freed from damage . 4.2 Ensured that upper is tightly lasted with no pucker or gaps between the upper and last. 4.3 Damaged and lacking components are recorded. | 4.1 Workplace process and procedures 4.2 Safe handling of tools and leather 4.3 Ways of improving productivity 4.4 Recording and reporting practices 4.5 Implement 5S 4.6 DOH guidelines on safety and health as applicable 4.7 Fundamental environmental awareness and conservation | 4.1 Communication Skills in coordinating materials 4.2 Handling and use of components and materials 4.3 Applying productive methods and techniques in flattening upper to feather edge 4.4 Maintain accurate records 4.5 Implementing 5S 4.6 Observing proper OSH procedures as applicable 4.7 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------|---|
| 1. Adhesive | May include: 1.1. Contact cement 1.2. Polyurethane 1.3. Solvent based 1.4. Rubber cement 1.5. Latex 1,6. Grafted adhesive 1.7. Neoprene |
| 2. Tools | May include: 2.1. Pincers 2.2. Staple remover 2.3. Tack remover knife 2.4. Shoemaker hammer |
| 3. Insole | May include: 3.1. Upper Materials: 3.1.1. Leather 3.1.2. Synthetics 3.1.3. Fabrics 3.2. Insole Materials: 3.2.1. Leather board 3.2.2. Cellulose board 3.2.3. Leather 3.2.4. Plastic 3.2.5. Woven/Non-woven material 3.2.6. Fabric 3.2.7. Fiberboard |
| 4. Back height | May include: 4.1. Back straps 4.2. Basic counters 4.3. Counters Dog tails 4.4. Collar |
| 5. Tacks | May include: 5.1. Staples 5.2. Nail tacks |

| VARIABLE | RANGE |
|-----------|--|
| 6. Damage | May include: 6.1. Straining of lining 6.2. Twisted lining 6.3. Tack damage 6.4. Straining of lining 6.5. Burst seam of linin 6.6. Burst seam of upper 6.7. Print through of toe-puff 6.8. Print through of stiffener 6.9. Caused by over pulling 6.10. Damage to lining 6.11. Damage to upper |

EVIDENCE GUIDE

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|--|--|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Compared lasted pairs are matching 1.2. Inspected the quality of lasted shoes 1.3. Checked all temporary tacks are removed from insole 1.4. Determined tacks are turned over on metal seat plate 1.5. Checked counter's position against back height and back seam 1.6. Applied adhesive to bottom edge of upper and edge of insole 1.7. Removed and flattened all creases between lining, interlining and upper 1.8. Applied adhesive to bottom edge of upper and edge of insole 1.9. Secured topline at correct height 1.10. Allowed proper drying time of adhesive 1.11. Observed and complied with safety and environmental regulations 1.12. Communicated with others to ensure effective work operation 1.13. Observed and complied with the productivity requirements 1.14. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Tools and equipment appropriate for the process of hand lasting 2.2. Interpreting work tickets |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with Oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PERFORM PRE-BONDING AND BONDING OPERATION

UNIT CODE : **SHM7443XX**

UNIT DESCRIPTOR: This unit covers knowledge, skills and attitude required to remove tacks from bottom of lasted upper, mark and inspect quality of lasted upper, rough and scour the lasted upper, wipe and cement sole and attach sole and lasting operation within a shoemaking production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|--|--|
| 1. Remove tacks from bottom of lasted upper | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards 1.2 Tacks are removed from the lasted upper as per standard operating procedures. 1.3 Lasted uppers removed are free from scratch marks. 1.4 Bonding of lasting margin to the <i>insole</i> is kept intact 1.5 Incident/ emergency procedures relevant to workplace is identified based on relevant OSH work standards. | 1.1 Personal protective Equipment 1.2 Workplace process and procedures 1.3 Safe handling of tools and components 1.4 Occupational safety 1.5 Ways of improving productivity 1.6 DOH guidelines on safety and health as applicable 1.7 Implement 5S 1.8 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Critical thinking skills on removing tacks on lasted upper 1.3 Handling and use of tools components and materials 1.4 Applying productive methods and techniques in removing tacks on lasted upper 1.5 Observing proper OSH procedures as applicable 1.6 Implementing 5S 1.7 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---|---|--|---|
| 2. Mark and inspect quality of lasted upper | 2.1 Bottom profile of upper is marked according to the area of sole to be used. 2.2 Outsoles and lasted uppers are matched to style and size. 2.3 Lasted uppers are inspected according to standard operating procedures. | 2.1 Workplace process and procedures 2.2 Safe handling of components 2.3 Ways of improving Productivity | 2.1 Communication Skills 2.2 Handling and use of tools components and materials 2.3 Applying productive methods and techniques in marking and inspecting quality of lasted upper |
| 3. Rough and scour the lasted upper | 3.1 Top surface of the outsole is scoured without damage and free from plasticizers. 3.2 Roughing and scouring is performed in accordance with standard operating procedures. 3.3 Fibers of the last are teased/raised in accordance with work procedures. 3.4 Grains and finish of the lasting margin is removed without damage to upper. | 3.1 Workplace process and procedures 3.2 Safe handling of components 3.3 Ways of improving Productivity 3.4 Standard emergency plan and procedures 3.5 5S 3.6 DOH guidelines on safety and health as applicable 3.7 Fundamental environmental awareness and conservation | 3.1 Communication Skills 3.2 Handling and use of tools components and materials 3.3 Applying productive methods and techniques 3.4 Implementing 5S 3.5 Observing proper OSH procedures as applicable 3.6 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------|--|---|---|
| 4. Wipe and cement sole | <p>4.1 Bottom cementing and attachment of filler are performed in accordance with work specification.</p> <p>4.2 Filler is attached on the bottom profile of the lasted upper in accordance with the thickness of upper material.</p> <p>4.3 Outsole is primed according to material requirement/ specification without causing damage to material</p> <p>4.4 Sole wiping and cementing is performed in accordance with standard operating procedures.</p> | <p>4.1 Workplace process and procedures</p> <p>4.2 Safe handling of components</p> <p>4.3 Ways of improving Productivity</p> <p>4.4 Standard emergency plan and procedures</p> <p>4.6 DOH guidelines on safety and health as applicable</p> <p>4.7 Fundamental environmental awareness and conservation</p> | <p>4.1 Communication Skills</p> <p>4.2 Handling and use of tools components and materials</p> <p>4.3 Applying productive methods and techniques</p> <p>4.4 Observing proper OSH procedures as applicable</p> <p>4.5 Maintaining clean and orderly workplace/ production environment</p> |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|--------------------------------------|---|---|--|
| 5. Attach sole and lasting operation | 5.1 Sole is attached to lasted upper according to <i>standard operating procedures</i> and without causing damage to the materials. 5.2 Pressing is performed in accordance with standard operating procedures. 5.3 Delasting is performed without causing damage to the topline and seams. 5.4 Shoes are inspected in accordance with quality standard procedures. 5.5 Damaged and lacking components are recorded. | 5.1 Workplace process and procedures 5.2 Safe handling of components 5.3 Ways of improving productivity 5.4 DOH guidelines on safety and health as applicable 5.5 Implement 5S 5.6 Recording and reporting practices 5.7 Fundamental environmental awareness and conservation | 5.1 Communication Skills 5.2 Handling and use of tools components and materials 5.3 Applying productive methods and techniques 5.4 Observing proper OSH procedures as applicable 5.5 Implementing 5S 5.6 Maintain accurate records 5.7 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|-------------|---|
| 1. Insoles | May include: 1.1 Leather Board 1.2 Cellulose board 1.3 Plastic 1.4 Woven/Non-woven material 1.5 Fabric 1.6 Fiber board |
| 2. Outsoles | May include: 2.1 Leather Unit Soles 2.2 Polyvinyl Chloride (PVC) 2.3 Thermoplastic Rubber (TPR) 2.4 Thermoplastic Urethane (TPU) 2.5 Polyurethane (PU) 2.6 Ethyl Vinyl Acetate (EVA) 2.7 Nylon 2.8 Rubber (Vulcanized, Unvulcanized) 2.9 Crepe 2.10 Resin |
| 3. Finish | May include: 3.1 patent 3.2 penalized 3.3 burnish 3.4 brush off 3.5 Nubuck 3.6 full grain 3.7 corrected 3.8 crazy horse 3.9 printed 3.10 oil pull up 3.11 exotic (ex. Snake print, ostrich, crocodile, etc.) |
| 4. Damages | May include: 4.1 Over roughed uppers which extends over the marked areas 4.2 Burnt areas due to blunt brush or abrasive 4.3 Over roughed insoles 4.4 Scratches 4.5 Tears 4.6 Cuts |

| VARIABLE | RANGE |
|---------------------------------|--|
| 5. Fillers | May include: 6.1 Scrap leather 6.2 Sawdust 6.3 Rubber 6.4 Foam 6.5 Felt materials |
| 6. Upper Materials | May include: 6.1. Leather 6.2. Synthetic 6.3. Fabrics |
| 7. Primers | May include: 7.1. MEK (mixed solvents) 7.2. PVC Primer 7.3. PU Primer 7.4. Rubber Primer |
| 8. standard operating procedure | May include: 8.1. Toe part of lasted upper to forepart of outsole 8.2. Seat area of outsole to back part of lasted upper 8.3. Sides of lasted upper to sides of outsole |

EVIDENCE GUIDE

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| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Removed tacks from bottom of lasted upper. 1.2. Marked and inspected quality of lasted upper. 1.3. Roughed and scoured the lasted upper. 1.4. Wiped and cemented sole. 1.5. Attached sole and lasted operation 1.6. Followed instructions from work ticket. 1.7. Observed and complied with safety and environmental regulations 1.8. Communicated with others to ensure effective work operation 1.9. Observed and complied with the productivity requirements 1.10 Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace with proper lighting and ventilation 2.2. Work ticket 2.3. Tools and materials 2.4. Machines needed to the said activity |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with Oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1. Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY : PERFORM REPAIR AND SOCK ATTACHMENT OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR : This unit covers the knowledge and skills required to preparing components and materials, undertaking repair and attaching sock into the shoe within a shoe making production oriented workplace, environment and enterprise.

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|-------------------------------------|--|---|--|
| 1. Prepare components and materials | 1.1 Personal protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards 1.2 Work area is cleaned according to safety and environmental regulations. 1.3 Selected materials, preparation for repair and sock attachment of shoes are determined according to specifications and Quality Standards . 1.4 Components and materials are repaired and cleaned before polishing in accordance with standard operating procedures. | 1.1 Personal protective Equipment 1.2 Workplace process and procedures 1.3 Safe handling of tools and components 1.4 Ways of improving Productivity 1.5 Basic mathematical operations 1.6 Recording and Reporting Practices 1.7 DOH guidelines on safety and health as applicable 1.8 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication skills 1.3 Handling and use components and tools 1.4 Applying productive methods and techniques 1.5 Applying basic mathematical operations 1.6 Maintaining accurate records 1.7 Observing proper OSH procedures as applicable 1.8 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|------------------------------|--|--|--|
| 2. Undertake repair | <p>2.1 Repair is undertaken to restore shoes to standard specified using a range of techniques and materials.</p> <p>2.2 Products is checked according to specifications and appropriate quality standards and adjustments are made as required.</p> <p>2.3 Product is returned to production line, prepared for storage or transferred to appropriate work section as required.</p> <p>2.4 Damaged and lacking components are recorded</p> <p>2.5 Required output is completed as specified by the immediate supervisor based on work schedule.</p> <p>2.6 Work area is cleaned according to safety and environmental regulations.</p> | <p>2.1 Workplace process and procedures</p> <p>2.2 Safe handling of materials and tools</p> <p>2.3 Ways of improving productivity</p> <p>2.4 Recording and reporting practices</p> <p>2.5 Basic mathematical operations</p> <p>2.6 DOH guidelines on safety and health as applicable</p> <p>2.7 Fundamental environmental awareness and conservation</p> | <p>2.1 Communication in workplace</p> <p>2.2 Handling and use of tools and materials</p> <p>2.3 Applying productive methods and techniques</p> <p>2.5 Maintaining accurate records</p> <p>2.5 Applying basic mathematical operations</p> <p>2.6 Observing proper OSH procedures as applicable</p> <p>2.7 Maintaining clean and orderly workplace/ production environment</p> |
| 3. Attach sock into the shoe | <p>3.1 Adhesive is attached in sock lining and into the shoe.</p> <p>3.2 Brand name labels are attached into the shoe in accordance with company procedures</p> <p>3.3 Damaged and lacking components are recorded.</p> | <p>3.1 Workplace process and procedures</p> <p>3.2 Safe handling of materials and tools</p> <p>3.3 Ways of improving productivity</p> <p>3.4 Maintaining records</p> <p>3.5 Basic mathematical operations</p> <p>3.6 Fundamental environmental awareness and conservation</p> | <p>3.1 Communication in workplace</p> <p>3.2 Handling and use of tools and materials</p> <p>3.3 Maintaining accurate records</p> <p>3.5 Applying basic mathematical operations</p> <p>3.6 Maintaining clean and orderly workplace/ production environment</p> |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|---------------------------|---|
| 1. Preparation for repair | May include: 1.1. Ungluing or removing bonding 1.2. Removing rough or loose materials 1.3. Removing soles |
| 2. Quality standards | May include: 2.1. Worksheets 2.2. Job Description 2.3. Conducting minor maintenance |
| 3. Components | May include: 3.1. Vamp 3.2. Toe cap 3.3. Quarters 3.4. Counter 3.5. Counter 3.5. Tongue 3.6. Back strap 3.7. Eyelet stay 3.8. Straps 3.9. Collar 3.10. Sole 3.11. Heel 3.12. Wing cap 3.13. Sole edging |
| 4. Repair | May include: 4.1. Removing and replacing incorrectly fitted shoes 4.2. trimming excess materials 4.3. Correcting stitching and trims |
| 5. Labels | May include: 5.1. Printing 5.2. Embroidering 5.3. Stitching 5.4. Stickers 5.5. Embossing |

EVIDENCE GUIDE

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|--|--|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Applied OHS practices 1.2. Checked repair according to quality standards 1.3. Assessed product for repair 1.4. Repaired product to optimum condition 1.5. Attached company label to sock lining 1.6. Maintained accurate records 1.7. Interacted with work personnel or client 1.8. Observed and complied with safety and environmental regulations 1.9. Communicated with others to ensure effective work operation 1.10. Observed and complied with the productivity requirements 1.11. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Actual or simulated workplace 2.2. Tools, materials and equipment needed to perform the required tasks 2.3. References and manuals 2.4. PPE 2.5. First Aid Kit |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1. Demonstration/Observation with Oral questioning 3.2. Written Test |
| <p>4. Context for assessment</p> | <p>4.1. Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

UNIT OF COMPETENCY: PERFORM CLEANING, POLISHING AND PACKING OPERATION

UNIT CODE : SHM7443XX

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to preparing materials, shoes and boxes, apply coating on a shoes, polish the shoes manually, clean and pack the shoes within a shoemaking production oriented workplace, environment and enterprises.

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|---------------------------------------|---|---|--|
| 1. Prepare materials, shoes and boxes | 1.1 Persona protective equipment (PPE) is used in accordance with Rule 1080 of Occupational Safety and Health Standards. 1.2 Selected materials, sock lining, shoes and boxes are identified in accordance with the job specifications. 1.3 Polishing materials , shoes and boxes are arranged/ positioned in accordance with standard operating procedures. 1.4 Damage are recorded in the work ticket as per standard operating procedures. | 1.1 Personal protective Equipment 1.2 Workplace process and procedures 1.3 Safe handling of tools and components 1.4 Ways of improving Productivity 1.5 Basic mathematical operations 1.6 Recording and reporting practices 1.7 DOH guidelines on safety and health as applicable 1.8 Fundamental environmental awareness and conservation | 1.1 Using PPE 1.2 Communication skills 1.3 Handling and use components and tools 1.4 Applying productive methods and techniques 1.5 Applying basic mathematical operations 1.6 Maintaining accurate records 1.7 Observing proper OSH procedures as applicable 1.8 Maintaining clean and orderly workplace/ production environment |

| ELEMENT | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------------------|--|--|---|
| 2. Apply chemicals in shoe | 2.1 Shoe uppers are free from discoloration after brushing. 2.2 Topcoat chemicals are applied evenly on shoe uppers in accordance to company standards. 2.3 Chemicals are applied to the shoe in accordance to the manufacturers manual. 2.4 Company procedures for drying time are followed 2.5 Damage are recorded in the work ticket as per standard operating procedures | 2.1 Workplace process and procedures 2.2 Safe handling of tools and components 2.3 Ways of improving productivity 2.4 Basic mathematical operations 2.5 Recording and reporting practices 2.6 DOH guidelines on safety and health as applicable 2.7 Fundamental environmental awareness and conservation | 2.1 Communication skills 2.2 Handling and use components and tools 2.3 Applying productive methods and techniques 2.4 Applying basic mathematical operations 2.5 Maintaining accurate records 2.6 Observing proper OSH procedures as applicable 2.7 Maintaining clean and orderly workplace/ production environment |
| 3. Polish shoes manually | 3.1 Work area is cleaned according to safety and environmental regulations 3.2 Uppers are free from damage , patches and discoloration. 3.3 Shoes are arranged to the flow of operation for polishing. 3.4 Brushing operation is done according to types and finishes of leather | 3.1 Workplace process and procedures 3.2 Safe handling of tools and components 3.3 Ways of improving productivity 3.4 Basic mathematical operations 3.5 DOH guidelines on safety and health as applicable 3.6 Fundamental environmental awareness and conservation | 3.1 Communication skills 3.2 Handling and use components and tools 3.3 Applying productive methods and techniques 3.4 Applying basic mathematical operations 3.5 Observing proper OSH procedures as applicable 3.6 Maintaining clean and orderly workplace/ production environment |

| ELEMENTS | PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables | REQUIRED KNOWLEDGE | REQUIRED SKILLS |
|----------------|--|--|--|
| 4. Clean shoes | 4.1 Work area is Clean according to safety and environmental regulations 4.2 Cleaning materials are selected and applied according to materials specifications. 4.3 Shoes are clean in accordance with company procedures. | 4.1 Workplace process and procedures 4.2 Safe handling of tools and components 4.3 Ways of improving productivity 4.4 Basic mathematical operations 4.5 DOH guidelines on safety and health as applicable 4.6 Fundamental environmental awareness and conservation | 4.1 Communication skills 4.2 Handling and use components and tools 4.3 Applying productive methods and techniques 4.4 Applying basic mathematical operations 4.5 Observing proper OSH procedures as applicable 4.6 Maintaining clean and orderly workplace/ production environment |
| 5. Pack shoes | 5.1 Work area is clean according to safety and environmental regulations 5.2 Box is assembled according to company work ticket. 5.3 Shoes are packed with tissue and shoe pad (if necessary). 5.4 Required output is completed as specified by the immediate supervisor based on work schedule. 5.5 Damage are recorded in the work ticket as per standard operating procedures. | 5.1 Workplace process and procedures 5.2 Safe handling of tools and components 5.3 Ways of improving Productivity 5.4 Basic mathematical operations 5.5 Implement 5S 5.6 Recording and Reporting Practices 5.7 DOH guidelines on safety and health as applicable 5.8 Fundamental environmental awareness and conservation | 5.1 Communication skills 5.2 Handling and use components and tools 5.3 Applying productive methods and techniques 5.4 Applying basic mathematical operations 5.5 Implementing 5S 5.6 Maintaining accurate records 5.7 Observing proper OSH procedures as applicable 5.8 Maintaining clean and orderly workplace/ production environment |

RANGE OF VARIABLES

| VARIABLE | RANGE |
|----------------------------------|---|
| 1. Polishing materials | May include: 1.1. Shoe polisher 1.2. Safety gloves 1.3. Rag 1.4. Heater 1.5. water cleaner 1.6. Acetone |
| 2. Damage | May include: 2.1. Knife cuts 2.2. Upper discoloration 2.3. Uneven brushing 2.4. Poor topcoat application 2.5. Burned outsole |
| 3. Types and Finishes of leather | May include: 3.1. Nubuck 3.2. Nappa 3.3. Crazy horse 3.4. Full grain 3.5. Semi-Aniline 3.6. Oil Pull-up 3.7. Brush off |
| 4. Cleaning | May include: 4.1. Wet 4.2. Dry |

EVIDENCE GUIDE

| | |
|--|---|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Applied coating on shoes in accordance to company standards. 1.2. Polished shoes manually. 1.3. Assembled box and 1.4. Packed and clean the shoes. 1.5. Observed and complied with safety and environmental regulations 1.6. Communicated with others to ensure effective work operation 1.7. Observed and complied with the productivity requirements 1.8. Complied with attitudinal work requirements |
| <p>2. Resource implications</p> | <p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace with proper lighting and ventilation 2.2 Work ticket 2.3 Materials relevant to the proposed activity 2.4 Tools and equipment appropriate for sole attachment and packing |
| <p>3. Method of assessment</p> | <p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/Observation with oral questioning 3.2 Written Test |
| <p>4. Context for assessment</p> | <p>4.1 Competency may be assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p> |

SECTION 3 TRAINEE ENTRY REQUIREMENTS AND TRAINER'S QUALIFICATION AND LIST OF TOOLS, EQUIPMENT AND MATERIALS

3.1 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to enroll in this program must possess the following requirements:

- Must possess good communication skills
- Can perform basic Arithmetic operation

3.2 TRAINER'S QUALIFICATIONS FOR SHOEMAKING LEVEL I

- Must be a holder of Trainer's Methodology Certificate (TMC) OR must have trainer's certificate OR must be a practicing trainer for two (2) years within the last five (5) years
- Must have at least three (3) years industry experience in Shoemaking within the last five (5) years
- Must possess good communication skills

3.3 TOOLS, MATERIALS AND EQUIPMENT

Recommended list of tools, materials and equipment for the training of 25 trainees for Shoemaking Level I.

Up-to-date tools, materials, and equipment of equivalent functions can be used as alternatives. This also applies in consideration of community practices and their availability in the local market.

| TOOLS | |
|---------|---------------------------------|
| QTY | Description |
| 25 pcs. | Cutting Knife (Manual 14cm) |
| 25 pcs. | Shoemaker Cutter (Beta 15.5cm) |
| 25 pcs. | Upper Skive Cutter (Beta15cm) |

| | |
|---------|------------------------------|
| 25 pcs. | Folding Hammer 18cmx11cm) |
| 25 pcs. | Awl (12cm) |
| 25 pcs. | Round Puncher (5mm) |
| 25 pcs. | Round Puncher (3mm) |
| 25 pcs. | Puncher (Flower) |
| 50 pcs. | Needles (Pangkustura x2 6cm) |
| 25 pcs. | Scissor (20cm Industrial) |
| 25 pcs. | Trimming Scissor (Nipper) |
| 25 pcs. | Lasting Pincer |
| 25 pcs. | Adhesive Brush (for upper) |
| 25 pcs. | Adhesive Brush (for lasting) |
| 1 pc. | Cutting Board (18"x24') |
| 1 pack | Eyelets (500 pcs/pack 5mm) |
| 25 pcs. | Tacks Lifter/Puller |

| MATERIALS | |
|------------------|--|
| QTY | Description |
| 5 box | Needles DP 16 (for flat bed sewing machines) |
| 5 box | Needles DP 18 (for post bed sewing machines) |
| 25 pcs. | Cotton Thread 30 (cone 2.600 m) |
| 5 pcs. | Cotton Tape (raya) |
| 25 pcs. | Silver Pencils |
| 25 pcs. | White Pencils |
| 25 pcs. | Shoe lasts (size 7) |
| 5 pcs. | Beeswax |

| | |
|----------------|------------------------------------|
| 5 Gals. | Contact Cement (3.785 L) |
| 5 Gals. | Rubber Cement (3.785 L) |
| 3 Gals. | Grafted adhesive (3.785 L) |
| 3 Gals. | Solvent (3.785 L) |
| 1 gal. | Primer (3.785 L) |
| 1 kl. | Last Powder |
| 1 box | Nail 3/16 |
| 1 box | Nail tacks 7/18 |
| 3 kls. | Rags (white) |
| 25 pcs. | Shoe Polisher (13.5cm) |
| 1 Liter | Oil |
| 1 Pc./color | Foil Gold,Silver,Bronze |
| 3 pcs. | Insole Board with Slice Foam (5mm) |
| 1 pack | Tissue Paper (500 pcs.) |
| 25 pcs. | Marble Slab/Granite Stone (8"x10") |
| 25 pcs. | Plastic Tray |
| 1 bottle | Leather Paint Black (1 Pint) |
| 1 bottle | Leather Paint Brown (1 Pint) |
| 1 bottle | Leather Paint Beige (1 Pint) |
| 150 square ft. | Leather (Black) |
| 150 square ft. | Pig skin lining (Beige) |
| 15 meter | Synthetic (Black) |
| 15 meter | Synthetic Lining (Beige) |

| EQUIPMENT | |
|------------------|--------------------------|
| QTY | Description |
| 3 units | Sewing Machines Flat Bed |
| 3 units | Sewing Machines Post Bed |
| 1 unit | Numbering Machine Manual |
| 1 unit | Heater |
| 1 pc. | Cutting Table (6"x4") |

| PERSONAL PROTECTIVE EQUIPMENT | |
|--------------------------------------|------------------------------------|
| QTY | Description |
| 25 pcs. | Protective Face Mask |
| 25 pcs. | Apron (canvass) |
| 25 pcs. | Safety Gloves |
| 25 pcs. | Hairnet |
| 25 pcs. | Rubber Shoes (Trainee to provide) |

ACKNOWLEDGMENTS

The Technical Education and Skills Development Authority (TESDA) wishes to extend thanks and appreciation to the many representatives of business, industry, academe and government agencies who donated their time and expertise to the development and validation of this Training Regulations.

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