



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR LASTING AND ASSEMBLING OPERATIONS *(LEATHER AND FOOTWEAR SECTOR)*

**Finance Division, Ministry of Finance
Government of the People's Republic of Bangladesh**

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PART A – THE ASSESSOR

Instructions to Assessor

Assessment is the process of identifying a candidate's skills and knowledge set against the industry established standards in the workplace. It requires the candidate to consistently and over time demonstrate skills, knowledge and attitude that enable confident completion of workplace tasks in a variety of situations.

In judging assessment evidence, the assessor must ensure that the evidence is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the endorsed competency standard)
- reliable (show that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of work covered by the endorsed unit of competency)
- sufficient (covers the full range of elements in the relevant unit of competency)

There are a number of assessment methods that may be employed including but not limited to:

- written examination
- oral questioning
- practical demonstration

A single unit of competency may be assessed or a group of units of competency may be assessed, either in an actual workplace or a simulated workplace environment.

Conducting Assessment

Prior to commencement of assessment, candidates must have the tasks clearly explained to them. Also, the assessor should provide candidates with clear advice and information about the:

- date, time and place for assessment
- structure of assessment
- number of times performance must be demonstrated or observed
- amount or type of assistance candidates can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification

As well as informing the candidate of what they will be required to do during the assessment, the assessor will also need to explain what evidence they will need to provide in response to the various assessment tasks.

If a candidate is required to submit evidence, any explanation must include specific guidance on:

- what to include as evidence
- how to present the evidence
- how to submit the evidence and to whom

Assessing Competence

Competency-based assessment does not award grades, but simply identifies if the candidate has the skills, knowledge and attitudes to undertake the required task to the specified standard.

Therefore, when assessing competency an assessor has two possible results (assessment decisions) that can be awarded:

- Competent (C)
- Not Yet Competent (NYC)

Competent (C)

If the candidate is able to successfully answer and demonstrate what is required to the expected standard of the assessment criteria, they will be deemed as 'Competent'.

The assessor will award 'Competent' if they feel the candidate has the necessary skills, knowledge and attitudes in all assessment tasks for a given package.

Not Yet Competent (NYC)

If the candidate is unable to answer and demonstrate competency to the expected standard, they will be deemed to be 'Not Yet Competent'.

This does not mean the candidate will need to complete all the assessment tasks again. When applying for reassessment, the focus will be on the specific assessment tasks that were not performed to the required standard.

The candidate may be required to:

- (a) undertake further training or instruction
- (b) undertake the specific assessment task again until they are deemed to be competent

Recording Assessment Information

When all assessment tasks are concluded, the evidence summary sheet should be completed, signed by all parties, and any outstanding activities or issues actioned.

The assessor should ensure that all appropriate forms are completed and signed by all parties.

CHECKLIST FOR ASSESSOR		
Prior to the assessment I have:	Tick (✓)	Remarks
Ensured the candidate is informed about the venue and schedule of assessment.		
Received current copies of the assessment criteria to be assessed, assessment plan and evidence plan.		
Reviewed the assessment criteria and evidence plan to ensure I clearly understood the instructions and the requirements of the assessment process.		
Identified and accommodated any special needs of the candidate.		
Checked the set-up and resources for the assessment.		
During the assessment I have:		
Introduced myself and confirmed identities of candidates.		
Collected the admission slips.		
Put candidates at ease by being friendly and helpful.		
Checked completed self-assessment guide.		
Explained to candidates the purpose, context and benefits of the assessment.		
Ensured candidates understood the assessment process and the assessment procedure.		
Provided candidates with an overview of the assessment criteria to be used.		
Gave specific and clear instructions to the candidates.		
Observed carefully the specified time limits provided in the assessment package.		
Stayed at the assessment area during the entire duration of the assessment activity.		
Ensured notes are made on unusual conditions or situations during the assessment and include these in the report.		
Did not provide any assistance during the assessment or indicated in any way whether the candidate is or is not performing the		

activity correctly (intervened only for health and safety reasons).		
Implemented the evidence gathering process and ensured its validity, reliability, fairness and flexibility.		
Collected appropriate evidence and matched relevance to the elements, performance criteria, range of variables and evidence guide in the relevant units of competency.		
Explained the results reporting procedure to the candidate.		
Encouraged candidates to seek clarifications if in doubt about the pre- and post-assessment activity procedures.		
Asked candidates for feedback on the assessment.		
Explained legal, health and safety, and ethical issues, if applicable.		
After the assessment I have:		
<p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> ▪ clear and constructive feedback on the assessment decision ▪ information on ways of addressing any identified gaps in competency revealed by the assessment ▪ opportunity to discuss the assessment process and outcome ▪ information on reassessment process (if necessary) ▪ information on appeal (if necessary) 		
<p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> ▪ record the assessment decision using the prescribed rating sheet ▪ maintain records of the assessment procedures, evidence collected and assessment decision ▪ endorse assessment decision to BTEB ▪ prepare recommendations for the issuance of certificate 		
Thanked candidate for participating in the assessment.		

Assessment Evidence Guide

The purpose of assessment is to confirm that an individual can perform to the standards expected by in the workplace, as expressed in the competency standards.

To attain the certificate of **Lasting and Assembling Operations**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-LEA-LAS-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-LAS-02-G	Carryout workplace interaction
SEIP-LEA-LAS-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-LAS-01-S	Apply occupational health and safety (OHS) practice at the workplace
SEIP-LEA-LAS-02-S	Work in the leather, leather goods and footwear
Occupation-specific Competencies	
SEIP-LEA-LAS-01-O	Interpret lasting and assembling operations
SEIP-LEA-LAS-02-O	Prepare upper and last for machine operations
SEIP-LEA-LAS-03-O	Perform basic machine lasting
SEIP-LEA-LAS-04-O	Prepare upper and sole for bonding and assembling operations
SEIP-LEA-LAS-05-O	Perform sole attaching and assembling operations

Assessment Evidence Plan

An assessment evidence plan is a document that assists in establishing what evidence needs to be collected by the assessor to ensure that the candidate meets all the appropriate requirements of the competency standard. It usually contains a record of:

- evidence requirements as set out in the competency standard
- who will collect the evidence
- time period needed to collect the evidence

Occupation:	Lasting and Assembling Operations					
Unit Name:	Perform computations using basic mathematical concepts					
Unit Code:	SEIP-LEA-LAS-01-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
1. Identify calculation requirements in the workplace	1.1. Calculation requirements are identified from workplace information.					√
	1.2. Mathematical problems are constructed from workplace information.					√
2. Select appropriate mathematical methods/concepts for calculation	2.1. Appropriate method is selected to carry out the calculation requirement.			√		√
	2.2. Constructed mathematical problems are solved with appropriate method.			√		√
3. Use tool/instrument to perform calculations	3.1. Tools and instruments required for computation are identified.			√		√
	3.2. Calculation is performed using appropriate tools and instruments accurately.			√		√

Occupation:	Lasting and Assembling Operations					
Unit Name:	Carryout workplace interaction					
Unit Code:	SEIP-LEA-LAS-02-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
	1.1. Workplace codes of conducts are interpreted as per organizational guidelines.					√

1. Interpret workplace communication and etiquette	1.2. Appropriate lines of communication are maintained with supervisors and colleagues.		√	
	1.3. Workplace interactions are conducted in courteous manner to gather and convey information.	√		
	1.4. Questions about routine workplace procedures and matters are asked and responded to queries clearly and concisely.		√	
2. Interpret workplace documents	2.1. Workplace documents are interpreted correctly; assistance is taken to aid comprehension when required from peers/supervisors.			√
	2.2. Visual information/symbols/signage are understood correctly and followed.		√	
	2.3. Specific and relevant information are accessed from appropriate sources.	√		
	2.4. Appropriate medium is used to transfer information and ideas.	√		
3. Participate in workplace meetings and discussions	3.1. Team meetings are attended on time and followed meeting procedures etiquette.		√	
	3.2. Own opinions are expressed clearly and listened to those of others without interruption.		√	
	3.3. Inputs are provided consistent with the meeting and interpreted and implemented meeting outcomes.	√		

Occupation:	Lasting and Assembling Operations					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-LEA-LAS-03-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify team goals and work processes	1.1. Roles and objectives of the team are interpreted.				√	
	1.2. Roles and responsibilities of team members are interpreted.		√			
2. Identify own role and responsibilities within team	2.1. Personal role and responsibilities are identified within the team environment.				√	
	2.2. Reporting relationships are interpreted within team and external to team.				√	
	3.1. Other teammates' tasks are identified and provided support.	√	√			

3. Communicate and co-operate with team members	3.2. The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	√	√	
	3.3. Views and opinions of other team members are interpreted.	√		√
4. Practice professional ethics at work	4.1. Responsibilities as a team member are demonstrated and kept promises and commitments made to others.	√		
	4.2. Tasks are performed in accordance with workplace procedures.	√		
	4.3. Confidentiality is respected and maintained.		√	
	4.4. Situations and actions considered inappropriate or which presented a conflict of interest are avoided.		√	
5. Practice problem solving within the team	5.1. Problems faced at the individual and team level are identified and showed insight into the root causes of problems.	√		
	5.2. A range of solutions and courses of action are identified with benefits, costs, and risks associated with each.			√
	5.3. The good ideas of others to help develop solutions are recognised and seek advice from those who've solved similar problems.		√	
	5.4. It is looked beyond the obvious and not stopped at the first answers.		√	

Occupation:	Lasting and Assembling Operations					
Unit Name:	Apply occupational health and safety in the workplace					
Unit Code:	SEIP-LEA-LAS-01-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret OHS policies and procedures	1.1. OHS policies and safe operating procedures are interpreted.			√		√
	1.2. Safety signs and symbols are identified and followed.			√		
	1.3. Response, evacuation procedures and other contingency measures are interpreted as per standards.				√	
2. Follow and conduct OSH practices	2.1. All safety requirements/regulations are adhered to and before, during and after use.					√

	2.2. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.	√		√
	2.3. Personal protective equipment (PPE) is worn.	√		
	2.4. Immediate work area is routinely checked for safety hazards prior to starting and during work.	√	√	
	2.5. Hazards and unacceptable activities are identified, rectified or removed and work is conducted safely according to standard OSH requirement.	√		√
	2.6. OSH hazards and incidents in the work area are reported to appropriate personnel according to workplace procedures.		√	
3. Comprehend personal health and safety practices	3.1. Common health issues are listed.			√
	3.2. Common safety issues, hazards and risks are identified.			√
	3.3. Hazards and risks assessment and controls are interpreted.			√
	3.4. Hazards and risk observed in the work area are reported as per company safety guidelines.		√	
4. Demonstrates responses to emergency situations	4.1. Alarms and warning devices are identified.		√	
	4.2. Emergency response plans and procedures are comprehended.		√	
	4.3. First aid procedures during emergency situations are recalled.		√	
	4.4. Appropriate responses in an emergency situation are demonstrated.		√	

Occupation:	Lasting and Assembling Operations					
Unit Name:	Work in the leather, leather goods and footwear industries					
Unit Code:	SEIP-LEA-LAS-02-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify the positions, job roles and responsibilities in the leather, leather goods and footwear industries	1.1. The positions, job roles and responsibilities in the tannery, leather goods and footwear industries are identified.				√	
	1.2. The positions and job roles are differentiated clearly with key responsibilities.					√

2. Identify materials for leather, leather goods and footwear industries	2.1. Different types of raw materials used in the leather industry are identified for use.	√		
	2.2. Different types of materials used in the leather goods industry are identified for use.	√		
	2.3. Different types of materials used in the footwear industry are identified for use.	√		

Occupation:	Lasting and Assembling Operations					
Unit Name:	Interpret lasting and assembling operations					
Unit Code:	SEIP-LEA-LAS-01-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret basic concepts of lasting operations	1.1. A basic concept of lasting is comprehended.				√	
	1.2. Types of lasting are identified.			√		
	1.3. Concepts of lasting operations are interpreted.				√	
2. Interpret basic concepts of assembling operations	2.1. Concepts of assembling operations are interpreted.				√	
	2.2. Machines, and tools and equipment used in lasting and assembling operations are identified.			√		

Occupation:	Lasting and Assembling Operations					
Unit Name:	Prepare upper and last for machine					
Unit Code:	SEIP-LEA-LAS-02-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Check work bundles received from concerned department	1.1. Work bundles are received from concerned department and checked as per job requirements.			√		
	1.2. Records are maintained as per company guidelines.			√		
	1.3. Tools and accessories are checked.			√		

2. Perform temporary lacing with upper	2.1. The upper is laced up with a temporary lace according to the design of shoes.	√		
	2.2. Lacing norm is followed as per approved samples.	√	√	
3. Attach insole to last bottom	3.1. Insole is securely attached to the last bottom according to the method of insole attachment.	√		
	3.2. Other operations are used to complete tasks in construction works.		√	

Occupation:	Lasting and Assembling Operations					
Unit Name:	Perform basic machine lasting					
Unit Code:	SEIP-LEA-LAS-03-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Prepare work pieces and adjust machine for operation	1.1. Work pieces are checked and prepared as per SOP.	√	√			
	1.2. Adjustment of machine is done according to manufacturer instructions.	√				
	1.3. Machine is tested in accordance with manufacturer's requirements.	√				
2. Perform conditioning or mulling of prepared upper	2.1. Temperature of the conditioning chamber or mulling machine is adjusted according to job specification.	√				
	2.2. Water level of conditioning chamber is checked.	√				
	2.3. The upper is placed on the chamber for the specified time.	√				
3. Interpret toe/forepart lasting	3.1. Toe/forepart lasting is interpreted in accordance with style/design of shoes.				√	
	3.2. Process of toe lasting is comprehended.		√			
4. Interpret side and seat lasting	4.1. Side and seat lasting is interpreted in accordance with standard operating procedures.		√			
	4.2. Side and seat lasting are checked as per standards.	√				

Occupation:	Lasting and Assembling Operations				
Unit Name:	Prepare lasted upper and sole for bonding				

Unit Code:	SEIP-LEA-LAS-04-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Perform heat setting and wrinkle chasing	1.1. Heat setting of lasted is performed as per job requirements.		√			
	1.2. Wrinkle chasing of lasted is demonstrated by using hot air bower/hand iron.		√			
2. Mark sole margin on lasted upper	2.1. Outsoles and lasted uppers are matched according to design and sizes.		√			
	2.2. Upper is marked according to the profile of outsole margin which to be cemented for attachment.		√			
3. Interpret roughing and scouring	3.1. Roughing and scouring is interpreted in accordance with markings.			√		
	3.2. Grains and finish of the lasting margin of upper are removed without damages.		√			
4. Apply adhesive to bottom of lasted insole and attach filler	4.1. Adhesive is applied to the bottom of lasted insole in accordance with work specifications.		√			
	4.2. Filler is attached on the bottom profile of the lasted upper in accordance with the thickness of upper materials.		√			

Occupation:	Lasting and Assembling Operations					
Unit Name:	Perform sole attaching and assembling					
Unit Code:	SEIP-LEA-LAS-05-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Perform sole attaching and pressing	1.1. Upper and sole adhesives are reactivated in accordance with manufacturer's requirements.		√			
	1.2. Sole is attached to lasted upper according to standards operating procedures without damage of materials.		√			
	1.3. Sole press machine is set up in accordance with manufacturer's manual.			√		
	1.4. Sole pressing is performed in accordance with standard operating procedures.		√			

2. Perform chilling and edge cleaning operations	2.1. Lasted shoe after sole pressing is chilled/cooled as per guidelines.	√		
	2.2. Sole and upper are cleaned and kept free from excess adhesive.	√		
3. Perform de-lasting and checking of shoe	3.1. Temporary laces are removed.	√		
	3.2. De-lasting is performed without damage of topline and seams.	√		
	3.3. Shoes are checked in accordance with approved samples.	√		

PART B – THE CANDIDATE

Instructions to Candidate

To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in Lasting and Assembling Operations. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

In judging the evidence, your assessor must ensure that the evidence is:

- authentic (your own work)
- valid (directly related to the current version of the units of competency)
- reliable (consistently demonstrates of your knowledge and skill)
- current (shows your current capacity to perform the work)
- sufficient (covers the full range of elements comprised within the units of competency)

Furthermore, the assessment process must:

- provide for valid, reliable, flexible and fair assessment
- provide for judgment to be made on the basis of sufficient evidence
- offer valid, authentic and current evidence
- include workplace requirements

There are two types of assessment:

1. Knowledge Assessment - is designed to enable assessment against the various *elements* contained within the units of competency through a variety of activities such as multiple choice, short-answer questions, oral questioning. It is essentially examining your theoretical knowledge.

This provides the assessor with substantial evidence of your knowledge and aptitude to perform the work relating to the specific unit of competency, in conjunction with other assessment tools such as workplace observation.

You should complete the knowledge assessment as directed by the assessor and follow all instructions as and when given. If you are unable to complete the knowledge assessment, please speak to the assessor about alternative assessment solutions.

2. Skill Assessment - is designed to enable assessment against the various *performance criteria* contained within the units of competency through, for example, demonstration of skill in a simulated or actual work environment. In essence, it is an examination of your practical ability.

This provides the assessor with substantial evidence of your ability to perform the work relating to the specific unit of competency to the standard expected by industry (the benchmark).

You should complete the skill assessment as directed by the assessor and follow all instructions as and when given, ensuring your own health and safety.

Once you have been assessed as competent against all of the units of competency comprising of the qualification being undertaken, you will be awarded your certificate.

Your assessor will discuss in more detail the requirements for assessment for each unit of competency at the appropriate time.

And please do not panic if you are not assessed as competent on any part of your qualification at your first attempt. Your assessor will discuss with you any identified skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

Qualification:	Lasting and Assembling Operations	
Units of competency:	<p>Generic units:</p> <p>Perform computations using basic mathematical concepts</p> <p>Carry out workplace interaction</p> <p>Operate in a team environment</p> <p>Sector-specific units:</p> <p>Apply occupational health and safety in the workplace</p> <p>Work in the leather, leather goods and footwear industries</p> <p>Occupation-specific units:</p> <p>Interpret lasting and assembling operations</p> <p>Prepare upper and last for machine</p> <p>Perform basic machine lasting</p> <p>Prepare lasted and upper sole for bonding</p> <p>Perform sole attaching and assembling</p>	
<p>Instructions:</p> <ul style="list-style-type: none"> ▪ Read each of the questions in the left-hand column of the chart ▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer 		
Can I?	YES	NO
▪ Identify calculation requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ Select appropriate methods to carry out the calculation requirement		
▪ Solve constructed mathematical problems with appropriate method		
▪ Identify tools and instruments required for computation		

<ul style="list-style-type: none"> ▪ Perform calculation using appropriate tools and instrument accurately 		
<ul style="list-style-type: none"> ▪ Interpret workplace codes of conducts as per organizational guidelines 		
<ul style="list-style-type: none"> ▪ Maintain appropriate lines of communication with supervisors and colleagues 		
<ul style="list-style-type: none"> ▪ Conduct workplace interactions in courteous manner to gather and convey information 		
<ul style="list-style-type: none"> ▪ Ask questions about routine workplace procedures and matters and respond to queries clearly and concisely 		
<ul style="list-style-type: none"> ▪ Interpret workplace documents correctly; take assistance to aid comprehension when required from peers/supervisors 		
<ul style="list-style-type: none"> ▪ Understand correctly and follow visual information/symbols/signage 		
<ul style="list-style-type: none"> ▪ Access specific and relevant information from appropriate sources 		
<ul style="list-style-type: none"> ▪ Use appropriate medium to transfer information and ideas 		
<ul style="list-style-type: none"> ▪ Attend team meetings on time and followed meeting procedures etiquette 		
<ul style="list-style-type: none"> ▪ Express clearly own opinions and listened to those of others without interruption 		
<ul style="list-style-type: none"> ▪ Provide inputs consistent with the meeting and interpret and implement meeting outcomes 		
<ul style="list-style-type: none"> ▪ Interpret roles and objectives of the team 		
<ul style="list-style-type: none"> ▪ Interpret roles and responsibilities of team members 		
<ul style="list-style-type: none"> ▪ Identify personal roles and responsibilities within the team environment 		
<ul style="list-style-type: none"> ▪ Interpret reporting relationships within team and external to team 		
<ul style="list-style-type: none"> ▪ Identify other teammates' tasks and provide support 		
<ul style="list-style-type: none"> ▪ Encourage the team through sharing information or expertise, working together to solve problems, and putting team success first 		
<ul style="list-style-type: none"> ▪ Interpret views and opinions of other team members 		
<ul style="list-style-type: none"> ▪ Demonstrate responsibilities as a team member and keep promises and commitments made to others 		
<ul style="list-style-type: none"> ▪ Perform tasks in accordance with workplace procedures 		
<ul style="list-style-type: none"> ▪ Respect and maintain confidentiality 		
<ul style="list-style-type: none"> ▪ Avoid situations and actions considered inappropriate or which presented a conflict of interest 		
<ul style="list-style-type: none"> ▪ Identify problems faced at the individual and team level and show insight into the root causes of problems 		
<ul style="list-style-type: none"> ▪ Identify a range of solutions and courses of action with benefits, costs and risks associated with each 		

▪ Recognised the good ideas of others to help develop solutions and see advice from those who've solved similar problems		
▪ Look beyond the obvious and not stop at the first answers		
▪ Interpret OHS policies and safe operating procedures		
▪ Identify and follow safety signs and symbols		
▪ Interpret response, evacuation procedures and other contingency measures as per standards		
▪ Adhere all safety requirements/regulations to and before, during and after use		
▪ Identify and mark unsafe or faulty tools for repair according to designated procedures before, during and after use		
▪ Wear Personal protective equipment (PPE)		
▪ Check immediate work area routinely for safety hazards prior to starting and during work		
▪ Identify hazards and unacceptable activities, rectify and remove and conduct work safely according to standard OHS requirement		
▪ Report OSH hazards and incidents in the work area to appropriate personnel according to workplace procedures		
▪ List common health issues		
▪ Identify common safety issues, hazards and risks		
▪ Interpret hazards and risks assessment and controls		
▪ Report hazards and risk observed in the work area as per company safety guidelines		
▪ Identify alarms and warning devices		
▪ Comprehend emergency response plans and procedures		
▪ Recall first aid procedures during emergency situations		
▪ Demonstrate appropriate responses in an emergency situation		
▪ Identify the positions, job roles and responsibilities in the tannery, leather goods and footwear industries		
▪ Differentiated clearly the positions and job roles with key responsibilities		
▪ Identify for use different types of raw materials used in the leather industry		
▪ Identify for use different types of materials used in the leather goods industry		
▪ Identify for use different types of materials used in the footwear industry		
▪ Comprehend basic concept of lasting		
▪ Identify types of lasting		

▪ Interpret types of lasting		
▪ Interpret concepts of lasting operations		
▪ Interpret concepts of assembling operations		
▪ Identify machines and tools and equipment used in lasting and assembling operations		
▪ Receive work bundles from concerned department and checked as per job requirements		
▪ Maintain records as per company guidelines		
▪ Check tools and accessories		
▪ Lace up the upper with a temporary lace according to the design of shoes		
▪ Follow lacing norm as per approved samples		
▪ Attach insole securely to the last bottom according to the method of insole attachment		
▪ Use other operations to complete tasks in construction works		
▪ Check and prepare work pieces as per SOP		
▪ Do adjustment of machine according to manufacturer instructions		
▪ Test machine in accordance with manufacturer's requirements		
▪ Adjust temperature of the conditioning chamber or mulling machine according to job specification		
▪ Check water level of conditioning chamber		
▪ Place the upper on the chamber for the specified time		
▪ Interpret toe/forepart lasting in accordance with style/design of shoes		
▪ Process of toe lasting is comprehended		
▪ Interpret side and seat lasting in accordance with standard operating procedures		
▪ Side and seat lasting are checked as per standards		
▪ Perform heat setting of lasted as per job requirements		
▪ Lasted wrinkle chasing is demonstrated by using hot air bower/hand iron		
▪ Match outsoles and lasted uppers are matched according to design and sizes		
▪ Mark upper according to the profile of outsole margin which to be cemented for attachment		
▪ Interpret roughing and souring in accordance with markings		
▪ Remove grains and finish of the lasting margin of upper without damages		

▪ Apply adhesive to the bottom of lasted insole in accordance with work specifications		
▪ Attach filler on the bottom profile of the lasted upper in accordance with the thickness of upper materials		
▪ Reactivate upper and sole adhesives in accordance with manufacturer's requirements		
▪ Attach sole to lasted upper according to standards operating procedures without damage of materials		
▪ Set up sole press machine in accordance with manufacturer's manual		
▪ Perform sole pressing in accordance with standard operating procedures		
▪ Chill/cool lasted shoe after sole pressing as per guidelines		
▪ Clean and keep sole and upper free from excessive adhesive		
▪ Remove temporary laces		
▪ Perform de-lasting without damage of top line and seams		
▪ Check shoes in accordance with approved samples		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's signature:		Date:

PART C – THE ASSESSMENT

Assessment Agreement – Lasting and Assembling Operations

The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of Lasting and Assembling Operations, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-LEA-LAS-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-LAS-02-G	Carryout workplace interaction
SEIP-LEA-LAS-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-LAS-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-LAS-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-LAS-01-O	Interpret lasting and assembling operations
SEIP-LEA-LAS-02-O	Prepare upper and last for machine lasting
SEIP-LEA-LAS-03-O	Perform basic machine lasting
SEIP-LEA-LAS-04-O	Prepare upper and sole for bonding and assembling operations
SEIP-LEA-LAS-05-O	Perform sole attaching and assembling operations

After successful completion of learning and assessment, you shall be awarded with a certificate.

Assessment Agreement	
Occupation:	Lasting and Assembling Operations
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-LEA-LAS-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-LAS-02-G	Carryout workplace interaction
SEIP-LEA-LAS-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-LAS-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-LAS-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-LAS-01-O	Interpret lasting and assembling operations
SEIP-LEA-LAS-02-O	Prepare upper and last for machine lasting
SEIP-LEA-LAS-03-O	Perform basic machine lasting
SEIP-LEA-LAS-04-O	Prepare upper and sole bonding and assembling operations
SEIP-CON-MAS-05-O	Perform sole attaching and assembling operations
Resources Required for Assessment	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> ▪ copies of activities, questions, projects nominated by the assessor ▪ relevant organisational policies, protocols and procedural documents (if required) ▪ devices or tools to record answers ▪ appropriate actual or simulated workplace ▪ all necessary tools and equipment used in performance of the work-based task ▪ any other resources normally used in the workplace 	
Assessment Instructions	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation and arrange a suitable time and location for demonstration of these skills.</p> <p>Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.</p>	
Performance Standards	
<p>To receive a satisfactory result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.</p>	

Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).
 Successful completion of all units of competency that comprise of the qualification Lasting and Assembling Operations, will result in the candidate will be issued with the relevant, nationally recognised certificate.
 Assessors must clearly explain the required performance standards.

Declaration

I declare that:

- the assessment requirements have been clearly explained to me
- all the work completed towards assessment will be my own
- cheating and plagiarism are unacceptable

Candidate Name:		Date:	
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Assessor Name:		Date:	
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PART D – ASSESSMENT TOOLS

Specific Instructions to Assessor

Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
 - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration activities:
 - Set A:
 - prepare upper and last for lasting
 - prepare upper and sole for assembling operation
 - perform sole attaching and assembling operation
 - Set B:
 - prepare upper and last of lady's shoe for machine lasting
 - prepare upper and sole for assembling operation for lady's shoe
 - perform sole attaching for lady's shoe
 - Set C:
 - prepare upper and last of men's shoe for machine lasting
 - prepare upper and attach upper and sole for men's shoes
 - perform chilling, edge cleaning and de-lasting
 - provide the candidate with the copy of the specific instruction to candidate
 - allow the practical demonstration to be performed within four (4) hours including preparation of the materials
 - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
 - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
 - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
 - (a) Written Test (1 hour) – **knowledge evidence**
 - (b) Practical Demonstration (4 hours) – **performance evidence**The practical demonstration activities will be divided into three (3) tasks (contained in one set):
 - (i) Practical demonstration 1 (30 minutes)
 - (ii) Practical demonstration 2 (2 hours)
 - (iii) Practical demonstration 3 (1.5 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.

4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

COMPETENT

NOT YET COMPETENT

5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:

- Set A – Practical Demonstration 1 page 37
- Set A – Practical Demonstration 2: page 41
- Set A – Practical Demonstration 3: pages 45
- Set B – Practical Demonstration 1: page 49
- Set B – Practical Demonstration 2: page 53
- Set B – Practical Demonstration 3: pages 57
- Set C – Practical Demonstration 1: page 61
- Set C – Practical Demonstration 2: page 65
- Set C – Practical Demonstration 3: page 69

Specific Instructions to Candidate

You should respond to the assessment either in writing or verbally as agreed with the assessor. Written responses can be recorded in the spaces provided; if more space is required attach additional pages) or submit a word-processed document.

If you answer verbally, the assessor should record your answers in detail. Please check your recorded answers carefully and thoroughly to ensure that they are accurate.

You may also be undertaking observable activities (i.e. practical demonstration) that provide evidence of performance. The assessor must provide you with clear instructions on what is expected during this type of assessment and arrange a suitable time and location for demonstration of these skills.

To receive a satisfactory result for the assessments, you must complete all of the assessment activities; including questions, projects and tasks nominated by the assessor, to the required standard.

This assessment is based upon the units of competency in Lasting and Assembling Operations. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (4 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
 - prepare upper and last for lasting (30 minutes)
 - prepare upper and sole for assembling operation (2 hours)
 - perform sole attaching and assembling operation (1.5 hours)
 - Set B:
 - prepare upper and last of lady's shoe for machine lasting (30 minutes)
 - prepare upper and sole for assembling operation for lady's shoe (2 hours)
 - perform sole attaching for lady's shoe (1.5 hours)
 - Set C:
 - prepare upper and last of men's shoe for machine lasting (30 minutes)
 - prepare upper and attach upper and sole for men's shoes (2 hours)
 - perform chilling, edge cleaning and de-lasting (1.5 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
 4. These assessments cover all units of competency for Lasting and Assembling Operations.
 5. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

COMPETENT

NOT YET COMPETENT

6. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

Written Test

WRITTEN TEST - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Unit of Competency	
Generic Competencies	
SEIP-LEA-LAS-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-LAS-02-G	Carryout workplace interaction
SEIP-LEA-LAS-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-LAS-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-LAS-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-LAS-01-O	Interpret lasting and assembling operations
SEIP-LEA-LAS-02-O	Prepare upper and last for machine lasting
SEIP-LEA-LAS-03-O	Perform basic machine lasting
SEIP-LEA-LAS-04-O	Prepare upper and sole for bonding and assembling operations
SEIP-LEA-LAS-05-O	Perform sole attaching and assembling operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this written examination is based on the performance criteria from all the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST

Multiple Choice

This is a **multiple-choice** of test. Choose the appropriate answer and circle the letter that corresponds with your answer.

1.	The lasting allowance (excess material added to the bottom. It allows the upper to be attached to the insole), usually is 15-20mm. When Hasan measured his pattern, he noticed that it was 15% more than the required 20mm. How much should Hasan cut from his pattern?	<ul style="list-style-type: none"> a. 5mm b. 6mm c. 3mm d. 4mm
2.	The following are precautions that must be taken to avoid fire in the leather and footwear industries except for:	<ul style="list-style-type: none"> a. Using the highest flash point solvents possible. b. Using general ventilation and local exhaust ventilation in spray booths and drying racks to reduce the concentration of flammable vapours. c. Maintaining unobstructed exits and gangways. d. Grounding adequately polishing machines and other sources of static electricity.
3.	The “safe” settings for almost soles presses is a pressure bar of ____ bar and a pressure time of 8 seconds.	<ul style="list-style-type: none"> a. 4 bar b. 5 bar c. 8 bar d. 7 bar
4.	The following are machines used for lasting and assembling except for:	<ul style="list-style-type: none"> a. Heating machine b. Back part/counter forming machine c. Roughing and scouring machine d. Freezer machine
5.	What is insole?	<ul style="list-style-type: none"> a. Forward facing part of the heel, under the arch of the sole. b. The part of the shoe where the upper edges meets the sole. c. Layer of material that sits inside the shoe that creates the layer between the sole and the wearer’s foot. d. The part of the sole that raises the rear of the shoe in relation to the front. This is typically shaped to match the shape of the upper.
6.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	<ul style="list-style-type: none"> a. Biological b. Ergonomic c. Physical d. Chemical

7.	Leather is usually purchased by the square foot, not by the yard. Most leather is available as full hides, sides (which are half a hide), bends and shoulders, which are cut in square shapes of about 14 square feet. How many yards is 14 square feet leather?	<ul style="list-style-type: none"> a. 0.65 yard b. 126 yards c. 5 yards d. 1.56 yards
8.	A shoe and leather worker/repairer performs the following except for:	<ul style="list-style-type: none"> a. Dye, soak, polish, paint, stamp, stitch, stain, buff, or engrave leather or other materials to obtain desired effects, decoration or shapes. b. Nail heel and toe cleats onto shoes. c. Adding handles and buckles. d. Clean and polish shoes.
9.	Farida was tasked to attend a meeting with the leather and footwear organization by 10:00am. Farida was not able to anticipate the traffic for that day, so she was late for the meeting. The following are actions she should take to avoid being late, except for?	<ul style="list-style-type: none"> a. Make sure to come on time and prepare for the meeting in advance. b. Leave home earlier to give time allowance for unexpected road traffic. c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place. d. Make sure you have a good excuse for being late.
10.	A set of rules outlining the social norms, religious rules and responsibilities of, and/or proper practices for individuals in an industry is called?	<ul style="list-style-type: none"> a. code of conduct b. good laboratory practices c. good manufacturing practices d. by-laws

True or False Quiz

Tick (√) the box corresponding to the correct answer.

11.	The lasted upper is prepared which include flattening the lasting margin area for better attachment with sole. This preparation step is called roughing and scouring.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	Lasting and assembling department deals with moulding the finished upper into a shape of the foot and as well as retaining the shapes that stimulates the foot shape.	True <input type="checkbox"/> False <input type="checkbox"/>
13.	The temperature of the conditioning chamber or mulling machine should all be set to 80°C regardless of the workpiece.	True <input type="checkbox"/> False <input type="checkbox"/>

Fill in the Missing Blanks

Write the word or group of words needed to complete the following sentences.

14.	_____ is the process of impregnation of moisture on the uppers to make leather soft and pliable. Generally, the moisture content of upper leather must be 24-28%.
15.	The outer sole of a boot or shoe is known as a _____.

Short Answer

Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).

16.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	
17.	In the production area, accident happened where hands access to the sole-moulding and heel presses occurred. What actions should the company take to ensure that same accident will not happen again?	
18.	What is the purpose of roughing (cemented construction)?	
19.	The solvent content of the glue is about 80%. In order to create a bond, the solvent must evaporate. How do you achieve evaporation?	
20.	Why should you observe complete care during last removal?	

Feedback to candidate:

Assessment decision for this assessment activity:

Competent

Not Yet Competent

Candidate's Signature:

Date:

Assessor's Signature:

Date:

Written Test - Answers

Answers are highlighted in **bold** and *italics*.

Multiple Choice		
1.	The lasting allowance (excess material added to the bottom. It allows the upper to be attached to the insole), usually is 15-20mm. When Hasan measured his pattern, he noticed that it was 15% more than the required 20mm. How much should Hasan cut from his pattern?	<ul style="list-style-type: none"> a. 5mm b. 6mm c. 3mm d. 4mm
2.	The following are precautions that must be taken to avoid fire in the leather and footwear industries except for:	<ul style="list-style-type: none"> a. Using the highest flash point solvents possible. b. Using general ventilation and local exhaust ventilation in spray booths and drying racks to reduce the concentration of flammable vapours. c. Maintaining unobstructed exits and gangways. d. Grounding adequately polishing machines and other sources of static electricity.
3.	The "safe" settings for almost soles presses is a pressure bar of ____ bar and a pressure time of 8 seconds.	<ul style="list-style-type: none"> a. 4 bar b. 5 bar c. 8 bar d. 7 bar
4.	The following are machines used for lasting and assembling except for:	<ul style="list-style-type: none"> a. Heating machine b. Back part/counter forming machine c. Roughing and scouring machine d. Freezer machine
5.	What is insole?	<ul style="list-style-type: none"> a. Forward facing part of the heel, under the arch of the sole. b. The part of the shoe where the upper edges meets the sole. c. Layer of material that sits inside the shoe that creates the layer between the sole and the wearer's foot. d. The part of the sole that raises the rear of the shoe in relation to the front. This is typically shaped to match the shape of the upper.
6.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	<ul style="list-style-type: none"> a. Biological hazard b. Ergonomic hazard c. Physical hazard d. Chemical hazard
7.	Leather is usually purchased by the square foot, not by the yard. Most leather is	<ul style="list-style-type: none"> a. 0.65 yard

	available as full hides, sides (which are half a hide), bends and shoulders, which are cut in square shapes of about 14 square feet. How many yards is 14 square feet leather?	b. 126 yards c. 5 yards d. 1.56 yards
8.	A shoe and leather worker/repairer performs the following except for:	a. Dye, soak, polish, paint, stamp, stitch, stain, buff, or engrave leather or other materials to obtain desired effects, decoration or shapes. b. Nail heel and toe cleats onto shoes. c. Adding handles and buckles. d. Clean and polish shoes
9.	Farida was tasked to attend a meeting with the leather and footwear organization by 10:00am. Farida was not able to anticipate the traffic for that day so she was late for the meeting. The following are actions she should take to avoid being late, except for?	a. Make sure to come on time and prepare for the meeting in advance. b. Leave home earlier to give time allowance for unexpected road traffic. c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place. d. Make sure you have a good excuse for being late.
10.	A set of rules outlining the social norms, religious rules and responsibilities of, and or proper practices for individuals in an industry is called?	a. code of conduct b. good laboratory practices c. good manufacturing practices d. by-laws
True or False Quiz		
11.	The lasted upper is prepared which include flattening the lasting margin area for better attachment with sole. This preparation step is called roughing and scouring.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
12.	Lasting and making department deals with moulding the finished upper into a shape of the foot and as well as retaining the shapes that stimulates the foot shape.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
13.	The temperature of the conditioning chamber or mulling machine should all be set to 80°C regardless of the work piece.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
Fill in the Missing Blanks		
14.	<u>Mulling of upper</u> is the process of impregnation of moisture on the uppers to make leather soft and pliable. Generally, the moisture content of upper leather must be 24-28%.	
15.	The outer sole of a boot or shoe is known as an <u>outsole</u> .	
Short Answer		
16.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	Make a written report and submit the same to your line manager.

17.	In the production area, accident happened where hands access to the sole-moulding and heel presses occurred. What actions should the company take to ensure that same accident will not happen again?	<i>Guard should be provided in the machine.</i>
18.	What is the purpose of roughing (cemented construction)?	<i>Roughing is done to prepare the surface for gluing/cementing.</i>
19.	The solvent content of the glue is about 80%. In order to create a bond, the solvent must evaporate. When do evaporation occurs?	<i>50% of the solvent will evaporate during the first minute after glue application.</i>
20.	Why should you observe complete care during last removal?	<i>Once the sole is attached, the last is removed or slipped from the shoe. This should be done with complete care to avoid damaged with top lines or seams.</i>

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and last for lasting
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have thirty (30) minutes to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task (refer to the list provided to you by the assessor). ▪ Arrange materials for insole attaching. ▪ Check the profile of last bottom and moulded insole. ▪ Attach insole with last bottom by masking tape. ▪ Place the last on conveyor for next operation. ▪ Attach toe puff between upper and lining at toe area (if not attached in upper closing section). ▪ Attach stiffener and mould back part of the shoe adjusting the back height. ▪ Insert temporary lace in the upper as per requirement. ▪ Adjust the mulling machine. ▪ Put the upper in the mulling machine for conditioning and prepare for lasting. 	
Resources Required:	
Tools:	Scissors Pincers Hammer Last Thimble

Equipment:	Lasting table Thimble pin
Machinery:	N/A
Materials:	Stitched upper Moulded insole Temporary lace
PPE:	Apron Mask Gloves (long) Safety shoes

Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and last for lasting	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Received work bundles from concerned department and checked as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Maintained records as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Checked tools and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Laced up the upper with a temporary lace according to the design of shoes	<input type="checkbox"/>	<input type="checkbox"/>
Lacing norm is followed as per approved samples	<input type="checkbox"/>	<input type="checkbox"/>
Insole is securely attached to the last bottom according to the method of insole attachment used.	<input type="checkbox"/>	<input type="checkbox"/>
Closed upper and lasted insole is placed into the rack/work transportation method (WTM) according to factory procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the work place	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and sole for assembling operation
Assessment centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two (2) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ul style="list-style-type: none">▪ Collect required tools, and materials required for the task (refer to the list provided to you by the assessor).▪ Perform heat setting.▪ Perform wrinkle chasing using hot air blower or hand iron.▪ Mark the area of upper for roughing as per requirement.▪ Rough upper using roughing machine.▪ Scour upper using scouring machine.▪ Clean the dust from the upper.▪ Apply the selected adhesive to the bottom side up to marked area of the lasted upper.▪ Attach bottom filler.▪ Dry adhesive layer and apply adhesive again (If required).▪ Dry the adhesive layer properly.▪ Clean the sole.▪ Rough the sole if required.▪ Carry out scouring the sole, if required.▪ Apply the primer on sole as per requirement.▪ Apply the adhesive on the sole.	

- Dry the adhesive layer.
- Clean the workplace.

Resources Required:

Tools:	Cleaning brush Nylon brush (to apply adhesive)
Equipment:	N/A
Machinery:	Heat setting machine Wrinkle chasing machine Roughing and scouring machine Drying chamber
Materials:	Lasted upper Unit sole Adhesives Filler Primers
PPE:	Apron Mask Gloves (long) Safety shoes

SET-A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and sole for assembling operation	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather goods industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Performed heat setting of lasted as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated wrinkle chasing of lasted by using hot air bower/hand iron	<input type="checkbox"/>	<input type="checkbox"/>
Matched outsoles and lasted uppers according to design and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Marked upper according to the profile of outsole margin which to be cemented for attachment	<input type="checkbox"/>	<input type="checkbox"/>
Removed grains and finish of the lasting margin of upper without damages	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive to the bottom of lasted insole in accordance with work specifications	<input type="checkbox"/>	<input type="checkbox"/>
Attached filler on the bottom profile of the lasted upper in accordance with the thickness of upper materials	<input type="checkbox"/>	<input type="checkbox"/>
Primers and cement are handled in accordance with OHS requirements	<input type="checkbox"/>	<input type="checkbox"/>
Outsole is primed according to material specifications and guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Sole cementing is performed in accordance with materials specification	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set A: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Perform sole attaching and assembling operation
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have one and a half (1.5) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials required for the task. Use your output from Practical Demonstration 2 above (refer to the list provided to you by the assessor). ▪ Adjust temperature and time for the heat reactivation machine. ▪ Re-activate the sole and lasted upper in heat activator. ▪ Attach the sole in position with lasted upper by hand. ▪ Place the attached sole upper in sole press machine properly. ▪ Operate sole pressing machine for proper attaching. ▪ Place the sole attached shoe in cooling chamber as per requirement. ▪ Clean the excess adhesive from upper and sole. ▪ Cut and remove lace. ▪ Put the shoe on de-lasting machine. ▪ De-last the shoe from last. ▪ Check the inside of shoe for nails. ▪ Attach insocks in the shoe. 	
Resources Required:	
Tools:	Scissor

	Hammer
Equipment:	N/A
Machinery:	Heat reactivation machine Sole press machine Chilling machine De-lasting machine
Materials:	Cemented last upper Cemented sole Resin rubber Crepe rubber (for cleaning adhesive) Adhesive Insocks
PPE:	Apron Mask Gloves (long) Safety shoes

Set A: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Perform sole attaching and assembling operation	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather goods industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Reactivated upper and sole adhesives in accordance with manufacturer's requirements	<input type="checkbox"/>	<input type="checkbox"/>
Attached sole to lasted upper according to standards operating procedures without damage of materials	<input type="checkbox"/>	<input type="checkbox"/>
Sole press machine is set up in accordance with manufacturers manual		
Performed sole pressing in accordance with standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
Chilled/cooled lasted shoe after sole pressing as per guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned sole and upper and kept free from excess adhesive	<input type="checkbox"/>	<input type="checkbox"/>
Removed temporary laces	<input type="checkbox"/>	<input type="checkbox"/>
Performed de-lasting without damage of top line and seams	<input type="checkbox"/>	<input type="checkbox"/>
Shoes are checked in accordance with approved samples	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and last of lady's shoe for machine lasting
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have thirty (30) minutes to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for insole attaching. ▪ Make the upper and last for ladies shoes as per the instruction of your assessor. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Last Scissor Pincer Hammers Thimble
Equipment:	N/A

Machinery:	N/A
Materials:	Masking tape Pattern paper Hot melt adhesive Stitched upper Moulded insole Temporary laces
PPE:	Apron Gloves Safety shoes

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and last of lady's shoe for machine lasting	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Received work bundles from concerned department and checked as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Maintained records as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Checked tools and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Laced up the upper with a temporary lace according to the design of shoes	<input type="checkbox"/>	<input type="checkbox"/>
Lacing norm is followed as per approved samples	<input type="checkbox"/>	<input type="checkbox"/>
Insole is securely attached to the last bottom according to the method of insole attachment used	<input type="checkbox"/>	<input type="checkbox"/>
Closed upper and lasted insole is placed into the rack/work transportation method (WTM) according to factory procedures	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and sole for assembling operation for lady's shoe
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for sole attaching. ▪ Make the sole attaching for ladies shoes. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Last Scissors NT cutter Measuring scale Adhesive pot
Equipment:	N/A

Machinery:	N/A
Materials:	Masking tape Pattern paper Adhesive Filler Primers Out sole Leather
PPE:	Apron Gloves Safety shoes

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and sole for assembling operation for lady's shoe	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather goods industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Performed heat setting of lasted as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated wrinkle chasing of lasted by using hot air bower/hand iron	<input type="checkbox"/>	<input type="checkbox"/>
Matched outsoles and lasted uppers according to design and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Marked upper according to the profile of outsole margin which to be cemented for attachment	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools and materials for the task	<input type="checkbox"/>	<input type="checkbox"/>
Arranged the materials for sole attaching	<input type="checkbox"/>	<input type="checkbox"/>
Made the sole attaching for lady's shoes	<input type="checkbox"/>	<input type="checkbox"/>
Make the necessary calculation and measurements	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the work area	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set B: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Perform sole attaching for lady's shoe
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have one and a half (1.5) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for insole attaching. ▪ Make the upper and sole for assembling operations of lady's shoes. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Last Scissor NT cutter Measuring scale Adhesive pot
Equipment:	N/A

Machinery:	Sole press machine
Materials:	Masking tape Pattern paper Sole Adhesive
PPE:	Apron Gloves Safety shoes

Set B: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Perform sole attaching for lady's shoe	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather goods industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Reactivated upper and sole adhesives in accordance with manufacturer's requirements	<input type="checkbox"/>	<input type="checkbox"/>
Attached sole to lasted upper according to standards operating procedures without damage of materials	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools and materials for the task	<input type="checkbox"/>	<input type="checkbox"/>
Arranged the materials for insole attaching.	<input type="checkbox"/>	<input type="checkbox"/>
Made the upper and sole for assembling operations of lady's shoes	<input type="checkbox"/>	<input type="checkbox"/>
Made the necessary calculation and measurements.	<input type="checkbox"/>	<input type="checkbox"/>
Performed de-lasting without damage of top line and seams	<input type="checkbox"/>	<input type="checkbox"/>
Checked shoes in accordance with approved samples	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace and disposed the waste materials	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and last of men's shoe for machine lasting
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have thirty (30) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for insole attaching. ▪ Make the upper and last for men's shoe as per the instruction of your assessor. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Scissors Last Pincers Hammers Thimble
Equipment:	N/A

Machinery:	N/A
Materials:	Masking tape Pattern paper Hot melt adhesive Leather board Cellulose board Leather insole
PPE:	Apron Gloves Safety shoes

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and last of men's shoe for machine lasting	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Received work bundles from concerned department and checked as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Maintained records as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Checked tools and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Laced up the upper with a temporary lace according to the design of shoes	<input type="checkbox"/>	<input type="checkbox"/>
Attached insole securely to the last bottom according to the method of insole attachment	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted machine according to manufacturer instructions	<input type="checkbox"/>	<input type="checkbox"/>
Tested machine in accordance with manufacturer's requirements	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools and materials for the task	<input type="checkbox"/>	<input type="checkbox"/>
Arranged the materials for insole attaching	<input type="checkbox"/>	<input type="checkbox"/>
Made the upper and last for men's shoe as per the instruction of your assessor	<input type="checkbox"/>	<input type="checkbox"/>
Made the necessary calculation and measurements	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the work place	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Prepare upper and attach upper and sole for men's shoes
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for upper and sole attaching. ▪ Make the sole attaching for men's shoes. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Scissors Adhesive Pot
Equipment:	N/A
Machinery:	Mulling machine

Materials:	Masking tape pattern paper Outsoles Lasted upper Primers Fillers Adhesives Brush
PPE:	Apron Gloves Safety shoes

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Prepare upper and attach upper and sole for men's shoes	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Identified for use different types of materials used in the leather goods industry	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of lasting	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, and tools and equipment used in lasting and assembling operations	<input type="checkbox"/>	<input type="checkbox"/>
Performed heat setting of lasted as per job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated wrinkle chasing of lasted by using hot air bower/hand iron	<input type="checkbox"/>	<input type="checkbox"/>
Matched outsoles and lasted uppers according to design and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Marked upper according to the profile of outsole margin which to be cemented for attachment	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools and materials for the task	<input type="checkbox"/>	<input type="checkbox"/>
Arranged the materials for upper and sole attaching	<input type="checkbox"/>	<input type="checkbox"/>
Made the sole attaching for men's shoes	<input type="checkbox"/>	<input type="checkbox"/>
Made the necessary calculation and measurements	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set C: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Task:	Perform chilling, edge cleaning and de-lasting
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Lasting and Assembling Operations ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have one and a half (1.5) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ul style="list-style-type: none"> ▪ Collect required tools and materials for the task. ▪ Arrange the materials for chilling, edge cleaning and de-lasting. ▪ Make chilling, edge cleaning and de-lasting. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Last Scissors NT cutter Measuring scale
Equipment:	N/A
Machinery:	Sole Press machine

Materials:	Masking tape Pattern paper Lasted shoe
PPE:	Apron Gloves Safety shoes


Set C: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Lasting and Assembling Operations	
Task:	Perform chilling, edge cleaning and de-lasting	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Conducted workplace interactions in courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibilities as a team member and kept promises and commitments made to others	<input type="checkbox"/>	<input type="checkbox"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Wear personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified for use different types of raw materials used in the leather industry	<input type="checkbox"/>	<input type="checkbox"/>

Collected required tools and materials required for the task	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted temperature and time for the heat reactivation machine	<input type="checkbox"/>	<input type="checkbox"/>
Re-activated the sole and lasted upper in heat activator	<input type="checkbox"/>	<input type="checkbox"/>
Attached the sole in position with lasted upper by hand	<input type="checkbox"/>	<input type="checkbox"/>
Placed the attached sole upper in sole press machine properly	<input type="checkbox"/>	<input type="checkbox"/>
Operated sole pressing machine for proper attaching	<input type="checkbox"/>	<input type="checkbox"/>
Placed the sole attached shoe in cooling chamber as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the excess adhesive from upper and sole	<input type="checkbox"/>	<input type="checkbox"/>
Removed temporary laces		
Performed de-lasting without damage of top line and seams	<input type="checkbox"/>	<input type="checkbox"/>
Checked shoes in accordance with approved samples	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned the workplace and disposed the waste materials	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Lasting and Assembling Operations
Unit of Competency	
Generic Competencies	
SEIP-LEA-LAS-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-LAS-02-G	Carryout workplace interaction
SEIP-LEA-LAS-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-LAS-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-LAS-02-S	Work in a leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-LAS-01-O	Interpret lasting and assembling operations
SEIP-LEA-LAS-02-O	Prepare upper and last for machine lasting
SEIP-LEA-LAS-03-O	Perform basic machine lasting
SEIP-LEA-LAS-04-O	Prepare upper and sole for bonding and assembling operations
SEIP-LEA-LAS-05-O	Perform sole attaching and assembling operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ these oral questions are based on the performance criteria from all the units of competency in Lasting and Assembling Operations ▪ oral questions are designed to enable additional assessment of your underpinning knowledge ▪ you should present your responses as directed by the assessor ▪ answer all the questions asked by the assessor as best as possible 	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What will you do in case you encounter difficulty in setting-up sole press machine?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What does the following signage mean? 	<input type="checkbox"/>	<input type="checkbox"/>
3.	What action will you take to improve the rate of penetration of water into the upper material (during heat setting)?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Which will give you higher output on productivity? Hand lasting or machine lasting?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Marina would like to ensure that the insole is securely attached with upper, what actions should she take?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What is the disadvantage of a conveyor system in relation to the placement of the activation machine and the lasting machines?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Why do you need to know the risk level, machine operating instructions and rules that must be followed, while working on insole moulding machines, lasting machines and nailing machines, sole press and de-lasting machines?	<input type="checkbox"/>	<input type="checkbox"/>
8.	When working with roughing machines, what safety precautions should be applied?	<input type="checkbox"/>	<input type="checkbox"/>
9.	If you are given the amount of leather needed per batch of shoe production, how will you calculate for the leather required for 5 batches?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Your co-worker approached you and suddenly burst into tears, and tells her personal problems with you. One of your friends in the production area approached you, and asked about the reasons why your co-worker was crying, what action should you take?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What will you do to ensure proper chilling of lasted shoe after sole pressing?	<input type="checkbox"/>	<input type="checkbox"/>
12.	What if the adhesive accidentally went out of its container while you were in the production area, what actions will you take?	<input type="checkbox"/>	<input type="checkbox"/>
13.	What are the effects of heat setting in assembling operations?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Why do we need to follow Racks/Work Transport Methods (WTM)?	<input type="checkbox"/>	<input type="checkbox"/>
15.	While you are toe lasting, you have the impression that the temperature, time, or moisture quantity should be altered to achieve a better lasting result, what will you do in this scenario?	<input type="checkbox"/>	<input type="checkbox"/>


16.	In using dedicated press systems, what are the factors that guaranteed the pressing action to give pressure to self-shaping pads?	<input type="checkbox"/>	<input type="checkbox"/>
17.	How does a sole roughing machine works?	<input type="checkbox"/>	<input type="checkbox"/>
18.	What is the integral content of reporting incidents in the workplace to superior authority?	<input type="checkbox"/>	<input type="checkbox"/>
19.	What will you do in case you are in the middle of your production and there is a sudden mechanical problem in your line of work?	<input type="checkbox"/>	<input type="checkbox"/>
20.	How will you convey your message regarding the production process in your assigned area?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			
Assessment decision for this assessment activity:			
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent	
Candidate's Signature:		Date:	
Assessor's Signature:		Date:	

Oral Questioning Guideline

General Guidelines For Effective Questioning	
▪	Keep questions short and focused on one key concept
▪	Ensure that questions are structured
▪	Test the questions to check that they are not ambiguous
▪	Use `open-ended questions such as `what if...?' and `why...?' questions, rather than closed questions
▪	Keep questions clear and straight forward and ask one at a time
▪	Use words that the candidate is able to understand
▪	Look at the candidate when asking questions
▪	Check to ensure that the candidate fully understands the questions
▪	Ask the candidate to clarify or re-phrase their answer if the assessor does not understand the initial response
▪	Confirm the candidate's response by repeating the answer back in his/her own words
▪	Encourage a conversational approach with the candidate when appropriate, to put him or her at ease
▪	Use questions or statements as prompts for keeping focused on the purpose of the questions and the kind of evidence being collected
▪	Use language at a suitable level for the candidate
▪	Listen carefully to the answers for opportunities to find unexpected evidence
▪	Follow up responses with further questions, if useful, to draw out more evidence or to make links between knowledge areas
▪	Compile a list of acceptable responses to ensure reliability of assessments

Oral Questions (Optional) - Answers

Answers are highlighted in **bold** and *italics*.

ORAL QUESTIONS		
Question		Answer
1.	What will you do in case you encounter difficulty in setting-up sole press machine?	May include but are not limited to the following: <ol style="list-style-type: none"> 1. <i>Refer to the User's manual</i> 2. <i>Ask for company technician's support</i> 3. <i>Report the encountered difficulty in writing following workplace requirements</i>
2.	What does the following signage mean? 	Slippery stairs
3.	What action will you take to improve the rate of penetration of water into the upper material (during heat setting)?	The use of wetting agent solution improves the rate of penetration into the upper material, it also aids to obtain uniformity in stress throughout and is especially beneficial during heat-setting as it provides an avenue or path for the moisture to escape more rapidly during drying and setting and hence shorten drying time.
4.	Which will give you higher output on productivity? Hand lasting or machine lasting?	Machine lasting
5.	Marina would like to ensure that the insole is securely attached with upper, what actions should she take?	Marina should perform lasting.
6.	What is the disadvantage of a conveyor system in relation to the placement of the activation machine and the lasting machines?	The disadvantage of a conveyor system is that long distances between activation and sole press machines imply a loss of activation energy which affect the sole binding. The distance of conveyor systems between two cementing stations also affects drying.
7.	Why do you need to know the risk level, machine operating instructions and rules that must be followed, while working on insole moulding machines, lasting machines and nailing machines, sole press and de-lasting machines?	With regards to the level of risk, the insole moulding machines (insole lasting machine, sole pressing, de-lasting machine) present the highest risk levels. The complexity of their use and the hazards to the worker it may cause in case of misuse of the machines are the considerations to avoid unsafe conditions in the workplace.

8.	When working with roughing machines, what safety precautions should be applied?	Do not wear loose fitting clothing and jewellery, long hair should be tied-up or cut.
9.	If you are given the amount of leather needed per batch of shoe production, how will you calculate for the leather required for 5 batches?	Use ratio and proportion.
10.	Your co-worker approached you and suddenly burst into tears, and tells her personal problems with you. One of your friends in the production area approached you, and asked about the reasons why your co-worker was crying, what action should you take?	Do not tell your friend about the issue. Confidentiality whether personal or official should always be put into practice.
11.	What will you do to ensure proper chilling of lasted shoe after sole pressing?	Check the setting of the chilling machine.
12.	What if the adhesive accidentally went out of its container while you were in the production area, what actions will you take?	May include but are not limited to: <ul style="list-style-type: none"> • Ask for help and assistance from the factory cleaner • Ensure correct cleaning of the spilled adhesives are implemented
13.	What are the effects of heat setting in assembling operations?	Heat setting provide the shape of last to upper and retain the shape after removal of last from upper.
14.	Why do we need to follow Racks/Work Transport Methods (WTM)?	To carry transport materials appropriately.
15.	While you are toe lasting, you have the impression that the temperature, time, or moisture quantity should be altered to achieve a better lasting result, what will you do in this scenario?	Call the technician, follow the superior or manager.
16.	In using dedicated press systems, what are the factors that guaranteed the pressing action to give pressure to self-shaping pads?	The pressing action is guaranteed by various solutions: mechanical, pressurized or vacuum systems.
17.	How does a sole roughing machine works?	The sole roughing machine is a carbide cutter, which roughs the profile of the shaped sole. The operation cleans and prepares the part which the adhesive will be deposited on for bottom application.
18.	What is the integral content of reporting incidents in the workplace to superior authority?	Any report of incident in the workplace should contain evidence of the damage and the costs of repairing the damage.
19.	What will you do in case you are in the middle of your production and there is a sudden mechanical problem in your line of work?	Stop the work, assess the depth of the mechanical breakdown, when allowed, resolve the problem, if not ask for help.
20.	How will you convey your message regarding the production process in your assigned area?	May include but are not limited to: <ul style="list-style-type: none"> • Talk face to face with immediate line leader • Submit a letter about your concern • Write a report regarding your concern

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Lasting and Assembling Operations		
Assessment Centre:			
Date(s) of Assessment:			
The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:			
Unit of Competency	Assessment Method	Competent	Not Yet Competent
All units of competency comprising of the qualification	Written Test	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 1 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 2 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 3 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Note: Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for ALL units of competency.			
Recommendation			
<input type="checkbox"/> Issuance of Statement of Achievement (<i>indicate title of SOA, if full Certificate is not met</i>)	<input type="checkbox"/> Submission of additional documents Specify:	<input type="checkbox"/> Reassessment Specify:	
Did the candidate overall performance meet the required evidence/standard?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Overall Evaluation:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
General Comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	
Institution Manager Signature:		Date:	

CANDIDATES COPY
(Please presents this form when you claim your Certificate)

ASSESSMENT RESULTS SUMMARY			
Qualification:	Certificate in Lasting and Assembling Operations		
Name of Candidate:		Date:	
Name at Assessment Centre:		Date:	
Assessment Results:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Recommendation:	<input type="checkbox"/> Issuance of SOA <i>(indicate title of SOA, if full certificate is not met)</i>		
	<input type="checkbox"/> Submission of additional documents – specify:		
	<input type="checkbox"/> Reassessment - specify:		
Assessed by: (name and signature)		Date:	
Attested by: (name and signature):		Date	

Assessment Validation Map

This identifies how the assessment tools in this resource may assess:

- elements and performance criteria
- critical aspects of assessment
- skills and knowledge
- employability skills

Unit of Competency:	SEIP-LEA-LAS-01-G – Perform computations using basic mathematical concepts		
Element	Assessment Evidence		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	1, 7		9
2. Select appropriate mathematical methods/concepts for calculation.	1, 7		9
3. Use tool/instrument to perform calculations.	1, 7	A1-3 B1-3 C1-3	
Unit of Competency:	SEIP-LEA-LAS-02-G – Carryout workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.	10	A1-3 B1-3 C1-3	20
2. Interpret workplace documents.		A1-3 B1-3 C1-3	2
3. Participate in workplace meetings and discussions.	10	A1-3 B1-3 C1-3	
Unit of Competency:	SEIP-LEA-LAS-03-G – Operate in a team environment		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.	8		

2. Identify own role and responsibilities within team.		8		
3. Communicate and co-operate with team members.		16	A1-3 B1-3 C1-3	10, 20
4. Practice professional ethics at work.		16	A1-3 B1-3 C1-3	10, 20
5. Practice problem solving within the team.		16	A1-3 B1-3 C1-3	10, 20
Unit of Competency:	SEIP-LEA-LAS-01-S – Apply occupational health and safety (OHS) in the workplace			
Element	Assessment Method			
	Written	Practical	Oral	
1. Interpret OHS policies and procedures.		2		2, 1, 8
2. Follow and conduct OSH practices.		2	A1-3 B1-3 C1-3	8
3. Comprehend personal and safety practices.		6	A1-3 B1-3 C1-3	7
4. Demonstrate responses to emergency situations.		17		18, 19
Unit of Competency:	SEIP-LEA-LAS-02-S – Work in the leather, leather goods and footwear industries			
Element	Assessment Method			
	Written	Practical	Oral	
1. Identify the positions, job roles and responsibilities in the leather, leather goods and footwear industries.		8, 12		
2. Identify materials for leather, leather goods and footwear industries.			A1-3 B1-3 C1-3	
Unit of Competency:	SEIP-LEA-LAS-01-O – Interpret lasting and assembling operations			
Element	Assessment Method			

		Written	Practical	Oral
1. Interpret basic concepts of lasting operations.		11	A1-3 B1-3 C1-3	4
2. Interpret basic concepts of assembling operations.		4	A1-3 B1-3 C1-3	13, 17
Unit of Competency:	SEIP-LEA-LAS-02-O – Prepare upper and last machine for lasting			
Element	Assessment Method			
	Written	Practical	Oral	
1. Check work bundles received from concerned department.		12	A1, B1, C1	
2. Perform temporary lacing with upper.			A1, B1, C1	
3. Attach insole to last bottom.		15	A1, B1, C1	5, 14
Unit of Competency:	SEIP-LEA-LAS-03-O – Perform basic machine lasting			
Element	Assessment Method			
	Written	Practical	Oral	
1. Prepare work pieces and adjust machine for operation.		13	A1, B1, C1	
2. Perform conditioning or mulling of prepare upper.		14	A1, B1, C1	
3. Interpret toe/forepart lasting.				6
4. Interpret side and seat lasting.				15
Unit of Competency:	SEIP-LEA-LAS-04-O – Prepare lasted upper and sole for bonding			
Element	Assessment Method			
	Written	Practical	Oral	
1. Perform heat setting and wrinkle chasing.		3	A2, B2, C2	3
2. Mark sole margin on lasted upper.		15	A2, B2, C2	
3. Interpret roughing and scouring.		18		8, 17

4. Apply adhesive to bottom of lasted insole and attach filler.	19	A2, B2, C2	4
5. Perform outsole priming and cementing.		A2, B2, C2	
Unit of Competency:	SEIP-LEA-LAS-05-O – Perform sole attaching and assembling operations		
Element	Assessment Method		
	Written	Practical	Oral
1. Performs sole attaching and processing.	19	A3, B3, C3	1, 16
2. Perform chilling and edge cleaning operations.		A3, B3, C3	11
3. Perform de-lasting and checking of shoe.	20	A3, B3, C3	