



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR SETTING 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 Setting 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-SET-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-SET-02-G	Carry out workplace interaction
SEIP-LEA-SET-03-G	Operate in a self-directed team
Sector-specific Competencies	
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practice at the workplace
SEIP-LEA-SET-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SET-01-O	Use of tools and equipment in leather goods industries
SEIP-LEA-SET-02-O	Perform table works for leather goods manufacturing
SEIP-LEA-SET-03-O	Work in setting and assembling of leather goods manufacturing
SEIP-LEA-SET-04-O	Perform setting related operations in leather goods manufacturing
SEIP-LEA-SET-05-O	Perform assembling related operations in leather goods manufacturing

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:	Setting and Assembling Operations					
Unit Name:	Perform computations using basic mathematical concepts					
Unit Code:	SEIP-LEA-SET-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. Calculations are completed using appropriate tools and instruments.					√
	3.2. Calculation is performed using appropriate tools and instruments accurately.					√

Occupation:	Setting and Assembling Operations					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-LEA-SET-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. Interpret workplace communication and etiquette	1.1. Workplace code of conducts are interpreted as per organisational guidelines.			√
	1.2. Appropriate lines of communication are maintained with supervisors and colleagues.	√	√	
	1.3. Workplace interactions are conducted in a 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. Read and understand 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 and 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 purpose and interpreted and implemented meeting outcomes.			√
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 present a conflict of interest are avoided.			√

Occupation:	Setting and Assembling Operations		
Unit Name:	Operate in a self-directed team		
Unit Code:	SEIP-LEA-SET-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. Team goals and collaborative decision-making processes are identified.			√
	1.2. Roles and responsibilities of team members are identified.		√	
	1.3. Relationships within the team and with other workers are identified.		√	
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. Communicate and co-operate with team members	3.1. Other teammates' tasks are identified and provided support.			√
	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 problem solving within the team	4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of problems.			√
	4.2. A range of solutions and courses of action are identified with benefits, costs, and risks associated with each.		√	
	4.3. The good ideas of others to help develop solutions are recognised and seek advice from those who've solved similar problems.		√	
	4.4. It is looked beyond the obvious and not stopped at the first answers.	√		

Occupation:	Setting and Assembling Operations			
Unit Name:	Apply occupational health and safety (OHS) practices in the workplace			
Unit Code:	SEIP-LEA-SET-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. Identify OHS policies and procedures	1.1. OHS policies and safe operating procedures are read and understood.			√

	1.2. Safety signs and symbols are identified and followed.	√		
	1.3. Emergency response, evacuation procedures and other contingency measures are determined.			√
2. Apply personal health and safety practices	2.1. OHS policies and procedures are followed and practiced.	√		√
	2.2. Personal protective equipment is selected and used.	√		
	2.3. Personal hygiene is maintained.	√		
3. Report hazards and risks	3.1. Hazards and risks are identified.	√	√	
	3.2. Hazards and risks assessment and controls are interpreted.		√	
4. Respond to emergencies	4.1. Alarms and warning devices are responded.			√
	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations.	√		

Occupation:	Setting and Assembling Operations					
Unit Name:	Work in the leather, leather goods and footwear industries					
Unit Code:	SEIP-LEA-SET-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. Follow and conduct OSH practices	1.1. All safety requirements/regulations are adhered to before, during and after use.					√
	1.2. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.					√
	1.3. Personal protective equipment (PPE) is worn.	√				
	1.4. Immediate work area is routinely checked for safety hazards prior to starting and during work.	√				
	1.5. Hazards and unacceptable activities are identified, rectified or removed and work is conducted safely according to standard OSH requirement.	√				

	1.6. OSH hazards and incidents in the work area are reported to appropriate personnel according to workplace procedures.	√		
2. Identify the positions, job roles and responsibilities in the leather, leather goods and footwear industries.	2.1. The positions, job roles and responsibilities in the tannery, leather goods and footwear industries are identified.			√
	2.2. The positions and job roles are differentiated clearly with key responsibilities.			√
3. Identify raw materials for leather, leather goods and footwear industries	3.1. Different types of materials used in the leather industry are identified for use.		√	
	3.2. Different types of materials used in the leather goods industry are identified for use.		√	
	3.3. Different types of materials used in the footwear are identified for use.		√	
4. Demonstrate team-work in the leather, leather goods and footwear industries	4.1. Team work in the leather, leather goods and footwear industries are demonstrated.	√		
	4.2. Conflict resolution techniques are applied, to minimize interpersonal differences with co-workers that may adversely affect team performance.	√		
5. Follow emergency procedures to respond a hazardous event.	5.1. Emergency situations are promptly identified.			√
	5.2. Emergency situations are reported to appropriate personnel according to workplace reporting requirements.			√
	5.3. Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.			√

Occupation:	Setting and Assembling Operations					
Unit Name:	Use of tools and equipment in leather goods industries					
Unit Code:	SEIP-LEA-SET-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. Inspect tools and equipment for usability and safety	1.1. Materials, tools and equipment are identified according to classification and job requirements.			√		
	1.2. Appropriate tools and equipment are segregated and checked for usability.			√		
	1.3. Tools and equipment are prepared according to job requirement.			√	√	

2. Operate tools and equipment properly and safely	2.1. Conditions of PPE are checked in accordance with manufacturer's instructions.	√		
	2.2. Unsafe or faulty tools are identified and marked for repair and reported to concerned authority.	√		
	2.3. Proper sequence of operation is applied in using tools and equipment to produce accurate results.	√		√
	2.4. Tools and equipment are used safely in accordance to manufacturer's operating specification.	√	√	
	2.5. Safety precautions are followed in accordance to SOP.	√		
3. Clean/maintain tools and equipment after use	3.1. Condition of tools is checked after use.			√
	3.2. Dusts/foreign matters are removed from tools in accordance to workplace standards.		√	
	3.3. Appropriate lubricant is applied after use and prior to storage.	√		
	3.4. Defective tools, instruments and accessories are inspected and corrected or replaced and report shared with the designated person.	√		

Occupation:	Setting and Assembling Operations					
Unit Name:	Perform table works for leather goods manufacturing					
Unit Code:	SEIP-LEA-SET-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. Receive work pieces from concern department	1.1. Personal protective clothing (PPE) worn and OSH instructions are followed according to job specification.				√	
	1.2. Work bundle and upper material are received from cutting/skiving section and checked as per work ticket.				√	
	1.3. Lining materials and reinforcement are received and checked accordingly.					√
	1.4. Work pieces are laid out in correct sequence.				√	
	1.5. All safety requirements/regulations are adhered to before, during and after use.				√	
	2.1. Workstation is set up according to work requirements.				√	√

2. Prepare workstation for table work for table work	2.2. Tools are checked to ensure operational and readiness.	√		√
	2.3. The work table are arranged and positioned according to the work requirement.	√		√
	2.4. Records are updated and maintained as per company procedures.			√
3. Carry out table works	3.1. Table operations appropriate to production task are performed according to the quality specifications.	√		√
	3.2. Quality of the working components is checked to ensure that they conform to the client/industry specified norms.	√	√	
4. Clean work place	4.1. Work place, tables and equipment are cleaned as per work place standards.	√		
	4.2. Waste is disposed of according to company regulations.	√		
	4.3. Work place, tables and equipment are cleaned as per work place standards.	√		

Occupation:	Setting and Assembling Operations					
Unit Name:	Work in setting and assembling operations in leather goods manufacturing					
Unit Code:	SEIP-LEA-SET-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. Identify types of materials used in setting and assembling operations in leather goods manufacturing	1.1. Materials used in the setting and assembling operations in leather goods manufacturing are identified correctly.					√
	1.2. Identified materials are differentiated as per key characteristics and usage guidelines.				√	
2. Identify the parts of leather goods	2.1. The parts of leather goods are identified according to the products given.					√
	2.2. The use and function of each part is identified with specific emphasis on how it fits in with other pieces to create a complete end product.			√		
3. Summarize the process flow in	3.1. The sequential flow of activities comprising the process flow is clearly outlined with requirements and dependencies at each stage.			√		

manufacturing of leather goods	3.2. The objective of each activity and its expected output is clearly stated.	√		
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Occupation:	Setting and Assembling Operations					
Unit Name:	Perform setting related operations in leather goods manufacturing					
Unit Code:	SEIP-LEA-SET-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. Receive work pieces from the concerned department for setting and assembling	1.1. Appropriate instructions from the supervisor are taken and executed while receiving the work bundle.					√
	1.2. Materials, Accessories and received work bundles are checked and assessed on the basis of quantity, quality and size and follow-up action taken if required.		√			
	1.3. Work pieces are laid out in correct sequence as per the specified work flow.		√			
2. Set up the workstation and tools	2.1. Workstation is set up according to the products requirement.		√			
	2.2. Tools for setting operations are cleaned and checked properly.		√			
	2.3. Minor maintenance is carried out to ensure operational readiness.		√			
	2.4. Records are maintained as per the company procedure and shared with supervisor at designated points.		√			
3. Perform setting related table work following OHS	3.1. Setting related table works are performed appropriately according to production task and quality specifications.		√			√
	3.2. Appropriate PPE are used and OHS practices are followed.		√			
	3.3. Work place, table, tools, machine are cleaned as per work place standards.		√			
	3.4. Wastes are disposed according to industry regulations and compliance.		√			

Occupation:	Setting and Assembling Operations
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Unit Name:	Perform assembling related operations in leather goods manufacturing				
Unit Code:	SEIP-LEA-SET-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)		
1. Set up workstation and tools	1.1. Workstation is set up, appropriate to construction process being used.				√
	1.2. Materials, tools and accessories are set up, checked and adjusted for correct operation.	√			
	1.3. Adjustments are made to machines to accommodate specific product requirements.	√			
	1.4. Records are maintained as per company protocol.	√			
	1.5. Workstation is set up, appropriate to construction process being used.	√			
2. Carry out table works for assembling operations of SLG or BLG	2.1. Leather goods components are positioned according to construction process to be used.	√			
	2.2. Different components are attached and assembled correctly with different types of table works for assembling operations.	√			
	2.3. Leather goods assembly is conducted and OHS practices are followed.	√			
	2.4. Varied Leather goods assembling operations are followed basis design and style requirements.	√			
3. Conduct final quality check and dispatch work	3.1. Completed work is checked against standards relevant to the operations being undertaken and to ensure compliance with job specifications.	√			
	3.2. Entire work schema is analysed to check how the work activities and completed work relate to the next production process, if any, and to the final appearance of the product.	√			
	3.3. Faulty pieces or final products are identified and isolated in accordance with company policies and procedures.	√			
	3.4. Faults and any identified causes are recorded and reported in accordance with workplace procedures.			√	
	3.5. Corrections are made to product as required to meet specifications.	√			
	3.6. Work is dispatched for final checking and packing.	√			
4. Clean work place	4.1. Work place and machine are cleaned as per work place standard.	√			

	4.2. Waste is disposed of according to company regulations.	√		
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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 this units of competency that comprise of the Certificate in Setting 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.

You 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:	Setting and Assembling Operations	
Units of competency:	<p>Generic units: Perform computations using basic mathematical concepts Carry out workplace interaction Operate in a self-directed team</p> <p>Sector-specific units: Apply occupational health and safety (OHS) practices in the workplace Work in the leather, leather goods and footwear industries</p> <p>Occupation-specific units: Use of tools and equipment in leather goods industries Perform table works for leather goods manufacturing Work in setting and assembling of leather goods manufacturing Perform setting related operations in leather goods manufacturing Perform assembling related operations in leather goods manufacturing</p>	
Instructions:		
<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
▪ Calculate and identify requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ Carry out appropriately selected method for the calculation requirements		
▪ Construct mathematical problems and solve with appropriate method		
▪ Identify and follow safety signs and symbols		
▪ Determine emergency response, evacuation procedures and other contingency measures		

▪ OHS policies and safe operating procedures are read and understood		
▪ OHS policies and procedures are followed and practiced		
▪ Select and use personal protective equipment (PPE)		
▪ Maintain personal hygiene		
▪ Workplace code of conducts are interpreted as per organisational guidelines		
▪ Maintain appropriate lines of communication with supervisors and colleagues		
▪ Conduct workplace interactions in a courteous manner to gather and convey information		
▪ Questions about routine workplace procedures and matters are ask and respond to queries clearly and concisely		
▪ Workplace documents are interpreted correctly; assistance is taken to aid comprehension when required from peers/supervisors		
▪ Understand visual information/symbols/signage correctly and follow		
▪ Specific and relevant information are accessed from appropriate sources		
▪ Appropriate medium is used to transfer information and ideas		
▪ Team meetings are attended on time and followed meeting procedures and etiquette		
▪ Own opinions are express clearly and listen to those of others without interruption		
▪ Provide inputs, consistent with the meeting purpose and interpreted and implemented meeting outcomes		
▪ Responsibilities as a team member are demonstrate and kept promises and commitments made to others		
▪ Perform tasks in accordance with workplace procedures		
▪ Respect and maintain confidentiality		
▪ Consider situations and actions inappropriate or which present a conflict of interest are avoided		
▪ Interpret roles and objectives of the team		
▪ Interpret roles and responsibilities of team members		
▪ Identify personal role and responsibilities within the team environment		
▪ Interpret reporting relationships are within team and external to team		
▪ Other teammates' tasks are identified and provide support		
▪ The team is encouraged 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"> ▪ Problems faced at the individual and team level are identified and showed 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 		
<ul style="list-style-type: none"> ▪ The good ideas of others to help develop solutions are recognised and seek advice from those who've solved similar problems 		
<ul style="list-style-type: none"> ▪ It is looked beyond the obvious and not stopped at the first answers 		
<ul style="list-style-type: none"> ▪ All safety requirements/regulations are adhered to before, during and after use 		
<ul style="list-style-type: none"> ▪ Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use 		
<ul style="list-style-type: none"> ▪ Check routinely immediate work area is for safety hazards prior to starting and during work 		
<ul style="list-style-type: none"> ▪ Identify, rectify or remove hazards and unacceptable activities and work is conducted safely according to standard OSH requirement 		
<ul style="list-style-type: none"> ▪ Report OSH hazards and incidents in the work area to appropriate personnel according to workplace procedures 		
<ul style="list-style-type: none"> ▪ Identify the positions, job roles and responsibilities in the tannery, leather goods and footwear industries 		
<ul style="list-style-type: none"> ▪ Differentiate clearly the positions and job roles are with key responsibilities 		
<ul style="list-style-type: none"> ▪ Identify different types of materials used in the leather industry for use 		
<ul style="list-style-type: none"> ▪ Identify different types of materials used in the footwear industry for use 		
<ul style="list-style-type: none"> ▪ Demonstrate team work in the leather, leather goods and footwear industries 		
<ul style="list-style-type: none"> ▪ Conflict resolution techniques are applied, to minimize interpersonal differences with co-workers that may adversely affect team performance 		
<ul style="list-style-type: none"> ▪ Emergency situations are promptly identified 		
<ul style="list-style-type: none"> ▪ Emergency situations are reported to appropriate personnel according to workplace reporting requirements 		
<ul style="list-style-type: none"> ▪ Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities 		
<ul style="list-style-type: none"> ▪ Identify materials, tools and equipment are according to classification and job requirements 		
<ul style="list-style-type: none"> ▪ Appropriate tools and equipment are segregated and checked for usability 		
<ul style="list-style-type: none"> ▪ Tools and equipment are prepared according to job requirement 		

<ul style="list-style-type: none"> ▪ Conditions of PPE are checked in accordance with manufacturer's instructions 		
<ul style="list-style-type: none"> ▪ Identify Unsafe or faulty tools and mark for repair and report to concerned authority 		
<ul style="list-style-type: none"> ▪ Apply proper sequence of operation in using tools and equipment to produce accurate results 		
<ul style="list-style-type: none"> ▪ Use tools and equipment safely in accordance to manufacturer's operating specification 		
<ul style="list-style-type: none"> ▪ Check condition of tools after use 		
<ul style="list-style-type: none"> ▪ Remove dusts/foreign matters are from tools in accordance to workplace standards 		
<ul style="list-style-type: none"> ▪ Apply appropriate lubricant after use and prior to storage 		
<ul style="list-style-type: none"> ▪ Inspect defective tools, instruments and accessories and corrected or replaced and report shared with the designated person 		
<ul style="list-style-type: none"> ▪ Receive and check Work bundle and upper material from cutting/skiving section and as per work ticket 		
<ul style="list-style-type: none"> ▪ Receive and check lining materials and reinforcement are accordingly 		
<ul style="list-style-type: none"> ▪ Work pieces are laid out in correct sequence 		
<ul style="list-style-type: none"> ▪ All safety requirements/regulations are adhered to before, during and after use 		
<ul style="list-style-type: none"> ▪ Workstation is set up according to work requirements 		
<ul style="list-style-type: none"> ▪ Tools are checked to ensure operational and readiness 		
<ul style="list-style-type: none"> ▪ The work table are arranged and positioned according to the work requirement 		
<ul style="list-style-type: none"> ▪ Records are updated and maintained as per company procedures 		
<ul style="list-style-type: none"> ▪ Table operations appropriate to production task are performed according to the quality specifications 		
<ul style="list-style-type: none"> ▪ Quality of the working components is checked to ensure that they conform to the client/industry specified norms 		
<ul style="list-style-type: none"> ▪ Clean work place, tables and equipment as per work place standards 		
<ul style="list-style-type: none"> ▪ Dispose waste of according to company regulations 		
<ul style="list-style-type: none"> ▪ The parts of leather goods are identified according to the products given 		
<ul style="list-style-type: none"> ▪ The use and function of each part is identified with specific emphasis on how it fits in with other pieces to create a complete end product 		
<ul style="list-style-type: none"> ▪ The sequential flow of activities comprising the process flow is clearly outlined with requirements and dependencies at each stage 		

<ul style="list-style-type: none"> ▪ The objective of each activity and its expected output is clearly stated 		
<ul style="list-style-type: none"> ▪ Appropriate instructions from the supervisor are taken and executed while receiving the work bundle 		
<ul style="list-style-type: none"> ▪ Materials, Accessories and received work bundles are checked and assessed on the basis of quantity, quality and size and follow-up action taken if required 		
<ul style="list-style-type: none"> ▪ Work pieces are laid out in correct sequence as per the specified work flow 		
<ul style="list-style-type: none"> ▪ Workstation is set up according to the products requirement 		
<ul style="list-style-type: none"> ▪ Minor maintenance is carried out to ensure operational readiness 		
<ul style="list-style-type: none"> ▪ Records are maintained as per the company procedure and shared with supervisor at designated points 		
<ul style="list-style-type: none"> ▪ Setting related table works are performed appropriately according to production task and quality specifications 		
<ul style="list-style-type: none"> ▪ Work place, table, tools, machine are cleaned as per work place standards 		
<ul style="list-style-type: none"> ▪ Workstation is set up, appropriate to construction process being used 		
<ul style="list-style-type: none"> ▪ Materials, tools and accessories are set up, checked and adjusted for correct operation 		
<ul style="list-style-type: none"> ▪ Adjustments are made to machines to accommodate specific product requirements 		
<ul style="list-style-type: none"> ▪ Records are maintained as per company protocol 		
<ul style="list-style-type: none"> ▪ Workstation is set up, appropriate to construction process being used 		
<ul style="list-style-type: none"> ▪ Leather goods components are positioned according to construction process to be used 		
<ul style="list-style-type: none"> ▪ Different components are attached and assembled correctly with different types of table works for assembling operations 		
<ul style="list-style-type: none"> ▪ Leather goods assembly is conducted and OHS practices are followed 		
<ul style="list-style-type: none"> ▪ Varied leather goods assembling operations are followed on the basis of design and style requirements 		
<ul style="list-style-type: none"> ▪ Completed work is checked against standards relevant to the operations being undertaken and to ensure compliance with job specifications 		
<ul style="list-style-type: none"> ▪ Entire work schema is analysed to check how the work activities and completed work relate to the next production process, if any, and to the final appearance of the product 		
<ul style="list-style-type: none"> ▪ Faulty pieces or final products are identified and isolated in accordance with company policies and procedures 		

<ul style="list-style-type: none"> ▪ Faults and any identified causes are recorded and reported in accordance with workplace procedures 		
<ul style="list-style-type: none"> ▪ Corrections are made to product as required to meet specifications 		
<ul style="list-style-type: none"> ▪ Work is dispatched for final checking and packing 		
<p>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.</p>		
Candidate's signature:		Date:

PART C – THE ASSESSMENT

Assessment Agreement – Setting 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 Setting 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-SET-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-SET-02-G	Carry out workplace interaction
SEIP-LEA-SET-03-G	Operate in a self-directed team
Sector-specific Competencies	
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practices in the workplace
SEIP-LEA-SET-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SET-01-O	Use of tools and equipment in leather goods industries
SEIP-LEA-SET-02-O	Perform table works for leather goods manufacturing
SEIP-LEA-SET-03-O	Work in setting and assembling of leather goods manufacturing
SEIP-LEA-SET-04-O	Perform setting related operations in leather goods manufacturing
SEIP-LEA-SET-05-O	Perform assembling related operations in leather goods manufacturing

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

Assessment Agreement	
Occupation:	Setting and Assembling Operations
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-LEA-SET-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-SET-02-G	Carry out workplace interaction
SEIP-LEA-SET-03-G	Operate in a self-directed team
Sector-specific Competencies	
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practices in the workplace
SEIP-LEA-SET-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SET-01-O	Use of tools and equipment in leather goods industries
SEIP-LEA-SET-02-O	Perform table works for leather goods manufacturing
SEIP-LEA-SET-03-O	Work in setting and assembling of leather goods manufacturing
SEIP-LEA-SET-04-O	Perform setting related operations in leather goods manufacturing
SEIP-LEA-SET-05-O	Perform assembling related operations in leather goods manufacturing
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

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.

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 Setting 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:****Assessor Name:****Date:**

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:
 - edge folding of leather component for leather goods making
 - credit card pocket preparation for small leather goods making
 - Set B:
 - join leather components for big leather goods
 - prepare flap for big leather goods
 - Set C:
 - perform eyeleting
 - prepare gusset for big leather goods
 - provide the candidate with the copy of the specific instruction to candidate
 - allow each practical demonstration to be performed within two (2) 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 two (2) tasks (contained in one set):
 - (ii) Practical demonstration 1 (2 hours)
 - (iii) Practical demonstration 2 (2 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 39
 - Set A – Practical Demonstration 2: page 43
 - Set B – Practical Demonstration 1: page 48
 - Set B – Practical Demonstration 2: page 52
 - Set C – Practical Demonstration 1: page 56
 - Set C – Practical Demonstration 2: page 60

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 Setting 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:

- o Set A:
 - edge folding of leather component for leather goods making (2 hours)
 - credit card pocket preparation for small leather goods making (2 hours)
 - o Set B:
 - join leather components for big leather goods (2 hours)
 - prepare flap for big leather goods (2 hours)
 - o Set C:
 - perform eyeleting (2 hours)
 - prepare gusset for big leather goods (2 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 Setting 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 Setting and Assembling Operations
Unit of Competency	Element
Generic Competencies	
SEIP-LEA-SET-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-SET-02-G	Carry out workplace interaction
SEIP-LEA-SET-03-G	Operate in a self-directed team
Sector-specific Competencies	
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SET-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SET-01-O	Use of tools and equipment in leather goods industries
SEIP-LEA-SET-02-O	Perform table works for leather goods manufacturing
SEIP-LEA-SET-03-O	Work in setting and assembling of leather goods manufacturing
SEIP-LEA-SET-04-O	Perform setting related operations in leather goods manufacturing
SEIP-LEA-SET-05-O	Perform assembling related operations in leather goods manufacturing
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 Setting and assembling ▪ 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.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	Which is the cleaning tool used for sweeping?	a. Broom b. Vacuum cleaner c. Brush d. Mop
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	Ways to build relationships within the team include:	a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes concerns d. All of the above
5.	What is the short form of credit card pocket?	a. k.k. pocket b. c.c. pocket c. c.k. pocket d. k.c. pocket
6.	Impression of vein in finished leather is known as:	a. Scratch marks b. Vein marks c. Growth marks d. All of above
7.	Which one is used as reinforcement?	a. Velcro b. Zipper c. Reinforcement tape d. Trims
8.	Which one is the strongest part of leather?	a. Belly b. Shoulder c. Butt

		d. Neck
9.	Impact resulting from being struck by or against objects may cause what type of serious accident?	a. Chemical b. Physical c. Biological d. Ergonomics
10.	Which one are the principal raw materials for any leather products industry?	a. Wet blue leather b. Crust leather c. Finished leather d. All of above

True or False Quiz

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

11.	Damaged or defective equipment/tools should be sorted out and take out for repair and maintenance.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	Velcro is a brand name of fabric hook-and-loop fastener.	True <input type="checkbox"/> False <input type="checkbox"/>
13.	In a leather goods industry, all machinery, tools and equipment must not be properly tracked and maintained.	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.	Accessories play a vital role in _____ of leather goods.
15.	A rivet is a permanent----- having metallic pin with a head, used for uniting two plates or pieces of material together.

Short Answer

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

16.	List down five essential materials used for leather goods making.	
17.	What is the importance of using reinforcement?	

18.	What is punching?	
19.	What are the main uses of rivets?	
20.	What are the precautions that must be taken during cementing?	
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:

Written Test - Answers

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

Multiple Choice		
1.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	Which is the cleaning tool used for sweeping?	a. <i>Broom</i> b. <i>Vacuum cleaner</i> c. <i>Brush</i> d. Mop
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	Ways to build relationships within the team include:	a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes concerns d. All of the above
5.	What is the short form of credit card pocket?	a. k.k. pocket b. c.c. pocket c. c.k. pocket d. k.c. pocket
6.	Impression of vein in finished leather is known as	a. Scratch marks b. Vein marks c. Growth marks d. All of above
7.	Which one is used as reinforcement?	a. Velcro b. Zipper c. Reinforcement tape d. Trims
8.	Which one is the strongest part of leather?	a. Belly b. Shoulder c. Butt d. Neck

9.	Impact resulting from being struck by or against objects may cause what type of serious accident?	a. Chemical b. Physical c. Biological d. Ergonomics
10.	Which one are the principal raw materials for any leather products industry?	a. Wet blue leather b. Crust leather c. Finished leather d. All of above
True of False Quiz		
11.	Damaged or defective equipment/tools should be sorted out and take out for repair and maintenance.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
12.	Velcro is a brand name of fabric hook-and-loop fastener.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
13.	In a leather goods industry, all machinery, tools and equipment must not be properly tracked and maintained.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
Fill in the Missing Blanks		
14.	Accessories play a vital role in <u>manufacturing</u> of leather goods.	
15.	A rivet is a permanent <u>mechanical fastener</u> having metallic pin with a head, used for uniting two plates or pieces of material together.	
Short Answer		
16.	List down five essential materials used for leather goods making.	Materials for leather goods: a. <i>Leather</i> b. <i>Fabrics</i> c. <i>Synthetic leather</i> d. <i>Thread</i> e. <i>Adhesive</i>
17.	What is the importance of using reinforcement?	Reinforcement is necessary to strengthen some parts of upper to give better wearing properties. It is essential to use reinforcement while fixing eyelets, buttons, buckles, etc. and make sure they are held securely. These reinforcements are fixed to give strength and prevent distortion by stretching.

18.	What is punching?	<i>Punching is the process of making hole in leather component using a set of punches of various size for fixing of buckles, rivets, locks, decorations, button, eyeleting and any other accessories and fittings.</i>
19.	What are the main uses of rivets?	<i>Rivets are used in joining the fittings like hinges, locks, clasps and also heavy shoulder straps and handles. The two legs of the rivet are flattened inside straightaway or through a washer either by hand or in press.</i>
20.	What are the precautions that must be taken during cementing?	<i>Cementing is an important operation in the manufacturing of leather goods. Right type of cement/ adhesive in right quantity should be applied as a thin coat at the marked places of both components to be adhered. Then it should be dried, spotted, attached and pressed properly. Applying of excessive quantity of adhesives on components affect cost, time and quality of production.</i>

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting and Assembling Operations
Task:	Edge folding of leather component for leather goods making
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 Setting 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">▪ Take the skived leather upper component.▪ Place pattern and mark on flesh side of the leather upper component properly.▪ Apply adhesive through the marked area and dry properly.▪ Attach lining properly.▪ Apply adhesive through the skived area.▪ Fold the adhesive applying area.▪ Finally hammer the folded area and prepare the component for attaching with other component of leather goods.▪ Clean tools, equipment, machinery and work area.▪ Dispose of waste materials and excess materials.	
Drawing, Plan, Diagram or Sketch:	



Resources Required:

Tools:	<ul style="list-style-type: none"> Marking pattern Silver marker Hammer Adhesive pot Brush hammer
Equipment:	N/A
Machinery:	Folding machine
Materials:	<ul style="list-style-type: none"> Skived leather upper component Adhesive/Double phase tape Bliton
PPE:	<ul style="list-style-type: none"> Apron Mask Gloves

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Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Edge folding of leather component for leather goods making	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective clothing (PPE) worn and OHS instructions are followed according to job specification	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>
Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation is set up according to work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>

Work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Table operations appropriate to production task are performed according to the quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Quality of the working components is checked to ensure that they conform to the client/industry specified norms	<input type="checkbox"/>	<input type="checkbox"/>
Parts of leather goods are identified according to the products given	<input type="checkbox"/>	<input type="checkbox"/>
Use and function of each part is identified with specific emphasis on how it fits in with other pieces to create a complete end product	<input type="checkbox"/>	<input type="checkbox"/>
Sequential flow of activities comprising the process flow is clearly outlined with requirements and dependencies at each stage	<input type="checkbox"/>	<input type="checkbox"/>
Objective of each activity and its expected output is clearly stated	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate instructions for the supervisor are taken and executed while receiving the work bundle	<input type="checkbox"/>	<input type="checkbox"/>
Materials, Accessories and received work bundles are checked and assessed on the basis of quantity, quality and size and follow-up action taken if required	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence as per the specified work flow	<input type="checkbox"/>	<input type="checkbox"/>
Tools for setting operations are cleaned and checked properly	<input type="checkbox"/>	<input type="checkbox"/>
Minor maintenance is carried out to ensure operational readiness	<input type="checkbox"/>	<input type="checkbox"/>
Records are maintained as per the company procedure and shared with supervisor at designated points	<input type="checkbox"/>	<input type="checkbox"/>
Setting related table works are performed appropriately according to production task and quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Work place, table, tools, machine are cleaned as per work place standards	<input type="checkbox"/>	<input type="checkbox"/>
Wastes are disposed according to industry regulations and compliance	<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 Setting and Assembling Operations
Task:	Credit card pocket preparation for small leather goods making
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 Setting 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, equipment, machinery and materials required for the task (refer to the list provided to you by the assessor).▪ Gluing and attaching of credit card part upper and lining is accomplished.▪ Credit card top edge is folded.▪ Lining is attached with each credit card part forming loop.▪ Credit card pocket top edge is creased by machine.▪ Credit card pocket part is set equidistantly with lower part and CC pocket is prepared.▪ Clean tools, equipment, machinery and work area.▪ Dispose of waste materials and excess materials.	
Drawing, Plan, Diagram or Sketch:	



Resources Required:

Equipment:	N/A
Tools:	Silver marker Bon folder Steel scale Hammer Adhesive pot Brush
Machinery:	Folding machine
Materials:	Skived leather upper component Adhesive/double phase tape
PPE:	Apron Mask Safety helmet Gloves (long) Safety shoes

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Credit card pocket preparation for small leather goods making	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Visual information/symbols/signage are understood correctly and followed	<input type="checkbox"/>	<input type="checkbox"/>
Specific and relevant information are accessed from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Defective tools, instruments and accessories are inspected and corrected or replaced and report shared with the designated person	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>

Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation is set up according to work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>
Work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Table operations appropriate to production task are performed according to the quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Quality of the working components is checked to ensure that they conform to the client/industry specified norms	<input type="checkbox"/>	<input type="checkbox"/>
Parts of leather goods are identified according to the products given	<input type="checkbox"/>	<input type="checkbox"/>
Use and function of each part is identified with specific emphasis on how it fits in with other pieces to create a complete end product	<input type="checkbox"/>	<input type="checkbox"/>
Sequential flow of activities comprising the process flow is clearly outlined with requirements and dependencies at each stage	<input type="checkbox"/>	<input type="checkbox"/>
Objective of each activity and its expected output is clearly stated	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate instructions from the supervisor are taken and executed while receiving the work bundle	<input type="checkbox"/>	<input type="checkbox"/>
Materials, accessories and received work bundles are checked and assessed on the basis of quantity, quality and size and follow-up action taken if required	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence as per the specified work flow	<input type="checkbox"/>	<input type="checkbox"/>
Workstation is set up according to the products requirement	<input type="checkbox"/>	<input type="checkbox"/>
Tools for setting operations are cleaned and checked properly	<input type="checkbox"/>	<input type="checkbox"/>
Minor maintenance is carried out to ensure operational readiness	<input type="checkbox"/>	<input type="checkbox"/>
Setting related table works are performed appropriately according to production task and quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned work area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed waste materials in proper 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 B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting and Assembling Operations
Task:	Join leather components for big leather goods
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 Setting 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">▪ Take the skived leather upper component.▪ Place the pattern on the table.▪ Mark on flesh side of the leather.▪ Make the necessary calculation and measurements.▪ Clean the workplace.	
Drawing, Plan, Diagram or Sketch:	



Resources Required:


Tools:	Scissors Steel scale Hammer Adhesive pot Nylon brush (2")
Equipment:	Hammering machine Dryer
Machinery:	N/A
Materials:	Leather components Adhesives Double face tape
PPE:	Apron Gloves Mask Ear plug

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Join leather components for big leather goods	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective clothing (PPE) worn and OHS instructions are followed according to job specification	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>
Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation was set up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>

Work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Table operations appropriate to production task are performed according to the quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Quality of the working components is checked to ensure that they conform to the client/industry specified norms	<input type="checkbox"/>	<input type="checkbox"/>
Take the skived leather upper component	<input type="checkbox"/>	<input type="checkbox"/>
Placed the pattern on the table	<input type="checkbox"/>	<input type="checkbox"/>
Marked on flesh side of the leather	<input type="checkbox"/>	<input type="checkbox"/>
Made the necessary calculation and measurements	<input type="checkbox"/>	<input type="checkbox"/>
Work place, table, tools, machine are cleaned as per work place standards	<input type="checkbox"/>	<input type="checkbox"/>
Wastes are disposed according to industry regulations and compliance	<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 Setting and Assembling Operations
Task:	Prepare flap for big leather goods
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 Setting 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 tools and materials. ▪ Prepare your workplace. ▪ Measure the leather in accordance to your flap requirements. ▪ Carry out flap preparation. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
	


Resources Required:	
Tools:	Scissors NT cutter Measuring scale Hammer (mallet)
Equipment:	N/A
Machinery:	Hammering machine
Materials:	Masking tape Pattern paper Bliton Rubose Leather
PPE:	Apron Ear plug

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Prepare flap for big leather goods	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Visual information/symbols/signage are understood correctly and followed	<input type="checkbox"/>	<input type="checkbox"/>
Specific and relevant information are accessed from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Defective tools, instruments and accessories are inspected and corrected or replaced and report shared with the designated person	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>

Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation is set up according to work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>
Work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Collected tools and materials	<input type="checkbox"/>	<input type="checkbox"/>
Measure the leather in accordance to your flap requirements	<input type="checkbox"/>	<input type="checkbox"/>
Carry out flap preparation	<input type="checkbox"/>	<input type="checkbox"/>
Sequential flow of activities comprising the process flow is clearly outlined with requirements and dependencies at each stage	<input type="checkbox"/>	<input type="checkbox"/>
Objective of each activity and its expected output is clearly stated	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence as per the specified work flow	<input type="checkbox"/>	<input type="checkbox"/>
Minor maintenance is carried out to ensure operational readiness	<input type="checkbox"/>	<input type="checkbox"/>
Setting related table works are performed appropriately according to production task and quality specifications	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned work area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed waste materials in proper 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 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting and Assembling Operations
Task:	Perform eyeleting
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 Setting 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"> ▪ Take the skived leather upper component. ▪ Place the pattern on the table. ▪ Make the eye letting. ▪ Make the necessary calculation and measurements. ▪ Clean the workplace. 	
Drawing, Plan, Diagram or Sketch:	
	

Resources Required:	
Tools:	Scissors NT cutter
Equipment:	Eyelet Rivet
Machinery:	Eyelet machine
Materials:	Pattern Leather component
PPE:	Apron Gloves

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Perform eyeleting	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective clothing (PPE) worn and OSH instructions are followed according to job specification	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>
Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation are set up according to work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>

The work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Taken the skived leather upper component	<input type="checkbox"/>	<input type="checkbox"/>
Placed the pattern on the table	<input type="checkbox"/>	<input type="checkbox"/>
Made the eyeleting	<input type="checkbox"/>	<input type="checkbox"/>
Make the necessary calculation and measurements	<input type="checkbox"/>	<input type="checkbox"/>
Work place, table, tools, machine are cleaned as per work place standards	<input type="checkbox"/>	<input type="checkbox"/>
Wastes are disposed according to industry regulations and compliance	<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 Setting and Assembling Operations
Task:	Prepare gusset for big leather goods
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 Setting 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 tools and materials.▪ Flattened Stitched gusset upper and attach reinforcement.▪ Insert loop into D-Ring.▪ Fit gusset top edge with top zipper part.▪ Fit gusset lining with counter part of gusset.▪ Stitch gusset top edge with top zipper part.▪ Clean the workplace.	
Drawing, Plan, Diagram or Sketch:	



Resources Required:

Tools:	Scissors NT cutter Measuring scale Hammer
Equipment:	N/A
Machinery:	Hammering machine
Materials:	Masking tape Pattern paper Leather
PPE:	Apron Gloves Ear plug



Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting and Assembling Operations	
Task:	Prepare gusset for big leather goods	
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
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Selected and used personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Maintained personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Visual information/symbols/signage are understood correctly and followed	<input type="checkbox"/>	<input type="checkbox"/>
Specific and relevant information are accessed from appropriate sources	<input type="checkbox"/>	<input type="checkbox"/>
Defective tools, instruments and accessories are inspected and corrected or replaced and report shared with the designated person	<input type="checkbox"/>	<input type="checkbox"/>
Work bundle and upper material are received from cutting/skiving section and checked as per work ticket	<input type="checkbox"/>	<input type="checkbox"/>

Lining materials and reinforcement are received and checked accordingly	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence	<input type="checkbox"/>	<input type="checkbox"/>
All safety requirements/regulations are adhered to before, during and after use	<input type="checkbox"/>	<input type="checkbox"/>
Workstation is set up according to work requirements	<input type="checkbox"/>	<input type="checkbox"/>
Tools are checked to ensure operational and readiness	<input type="checkbox"/>	<input type="checkbox"/>
Work table are arranged and positioned according to the work requirement	<input type="checkbox"/>	<input type="checkbox"/>
Collect tools and materials	<input type="checkbox"/>	<input type="checkbox"/>
Flattened stitched gusset upper and attach reinforcement	<input type="checkbox"/>	<input type="checkbox"/>
Insert loop into D-Ring	<input type="checkbox"/>	<input type="checkbox"/>
Fit gusset top edge with top zipper part	<input type="checkbox"/>	<input type="checkbox"/>
Fit gusset lining with counter part of gusset	<input type="checkbox"/>	<input type="checkbox"/>
Stitch gusset top edge with top zipper part	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned work area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed waste materials in proper 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:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting and Assembling Operations
Unit of Competency	
Generic Competencies	
SEIP-LEA-SET-01-G	Perform computations using basic mathematical concepts
SEIP-LEA-SET-02-G	Carry out workplace interaction
SEIP-LEA-SET-03-G	Operate in a self-directed team
Sector-specific Competencies	
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SET-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SET-01-O	Use of tools and equipment in leather goods industries
SEIP-LEA-SET-02-O	Perform table works for leather goods manufacturing
SEIP-LEA-SET-03-O	Work in setting and assembling of leather goods manufacturing
SEIP-LEA-SET-04-O	Perform setting related operations in leather goods manufacturing
SEIP-LEA-SET-05-O	Perform assembling related operations in leather goods manufacturing
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 Setting 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 when there is too much noise in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What does the following sign mean: 	<input type="checkbox"/>	<input type="checkbox"/>
3.	What does the following sign mean: 	<input type="checkbox"/>	<input type="checkbox"/>
4.	What are your duties and responsibilities as a Table Operator?	<input type="checkbox"/>	<input type="checkbox"/>
5.	What type of knife is used for edge trimming?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What is the sequence of eyeleting?	<input type="checkbox"/>	<input type="checkbox"/>
7.	What is the official system of measurement in almost every country in the world?	<input type="checkbox"/>	<input type="checkbox"/>
8.	State the name of different types of construction used in table work.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Identify the seven quality check points of the final products.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Which pattern is used for setting?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What are the things generally required for equipment maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			

Assessment decision for this assessment activity:

Competent

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 when there is too much noise in the workplace?	<i>Use appropriate personal protective equipment (PPE) in the workplace such as ear plugs. Provide sound proofing in the workplace, if possible.</i>
2.	What does the following sign mean: 	<i>High voltage electricity hazard.</i>
3.	What does the following sign mean: 	<i>Emergency exit.</i>
4.	What are your duties and responsibilities as a Setting and Assembling Operations Supervisor in leather goods?	<i>May include but are not limited to:</i> <ul style="list-style-type: none"> ▪ <i>Awareness and practice good occupational health and safety in the workplace</i> ▪ <i>Awareness on proper and safe use of tools, equipment, supplies and materials</i> ▪ <i>Perform basic works of setting and assembling operations in leather goods.</i>
5.	What type of knife is used for edge trimming?	<i>Sharp edge knife is used for edge trimming.</i>
6.	What is the sequence of eyeleting?	<i>Sequence of eyeleting is as follows:</i> <ol style="list-style-type: none"> <i>i. punching a hole in the leather by means of a punch and mallet</i> <i>ii. inserting the eyelet in the hole and</i> <p><i>Then the free end of the eyelet is uniformly spread out along the perimeter of the hole with the aid of a small gadget.</i></p>

7.	What is the official system of measurement in almost every country in the world?	Metric.
8.	State the name of different types of construction used in table work.	In the manufacture of leather goods, there are different types of construction to be used in table work, according to the need of the market and orders from customer. These are: <ol style="list-style-type: none"> 1. Cut edge construction 2. Folder edge construction 3. Butted edge construction 4. Stich and turn edge /Piping edge construction 5. Mixed edge construction 6. Thong edge construction 7. Moulded edge construction
9.	Identify the seven quality check points of the final products.	Important seven quality check points of the final products: <ol style="list-style-type: none"> 1. Check the overall appearance of the final products. 2. Measure length/width from across the front bottom of the bag/wallets. 3. Measure depth from the front widest part of the bottom to the back widest part of the bag/wallets. 4. Measure height from centre front bottom to top of the bag not including handle. 5. Measure strap length where the strap is attached to the top of the body of the bag, minimum and maximum in length adjustability required. 6. Measure strap drop from the underside of the handle to the top of the body of the bag. 7. Measure the length, width of pockets and gussets.
10.	Which pattern is used for setting?	May include but are not limited to: <ul style="list-style-type: none"> ▪ Basic pattern/master pattern ▪ Cutting pattern ▪ Working pattern
11.	What are the things generally required for equipment maintenance?	The four criteria of successful maintenance program are: <ol style="list-style-type: none"> 1. Well organised 2. Control hazards 3. Define operational procedures 4. Give training to key personnel

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Setting 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"/>
	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 SAO, 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 Setting 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-SET-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	A1, B1, B2, C1	9
3. Use tool/instrument to perform calculations.	1, 7	A1, B1, B2, C1	
Unit of Competency:	SEIP-LEA-SET-02-G – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.	8		
2. Read and understand workplace documents.	8		
3. Participate in workplace meetings and discussions.	16	A1-2 B1-2 C1-2	10
4. Practice professional ethics at work.	16	A1-2 B1-2 C1-2	10
Unit of Competency:	SEIP-LEA-SET-03-G – Operate in a self-directed team		
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 cooperate with team members.	16	A1-2 B1-2	10

		C1-2	
4. Practice problem solving within team.	16	A1-2 B1-2 C1-2	10
Unit of Competency:	SEIP-LEA-SET-01-G – Apply occupational health and safety (OHS) practice at workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.	10, 20	A1-2 B1-2 C1-2	
2. Apply personal health and safety practices.		A1-2 B1-2 C1-2	2
3. Report hazards and risks.	10	A1-2 B1-2 C1-2	
4. Respond to emergency.			2
Unit of Competency:	SEIP-LEA-SET-02-S – Work in the leather, leather goods and footwear industries		
Element	Assessment Method		
	Written	Practical	Oral
1. Follow and conduct OHS practices.	8, 12		
2. Identify the positions, job roles and responsibilities in the leather. Leather goods and footwear industries.			3
3. Identify and check quality of raw materials for leather, leather goods and footwear industries.		A1-2 B1-2 C1-2	
4. Demonstrate team-work in the leather, leather goods and footwear industries.		A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-LEA-SET-01-O – Use of tools and equipment in leather goods industries		
Element	Assessment Method		
	Written	Practical	Oral

1. Inspect tools and equipment for usability and safety.	8, 12	A1-2 B1-2 C1-2	16
2. Operate tools and equipment properly and safely.		A1-2 B1-2 C1-2	
3. Clean/maintain tool and equipment after use.		A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-LEA-SET-02-O – Use of tools and equipment in leather goods industries		
Element	Assessment Method		
	Written	Practical	Oral
1. Follow OHS practices and obtain work pieces.	8, 12	A1-2 B1-2 C1-2	
2. Prepare workstation and tools.		A1-2 B1-2 C1-2	
3. Carry out table-based works.		A1-2 B1-2 C1-2	4, 5
4. Clean workplace.		A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-LEA-SET-03-O – Work in setting and assembling of leather goods manufacture		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify types of materials used in leather goods manufacturing.	8, 12		
2. Identify parts of leather goods and process flow in manufacturing of leather goods.		A1-2 B1-2 C1-2	5
3. Summarize the process flow in manufacturing of leather goods.			8

Unit of Competency:	SEIP-LEA-SET-04-O – Perform setting related operations in leather goods manufacturing		
Element	Assessment Method		
	Written	Practical	Oral
1. Receive work pieces from the concerned department for setting and assembling.	18		6
2. Prepare workstation and tools.	19	A1-2 B1-2 C1-2	
3. Perform setting related table-based work following OHS.	20	A1-2 B1-2 C1-2	7
Unit of Competency:	SEIP-LEA-SET-05-O – Perform assembling related operation in leather goods manufacturing		
Element	Assessment Method		
	Written	Practical	Oral
1. Carry out table-based works for assembling operations of big leather goods or small leather goods.	8, 12	A1-2 B1-2 C1-2	
2. Conduct final quality check and dispatch.		A1-2 B1-2 C1-2	
3. Clean workplace.	17	A1-2 B1-2 C1-2	11