



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL

FOR

SETTING OPERATION - FOOTWEAR
(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 Operation - Footwear**, 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-SOF-01-G	Use basic mathematical concepts
SEIP-LEA-SOF-02-G	Carry out workplace interaction
SEIP-LEA-SOF-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-SOF-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SOF-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SOF-01-O	Use of tools and equipment in setting operation
SEIP-LEA-SOF-02-O	Identify materials for setting operation in footwear making
SEIP-LEA-SOF-03-O	Perform folding operation
SEIP-LEA-SOF-04-O	Perform setting operation in footwear making

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 Operation - Footwear					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-LEA-SOF-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 the 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 and instrument to perform calculations	3.1. Calculations are completed using appropriate tools and instrument.			√		√
	3.2. Calculation is performed using appropriate tools and instruments accurately.			√		√

Occupation:	Setting Operation - Footwear					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-LEA-SOF-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 is 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. Workplace procedures and matters are comprehended.		√	
2. Read and understand workplace documents	2.1. Workplace documents are interpreted correctly.	√	√	
	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.		√	
	3.2. Meeting procedures and etiquette are followed.		√	
	3.3. Active participation is ensured, opinions are expressed and heard.		√	
	3.4. Inputs are provided and interpreted in line with the meeting purpose.		√	
4. Practice professional ethics at work	4.1. Responsibilities as a team member are performed.	√		
	4.2. Tasks are performed in accordance with workplace procedures.	√		
	4.3. Confidentiality is maintained.		√	
	4.4. Inappropriate and conflicting situations are avoided.		√	

Occupation:	Setting Operation - Footwear					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-LEA-SOF-03-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W

1. Identify team goals and work processes	1.1. Roles and responsibilities of team members are identified.		√	
	1.2. 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 Operation - Footwear			
Unit Name:	Apply occupational health and safety (OHS) practices in the workplace			
Unit Code:	SEIP-LEA-SOF-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 interpreted.		√	
	1.2. Safety signs and symbols are identified and followed.	√		
	1.3. Response, evacuation procedures and other contingency measures are interpreted correctly.			√

2. Apply personal health and safety practices	2.1. OHS policies and procedures are applied in the workplace.	✓		
	2.2. Common health issues are recognised.			✓
	2.3. Common safety issues are identified.	✓		
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 responded to.		✓	
	4.3. First aid procedures during emergency situations are identified.		✓	

Occupation:	Setting Operation - Footwear					
Unit Name:	Work in the leather, leather goods and footwear industries					
Unit Code:	SEIP-LEA-SOF-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. Explain the workflow of making footwear and leather goods	1.1. Workflow of footwear making is identified and recognised.					✓
	1.2. Workflow of leather goods making is identified and recognised.			✓		✓
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 leather, leather goods and footwear industries are identified.			✓		
	2.2. The positions and job roles are differentiated clearly with key responsibilities.					✓
3. Identify materials used in leather, leather goods and footwear industries	3.1. Raw materials used in the leather industry are identified for use.			✓		
	3.2. Materials used in the leather goods industry are identified.			✓		
	3.3. Materials used in the footwear are identified.			✓		

Occupation:	Setting Operation - Footwear
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Unit Name:	Use of tools and equipment in setting operation					
Unit Code:	SEIP-LEA-SOF-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. Identify tools and equipment	1.1.	Tools and equipment for setting operations are identified.	√		√	
	1.2.	Application of tools and equipment is recognised.	√	√		
	1.3.	Usability of tools and equipment is checked and verified.	√			
	1.4.	Unsafe or faulty tools and equipment is identified and marked for repair.	√			
2. Use tools and equipment	2.1.	Appropriate tools and equipment is selected and prepared according to job requirement.	√			
	2.2.	Safety precautions are ensured before using tools and equipment including ensuring the use of Personal protective equipment (PPE).	√			
	2.3.	Use tools and equipment is properly and safely to perform work activity and in accordance with job requirement.	√			
3. Clean and maintain tools and equipment after use	3.1.	Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	√			
	3.2.	Condition of tools and equipment is checked after use and reported.	√			
	3.3.	Appropriate lubricant is applied after use and prior to storage.	√			
	3.4.	Defective tools and equipment is inspected and repaired or replaced.	√			
	3.5.	Tools and equipment are stored and secured in accordance with workplace requirements.	√			

Occupation:	Setting Operation - Footwear				
Unit Name:	Identify materials for setting operation in footwear making				
Unit Code:	SEIP-LEA-SOF-02-O				
Assessment Method:	P	O	W		
	Performance	Oral questioning	Written examination (including short-answer, multiple		

	<i>(including demonstration and observation)</i>		<i>choice, and true or false questions)</i>		
Element	Performance Criteria	P	O	W	
1. Identify setting operation process	1.1. Basic setting operation process is identified and explained.		√	√	
	1.2. Purpose of setting operation is clearly described.		√		
2. Identify types of materials used in setting operations	2.1. Types and sources of materials used in setting operations are identified			√	
	2.2. Identified materials are distinguished pursuant to key characteristics.			√	
3. Identify different types footwear	3.1. Different types of footwear are identified and briefly described.			√	
	3.2. The various parts of footwear are identified and illustrated.			√	
	3.3. The functions of each part of footwear is described.		√		

Occupation:	Setting Operation - Footwear				
Unit Name:	Perform folding operation				
Unit Code:	SEIP-LEA-SOF-03-O				
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. Attach reinforce materials	1.1. Reinforcement materials are identified.	√		√	
	1.2. Reinforcement materials are attached on the edge of the upper components.	√			
2. Apply adhesive on the edge to be folded	2.1. Mask and gloves are worn in accordance with OHS standards.	√			
	2.2. Adhesive is applied to components in accordance with job specification.	√			
	2.3. Application tools are cleaned, maintained and stored.	√			
3. Cut nicks on concave edge	3.1. Nicks are slanted, not exceeding half of the width of folding allowance.	√			
	3.2. Distance between nicks are equally distributed in accordance with job specification.	√			

4. Perform folding operation	4.1. Folding adhesive is selected in accordance with work requirements.	✓		
	4.2. Folding operation is performed using appropriate folding tools.	✓		

Occupation:	Setting Operation- Footwear			
Unit Name:	Perform setting operation in footwear making			
Unit Code:	SEIP-LEA-SOF-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. Collect work bundles	1.1. Upper materials, lining materials and reinforcement materials are collected and checked.	✓		
	1.2. Accessories and components are collected and checked.	✓		
	1.3. Work pieces are laid down appropriately.	✓		
2. Perform setting work	2.1. OSH instructions are followed according to job specification.	✓		
	2.2. Table, tools and work area are prepared as per workplace standards.	✓		
	2.3. Setting works are performed according to job specification.	✓		
3. Ensure in-line quality of setting works	3.1. Quality of the setting works is checked.	✓		
	3.2. Faulty pieces are identified and isolated in accordance with workplace practices.	✓		
	3.3. Work pieces are dispatched for next operation.	✓		
4. Maintain cleanliness of workplace	4.1. Workplace cleanliness is carried out and maintained as per workplace standards.	✓		
	4.2. Waste is disposed of according to company regulations and compliance requirements.	✓		
	4.3. Tools and materials are cleaned, maintained and stored safely.	✓		

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 Operation - Footwear. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

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

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

Furthermore, the assessment process must:

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

There are two types of assessment:

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

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

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

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

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

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

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

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

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

Self-Assessment Guide

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

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

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

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

Qualification:	Setting Operation - Footwear	
Units of competency:	<p>Generic units:</p> <p>Use basic mathematical concepts</p> <p>Carry out workplace interaction</p> <p>Operate in a team environment</p> <p>Sector-specific units:</p> <p>Apply occupational health and safety (OHS) practices in the workplace</p> <p>Work in the leather, leather goods and footwear industries</p> <p>Occupation-specific units:</p> <p>Use of tools and equipment in setting operation</p> <p>Identify materials for setting operation in footwear making</p> <p>Perform folding operation</p> <p>Perform setting operation in footwear making</p>	
<p>Instructions:</p> <ul style="list-style-type: none"> ▪ Read each of the questions in the left-hand column of the chart ▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer 		
Can I?	YES	NO
▪ 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		
▪ Interpret views and opinions of other team members		
▪ Problems faced at the individual and team level are identified and showed insight into the root-causes of problems		
▪ Identify a range of solutions and courses of action with benefits, costs, and risks associated with each		
▪ The good ideas of others to help develop solutions are recognised and seek advice from those who've solved similar problems		
▪ It is looked beyond the obvious and not stopped at the first answers		
▪ All safety requirements/regulations are adhered to before, during and after use		
▪ Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use		
▪ Check routinely immediate work area is for safety hazards prior to starting and during work		
▪ Identify, rectify or remove hazards and unacceptable activities and work is conducted safely according to standard OHS requirement		
▪ Report OHS hazards and incidents in the work area to appropriate personnel according to workplace procedures		
▪ Identify the positions, job roles and responsibilities in the tannery, leather goods and footwear industries		
▪ Differentiate clearly the positions and job roles are with key responsibilities		
▪ Identify different types of materials used in the leather industry for use		
▪ Identify different types of materials used in the footwear industry for use		
▪ Demonstrate team work in the leather, leather goods and footwear industries		
▪ Conflict resolution techniques are applied, to minimize interpersonal differences with co-workers that may adversely affect team performance		
▪ Emergency situations are promptly identified		
▪ Emergency situations are reported to appropriate personnel according to workplace reporting requirements		
▪ Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities		
▪ 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 Operation (Footwear)

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 Operation - Footwear, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-LEA-SOF-01-G	Use basic mathematical concepts
SEIP-LEA-SOF-02-G	Carry out workplace interaction
SEIP-LEA-SOF-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-SOF-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SOF-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SOF-01-O	Use of tools and equipment in setting operation
SEIP-LEA-SOF-02-O	Identify materials for setting operation in footwear making
SEIP-LEA-SOF-03-O	Perform folding operation
SEIP-LEA-SOF-04-O	Perform setting operation in footwear making

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

Assessment Agreement	
Occupation:	Setting Operation - Footwear
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-LEA-SOF-01-G	Use basic mathematical concepts
SEIP-LEA-SOF-02-G	Carry out workplace interaction
SEIP-LEA-SOF-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-SOF-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SOF-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SOF-01-O	Use of tools and equipment in setting operation
SEIP-LEA-SOF-02-O	Identify materials for setting operation in footwear making
SEIP-LEA-SOF-03-O	Perform folding operation
SEIP-LEA-SOF-04-O	Perform setting operation in footwear making
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 Operation - Footwear, 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:
 - Perform folding of leather components
 - Apply adhesive and join components
 - Perform stiffener setting operations
 - Set B:
 - Perform folding of leather components
 - Apply adhesive and join components
 - Perform stiffener setting operations
 - Set C:
 - Perform folding of leather components
 - Apply adhesive and join components
 - Perform stiffener setting operations
 - 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 three (3) tasks (contained in one set):
 - (i) Practical demonstration 1 (45 minutes)
 - (ii) Practical demonstration 2 (75 minutes)
 - (iii) Practical demonstration 3 (**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 40
- Set A – Practical Demonstration 2: page 45
- Set A – Practical Demonstration 3: page 49
- Set B – Practical Demonstration 1: page 53
- Set B – Practical Demonstration 2: page 58
- Set B – Practical Demonstration 3: page 62
- Set C – Practical Demonstration 1: page 66
- Set C – Practical Demonstration 2: page 71
- Set C – Practical Demonstration 3: page 75

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 Operation - Footwear. Using the performance criteria as a benchmark, evidence will be gathered through:

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

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

- Set A:
 - Perform folding of leather components (45 minutes)
 - Apply adhesive and join components (75 minutes)
 - Perform stiffener setting operations (2 hours)
 - Set B:
 - Perform folding of leather components (45 minutes)
 - Apply adhesive and join components (75 minutes)
 - Perform stiffener setting operations (2 hours)
 - Set C:
 - Perform folding of leather components (45 minutes)
 - Apply adhesive and join components (75 minutes)
 - Perform stiffener setting operations (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 Operation - Footwear.
 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 Operation - Footwear
Unit of Competency	Element
Generic Competencies	
SEIP-LEA-SOF-01-G	Use basic mathematical concepts
SEIP-LEA-SOF-02-G	Carry out workplace interaction
SEIP-LEA-SOF-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-SOF-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SOF-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SOF-01-O	Use of tools and equipment in setting operation
SEIP-LEA-SOF-02-O	Identify materials for setting operation in footwear making
SEIP-LEA-SOF-03-O	Perform folding operation
SEIP-LEA-SOF-04-O	Perform setting operation in footwear making
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 Operation - Footwear ▪ 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.	What tool will you select and use to perform calculations?	a. Smart phone b. Computer c. Calculator d. Laptop e. All of the above
3.	Five difficulty level of workplace documents are?	a. 1 to 5 b. 2 to 6 c. 3 to 7 d. a to e
4.	Fayeka was tasked to attend a meeting with a leather and footwear organization by 10:00am. Fayeka was not able to anticipate the traffic for that day so she was late for the meeting. The following are actions she could have taken to avoid being late, except for?	a. Make sure to come on time and prepare for the meeting in advance. b. Leave home earlier to give time allowance for unexpected road traffic. c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place. d. Make sure you have a good excuse for being late.
5.	A set of rules outlining the social norms, religious rules and responsibilities of, and or proper practices for individuals in an industry is called?	a. Code of conduct b. Good laboratory practices c. Good manufacturing practices d. By-laws
6.	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
7.	Ways to build relationships within a team may include?	a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes concerns d. All of the above

8.	What is the cleaning tool used for sweeping?	a. Broom b. Vacuum cleaner c. Brush d. Mop
9.	Impression of vein in finished leather is known as?	a. Scratch marks b. Vein marks c. Growth marks d. All of above
10.	Which one is used as reinforcement?	a. Velcro b. Zipper c. Reinforcement tape d. Trims
11.	Which one is the strongest part of leather?	a. Belly b. Shoulder c. Butt d. Neck
12.	Impact resulting from being struck by or against objects may cause what type of serious accident?	a. Chemical b. Physical c. Biological d. Ergonomics
13.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	a. Biological b. Ergonomic c. Physical d. Chemical
14.	Which is the principal raw material used in the 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.		
15.	Damaged or defective tools and equipment should be sorted out and take out for repair and maintenance.	True <input type="checkbox"/> False <input type="checkbox"/>
16.	Velcro is a brand name of hook-and-loop fastener.	True <input type="checkbox"/> False <input type="checkbox"/>

17.	In the leather goods industry, all tools, equipment and machinery 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.		
18.	Workmanship plays a vital role in _____.	
19.	A rivet is a permanent _____ having a metallic pin with a head, which is 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).		
20.	What are OHS policies and procedures?	
21.	What are chemical hazards?	
22.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	
23.	What is the basic the workflow of making leather footwear?	
24.	What are five essential materials used in footwear making?	
25.	Name five tools and equipment used in setting operations.	
26.	What are some activities undertaken in setting operations?	
27.	What are the upper materials used in setting operations?	

28.	What are two major types of footwear?	
29.	How do you perform setting work?	
30.	What is the importance of using reinforcement?	
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate Signature:		Date:
Assessor Signature:		Date:

Written Test - Answers

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

Multiple Choice		
1.	What percentage of 250 is 50?	<ul style="list-style-type: none"> a. 10% b. 20% c. 25% d. 50%
2.	What tool will you select and use to perform calculations?	<ul style="list-style-type: none"> a. Smart phone b. Computer c. Calculator d. Laptop e. All of the above
3.	Five difficulty level of workplace documents are?	<ul style="list-style-type: none"> a. 1 to 5 b. 2 to 6 c. 3 to 7 d. a to e
4.	Fayeka was tasked to attend a meeting with a leather and footwear organization by 10:00am. Fayeka was not able to anticipate the traffic for that day so she was late for the meeting. The following are actions she could have taken to avoid being late, except for?	<ul style="list-style-type: none"> a. Make sure to come on time and prepare for the meeting in advance. b. Leave home earlier to give time allowance for unexpected road traffic. c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place. d. Make sure you have a good excuse for being late.
5.	A set of rules outlining the social norms, religious rules and responsibilities of, and or proper practices for individuals in an industry is called?	<ul style="list-style-type: none"> a. Code of conduct b. Good laboratory practices c. Good manufacturing practices d. By-laws
6.	What are the advantages of a self-directed team?	<ul style="list-style-type: none"> a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
7.	Ways to build relationships within a team may include?	<ul style="list-style-type: none"> a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes concerns d. All of the above
8.	What is the cleaning tool used for sweeping?	<ul style="list-style-type: none"> a. <i>Broom</i>

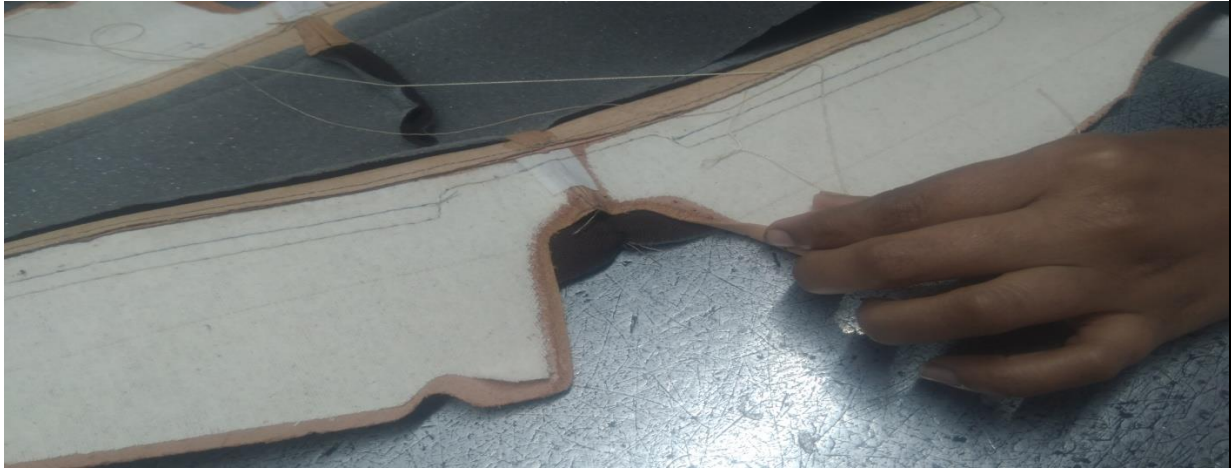
		<p>b. Vacuum cleaner</p> <p>c. Brush</p> <p>d. Mop</p>
9.	Impression of vein in finished leather is known as?	<p>a. Scratch marks</p> <p>b. Vein marks</p> <p>c. Growth marks</p> <p>d. All of above</p>
10.	Which one is used as reinforcement?	<p>a. Velcro</p> <p>b. Zipper</p> <p>c. Reinforcement tape</p> <p>d. Trims</p>
11.	Which one is the strongest part of leather?	<p>a. Belly</p> <p>b. Shoulder</p> <p>c. Butt</p> <p>d. Neck</p>
12.	Impact resulting from being struck by or against objects may cause what type of serious accident?	<p>a. Chemical</p> <p>b. Physical</p> <p>c. Biological</p> <p>d. Ergonomics</p>
13.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	<p>a. Biological</p> <p>b. Ergonomic</p> <p>c. Physical</p> <p>d. Chemical</p>
14.	Which is the principal raw material used in the leather products industry?	<p>a. Wet blue leather</p> <p>b. Crust leather</p> <p>c. Finished leather</p> <p>d. All of above</p>
True or False Quiz		
15.	Damaged or defective tools and equipment should be sorted out and take out for repair and maintenance.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
16.	Velcro is a brand name of hook-and-loop fastener.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
17.	In the leather goods industry, all tools, equipment and machinery must not be properly tracked and maintained.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
Fill in the Missing Blanks		

18.	Workmanship play a vital role in <u>setting operation</u> .	
19.	A rivet is a permanent <u>mechanical fastener</u> having a metallic pin with a head, which is used for uniting two plates or pieces of material together.	
Short Answer		
20.	What are OHS policies and procedures?	<i>OHS policies and procedures are a major part of protecting the safety, health and welfare of people engaged in work or employment.</i>
21.	What are chemical hazards?	<i>Hazards that arise from inhaling chemical agents in the form of vapors, gases, dusts, fumes, mists, or by skin contact with these materials.</i>
22.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	<i>Make a written report and submit it to your line manager.</i>
23.	What is the basic the workflow of making leather footwear?	<i>Designing, pattern making, cutting, preparation and setting, upper closing/stitching, lasting (for footwear) and making, finishing, quality control, and packaging.</i>
24.	What are five essential materials used in footwear making?	<i>Materials for footwear: a. Leather b. Fabrics c. Synthetic leather d. Thread e. Adhesive</i>
25.	Name five tools or equipment used in setting operations.	<i>Tools: Awls, cutting tools, hammers, measuring and lacing tools, punches, scissors and shears, sharpening and polishing tools, tack removers, chisels and pinchers, folding bone, measuring scale. Equipment: Hand dryer, thread burner, hot air blower, hand roller, adhesive pot.</i>
26.	What are some activities undertaken in setting operations?	<i>Marking, punching, eyeleting, folding, cementing, attaching.</i>
27.	What are the upper materials used in setting operations?	<i>Leather, synthetics and fabrics.</i>
28.	What are two major types of footwear?	<i>Sandals and shoes.</i>
29.	How do you perform setting work?	<i>Marking, skiving, cementing, reinforcement attaching, folding, punching, eyeleting, attachment of different parts.</i>

30.	What is the importance of using reinforcement?	<i>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.</i>
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Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform folding of leather components
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 Operation - Footwear ▪ 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 forty-five (45) minutes to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify appropriate reinforcement material. 7. Collect the skived leather upper component. 8. Inspect and check materials for any defects. 9. Place pattern and mark on flesh side of leather upper component. 10. Apply adhesive through marked area and dry. 11. Attach lining. 12. Apply adhesive through skived area. 13. Cut nicks on concave edge equally distanced. 14. Fold adhesive applying area. 15. Hammer folded area and prepare component for attaching with other components. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:**Resources Required:**

Tools:	Marking pattern Silver marker Hammer Adhesive pot Brush
Equipment:	N/A
Machinery:	N/A
Materials:	Skived leather upper component Adhesive/Double phase tape
PPE:	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 Operation - Footwear	
Task:	Perform folding of leather components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and check reinforcement material as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence.	<input type="checkbox"/>	<input type="checkbox"/>
Placed marking pattern on flesh side of upper component and marked properly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through marked area and dried properly.	<input type="checkbox"/>	<input type="checkbox"/>
Attached lining correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through skived area.	<input type="checkbox"/>	<input type="checkbox"/>
Nicks are slanted, not exceeding half of the width of folding allowance.	<input type="checkbox"/>	<input type="checkbox"/>
Distance between nicks are equally distributed in accordance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Folded adhesive applying area carefully.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered folded area and prepared component for attaching with other components.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:

Assessor Signature:		Date:	
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Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Apply adhesive and join components
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 Operation - Footwear▪ 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 seventy-five (75) minutes to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Identify, read and interpret job specifications, drawings and other workplace documents.2. Identify and collect required tools, equipment and material for task.3. Inspect worksite for hazards and implement appropriate controls (if necessary).4. Identify and collect appropriate PPE.5. Prepare work area and table as per job specifications.6. Identify and collect appropriate adhesive.7. Apply adhesive evenly to marked area of components.8. Avoid use of excessive quantity of adhesive.9. Dry adhesive layer.10. Place components in position.11. Attach, press and join components.12. Check for proper attachment.13. Hammer attached portion.14. Check quality of setting work.15. Identify faulty pieces and remove.16. Dispatch completed work pieces.17. Clean, maintain and store tools and equipment.	

18. Clean workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors NT cutter Measuring scale Adhesive pot Nylon brush Hammer (mallet)
Equipment:	N/A
Machinery:	Hammering machine
Materials:	Leather Adhesive
PPE:	Apron Ear plugs

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Apply adhesive and join components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Applied adhesive evenly at marked area of components.	<input type="checkbox"/>	<input type="checkbox"/>
Avoided use of excessive quantity of adhesive.	<input type="checkbox"/>	<input type="checkbox"/>
Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed components in correct position.	<input type="checkbox"/>	<input type="checkbox"/>
Attached, pressed and joined components.	<input type="checkbox"/>	<input type="checkbox"/>
Checked attaching is correct.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered attached portion.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Set A: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform stiffener setting operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Setting Operation - Footwear ▪ 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:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify and collect appropriate adhesive. 7. Apply adhesive on stiffener as per standard operating procedure. 8. Dry adhesive layer. 9. Place stiffener under leather upper component. 10. Attach securely. 11. Press and level upper. 12. Check and remove wrinkles. 13. Check quality of setting work. 14. Identify faulty pieces and remove. 15. Dispatch completed work pieces. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:**Resources Required:**

Tools:	Hammer Adhesive pot Brush
Equipment:	N/A
Machinery:	N/A
Materials:	Stiffener Adhesive
PPE:	Apron Mask Gloves

Set A: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Perform stiffener setting operations	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information form appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed and attached stiffener properly under upper component.	<input type="checkbox"/>	<input type="checkbox"/>
Pressed and levelled upper.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and removed wrinkles.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform folding of leather components
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 Operation - Footwear ▪ 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 forty-five (45) minutes to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify appropriate reinforcement material. 7. Collect the skived leather upper component. 8. Inspect and check materials for any defects. 9. Place pattern and mark on flesh side of leather upper component. 10. Apply adhesive through marked area and dry. 11. Attach lining. 12. Apply adhesive through skived area. 13. Cut nicks on concave edge equally distanced. 14. Fold adhesive applying area. 15. Hammer folded area and prepare component for attaching with other components. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:**Resources Required:**

Tools:	Marking pattern Silver marker Hammer Adhesive pot Brush
Equipment:	N/A
Machinery:	N/A
Materials:	Skived leather upper component Adhesive/Double phase tape
PPE:	Apron Mask Gloves

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Perform folding of leather components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and check reinforcement material as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence.	<input type="checkbox"/>	<input type="checkbox"/>
Placed marking pattern on flesh side of upper component and marked properly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through marked area and dried properly.	<input type="checkbox"/>	<input type="checkbox"/>
Attached lining correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through skived area.	<input type="checkbox"/>	<input type="checkbox"/>
Nicks are slanted, not exceeding half of the width of folding allowance.	<input type="checkbox"/>	<input type="checkbox"/>
Distance between nicks are equally distributed in accordance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Folded adhesive applying area carefully.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered folded area and prepared component for attaching with other components.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:

Assessor Signature:		Date:	
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Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Apply adhesive and join components
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 Operation - Footwear ▪ 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 seventy-five (75) minutes to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify and collect appropriate adhesive. 7. Apply adhesive evenly to marked area of components. 8. Avoid use of excessive quantity of adhesive. 9. Dry adhesive layer. 10. Place components in position. 11. Attach, press and join components. 12. Check for proper attachment. 13. Hammer attached portion. 14. Check quality of setting work. 15. Identify faulty pieces and remove. 16. Dispatch completed work pieces. 17. Clean, maintain and store tools and equipment. 	

18. Clean workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors NT cutter Measuring scale Adhesive pot Nylon brush Hammer (mallet)
Equipment:	N/A
Machinery:	Hammering machine
Materials:	Leather Adhesive
PPE:	Apron Ear plugs

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Apply adhesive and join components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Applied adhesive evenly at marked area of components.	<input type="checkbox"/>	<input type="checkbox"/>
Avoided use of excessive quantity of adhesive.	<input type="checkbox"/>	<input type="checkbox"/>
Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed components in correct position.	<input type="checkbox"/>	<input type="checkbox"/>
Attached, pressed and joined components.	<input type="checkbox"/>	<input type="checkbox"/>
Checked attaching is correct.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered attached portion.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Set B: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform stiffener setting operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Setting Operation - Footwear ▪ 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:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify and collect appropriate adhesive. 7. Apply adhesive on stiffener as per standard operating procedure. 8. Dry adhesive layer. 9. Place stiffener under leather upper component. 10. Attach securely. 11. Press and level upper. 12. Check and remove wrinkles. 13. Check quality of setting work. 14. Identify faulty pieces and remove. 15. Dispatch completed work pieces. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:**Resources Required:**

Tools:	Hammer Adhesive pot Brush
Equipment:	N/A
Machinery:	N/A
Materials:	Counter stiffener Adhesive
PPE:	Apron Mask Gloves

Set B: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Perform stiffener setting operations	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed and attached stiffener properly under upper component.	<input type="checkbox"/>	<input type="checkbox"/>
Pressed and levelled upper.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and removed wrinkles.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform folding of leather components
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 Operation- Footwear ▪ 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 forty-five (45) 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:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify appropriate reinforcement material. 7. Collect the skived leather upper component. 8. Inspect and check materials for any defects. 9. Place pattern and mark on flesh side of leather upper component. 10. Apply adhesive through marked area and dry. 11. Attach lining. 12. Apply adhesive through skived area. 13. Cut nicks on concave edge equally distanced. 14. Fold adhesive applying area. 15. Hammer folded area and prepare component for attaching with other components. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Marking pattern Silver marker Hammer Adhesive pot Brush
Equipment:	N/A
Machinery:	N/A
Materials:	Skived leather upper component Adhesive/Double phase tape
PPE:	Apron Mask Gloves

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Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Perform folding of leather components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and check reinforcement material as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Work pieces are laid out in correct sequence.	<input type="checkbox"/>	<input type="checkbox"/>
Placed marking pattern on flesh side of upper component and marked properly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through marked area and dried properly.	<input type="checkbox"/>	<input type="checkbox"/>
Attached lining correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Applied adhesive through skived area.	<input type="checkbox"/>	<input type="checkbox"/>
Nicks are slanted, not exceeding half of the width of folding allowance.	<input type="checkbox"/>	<input type="checkbox"/>
Distance between nicks are equally distributed in accordance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Folded adhesive applying area carefully.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered folded area and prepared component for attaching with other components.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:

Assessor Signature:		Date:	
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Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Apply adhesive and join components
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 Operation - Footwear▪ 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 seventy-five (75) minutes to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Identify, read and interpret job specifications, drawings and other workplace documents.2. Identify and collect required tools, equipment and material for task.3. Inspect worksite for hazards and implement appropriate controls (if necessary).4. Identify and collect appropriate PPE.5. Prepare work area and table as per job specifications.6. Identify and collect appropriate adhesive.7. Apply adhesive evenly to marked area of components.8. Avoid use of excessive quantity of adhesive.9. Dry adhesive layer.10. Place components in position.11. Attach, press and join components.12. Check for proper attachment.13. Hammer attached portion.14. Check quality of setting work.15. Identify faulty pieces and remove.16. Dispatch completed work pieces.17. Clean, maintain and store tools and equipment.	

18. Clean workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors NT cutter Measuring scale Adhesive pot Nylon brush Hammer (mallet)
Equipment:	N/A
Machinery:	Hammering machine
Materials:	Leather Adhesive
PPE:	Apron Ear plugs

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Apply adhesive and join components	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Applied adhesive evenly at marked area of components.	<input type="checkbox"/>	<input type="checkbox"/>
Avoided use of excessive quantity of adhesive.	<input type="checkbox"/>	<input type="checkbox"/>
Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed components in correct position.	<input type="checkbox"/>	<input type="checkbox"/>
Attached, pressed and joined components.	<input type="checkbox"/>	<input type="checkbox"/>
Checked attaching is correct.	<input type="checkbox"/>	<input type="checkbox"/>
Hammered attached portion.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Set C: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Task:	Perform stiffener setting operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Setting Operation - Footwear ▪ 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:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Prepare work area and table as per job specifications. 6. Identify and collect appropriate adhesive. 7. Apply adhesive on stiffener as per standard operating procedure. 8. Dry adhesive layer. 9. Place stiffener under leather upper component. 10. Attach securely. 11. Press and level upper. 12. Check and remove wrinkles. 13. Check quality of setting work. 14. Identify faulty pieces and remove. 15. Dispatch completed work pieces. 16. Clean, maintain and store tools and equipment. 17. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:**Resources Required:**

Tools:	Hammer Adhesive pot Brush
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Equipment:	N/A
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Machinery:	N/A
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Materials:	Counter stiffener Adhesive
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PPE:	Apron Mask Gloves
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Set C: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Setting Operation - Footwear	
Task:	Perform stiffener setting operations	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in setting operation.	<input type="checkbox"/>	<input type="checkbox"/>
Set-up and prepared work area and table up according to work requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials (work bundle) as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Dried adhesive layer properly.	<input type="checkbox"/>	<input type="checkbox"/>
Placed and attached stiffener properly under upper component.	<input type="checkbox"/>	<input type="checkbox"/>
Pressed and levelled upper.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and removed wrinkles.	<input type="checkbox"/>	<input type="checkbox"/>
Checked quality of the setting works.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and isolated faulty pieces in accordance with workplace practices.	<input type="checkbox"/>	<input type="checkbox"/>
Dispatched work pieces for next operation.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lubricant is applied after use and prior to storage.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted in courteous manner to gather and convey information.	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Views and opinions of other team members are interpreted.	<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 Signature:		Date:
Assessor Signature:		Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Setting Operation - Footwear
Unit of Competency	
Generic Competencies	
SEIP-LEA-SOF-01-G	Use basic mathematical concepts
SEIP-LEA-SOF-02-G	Carry out workplace interaction
SEIP-LEA-SOF-03-G	Operate in a team environment
Sector-specific Competencies	
SEIP-LEA-SOF-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SOF-02-S	Work in the leather, leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SOF-01-O	Use of tools and equipment in setting operation
SEIP-LEA-SOF-02-O	Identify materials for setting operation in footwear making
SEIP-LEA-SOF-03-O	Perform folding operation
SEIP-LEA-SOF-04-O	Perform setting operation in footwear making
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 Operation - Footwear ▪ 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 is the official system of measurement in almost every country in the world?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What are the primary methods used for calculation?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Name the tools and instruments used to perform calculation.	<input type="checkbox"/>	<input type="checkbox"/>
4.	What type of tool is a Code of Conduct?	<input type="checkbox"/>	<input type="checkbox"/>
5.	What can be one of the positive benefits of a visual workplace?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What factors should be considered when planning a meeting?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is it true that a person's character is not subject to ethics?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Give an example of a people-oriented team role.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Developing a project plan is a task of which person?	<input type="checkbox"/>	<input type="checkbox"/>
10.	What tool is used to clearly shows the reporting relationships within an organization?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Why should any conflict be dealt with immediately?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Why is the use of symbols on precautionary labels recommended?	<input type="checkbox"/>	<input type="checkbox"/>
13.	What are the instructions to be followed for maintaining OHS policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What will you do when there is too much noise in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
15.	What is the hazard created due to transfer of energy between an object and a worker?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Explain alarm signals.	<input type="checkbox"/>	<input type="checkbox"/>
17.	What is the workflow of making footwear and leather goods?	<input type="checkbox"/>	<input type="checkbox"/>
18.	What are your duties and responsibilities as a setting operations supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Name five types of materials used in footwear making.	<input type="checkbox"/>	<input type="checkbox"/>
20.	What type of knife is used for edge trimming?	<input type="checkbox"/>	<input type="checkbox"/>
21.	What are the tools are used in setting operations?	<input type="checkbox"/>	<input type="checkbox"/>
22.	What is the equipment used in setting operations?	<input type="checkbox"/>	<input type="checkbox"/>

23.	Name three cleaning tools.	<input type="checkbox"/>	<input type="checkbox"/>
24.	What are the processes involved in setting operations?	<input type="checkbox"/>	<input type="checkbox"/>
25.	What are the materials used in setting operations?	<input type="checkbox"/>	<input type="checkbox"/>
26.	Name the different types footwear.	<input type="checkbox"/>	<input type="checkbox"/>
27.	What is reinforcement material?	<input type="checkbox"/>	<input type="checkbox"/>
28.	Name four different types of adhesives.	<input type="checkbox"/>	<input type="checkbox"/>
29.	How do you cut nicks on a concave edge for folding?	<input type="checkbox"/>	<input type="checkbox"/>
30.	What are the activities involved in folding operations?	<input type="checkbox"/>	<input type="checkbox"/>
31.	Name the materials in the work bundles.	<input type="checkbox"/>	<input type="checkbox"/>
32.	What are the operations involved in setting work?	<input type="checkbox"/>	<input type="checkbox"/>
33.	What is the sequence of eyeleting?	<input type="checkbox"/>	<input type="checkbox"/>
34.	What do you do with faulty pieces?	<input type="checkbox"/>	<input type="checkbox"/>
35.	What is the criteria that is generally required for maintaining cleanliness in workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			
Assessment decision for this assessment activity:			
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent			
Candidate Signature:		Date:	
Assessor 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 is the official system of measurement in almost every country in the world?	<i>Metric system.</i>
2.	What are the primary methods used for calculation?	<i>Addition, subtraction, multiplication and division.</i>
3.	Name the tools and instruments used to perform calculation.	<i>Calculator, mobile, computer.</i>
4.	What type of tool is a Code of Conduct?	<i>Management tool.</i>
5.	What can be one of the positive benefits of a visual workplace?	<i>Improved safety.</i>
6.	What factors should be considered when planning a meeting?	<ul style="list-style-type: none"> ▪ <i>Necessity of meeting</i> ▪ <i>Goals of meeting</i> ▪ <i>Participants</i> ▪ <i>resource</i> ▪ <i>Schedule</i>
7.	Is it true that a person's character is not subject to ethics?	<i>No.</i>
8.	Give an example of a people-oriented team role.	<i>Coordinator.</i>
9.	Developing a project plan is a task of which person?	<i>Project manager</i>
10.	What tool is used to clearly shows the reporting relationships within an organization?	<i>Organizational chart.</i>
11.	Why should any conflict be dealt with immediately?	<i>To avoid the temptation to ignore it.</i>
12.	Why is the use of symbols on precautionary labels recommended?	<p><i>The use of symbols on precautionary labels is optional, and is recommended for the following reasons:</i></p> <ul style="list-style-type: none"> ▪ <i>Symbols may show and help to explain the hazards quickly.</i> ▪ <i>Symbols can be understood by both readers and non-readers.</i> ▪ <i>Symbols may be multilingual and usually translate directly into all languages.</i>
13.	What are the instructions to be followed for maintaining OHS policies and procedures?	<p><i>OHS instructions:</i></p> <p><i>Tidy and clean, emergency procedures, safety sign and symbols,</i></p>

		<i>personal protective equipment (PPE), standard operating Procedures (SOP)</i>
14.	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>
15.	What is the hazard created due to transfer of energy between an object and a worker?	<i>Physical.</i>
16.	Explain alarm signals.	<i>The warning alarm and the evacuation alarm trigger a number of (simultaneous or successive) actions.</i> <ul style="list-style-type: none"> ▪ <i>The warning alarm:</i> <ul style="list-style-type: none"> ○ <i>consists of a three-second tone or an announcement.</i> ○ <i>alerts occupants that a fire has been detected.</i> ○ <i>alerts the First Intervention Team.</i> ○ <i>does not equal an evacuation order</i> ▪ <i>The evacuation alarm:</i> <ul style="list-style-type: none"> ○ <i>consists of a steady tone lasting 5 minutes or a direct announcement</i> ○ <i>instructs all occupants to leave the building (or a particular part of the building) immediately and proceed to the designated assembly points</i>
17.	What is the workflow of making footwear and leather goods?	<i>Designing, pattern making, cutting, preparation and setting, upper closing/ stitching, lasting (for footwear) and making, finishing, quality control, packaging.</i>
18.	What are your duties and responsibilities as a setting operations supervisor?	<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 operation in a footwear industry</i>
19.	Name five types of materials used in footwear making.	<i>Different types of upper, lining, reinforcements, threads and soling materials are used in footwear making.</i>

20.	What type of knife is used for edge trimming?	Sharp edge knife is used for edge trimming.
21.	What are the tools are used in setting operations?	Awls, cutting tools, hammers, measuring and lacing tools, punches, scissors and shears, sharpening and polishing tools, tack removers, chisels and pinchers, folding bone, measuring scale.
22.	What is the equipment used in setting operations?	Hand dryer, thread burner, hot air blower, hand roller, adhesive pot.
23.	Name three cleaning tools.	Broom, dusters, dust pan, brush, mop and waste container.
24.	What are the processes involved in setting operations?	Marking, punching, eyeleting, folding, cementing, attaching.
25.	What are the materials used in setting operations?	Upper, lining, reinforcing, adhesive, adhesive tape.
26.	Name the different types footwear.	Oxford, derby, moccasin, court, boot, sports, sandal.
27.	What is reinforcement material?	The material which added more strength without adding extra thickness.
28.	Name four different types of adhesives.	Water based adhesive (latex), Solvent based adhesive (rubber solution, polyurethane, neoprene), Adhesive tape (double face, single), Self-adhesive.
29.	How do you cut nicks on a concave edge for folding?	The length of cut should be less than half of folding allowance and the distance between two cuts should be equal (minimum 2 mm).
30.	What are the activities involved in folding operations?	Marking, skiving, cementing, reinforcement attaching and folding.
31.	Name the materials in the work bundles.	Upper, lining, reinforcement and accessories.
32.	What are the operations involved in setting work?	Marking, skiving, cementing, reinforcement attaching, folding, punching, eyeleting, attachment of different parts.
33.	What is the sequence of eyeleting?	Sequence of eyeleting is as follows: i. punching a hole in the leather by means of a punch and mallet ii. inserting the eyelet in the hole and Then the free end of the eyelet is uniformly spread out along the

		<i>perimeter of the hole with the aid of a small gadget.</i>
34.	What do you do with faulty pieces?	<i>Faulty pieces are identified, isolated and repaired in accordance with workplace practices.</i>
35.	What is the criteria that is generally required for maintaining cleanliness in workplace?	<p><i>The four criteria of successful maintenance program are:</i></p> <ol style="list-style-type: none"> <i>1. Well organised</i> <i>2. Control hazards</i> <i>3. Define operational procedures</i> <i>4. Give training to key personnel</i>

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Setting Operation - Footwear		
Assessment Centre:			
Date(s) of Assessment:			
The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:			
Unit of Competency	Assessment Method	Competent	Not Yet Competent
All units of competency comprising of the qualification	Written Test	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 1 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 2 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 3 (Set)	<input type="checkbox"/>	<input type="checkbox"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Note: Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for ALL units of competency.			
Recommendation			
<input type="checkbox"/> Issuance of Statement of Achievement (<i>indicate title of 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 Operation - Footwear		
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-SOF-01-G – Use basic mathematical concepts		
Element	Assessment Evidence		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	1	A1-3 B1-3 C1-3	1
2. Select appropriate mathematical methods/concepts for calculation.	1, 2	A1-3 B1-3 C1-3	2
3. Use tool and instrument to perform calculations.	1, 2	A1-3 B1-3 C1-3	3
Unit of Competency:	SEIP-LEA-SOF-02-G – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.		A1-3 B1-3 C1-3	4
2. Read and understand workplace documents.	3	A1-3 B1-3 C1-3	5
3. Participate in workplace meetings and discussions.	4		6
4. Practice professional ethics at work.	5	A1-3 B1-3 C1-3	7
Unit of Competency:	SEIP-LEA-SOF-03-G – Operate in a team environment		
Element	Assessment Method		

		Written	Practical	Oral
1. Identify team goals and work processes.		6		8, 9
2. Identify own role and responsibilities within team.				10
3. Communicate and cooperate with team members.		7	A1-3 B1-3 C1-3	
4. Practice problem solving within team.		22	A1-3 B1-3 C1-3	11
Unit of Competency:	SEIP-LEA-SOF-01-G – Apply occupational health and safety (OHS) practice in workplace			
Element	Assessment Method			
	Written	Practical	Oral	
1. Identify OHS policies and procedures.	20	A1-3 B1-3 C1-3	13	
2. Apply personal health and safety practices.	13	A1-3 B1-3 C1-3	12	
3. Report hazards and risks.	12, 21	A1-3 B1-3 C1-3	14, 15	
4. Respond to emergency.			16	
Unit of Competency:	SEIP-LEA-SOF-02-S – Work in the leather, leather goods and footwear industries			
Element	Assessment Method			
	Written	Practical	Oral	
1. Explain the workflow of making footwear and leather goods.	23		17	
2. Identify the positions, job roles and responsibilities in the leather goods and footwear industries.	18		18	
3. Identify materials used in leather goods and footwear industries.	11, 14, 24	A1-3 B1-3 C1-3	19	
Unit of Competency:	SEIP-LEA-SOF-01-O – Use of tools and equipment in setting operation			

Element		Assessment Method		
		Written	Practical	Oral
1. Identify tools and equipment.		8, 25	A1-3 B1-3 C1-3	21, 22
2. Use tools and equipment.			A1-3 B1-3 C1-3	
3. Clean and maintain tool and equipment after use.		8, 15, 17	A1-3 B1-3 C1-3	
Unit of Competency:	SEIP-LEA-SOF-02-O – Identify materials for setting operation in footwear making			
Element		Assessment Method		
		Written	Practical	Oral
1. Identify setting operation.		26, 30		24
2. Identify types of materials used in setting operations.		19, 27		25
3. Identify different types footwear.		28		26
Unit of Competency:	SEIP-LEA-SOF-03-O – Perform folding operation			
Element		Assessment Method		
		Written	Practical	Oral
1. Attach reinforce materials.		10, 16	A1-3 B1-3 C1-3	27
2. Apply adhesive on the edge to be folded.			A1-3 B1-3 C1-3	28
3. Cut nicks on concave edge.			A1, B1, C1	29
4. Perform folding operation.			A1, B1, C1	30
Unit of Competency:	SEIP-LEA-SOF-04-O – Perform setting operation in footwear making			
Element		Assessment Method		
		Written	Practical	Oral

1. Collect work bundles.		A1-3 B1-3 C1-3	31
2. Perform setting work.	29	A1-3 B1-3 C1-3	20, 32, 33
3. Ensure in-line quality of setting works.	9	A2-3 B2-3 C2-3	34
4. Maintain cleanliness of workplace.		A1-3 B1-3 C1-3	23, 35