

# SKSFW1

## Carry out basic operations within footwear / leathersgoods (SQA Unit Code-HC2X 04)



---

### Overview

This standard is for those who carry out basic operations in any area within footwear / leathersgoods production and is about checking equipment and materials to make sure they are correct and to the standard required, carrying out foundation footwear / leathersgoods operations to a stated quality standard safely and at a rate that maintains production flow in order to meet targets.

You will need to be aware of the product styles currently being produced by the organisation and what the finished product should look like. You will also need to know which tools, settings and equipment are required and how to handle materials without damaging them.

The job role may involve:

1. Checking that materials are available.
2. Making sure that materials are to the correct quality standard.
3. Carrying out the work required.

# SKSFW1

## Carry out basic operations within footwear / leathersgoods(SQA Unit Code-HC2W 04)

---

### Performance criteria

- You must be able to:*
- P1 make sure the work area is free from hazards
  - P2 follow the instructions on the work ticket
  - P3 check for special instructions
  - P4 use the correct tools and equipment
  - P5 check that equipment is safe and set up in readiness for use
  - P6 select the correct component parts for the style being worked on
  - P7 check that the materials to be used are free from faults
  - P8 ensure the materials used meet the specification in terms of colour matching
    - P8.1 within a product
    - P8.2 between a pair of products where applicable
  - P9 report faults in the materials
  - P10 carry out foundation footwear / leathersgoods operations safely and at a rate which maintains work flow and meets production targets
  - P11 process component parts to the quality standard required
  - P12 promptly correct work that does not conform to company quality standards
  - P13 report any damaged work to the responsible person
  - P14 follow company reporting procedures about defective tools and machines which affect work
  - P15 sort and place work to assist the next stage of production and minimise the risk of damage
  - P16 leave work area safe and secure when work is complete
  - P17 comply with written instructions
  - P18 complete forms, records and other documentation
  - P19 work to legal requirements, standards and regulations, policies, procedures and professional codes

# SKSFW1

## Carry out basic operations within footwear / leathersgoods (SQA Unit Code-HC2W 04)

---

### Knowledge and understanding

*You need to know and understand:*

- K1 styles of products currently being produced
- K2 appearance of the final product
- K3 what the common faults are
- K4 how to handle materials and avoid making them unusable
- K5 which tools, equipment and settings are needed for the operation
- K6 common faults in tools and equipment and implications of working with faulty equipment
- K7 how to handle tools and equipment safely and the health and safety implications of not doing so
- K8 the organisation's rules, codes, guidelines and standards
- K9 equipment operating procedures
- K10 statutory responsibilities under health, safety and environmental legislation and regulations
- K11 common hazards in the work area and workplace procedures for dealing with them
- K12 manufacturers' instructions

## SKSFW1

Carry out basic operations within footwear / leathersgoods(SQA Unit Code-HC2W 04)

---

**Developed by** Creative Skillset

---

**Version number** 4

---

**Date approved** February 2013

---

**Indicative review date** April 2017

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Creative Skillset

---

**Original URN** FW1

---

**Relevant occupations** Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades

---

**Suite** Footwear and Leathersgoods

---

**Key words** Footwear; leathersgoods; shoe; styles; operations; manufacture