

**07230654B**

**LEATHER TECHNOLOGY LEVEL 6**

**TEX/OS/LT/CR/08/6**

**OPERATE LEATHER PRODUCTION MACHINES**

**July/August 2025**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**PRACTICAL ASSESSMENT**

**INSTRUCTIONS TO ASSESSOR**

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

## OBSERVATION CHECKLIST

|                                                                                                                                                                                                                                                           |                        |                       |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-----------------|
| <b>Candidate's Name &amp; Registration Code</b>                                                                                                                                                                                                           |                        |                       |                 |
| <b>Assessors Name &amp; Registration Code</b>                                                                                                                                                                                                             |                        |                       |                 |
| <b>Venue of Assessment</b>                                                                                                                                                                                                                                |                        |                       |                 |
| <b>Date of Assessment</b>                                                                                                                                                                                                                                 |                        |                       |                 |
| <b>Items to be Evaluated:</b> <i>Please award marks as appropriate. Give a brief comment on your observation.</i>                                                                                                                                         | <b>Marks Available</b> | <b>Marks Obtained</b> | <b>Comments</b> |
| 1. Wore personal protective equipment. <ul style="list-style-type: none"> <li>• Dust coat/overall</li> <li>• Safety boots</li> <li>• Mask</li> </ul> <i>(award 1 mark or zero)</i>                                                                        | 1<br>1<br>1            |                       |                 |
| 2. Preparation of the working area <ul style="list-style-type: none"> <li>• Cleaned the working environment</li> <li>• Arranged the working benches</li> <li>• Ensured proper lighting and ventilation</li> </ul> <i>(award 1 mark or zero)</i>           | 1<br>1<br>1            |                       |                 |
| 3. Identified materials, tools, equipment and machine <ul style="list-style-type: none"> <li>• Scissors</li> <li>• Thread trimmer</li> <li>• Flatbed Sewing machine</li> <li>• Leather pieces</li> <li>• Threads</li> </ul> <i>(award 1 mark or zero)</i> | 1<br>1<br>1<br>1<br>1  |                       |                 |

| <b>TASK 1: THREAD A SEWING MACHINE</b>                                                                                                                                                                                                    |             |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|
| 4. Place the spool <ul style="list-style-type: none"> <li>• Position thread spool on spool pin</li> <li>• Ensure correct unwinding direction (counter clockwise)</li> </ul> <i>(award 1 mark or zero)</i>                                 | 1<br>1      |  |  |
| 5. Threading through guides <ul style="list-style-type: none"> <li>• Pass thread through first thread guide</li> <li>• Pass thread through tension disk</li> <li>• Pass around the take up lever</li> </ul> <i>(award 1 mark or zero)</i> | 1<br>1<br>1 |  |  |
| 6. Thread the needle <ul style="list-style-type: none"> <li>• Bring thread down and through thread guide above needle</li> <li>• Guide thread through eye on needle front to back</li> </ul> <i>(award 1 mark or zero)</i>                | 1<br>1      |  |  |
| <b>SUB TOTAL 1:</b>                                                                                                                                                                                                                       | <b>18</b>   |  |  |
| <b>TASK 2: WIND THE BOBBIN</b>                                                                                                                                                                                                            |             |  |  |
| 7. Remove the bobbin case <ul style="list-style-type: none"> <li>• Locate bobbin case</li> <li>• Remove bobbin case from machine</li> </ul>                                                                                               | 1<br>1      |  |  |
| 8. Switch on the machine                                                                                                                                                                                                                  | 2           |  |  |
| 9. Wind the bobbin                                                                                                                                                                                                                        | 2           |  |  |
| 10. Insert the bobbin <ul style="list-style-type: none"> <li>• Place bobbin in bobbin case</li> <li>• Ensure thread in correct direction(clockwise)</li> </ul>                                                                            | 1<br>1      |  |  |

|                                                  |           |  |  |
|--------------------------------------------------|-----------|--|--|
| 11. Thread the shuttle                           |           |  |  |
| • Pull bobbin thread through shuttle             | 1         |  |  |
| • Pull thread up through the slot                | 2         |  |  |
| 12. Bring bobbin thread up                       | 1         |  |  |
| • Raise presser foot and needle                  | 2         |  |  |
| • Turn the handwheel to raise needle             | 2         |  |  |
| • Ensure thread come up through the needle hole  |           |  |  |
| <i>(award full marks or zero)</i>                |           |  |  |
| <b>Sub Total 2:</b>                              | <b>16</b> |  |  |
| <b>TASK 3: MAKE STRAIGHT AND ZIGZAG STITCHES</b> |           |  |  |
| 13. Operate machine                              |           |  |  |
| • Correct positioning of operator                | 1         |  |  |
| • Set up and adjust the machine                  | 1         |  |  |
| • Test stitch work                               | 2         |  |  |
| 14. Carry out stitching                          |           |  |  |
| • Make zigzag stitches on the leather piece      | 2         |  |  |
| • Make a straight stitch on the leather piece    | 2         |  |  |
| 15. Switch off the machine                       |           |  |  |
| • Switch off on the machine                      |           |  |  |
| • Switch off at the main switch                  | 1         |  |  |
| 16. Dust off and cover the machine               | 1         |  |  |
| <i>(award full mark or zero)</i>                 | 1         |  |  |
| <b>Sub Total 3:</b>                              | <b>11</b> |  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                       |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-----------------|
| 17. Perform housekeeping activities <ul style="list-style-type: none"> <li>Ensured clean working area before starting</li> <li>Maintained tidiness during operation</li> <li>Proper waste disposal</li> </ul> <p align="center"><i>(award 1 mark or zero)</i></p>                                                                                                                                                                 | 1<br><br>1<br><br>1    |                       |                 |
| <b>PRODUCT CHECKLIST</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                        |                       |                 |
| <b>Items to be evaluated</b>                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Marks Available</b> | <b>Marks Obtained</b> | <b>Comments</b> |
| 18. Appearance of the stitches <ul style="list-style-type: none"> <li>Straight stitches</li> <li>Zigzag stitches</li> </ul>                                                                                                                                                                                                                                                                                                       | 2<br><br>2             |                       |                 |
| 19. Consistently winded bobbin                                                                                                                                                                                                                                                                                                                                                                                                    | 2                      |                       |                 |
| 20. Correctly threaded machine<br><i>(award 2 marks or zero)</i>                                                                                                                                                                                                                                                                                                                                                                  | 2                      |                       |                 |
| <b>SUB TOTAL 4:</b>                                                                                                                                                                                                                                                                                                                                                                                                               | <b>11</b>              |                       |                 |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                | <b>56</b>              |                       |                 |
| <b>ASSESSMENT OUTCOME</b>                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                       |                 |
| <p>The candidate was found to be:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/><br/>Competent </div> <div style="text-align: center;"> <input type="checkbox"/><br/>Not yet Competent </div> </div> <p><i>(Please tick as appropriate)</i></p> <p><i>(The candidate is competent if the candidate obtains at least 50%)</i></p> |                        |                       |                 |
| <b>Feedback from the Candidate:</b>                                                                                                                                                                                                                                                                                                                                                                                               |                        |                       |                 |
| <b>Feedback to the Candidate:</b>                                                                                                                                                                                                                                                                                                                                                                                                 |                        |                       |                 |

|                                          |                           |
|------------------------------------------|---------------------------|
| <b>Candidate Signature</b><br><br>_____  | <b>Date:</b><br><br>_____ |
| <b>Assessor's Signature</b><br><br>_____ | <b>Date</b><br><br>_____  |