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The Clothing and Footwear Institute
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December 1990

FINAL REPORT

UNIDO PROJECT REFERENCE

US/PHI/853109

UPGRADING OF THE FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE
(FLIC) TO AN INTERNATIONALLY ACCEPTABLE LEVEL IN THE PHILIPPINES

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ABSTRACT

The aim of the project to upgrade the Centre and its staff to an internationally acceptable level of professional competence so as to provide training, product development to an exportable level, quality control, applied research and extension services for the Philippines and SE Asia/Pacific countries has been substantially achieved and adequately tested. Though the project took longer than originally intended due partly to political unrest in Manila the extended time schedule improved the thoroughness with which improvements were implemented. Importantly, the syllabus for granting the international qualification Technician of the Clothing and Footwear Institute (Tech CFI) has been adopted and amended to meet precise local needs, the instructors at the Centre had the opportunity to learn and then to teach their newly acquired and oriented knowledge, teaching material has been provided, practical and theoretical standards have been established and up-to-date Western ideas about technology, organisation and quality have been thoroughly explored and tested for their local relevance. The Centre is now in a state to conduct its affairs responsibly and effectively to meet the needs of the industry in the region. Steps have been taken to establish permanent liaison with CFI, London, so that, as required, the Footwear and Leathergoods Centre can seek updating and the Clothing and Footwear Institute can monitor the standards of teaching and examination in the pursuance of Institute qualifications.

INTRODUCTION

1. The purpose of this report is to explain the outcome of the project in relation to the original objectives and requirements of Contract US/PHI/85/109 giving sufficient information of substance to confirm that the project has reached a satisfactory conclusion.
2. The Preliminary Section will state the requirements of the original contract and refer generally to the final outcomes. Specific details about the duration of missions in the project area and the associated home office support have been included at Annex A.
3. The Main Report deals with the oversight provided for FLIC in general terms and also refers to the other factors of the UNIDO work undertaken at FLIC which were an essential contribution to the overall achievement. The outcome of the seven field missions are summarised for easy reference.
4. Although this latest phase in the development of FLIC is now complete and, in this context, further recommendations are superfluous, there is clearly a need for a long term maintenance and development programme for the Centre so that its future usefulness to the region is assured. The concluding recommendations to this Report, therefore, are directed to whichever authorities now assume responsibility for the monitoring and development of FLIC. There is no call for immediate action but the need for the Centre to be kept in touch with contemporary technological and other manufacturing advances over the medium and long-term is obvious.

PRELIMINARY SECTION - CONFORMANCE TO CONTRACT

1. The work to be undertaken by the contractor is described at Page 7, Section D of the Terms of Reference attached to the Contract dated for work to commence 17th August 1986.
2. The following outputs have been achieved :
 - (1) The moderators and examiners have evolved, in conjunction with the supervisory and teaching staff at FLIC, a two-stage syllabus suitable for industry in the Philippines and the region described as Certificate Level and Diploma Level. The Certificate Level syllabus is the equivalent of a BTEC course in UK and the Diploma Level syllabus treats the subject matter normally covered at higher levels in UK (i.e. BTEC Diploma - ATEC in the Contract- and CFI Examination Courses). The expertise and teaching materials appropriate to the syllabuses have been provided.
 - (2) A preliminary survey was conducted which led to a work-plan encompassing measures to make good the deficiencies noted (e.g. balance of practical work, design elements and instruction in advanced technology and quality standards).
 - (3) BTEC Certificate level examinations have been set, marked and moderated as required for successive courses.
 - (4) BTEC Diploma level examinations have been similarly conducted.
 - (5) FLIC has been assisted to the extent that the staff at the Centre are well able to conduct their own examinations (but see Recommendations regarding ongoing advice and supervision).
 - (6)
 - (7) Syllabuses have been written, printed and circulated.
3. Details of the time spent on missions to the contract area and on base support are at Annex A.

MAIN REPORT - ACHIEVEMENTS

1. UNIDO Project US/PHI/79/109 initially provided the Philippines with a satisfactorily manned and equipped training and demonstration centre for the footwear and leather goods industry. The object of the continuation contract was to upgrade the Centre to the level where it would be accepted internationally as a Regional qualifying centre able to provide potential managers for industry with qualifications of a recognisable standard. This has been done. The main mechanisms for achieving the objective were :
 - (a) Provision of Syllabuses mutually acceptable by FLIC/NMYC and by CFI as to breadth and depth of content as well as relevance in the Philippines, etc.
 - (b) Five field teaching and advisory missions.
 - (c) The establishing of systematic examination procedures.
 - (d) Adaptation of the length and theory/practical balance of the taught periods of the course to suit local conditions.
 - (e) The screening and development of potential instructors and supervisors and the inclusion of teaching methods as an additional part of courses.

In the words of the specialist instructor who visited the Centre in the period 19 May - 1 June "I believe that FLIC is playing a valuable part in promoting improvements to the Philippines footwear industry". Earlier, in December, 1989, he had reported "FLIC is well established to run the now thoroughly revised and evaluated CFI courses as well as shorter courses. There was adequate machinery for instructional purposes and sufficient materials and teaching aids". These on-the-spot remarks combined with the evidence of written examination scripts moderated in the UK and earlier examination of practical project work confirm the overall impression that the Centre has been upgraded in the manner required both as to ability of teaching staff and their resources.

SUPPORTING FACTORS

2. The prime input for the improvement of footwear courses at FLIC was undoubtedly the appointment of a resident Footwear Technologist. Two carefully selected individuals filled this post during the five years of the contract. In the first year Mr A SNASTIN established a new confidence in the Centre and developed the will to change and improve existing organisation, syllabuses and methods. He was followed by Mr W FORAN who applied himself rigorously to the difficult task of developing the individual skills of student instructors so as to establish a comprehensive and competent team at the Centre. His fair and broadminded approach to the work of the Centre and its relationship to local industry has left an indelible mark and has brought the Centre up to the standard of its European counterparts in every respect.

Credit must also go to Mr R E G MEZERAY, Chief Technical Adviser, appointed by UNIDO to supervise the overall development of the Centre, including the instruction in leathersgoods manufacture and the advisory service. He was of great help in assisting actions to promote the accreditation of the Centre as a teaching and examining footwear school for the Region.

3. Such a far-distant School endeavouring to base itself on European industrial approaches needs to have personal and direct contact with the basic model. In this context the value of the training attachments and secondments arranged at and through Southfields College were highly significant in their benefit. The instructors sent to the United Kingdom had the opportunity to see and judge for themselves the industrial methods and educational and training provision for the footwear industry in the United Kingdom. This direct contact with the realities of the European industry helped them to mature as Instructors and, will, in the future, provide them with a good background for judgemental decisions concerning the development of the industry in the Philippines.
4. The quality of the students at FLIC was itself a great help. They had been carefully selected for their intelligence, background experience and their qualifications. Many were in possession of a University degree. The majority of the students were able to absorb the instruction provided quite readily and had the required language and interpretative skills to write sound sensible answers in their examinations. Though this was an early weakness, most of the students were able to develop good practical skills for shoemaking, enabling them to assess and encourage quality when they, in turn, instructed others or filled managerial appointments in industry. None of the improvements at the Centre would have been possible without the enthusiastic cooperation of the first batches of Certificate and Diploma students, many of whom are now efficient Instructors at the centre.

5. Credit for providing a favourable environment for change and for improvement rests with the responsible officials of the National Manpower Youth Council and the senior staff of the Centre. Mr LORENZO A BUHAIN was constant in his interest and encouragement of the progress being made, as were other NMYC officials responsible for the Centre's administration and output. At the Centre itself A A REGONDOLA, the Centre Chief, provided the supervision of day-to-day administration necessary to achieve the objective in an harmonious and timely way. In sum, many individuals, as well as those principals enumerated above, contributed to a progressive and successful outcome. The help given to the CFI moderators during and between their missions is warmly acknowledged.

EVOLUTION OF COURSES

6. The broad object of the project was to introduce long courses for the instructors at FLIC and for other students from industry which would upgrade the theoretical and practical capacity of instructors and middle managers in the industry. An important restraint was that the FLIC instructors were required to teach the normal short courses at the Centre as well as undertaking their own course of lectures and studies. This called for careful programming and some progressive adaptations of the Certificate and Diploma Course syllabus. Such changes from the courses originally planned also enabled the best use to be made of the available educational resources. A further unexpected constraint was the outbreak of active political unrest in Manila. A combination of all these factors led to extension of the project beyond the planned time.

7. Courses were conducted as follows :

	<u>Dates</u>	<u>Candidates</u>	<u>Passes</u>
1st Certificate Course	Sep 86 - Aug 87	31	13
1st Certificate Course Retakes	Sep 87 - Dec 87	9	9
1st Diploma Course	Sep 87 - Jun 88	20	18
2nd Certificate Course	Sep 88 - Jun 89	6	6
2nd Diploma Course	Sep 89 - continuing	6	-
3rd Certificate Course	Sep 89 - June 89	8	8
4th Certificate Course	Jul 89 - continuing	-	-

8. The output from the Diploma Course was sufficient to provide the required stimulus for the subject-matter taught, methods of instruction, examination processes and standards at the Centre. Students from the course who moved into managerial posts in the footwear industry will have made a significant contribution, through their studies, to many factories. The later Certificate courses have maintained an appropriate level for the supply of trained staff.

SUMMARY OF FIELD MISSIONS

AUGUST 1986 D F A COWDRY DURATION - 3 DAYS

9. Visit by Director, CFI, to establish contacts and to determine an outline plan for the development of FLIC and for the preparation of instructors for examination.

APRIL 1987 R T BEEBY DURATION - 2 WEEKS (12 days)

Visit by Chief Moderator to develop an agreed two-year teaching programme to meet the needs of the Centre, i.e. Certificate and Diploma.

AUGUST 1987 S J WESTON DURATION - 2 WEEKS (12 days)

Visit by Assistant Moderator, Design, to oversee 1st Year examinations, provide instruction in design and give other advice and support, particularly regarding standards of practical work.

APRIL 1988 S J WESTON DURATION - 2 WEEKS (12 days)

Visit by Assistant Moderator, Design, who checked the implementation of his earlier recommendations and made other detailed suggestions to improve the teaching and services provided at the Centre. Pilot plant manufacturing was established and the final modular Certification and Diploma syllabuses were explained and implemented.

DECEMBER 1988 R T BEEBY DURATION - 2 WEEKS (12 days)

Visit by the Chief Moderator to oversee courses, provide back-up lectures and consultancy, and to moderate examination scripts. The Examination regulations were reviewed and formalised. Further syllabus revisions were discussed and prepared. Arrangements were made for Certificates/Diplomas and Records of Achievement. Recommendations were made regarding teaching materials, a foot survey and last standardisation, and oversees scholarships.

NOV/DEC 1989 A HART DURATION 2 WEEKS (12 days)

Visit by Assistant Moderator, Technology, to provide instruction in modern quality assurance and factory layout. The Centre was found to be efficient and well-managed.

MAY/JUNE 1990 A HART DURATION - 2 WEEKS (13 days)

Visit by Assistant Moderator, Technology, to further advise on Quality Assurance methods. Further instruction was provided on Production Planning and Control. Survey conducted to determine the standard of teaching and examination at the Centre at this last stage of the upgrading programme.

ANNEX A TO FINAL REPORT

CONTRACT US/PHI/853109

LIST OF FIELD MISSIONS AND PAYMENTS, INCLUDING DIARY OF IMPORTANT EVENTS AND SUPPORT COMMITMENTS

<u>Date</u>	<u>Event</u>	<u>Duration (man-days including clerical support)</u>	
		<u>Contract area</u>	<u>Home Base</u>
1985	Preliminary visit of Contractor to UNIDO for discussions with representatives of FLIC.		
Aug 1986	Contractor visit to Manila Report and assemble team PAYMENT 1 \$8000	(3 days)	(3 days)
Dec 1986	Contract signed		
Apr 1987	Chief Moderator to Vienna for briefing Preparation, report and follow-up		(1 week)
	Chief Moderator to FLIC Preparation preliminary report and follow-up PAYMENT 2 \$7000	2 weeks (12 days)	(2 weeks)
Aug 1987	Assistant Moderator, Design to FLIC Preparation, 1st Interim Report and follow-up Prepare Syllabus and type PAYMENT 3 \$7000	2 weeks (12 days)	(2 weeks) (2 weeks)
Apr 1988	Assistant Moderator, Design to FLIC Preparation, 2nd Interim Report and follow-up 1st Revision Syllabuses PAYMENT 4 \$7000	2 weeks (12 days)	(2 weeks) (2 days)

<u>Date</u>	<u>Event</u>	<u>Duration (man-days including clerical support)</u>	
		<u>Contract area</u>	<u>Home Base</u>
Dec 1988	Chief Moderator to FLIC Preparation, 3rd Interim Report and follow-up 2nd Revision Syllabus Modular Syllabus prepared PAYMENT 5 \$7000	2 weeks (12 days)	(2 weeks) (2 days) (3 days)
Nov 1989	Assistant Moderator, Technology, to FLIC Preparation, 4th Interim Report and follow-up PAYMENT 6 - \$7000	2 weeks (12 days)	(2 weeks)
May 1990	Assistant Moderator, Technology to FLIC Preparation, 5th Interim Report and follow-up PAYMENT 7 - \$7000	2 weeks (13 days)	(2 weeks)
Sept 1990	Review Contract and Programme Prepare Draft Final Report		(3 days)
TOTALS	PAYMENTS \$50,000	3 months and 4 days (3.2 man months)	(3.9 man months)
CONTRACT	\$59,695	3.2 man months	3.0 man months
VARIANCE	\$9,695	(See Note A)	.9 man months in excess (See Note B)

NOTE A - NOTE ON MISSION LENGTHS

The periods bracketed are the days spent on site in Manila. Travel was always at week-ends. In view of difficulties which were experienced with planning a visit during a Christmas period, it was agreed that teaching materials should be supplied to a value of £700. In the event the Christmas 1989 visit was cancelled due to political difficulties in Manila. However, teaching materials for a part of the agreed value were supplied during the ensuing visits of Mr A Hart in November 1989 and May 1990. Any technical deficiency in the visit programme in relation to the contract requirement of 3.2 man months will be compensated by this supply of materials.

NOTE B - Work at the home base was extended due to the need to adapt and write syllabuses suitable for the courses evolving at FLIC. This work was not planned for originally. The over-run in this part of the Contract is accepted by the Contractor.

**ANNEX B TO
FINAL REPORT
US/PHI/85/109**

**SYLLABUSES FOR
TWO YEAR COURSE IN
FOOTWEAR MANUFACTURE AND DESIGN
FOR THE FOOTWEAR & LEATHERGOODS
INDUSTRY CENTRE, MANILA,
PHILIPPINES**

TWO YEAR COURSE IN FOOTWEAR MANUFACTURE AND DESIGN
FOR THE FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE,
MANILA, PHILIPPINES

CONTENTS

COURSE REGULATIONS
CERTIFICATE COURSE SYLLABUS
DIPLOMA COURSE SYLLABUS

Prepared for FLIC under UNIDO ref US/PHI/85/109

January 1988

Revised May 1988

2nd Revision January 1989

Converted to Modular Basis June 1989

CLOTHING AND FOOTWEAR INSTITUTE
71 Brushfield Street, London E1 6AA

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE

(FLIC)

CFI CERTIFICATE COURSE SYLLABUS

FIRST YEAR

SYLLABUS MATERIAL WRITTEN AND ASSEMBLED BY

**R Mezeray, A Snastin, A Lesuisse, W Foran
and other lecturers at FLIC**

SYLLABUS COLLATED AND MODERATED BY

**R T Beeby and S J Weston
CFI Course Moderators**

**Revised following meeting in Manilla with -
R Mezeray, A Lesuisse, W Foran and S J Weston
in April 1988. Revisions approved in May 1988 by -
R T Beeby and S J Weston**

**Final revisions approved in January 1989 by -
R T Beeby and S J Weston
following discussion with W Foran**

**Revisions approved in June 1989 by -
R T Beeby and W Foran**

CLOTHING AND FOOTWEAR INSTITUTE, LONDON.

UNIDO CONTRACT
US/PHI/85/109
Modifications
and Additions
27.5.88
30.1.89.
30.6.89.

TWO YEAR CFI APPROVED COURSE
AT THE FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE, MANILA,
PHILIPPINES

Revised Rules and Regulations for the award of
Certificates and Diplomas

PART I GENERAL

1. Entry Requirements

- 1.1 The minimum requirement for eligibility will be at college graduate level preferably with backgrounds in engineering, chemistry, applied sciences and/or arts and design.
- 1.2 Undergraduates/graduates of other fields not indicated in 1.1 may be eligible provided evidence of at least one year of relevant experience in footwear manufacture or allied trade is submitted.
- 1.3 The candidate must be of good moral character with no derogatory police record as certified respectively by the Barangay captain and local police department.
- 1.4 The candidate must be physically fit preferably with no respiratory ailments. Certification by a licensed physician to this effect may be required.
- 1.5 A recommendation from a prospective course sponsor or representative of the industry may be necessary before admission.

2. Selection of Students

- 2.1 A qualified candidate shall be interviewed to determine his/her suitability in terms of motivation, interest and physical capabilities. The candidate will be furnished with details of the course as well as with the expectations and requirements of the FTC Board.
- 2.2 An acceptance letter shall then be sent which may be unconditional if found entirely satisfactory or conditional if it is deemed necessary for the candidate to undergo a pre-training examination and/or comply with other requirements.

3. Attendance

- 3.1 A minimum of 80% attendance shall be required for the granting of a Certificate or Diploma.
- 3.2 Absence due to illness should be certified by a medical authority if incurred for more than three (3) days. Absences other than illness perpetuated by force majeure may be considered. It may be necessary to make special notifications of any other absence to the lecturer in charge at least three (3) days in advance.
- 3.3 Recorded absences are automatically notified to all sponsors at the end of each module but it may be necessary to make special notifications of unauthorized absence/s or persistent tardiness as and when thought necessary by the course manager after proper discussions with the student concerned.
- 3.4 If a problem of poor attendance occurs, the procedures adopted are as follows :
 - i. a verbal warning will be issued to the student by the course manager.
 - ii. if the problem continues, a written warning shall be issued.
 - iii. should there be no improvement, the matter shall be discussed at the FTC Board Level for possible dismissal from the course.

4. Tardiness

- 4.1 If a student is more than thirty (30) minutes late he will be marked absent for that session. However, the student will be allowed to remain in the class-room for the remainder of that particular session.
- 4.2 Tardiness incurred for less than 30 minutes shall also be recorded daily and shall have a bearing on 3.1 - 80% attendance.

5. Syllabus Content

- 5.1 The syllabus cannot be modified except by discussion and agreement with CFI London.

6. Supplies and Materials

- 6.1 Students shall be responsible for obtaining the necessary classroom supplies and materials e.g. notebooks, pencils, rulers, etc., and other requirements that may be prescribed.

6.2 A notebook should be available for each course subject. The students are expected to maintain neat and tidy notes. These should be available for inspection by the Moderator if requested.

6.3 The Centre shall be responsible for the provision of handouts, small tools and equipment and other materials for practical exercises. It shall be the responsibility of the Course Manager to specify said materials in advance to Administration.

7. Distribution of Handouts

7.1 The distribution of handouts shall be the responsibility of the Course Manager. In conjunction with the Course Tutors he will decide whether they should be issued before, during or after a lecture.

7.2 The issuance of handouts shall be registered and signed for accordingly by the students.

8. Timetable

8.1 Prior to the commencement of the course, each student shall be provided with the timetable or schedule and course contents.

8.2 There will be a strict adherence to the timetable. Any suggested modifications must be discussed by the Course Manager at the FTC Board Level.

8.3 Special sessions may be required to make up for lost time in the event of suspension of classes due to unplanned circumstances.

PART II EXAMINATIONS

1. Eligibility for CFI External Examinations

1.1 The completion of the FTC Certificate and Diploma levels shall be a primary prerequisite to qualify for entry to the CFI examinations. (Papers 1 - 6). Entry for these examinations should be made through CFI in London and is subject to rules laid down by CFI.

2. Timetable

2.1 The examination will be held in accordance with the timetable which will be issued to each examinee one week in advance of the first examination.

3. Location

3.1 The examination location will be clearly specified on the examination timetable programme. The examinees shall be notified on changes of venue in advance.

4. Examination Number

4.1 Each examinee will be provided with an examination number. Particular account should be taken of said number since it must be quoted on all answers books. The name of the examinee will not be quoted to provide for a certain anonymity during the process of examination marking.

5. Materials to bring to an Examination

5.1 Examinees are required to bring to the examination only the following items :

- i. a ball-point pen or pen and ink (blue or black)
- ii. a pencil
- iii. a ruler 12"
- iv. an eraser
- v. coloured pencils (when required)

5.2 Handouts, printed texts or course notes of any type shall not be taken to the examination room.

5.3 Calculators may not be allowed except when specified.

5.4 A dictionary will be allowed if English is not the first language of the examinee. It will be inspected by the invigilator and will contain no notes or markings.

6. Time of arrival for an Examination

6.1 Examinees will be allowed into the examination room 10 minutes before the start of the examinations. This will provide ample time to find the desk with examinee's number and to read the instructions on the front cover of the answer book. Appropriate columns should be filled up as required.

6.2 Late comers shall not be allowed to enter the examination room and consequently will be disqualified.

7. Proctor

7.1 There will be a Senior Proctor who will be responsible to the FTC Board for the conduct of the examinations. The Senior Proctor will be assisted by an Assistant Proctor.

- 7.2 The Proctor will issue such information as is necessary to the examinees in relation to time and materials for the examination.
- 7.3 The Proctor will declare the time when the examinations may begin by which time no late arrivals shall be allowed into the examination room. (Please refer to 6.2). Likewise, the Proctor will also declare the time, one hour from the end of the examination and also fifteen minutes from the end.
- 7.4 The Proctor will not discuss with any examinee any problems in relation to the interpretation of a question or questions.

8. Absence during the Examination

- 8.1 Absence at examination time will only be looked upon sympathetically if :
- i. there is genuine personal sickness substantiated by a medical certificate and -
 - ii. a situation of "cas de force majeure" exists.

9. Misconduct during Examination

- 9.1 An examinee may be penalized by the FTC Board at their discretion.
- i. for taking into the examination room handouts, printed texts or course notes of any type.
 - ii. for assisting or attempting to assist another examinee or receiving or attempting to receive assistance from another.
 - iii. in serious breaches of discipline, the Senior Proctor has the authority to discontinue the examination of an examinee involved and, if necessary, to expel the examinee from the examination room.
 - iv. any such incident will be reported, with a written brief, to the FTC Board.

10. Practical Examination

- 10.1 A specification chart and details of the departmental procedures will be issued to each student at the beginning of the practical examination.
- 10.2 The timetable for the practical examination will be strictly adhered to and regulation 4.1 shall likewise be applied.

11. Project Work

- 11.1 Projects may be set for the students as part of the assessment procedures. A clear written brief with marking schedule and completion deadlines will be given to the students at the start of the project. The work should be the sole and unaided work of the candidate.

PART III MODERATION AND MARKING OF EXAMINATION PAPERS

1. Assessment Criteria

- 1.1 All units are to be completed in each module.
 - 1.2 The assessor may upgrade a mark under 50% if all other marks are to a high standard but only after consultation with the Course Manager and Course Tutor. Marks below 45% will not normally be upgraded.
 - 1.3 When assessments are retaken, the student shall be informed of the marks obtained. If they have reached the pass standard they will be credited with only 50% (Pass) in that subject.
 - 1.4 Any assessment may be retaken by arrangement with the Course Manager if the pass mark is not reached.
2. Each of the six(6) Modules in the Certificate Course may be completed separately at different times. There is no time limit. A Record of Achievement will be supplied by CFI on completion of each module. When all six(6) modules are completed, the modular Records of Achievement can be exchanged for a CFI Certificate showing the overall grade.
 3. A CFI Certificate at the Pass level will be awarded on completion of all modules for Certificate level, to students obtaining at least 50% in all the assessments. An average mark of 65% will give a Credit level and 80% a Distinction.

If a student has had more than 6 resits, the student will be awarded a Pass Certificate irrespective of his or her average mark.
 4. A separate Record of Achievement will be given to all students completing the Certificate Course, detailing the grades in each subject studied.
 5. Each of the Modules in the Diploma Course may be completed separately at different times. There is no time limit. A Record of Achievement will be supplied by CFI on completion of each module. When all modules are completed, the modular Records of Achievement can be exchanged for a CFI Diploma, showing the overall grade.

6. A CFI Diploma at the Pass level will be awarded on completion of all units, to students obtaining at least 50% in all of the assessments. An average mark of 65% will obtain a Credit level and 80% a Distinction.

If a student has had more than six(6) resits during the Diploma course, then if he or she has attained at least the pass standard, they will be awarded a pass Diploma irrespective of the average of their marks.
7. A separate Record of Achievement will be awarded to all students completing the second year detailing the grades in each subject studied.
8. Students may be admitted to the second year even if they have not passed all the subjects, as long as the Course Director is satisfied with the general level of effort of the student concerned. They will be expected to undertake resits to complete the Certificate.
9. Students who complete either course but who do not succeed in passing all the assessments will be awarded a Certificate of Attendance and Records of Achievement for both years.
10. Students who successfully complete the CFI Diploma (Paragraph 6) may apply for qualification as Technician of the CFI (Tech CFI), and may then proceed within seven years to Associate of the Clothing and Footwear Institute (ACFI) by either presenting a thesis, by good experience or by contribution to the industry or a combination of these three. An alternative route is to take the CFI Footwear Examinations (Papers 1 - 6). Details from the Director of the CFI.
11. Certificate or Diploma candidates who fail even after retakes are required to sit the whole series of Certificate or Diploma examinations at the end of the following academic year in parallel with the "new" Certificate or Diploma candidates. Attendance at lectures throughout the academic year is not compulsory, but attendance during revision classes could be beneficial if time permitted.
12. A candidate who fails the Certificate Course even after retakes will be permitted to attend the Diploma Course but may not sit for the final Diploma examination until he/she receives a "PASS" mark in the Certificate examination.
13. If a special examination has to be taken by a candidate for reasons stated in Part II, 8.1, the 50% maximum mark will be waived in favour of the actual mark.
14. The weighting marks method shall be used for the Practical examination. The rating table shall then be issued to each student.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE
FIRST YEAR COURSE SYLLAEUS

INDEX
SUMMARY OF TIME REQUIRED FOR EACH COURSE SUBJECT

MODULE	UNIT	COURSE SUBJECT	TIME REQUIRED		TOTAL HOURS
			THEORY	PRACTICAL	
1 DESIGN & PATTERN CUTTING	1	ART & DESIGN	-	20	20
	2	PATTERN CUTTING	10	130	140
	3	PRE-PRODUCTION TECHNOLOGY	20	25	45
2 CLICKING AND MATERIALS TECHNOLOGY	4	CLICKING	20	100	120
	5	MATERIALS & TESTING	74	36	110
3 CLOSING TECHNOLOGY	6	CLOSING	20	100	120
4 MAKING TECHNOLOGY	7	LASTING TO SHOE ROOM	20	100	120

5				
COST, QUALITY				
SCIENCE	8	PURCHASING & STORES	20	-
	9	COSTING & QUALITY CONTROL	40	-
	10	SCIENCE	10	-
6				
APPLIED				
MANAGEMENT	11	GENERAL MANAGEMENT	30	-
	12	PRODUCTION MANAGEMENT	60	-
		TOTAL COURSE HOURS:	324	511
				835

THIS COURSE FOR 1961 IS SPLIT INTO 6 MODULES.
 10 WEEKS ARE ALLOWED FOR INDUSTRIAL VISITS
 AND PRACTICE.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

MODULE	:	ONE(1) - Design and Pattern Cutting
UNIT	:	ONE(1) HOURS: 20
TITLE	:	Art and Design
OBJECTIVES	:	To provide the participants with a general awareness of fashion and the ability to express this in a graphical format.
METHODOLOGY	:	Practical Projects/Lectures/Workshops.
ASSESSMENT	:	3 Practical tests. 1 Examination - Designing of a range of shoes.
COURSE CONTENT	:	

1.1 FASHION CONSIDERATIONS

Students will be made aware of the requirements of the different fashion markets (i.e. wholesale, mail order, made to order, mass production, bespoke etc), and how these, plus seasonal influences, subsequently effect design criteria through the use of :

- a. Line: its effect on footwear design, upper and bottom, proportion and balance.
- b. Shape: the creation of different last/unit silhouettes to emphasise or understate design modes.
- c. Colour: the psychological effect of colour and the importance of the creation of seasonal colour ranges.
- d. Pattern: the effect of surface pattern detailing and modelling on man-made or leather upper materials, and on unit design.
- e. Texture: the effect that surface texture can have on the appearance and wearability of footwear products.

1.2 FOOT AND LAST

Students will be encouraged to study:-

- a. The uncovered foot and leg at rest and in motion.
- b. A wide variety of styles and designs covering men's, womens' and childrens' work, including shoes, sandals and boots.
- c. The covered foot and leg at rest and in motion.

- d. A wide variety of lasts for mens', womens' and childrens' footwear.
- e. A wide selection of sole units, both rigid and flexible, of man-made/natural composition.
- f. A comprehensive selection of footwear components.

1.3 GRAPHIC PRESENTATION

Organising and editing work for creating the most visually stimulating presentation of balanced, logical and readable solutions.

The combination and interpretation of the above will facilitate the production of detailed footwear sketches and illustrations as well as diagrammatic working sketches and standards suitable for factory personnel.

Students will be encouraged to explore different techniques of footwear illustration in a wide variety of media in order that :-

- a. They may develop an individual "hand writing".
- b. They will be able to describe production processes through the blueprint.
- c. They will be able to illustrate different constructions, surface textures and finishes.
- d. Demonstrate and apply knowledge of the constraints imposed upon the footwear designer by anatomical consideration.

1.4 METHOD

Creation of suitable art work to accompany designs in Unit 2.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : ONE(1) Design and Pattern Cutting
- UNIT** : TWO(2) HOURS : 140
- TITLE** : Pattern Cutting
- OBJECTIVES** :
- i. To impart the necessary craft ability required for the production of model patterns.
 - ii. To develop the ability to control line and proportion.
 - iii. To develop the ability to work within the technical limitations imposed by production methods and the restrictions on design necessitated by foot fitting and functional requirements.
 - iv. To exercise originality, ingenuity and versatility.
- METHODOLOGY** : Practical Projects/Workshop Discussion
- ASSESSMENT** : 3 Practical Tests - (2 to Pullover Stage)
(One test will be set to a time limit)
- COURSE CONTENT** :

2.1 INTRODUCTION TO PATTERN CUTTING TECHNIQUES

Variety of last covering and forme taking methods. Paper-tapes, vacuum forme, slotted/crumpled paper.

Designing on the 3-dimensional shape of the last or vac-forme, geometrically designing on the flat 2-dimensional meane-forme shapes.

Production of a working standard (compatible to construction allowances) and sectional patterns for outside and linings.

2.2 PRODUCTION OF PATTERN STANDARDS

Using knowledge and techniques of (a) to produce working standards for the main styles and constructions of men', womens' and childrens' work: Court, Oxford, Gibson, Monk, One, Two and T-Bar Straps, Trainer, Gusset, Casual and Slip-on. Taking into account modern production methods, techniques and processes.

2.3 TRIMS, ACCESSORIES & FURNITURE DESIGN

Use of buckles, bows, straps, elastics, velcro, saddles, collars, eyelets, laces, padding, ski-hooks, sliders and fittings for functional and decorative purposes. Relationship to each other.

2.4 PRODUCTION OF BOTTOM STOCK PATTERNS

Last manufacturers bottom plate pattern and its use in the production of the insole, sock and sole pattern for various constructions; cemented, veldtschoen, welted, californian sliplasted, sandal skeletons for strap designs. Louis flat, knock-on (cuban) and wedge heel sole patterns. Heel cover patterns for wedge, Louis and knock-on.

2.5 SPECIALISED PATTERN CUTTING TECHNIQUES

Springing/deadening techniques for economy, look and fit. Over and under-recorded pattern shapes. Appreciation of pattern interlock without effecting style or line.

2.6 PULL-OVER/PROTOTYPE PRODUCTION

Using the knowledge, techniques and practical shoemaking skills acquired in other areas of the programme to produce design prototypes, ready for appraisal and assessment, to commercial qualities of suitability and excellence.

2.7 DESIGN/STYLE SPECIFICATION

Specification procedures for use in production, detailing of style, edge treatments, materials and components used, colours, last and constructions. Information and sequence for uppers and bottom stock processes, finishing and shoe room treatments.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : ONE(1) Design and Pattern Cutting
- UNIT** : THREE (3) **HOURS** : 45
- TITLE** : PRE PRODUCTION TECHNOLOGY
- OBJECTIVES** :
- i. To provide the knowledge required to understand shoe manufacturing processes.
 - ii. To understand the relationship between the foot, the last and the shoe in shoemaking.
- METHODOLOGY** : Lectures/Practical demonstration.
- ASSESSMENT** :
- 1 - Foot Anatomy Exam
 - 1 - Foot and Last
 - 1 - Practical Hand Grading Test

COURSE CONTENT :

3.1 **THE FOOT AND LAST**

3.1.1 **The Bony Structure of the Leg and Foot**

- a. The function of the feet
- b. General outline of the skeleton
- c. The bones of the leg tibia : fibula
- d. The ankle bones
- e. The bones of the foot
- f. The joints, ankles, metatarsal/phalanges

3.1.2 **The Movements of the Feet in Relation to Walking**

- a. Movement at ankle joint
- b. Movement at the metatarsal/phalanges joints

3.1.3 **The Arches of the Feet**

- a. Inner longitudinal arch
- b. Outer longitudinal arch
- c. The functions of long arch
- d. The transversal/tarsal arch
- e. The metatarsal arch

3.1.4 **The Development and Growth of Bone**

- a. Ossification
- b. Distortion of bones

3.1.5 The difference between Foot and last

- a. Last and shoes
- b. Foot and lasts
 - (1) Comb
 - (2) Girth measurements
 - (3) Toe spring and heel pitch
 - (4) The heel height
 - (5) The forepart length

3.1.6 System of Measurements

- a. English size system
- b. American size system
- c. Continental size system
- d. Centimetre

3.1.7 Girth Measurements - Joint and Instep

- a. English system
- b. American system multiple fittings
- c. Width
- d. Girth scale for children

3.1.8 Foot Measuring Devices

- a. Size stick
- b. Heel to ball (brannock)
- c. The fitting gauge
- d. Clark

3.1.9 Basic Foot Fitting - Length

- a. The factors involved in correct length
- b. Open toe shoes

3.1.10 Basic Foot Fitting -

- a. The depth of the toe last
- b. Growth
- c. The forepart shape of the foot
- d. Extent of toe function
- e. The seat fitting

3.1.11 Basic Foot Fitting

- a. Fitting the seat and heel
- b. Back shape
- c. Seat width
- d. Instep

3.2

LAST AND PATTERN CUTTING TECHNOLOGY

3.2.1 Grading

- a. Principles of grading by hand and Pantograph
- b. Principles of machine grading

3.2.2 Pattern Cutting - Machinery and Tools

- a. Pattern grading machine
- b. Tools

3.2.3 Features of a Last

- a. Last as per construction
- b. How to check the lasts
- c. Last standardisation

3.3

UPPER DECORATION

3.3.1 High Frequency Principles, Heat Embossing
Techniques and other Upper Decoration except
Stitching

- a. Flow moulding

FOOTWEAR DESIGN CONSIDERATIONS

(To be covered briefly in Year One and again in Module 1 in Year Two).

- a. The effects of shoe construction, shoe dimensions, relative to the foot and shape differences between foot and last.
- b. Foot comfort considered in terms of design of uppers, height and shape of quarters and legs.
- c. Positions of seams, cut outs and straps.
- d. Fit and the flexibility of different constructions, heel heights.
- e. The mechanical properties of the shoe and its component materials and their effect of foot movement and comfort adjustment, elasticity, plasticity.
- f. The physical properties of materials and which effect foot health, water vapour, permeability, water absorption, air permeability, thermal conductivity and vapour barrier principles.
- g. The choice and combination of upper materials to allow for perspiration, transmission or temporary absorption, heat dissipation and conservation under foot comfort and the use of cushioning and thermoplastic materials.
- h. Choice of bottom fillings and thickness of under foot components.
- i. Analysis of foot impressions and their significance.
- j. Frictional effects between hose and counter lining, hose and insole, sole and ground.
- k. Choice of counter linings, heel grips, non-slip sole.
- l. Materials : Variations in hand and machine processes to suit different materials like : paper, fabrics, tape and plastic methods of forme making.
- m. Pattern making materials and their effects on processes.
- n. Machinery : Types of machinery available for grading, pattern making and forme making.

Comparison of their functions and capabilities.
- o. Measurements : Metric and SI units in general and and those of special application to the footwear industry.

Relating to foot and last measurements, pattern allowances etc.

- p. Accuracy and tolerance levels of acceptability in designing.
- q. Pattern Cutting : i.e. Precise edge preforming standards.
- r. Geometric interlock of patterns as the basis of upper.
- s. Costing methods of scaling.
- t. The geometry of pattern grading.
- u. Pattern grading by machine.
- v. The potential of the geometric last as the basis for automation.
- w. An outline of the organisation of field wear trials.
- x. Materials and product specifications - mandatory.
- y. Effects of design and styling on pattern cutting - design interpretation.
- z. Pattern cutting procedure from forme cutting to working patterns, pattern trials and proving tests.
- aa) Pattern cutting considerations - seam, area, material allowances, marker dies and knives.
- bb) Shoe engineering, the production of jigs, knives and dies.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : TWO(2) Clicking and Materials Technology
- UNIT** : FOUR(4) HOURS : 120
- TITLE** : Clicking
- OBJECTIVES** :
- i. To provide the participants with an appreciation of the requirements of a clicking department.
 - ii. To understand the importance of material economy.
 - iii. To obtain practical experience of cutting a wide range of upper and lining materials.
- METHODOLOGY** : Lectures/Practical Projects/Workshop.
- ASSESSMENT** :
- 1 Theory Exam plus 1 Practical Cutting & Pattern Layout (12 pairs).
An Assessment Test of Cutting 3 pairs to a time limit.
Examination of cutting 12 pairs to specified quality grade.
- COURSE CONTENT** :
- 4.1 CLICKING TECHNOLOGY
- a. Cutting or clicking operation definition.
 - b. The upper components (upper, lining, reinforcement).
 - c. Materials used in footwear upper making
 - man made materials
 - leather (basic characteristics).
 - d. Cutting operation analysis
 - cutting operation proper
 - materials exploitation/utilization.
 - e. Hand cutting and related tools and equipment.
 - f. Machine cutting and related equipment and dies.
 - g. The quality concept (aspect-resistance-wear).
 - h. The material economy concept.
 - i. The various materials waste causes.
 - j. Pattern layout on plain materials.
 - k. Pattern layout on patterned materials.
 - l. Pattern layout on fabric materials.

- m. Characteristics of leather from the view point of upper cutting.
- n. The leather material quality variations in relation to different parts of the skin/hide (stretch-resistance-colour-grain-texture).
- o. The upper components specific quality requirements (vamp-quarters-inside-outside, etc).
- p. Defects marking up.
- q. Leather grading.
- r. Leather sorting.
- s. Leather store and storage.
- t. Press knife storage.
- u. Hand cutting pattern storage.
- v. Size marking (figures and codes).
- w. Importance of rational and economical cutting as required to product cost.
- x. The economic aspect of hand clicking as compared with press clicking (series of dies).
- y. The advantage of press clicking for intricate patterns.
- z. The importance of light in the clicking room.
- aa. Methods of clicking in relation with factory requirement.
- bb. Quality control applied to upper clicking.
- cc. Safety precautions applied to upper clicking.
- dd. The required qualities of a clicker.
- ee. Summary of clicking, principles and techniques.

4.2 CLICKING DEPARTMENT PROCEDURE

The course will lay stress on practical clicking room management. Each item will receive adequate explanation and students will be given practice in the appropriate section.

A selection will be made from the following programme :

- 4.2.1 a. The nature of clicking.
- b. Hand cutting equipment - maintenance - the clicking room manager's responsibility for the maintenance of equipment.
- c. Need for economy and accuracy in clicking.

PRACTICE The use of the hand clicking knife in cutting exercises.

4.2.2 a. The general qualities of leather :

- lines of tightness and stretch
- quality variations in a skin
- defects in upper leather

b. Cutting systems for leather.

PRACTICE Layout of piece cut and 3/4 cut court shoes on skins and sides:

4.2.3 a. Materials for shoe uppers.

b. Types of leather in common use.

c. Examination of leathers.

d. Skins, hides and sides.

e. Examination of effects of tanning on :

- quality
- purpose of different leathers

f. Corrcct storage of leather.

PRACTICE Hand cutting of multi-pieced shoes, with special attention to marking techniques.

Cutting ladies uppers-outsides only.

Detailed examination of characteristics of main types of leather in local use.

4.2.4 a. A review of fabrics in general use for linings and the cutting systems used.

b. Introduction to clicking presses - safety factors.

PRACTICE Laying out lining patterns on fabrics.

4.2.5 a. Press cutting equipment.

b. Compare swing beam and travelling head presses.

c. Other cutting methods; laser, water jet, reciprocating knife.

d. Roller feed units.

e. Types of knives - comparisons.

PRACTICE Cutting mens' outsides after practice in layout.

4.3 BASIC CLICKING COSTINGS

- 4.3.1 a. Cutting allowances.
b. Clickers costing sheets.

PRACTICE Preparation of clickers costing sheets and calculation of gain or loss on an order.

- 4.3.2 a. Materials for shoe uppers :
- types of fabrics in common use.
 - combined fabrics.
 - use of synthetic upper materials.
 - laying out and cutting techniques for fabrics
 - the special requirements of synthetics.

PRACTICE Cutting ladies' and mens' uppers - outsides and linings.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (F.I.C)
CFI CERTIFICATE COURSE SYLLABUS

MODULE : TWO(2) Clicking and Materials Technology

UNIT : FIVE(5) HOURS : 120

TITLE : Materials and Testing

- OBJECTIVES :
- i. To provide a basic knowledge of the structure, characteristics and properties of a wide range of materials used in footwear manufacture and to examine their uses and limitations in relation to footwear design and production.
 - ii. To apply this knowledge in the implementation and production of design ideas and pull-overs and models.
 - iii. To develop an understanding of the relationship between design and economy in material choice and usage in relation to footwear manufacturing processes and techniques.

METHODOLOGY : Lectures and Practical Demonstrations.

ASSESSMENT : 2 Exams. (1 on Materials) (1 on Testing)
Also make 6 different tests
and produce reports on results obtained.

COURSE CONTENT :

5.1 SURVEY OF THE CLASSES OF MATERIALS USED IN FOOTWEAR

- a. Fibrous :
 - sheet materials : leather, boards, fabrics and reinforcements.
- b. Non-fibrous :
 - sheet materials : rubber, plastics.
- c. Thermoplastic and non-thermoplastic materials in non-sheet form :
 - adhesives
 - materials for moulding
 - P.V.C.
 - reinforcements

5.2 TRENDS IN MODERN MATERIALS

- a. Physical and chemical changes which are important in shoe manufacture.

5.3 LEATHER

- a. A descriptive outline of leather production.
- b. Physical tests to determine the quality and variability of commercial leathers :
 - lastometer plasticity
 - water resistance
 - flexing endurance
- c. A descriptive outline of leather finishing treatments.
- d. Chemical and physical tests on fastness of finish.

5.4 TEXTILES

- a. A descriptive outline of textiles :
 - production and weave classifications
- b. Tests on the strength, stretch and directional properties of fabrics.
- c. A descriptive outline of the production and classifications of leather substitute upper materials and coated fabrics.
- d. The main properties of such materials :
 - strength
 - stretch elongation
 - flex testing

5.5 PROPERTIES

- a. Water vapour permeability :
 - tests available and their significance
- b. The important properties of shoe upper materials which are exploited in production and wear :
 - strength, stretch, set, compression, flexibility, fatigue resistance, moisture and heat effects
- c. Tear resistance as applied to cutting, skiving and stitching operations.
- d. Shoe upper reinforcements :
 - improving strength
 - restricting stretch
 - increasing rigidity

- e. A descriptive survey of upper reinforcing tapes, bindings and fabrics.
- f. Test on tightness factor.

5.6 COMPONENTS

5.6.1 Toe Puffs and Stiffeners

- a. Thermoplastic
 - styrene impregnated fabric
 - filmic
- b. Solvent dipped
- c. Paint-on
- d. Print-on
- e. Leather
- f. Leather board
- g. Fibre board

5.6.2 Insoles

- a. Leather
- b. Fibre board
- c. Leather board
- d. Cellulose board
- e. Non-woven fibre

5.6.3 Insole Constructions

- a. Two-piece
- b. Sandwich type
- c. Importance of correct moulding and shank profile

5.6.4 Soles

- a. Sheet :
 - leather
 - resin rubber
 - micro cellular SBS
 - micro cellular EVA
 - rubber
 - crepe

- b. Units :
 - PVC
 - TR
 - EVA
 - PU
 - rubber
 - wood

5.6.5 Heels and Wedges :

- a. Wood
- b. Polystyrene
- c. EVA
- d. Others
- e. Masonite (hardboard)

5.6.6 Top Pieces

- a. Metal
- b. Leather
- c. Cross-linked PU
- d. Rubber

5.6.7 Shanks

- a. Wood
- b. Steel

5.6.8 Fillers

- a. Leather scrap
- b. Cork
- c. Felt

5.6.9 Comparative Properties

- a. Compare different materials for durability, flexibility, density, ageing.

5.7 TESTING OF MATERIALS

- a. Physical tests on main properties.
- b. A survey of sole and bottom leather production.
- c. A survey of rubber technology and compounding.
- d. A survey of PVC and plastics technology with special emphasis on moulding and coating techniques.

e. Compounding plastics and consequent effects on adhesion.

f. The effects of temperature on thermoplastics and thermosetting plastics.

g. Modern adhesives :

- solvent
- water based
- thermoplastic types

h. The properties of adhesives :

- creep
- fatigue
- flexing endurance
- contamination

i. Descriptive outline of main types of adhesive :

- synthetic rubber
- PVA
- resin cements
- polyurethane solvent adhesives
- thermoplastic adhesives

j. Tests on adhesives :

- types of joint - peel, sheer, butt
- ageing
- flexing
- creeping and green strength

k. Stitching threads :

- upper and bottom
- main types available and comparative properties
- counts and specifications

l. Test of threads :

- strength
- elongation
- twist
- intrinsic strength
- yarn and thread counts - the flex system

m. The identification and testing of shoe materials :

- tannage
- textile fibres
- thread twists and types
- adhesives
- plastic in coated and moulded forms

n. A modern survey of components by function and comparisons :

- heels
- fillers
- dressings and wear preparations
- elastics

o. Summary of published research reports dealing with defects in components.

p. Wear trials :

- organisation and interpretation.

5.8 RECENT DEVELOPMENTS IN MATERIALS

a. Uppers

b. Soles

c. Components

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS

- MODULE : THREE(3) Closing Technology
- UNIT : SIX(6) HOURS : 120
- TITLE : Closing
- OBJECTIVES :
- i. The purpose is to make students familiar with all aspects of practical upper making procedure and the importance of correct components preparation and techniques of stitching.
 - ii. To understand the practical and economic implications associated with closing uppers, it has the intention of making them forward thinking when originating designs.
- METHODOLOGY : Lectures and Practical Workshops.
- ASSESSMENT : Closing of (3) Pairs to a time limit.
Project on Seams & Decoration.
1 Examination - Theor.,
1 Examination - Practical (12 Pairs)
- COURSE CONTENT :

6.1 CLOSING PRACTICAL

- a. Students will be introduced to the different types of stitching and non-stitching machines available.
- b. They will be taught the techniques of handcrafts and the use of machines for similar operations.
- c. They will be trained in their use and in the use of adjustments necessary to functional efficiency.
- d. This will be followed by the making up of basic styles of mens' and womens' footwear, e.g. court shoes of different designs, slippers, gibsons, oxfords and gusset styles.

PRACTICE Initially training will be by individual exercises and will be followed by practice on production runs.

6.1 CLOSING TECHNOLOGY

- a. Machinery:
 - basic types and specialist stitching machines.
 - operational sequence for basic styles
 - skiving, backing, stitch marking, perforation, folding and ancillary machinery.
- b. Methods of upper reinforcements, edge and decorative treatments.
- c. Types of seams.
- d. Welding treatment for upper assembly, decoration and ornaments.
- e. Needles and threads :
 - types, sizes, selection, classification, relationship, application to work.
- f. Jig assembly of upper components.
- g. Automatic and semi-automatic equipment for upper processing.
- h. Upper shaping by forming equipment/blocking machine.
- i. Departmental management of work loading.
- j. Types and advantages of transporter systems.
- k. Random and final inspection.

PRACTICE To ensure that a good standard is attained the bulk of the work will be devoted to improving skills on all the jobs in the department, for this purpose the variety of uppers will be increased and practice will be stepped up so that the models produced are of an acceptable standard.

Students will be responsible for producing their own upper closing specifications, and will be expected to work to their own specifications.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS

- MODULE : FOUR(4) Making Technology
- UNIT : SEVEN(7) HOURS : 120
- TITLE : Lasting to Shoeroom.
- OBJECTIVES :
- i. To provide the knowledge and impart the skills required to understand the principles and practice of the lasting, making, finishing and shoerooming processes, their own place in the manufacturing chain and the use of hand and machine techniques and equipment.
 - ii. To provide the student with the necessary skills and understanding of the essential elements and concepts fundamental in the principles and practice of footwear manufacture.
- METHODOLOGY : Lectures/Demonstrations and Practical Workshops.
- ASSESSMENT : Project (3 pairs lasted to a time limit).
2 Exams -
1 Theory Exam
1 Practical Exam (12 pairs).
- COURSE CONTENT :

7.1 LASTING

- a. Types and uses of toe-puffs and stiffeners.
- b. Identification of methods of attachments.
- c. Methods of conditioning uppers and components.
- d. Lasting principles and methods of application.
- e. Lasting and bottoming systems for different types of construction in general use.
- f. Heeling processes, including heel building and heel finishing, covering systems and methods of heel attachment.
- g. Systems of work transportation and track management.
- h. Combined lasting systems.

- i. The theory and practice of heat setting - moist and dry heat effects on materials and adhesives.
- j. The use of hot-melt adhesive in lasting and bottoming.
- k. Lasting faults and effects upon subsequent operations.

7.2 BOTTOMING

- a. Correct techniques for sole attachment.
- b. Composition, characteristics and uses of insole and soling materials for different constructions.
- c. Machine cutting direct/caster and planet rounding operations.
- d. Preparation of cut stock and bottom components including prefinishing and assembly of pre-fabricated and Louis heel bottom units.
- e. Assembly and storage of lasts and components.
- f. Standardisation of components.
- g. Multiple thickness cutting of components.
- h. Pre-moulded shanked insole assemblies.
- i. Insole conforming equipment.
- j. Departmental management.
- k. Control of components and raw materials.
- l. Fitting up to ticket requirements.

7.3 FINISHING

- a. Procedure and processes for various soling and heeling materials and units.
- b. Top-piecing methods of attaching and types and characteristics of material available.
- c. The objectives and methods of finishing - types and functions of machines and equipment used. Finishing processes for both leather and non-leather soles and heels. Effects of faults in preceding operations on the finishing processes. Selection of appropriate processes.

- d. Comparisons between various finishing systems - pre-finishing vs finishing on the shoe. Cutters, irons, abrasives, inks, stains, waxes and finishes used. Decorative treatments and randing.
- e. Statutory requirements concerning general, fire, mechanical and electrical safe working conditions will be emphasised.

7.4

SHOE ROOMING

- a. The functions and processes of the shoe room; their importance to sales appeal. Shoe room operations and techniques - socking, cleaning, repairing, dressing, top spraying, trim attaching, quarter reforming, irons, inspection procedures, boxing etc., for leather and non-leather materials. Machine adjustments.
- b. Fault identification, diagnoses of cause and defects in work. Application of decorative treatments, e.g. antique, shadow spray etc. Final examination and inspection procedures - quality control. Packaging and presentation techniques. Storage of boxed footwear to prevent ageing.
- c. Statutory requirements : general, fire, mechanical and electrical safe working conditions in relation to the above.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI FOOTWEAR COURSE SYLLABUS**

- MODULE** : FIVE(5) Cost, Quality and Science
- UNIT** : EIGHT(8) HOURS : 20
- TITLE** : Purchasing and Stores Control
- OBJECTIVES** : To provide the participants with a basic knowledge of the information and skills required in the managerial functions of Purchasing, Stock Control and Materials issues.
- METHODOLOGY** : Lectures/Workshop Discussions/
- ASSESSMENT** : One examination (Theory).
Project on FLIC Material Stores Structure.
- COURSE CONTENT** :
- 8.1 PURCHASING MANAGEMENT
 - 8.2 INTRODUCTION TO MATERIAL MANAGEMENT
 - 8.3 THE MATERIALS CYCLE
 - 8.4 MATERIALS MANAGEMENT
 - 8.5 THE PURCHASING FUNCTION
 - 8.6 WAREHOUSE OPERATIONS
 - 8.7 MATERIALS HANDLING
 - 8.8 INVENTORY ADMINISTRATION
 - 8.9 SURPLUS MATERIALS

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : FIVE(5) Cost, Quality and Science
- UNIT** : NINE(9) **HOURS** : 40
- TITLE** : Costing and Quality Control
- OBJECTIVES** :
- i. To provide students with the information to enable them to produce costing of labour, material and overheads for samples and bulk production.
 - ii. To make students aware of the importance of Quality Control and the systematic means to achieve this.
- METHODOLOGY** : Lectures/Industrial Visit/Practical Projects.
- ASSESSMENT** : 1 examination for costing
1 examination for quality.
Assessment = Preparation of costing for shoe being produced by student.
- COURSE CONTENT** :
- 9.0** PREPARATION OF DETAILED COSTING OF A SHOE
- 9.1** MATERIALS
- a. Procedures used for estimating allowances for footwear components and effects on these allowances of material variations.
 - b. The influence on these allowances of the type of part being produced in respect of wear requirements, conditioning during manufacture, constructional details and shape and size of individual components.
 - c. The incorporation of cost factors in footwear specifications.
- 9.2** LABOUR
- a. Procedures adopted for estimating labour allowances.
 - b. Payment systems :
 - a knowledge of labour values for all operations
 - c. The effects of labour costs on :
 - footwear requirements relative to the foot
 - factory act relative to safety
 - manufacturing processes

9.3 OVERHEADS Fixed, Variable and Semi-Variable.

9.4 PROFIT Pricing policy.

9.5 QUALITY CONTROL

- a. The quality concept from the consumers point of view.
- b. The quality concept from the traders point of view.
- c. The quality concept from the manufacturers point of view.
- d. Relations between quality standard levels and price.
- e. The main factors on the quality of a product.
- f. Quality Control.
- g. Quality determination.
- h. Main aspects in the establishment of a quality control system.
- i. What to control.
- j. When to control.
- k. How to apply quality control.
- l. Who shall be involved in quality control.
- m. Human aspect
- n. The quality function.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

MODULE	:	FIVE(5) Cost, Quality and Science
UNIT	:	TEN(10) HOURS : 10
TITLE	:	Science
OBJECTIVES	:	To provide students with the necessary scientific knowledge and disciplines to appreciate more fully the physical properties of materials and science in the factory environment.
METHODOLOGY	:	Lectures/Practical Demonstrations/Experiments.
ASSESSMENTS	:	1 examination.
COURSE CONTENT	:	

10.2 PHYSICAL SCIENCE
(Brief explanation only required)

- a. The Structure of Matter: Molecules and Atoms.
- b. The Kinetic Theory : Diffusion and Elasticity.
- c. The Density of Matter. Volume Measurement.
- d. Relative Density.
- e. Length, Mass, Time, Velocity, Acceleration.
- f. Force and Motion. Friction.
- g. Moments, Balances, Stability, Work, Energy, Power.
- h. Pressure : Pressure in Fluids and Transmission of Pressure.
- i. Atmospheric Pressure, Barometers, Pumps.
- j. Thermometers : Temperature Scales.
- k. Expansion : Co-efficient...
- l. Heat Units, Specific Heat.

10.2 APPLIED MECHANICS AND ELECTRICITY

- a. Electricity: the nature of charge, the coulomb as the quantity of charge, the capacitor as a charge and energy store.
- b. The nature of the electric current.
- c. The concept of potential difference as energy/unit charge.
- d. Energy transfer in charging and discharging a capacitor.
- e. Electric motors and safety devices used in shoe making machinery.
- f. Electrical heating and thermostats.
- g. A survey of mechanical and physical forces. Levers and mechanical devices. Idea of power transmission.
- h. Pneumatic and hydraulic power transmission, comparative advantages over mechanical methods of power transmission.
- i. Methods of power generation and supply.
- j. A descriptive survey of electrical supply : current, three phase systems, resistance, transformers and capacitors.

10.3 HEALTH AND SAFETY

- a. Fire :
 - fire risks and prevention
 - types of combustion and risks
 - types of fire alarm
 - fire extinguishers
 - sprinkler and other devices
- b. Health and Safety :
 - relevant factory and material factors
 - solvent hazards
 - machinery and electrical hazards
 - ventilation and the working environment
 - fatigue, accident factors
 - lighting methods and comparisons
 - electrical safety

10.4 MATHS

It will be assumed that a basic knowledge of mathematics is already held by the student to accomplish the above studies.

Tutorial support will be provided for those students requiring help in specific areas.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : **SIX(6) Applied Management**
- UNIT** : **ELEVEN(11) HOURS : 30**
- TITLE** : **General Management**
- OBJECTIVES** :
- i. To provide students with a perspective of the current footwear industry in the Philippines.
 - ii. To provide an elementary understanding of Industrial Law and its application in the footwear industry.
 - iii. To acquaint the participants with the basic concepts, theories and practices of Industrial Accountancy.
- METHODOLOGY** : **Lectures/Discussions/Exercises.**
- ASSESSMENT** : **1 short examination on each of the three main topics.
(Short questions to cover all topics)**
- NOTE** : **These subjects should be covered simply and only in broad outline in the first year.**
- COURSE CONTENT** :
- 11.1c. INDUSTRIAL DEVELOPMENT - 10 HOURS**
- a. Philippine Industrial Perspective
 - historical background
 - industrial programmes/plans
 - sectoral industry development
 - b. Industrial Relations
 - labour-management relations
 - labour-management consultative mechanisms
 - Labour Union in the Philippines
 - tools towards a harmonious labour-management relationship

- c. Economic factors affecting industrial development
 - resource mobilisation
 - economic supply of resources
 - labour
 - capital
 - technical development

- d. General principles of Management
 - plan
 - organize
 - command
 - control
 - coordinate
 - communicate
 - motivate

11.2 INDUSTRIAL LAW - 10 HOURS

11.2.1 Contracts

- a. General provisions
- b. Essential requisites of contracts
 - consent
 - object
 - legal capacity of the parties
 - cause

- c. Forms of contracts
 - valid
 - voidable
 - void
 - interpretation
 - unenforceable

11.2.2 Corporation Laws (Company Law)

- a. General Provisions as to Corporation
- b. Powers of the Corporation
- c. By-Laws
- d. Meetings
- e. Directors
- f. Stock and Stockholders
- g. Corporate Books and Records

11.2.3 Labour and Social Legislations (Factory Law)

a. Labour organisation

- registration and cancellation
- rights and conditions of membership
- rights of legitimate labour organisation

b. Collective bargaining and administration

c. Termination of employment

d. Retirement from the service

11.2.4 Quasi Delicts (Liability of Torts)

Extra-contractual obligations :
torts and damages. Rights, duties, responsibilities and obligations in connection with the performance of work and employment.

11.2.5 Property, Ownership and Its Modification (Industrial Property)

a. Classification of property

b. Ownership

c. Registry of property

11.3 INDUSTRIAL ACCOUNTANCY - 10 HOURS

11.3.1 Basic Accounting Methods/Principles

- a. As an information system
- b. Accounting theory
- c. Accounting cycle
- d. Nature of accounting principles
- e. Data usefulness

11.3.2 Cost Determination

- a. Definition of cost and expenses
- b. Classification
- c. Depreciation computation
- d. Valuation
- e. Inventory costing

11.3.3

Manufacturing Cost

- a. Definition
- b. Selling and administrative expenses
- c. Product cost
- d. Variable and fixed cost
- e. Job order costing
- f. Process costing
- g. Target cost

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI CERTIFICATE COURSE SYLLABUS**

- MODULE** : SIX(6) Applied Management
- UNIT** : TWELVE(12) HOURS : 60
- TITLE** : Production Management
- OBJECTIVES** :
- i. To provide the participants with a better understanding on the efficient utilisation of manpower, machinery, equipment, materials, energy and other resources.
 - ii. To equip the participants with the basic tools and techniques necessary to properly manage the production system of a footwear factory.
- METHODOLOGY** : Lectures, Workshop Discussions, Exercises, etc.
- ASSESSMENT** :
- 1 examination = on 12.1 to 12.5
 - 1 examination = on 12.6 to 12.11
- COURSE CONTENT** :

12.1 OVERVIEW OF PRODUCTION MANAGEMENT/ORGANISATION

- a. Definition of production.
- b. Types of production.
- c. What is Production Management?
- d. Why manage production?
- e. Role and functions of Production Manager.
- f. Typical problems encountered in Production Management.

12.2 THE ROLES AND FUNCTIONS OF A PRODUCTION MANAGER

- a. Policy maker.
- b. Planner.
- c. Agent of change.
- d. Leader.
- e. Supervisor.

- f. Implementor.
- g. Evaluator, etc.

12.3 PRODUCTION PLANNING & CONTROL

- a. Overview
- b. Rationale.
- c. Production forecasting.
- d. Production planning.
- e. Production scheduling.
- f. Materials requirement planning.
- g. Capacity planning.
- h. Routeing.
- i. Despatching.
- j. Production arrears
- k. Production control.

12.4 WORKING ENVIRONMENT/CONDITIONS

- a. Principles of motion economy.
- b. Lighting.
- c. Ventilation.
- d. Housekeeping.
- e. Discipline.
- f. Systematic work arrangement.

12.5 INTRODUCTION TO WORK STUDY

- a. Work content.
- b. Different kinds of changes.
- c. Selecting the class of change.
- d. Components of work study.

12.6

METHOD STUDY

- a. Overview.
- b. Steps in conducting method study.
- c. Developing an improved method.
- d. Installing the improved method.
- e. Standard operating procedures, etc.

12.7

WORK MEASUREMENT

- a. Overview.
- b. Steps in conducting work measurement.
- c. Stop watch time study.
- d. Performance rating.
- e. Breaking the tasks into elements.

12.8

MATERIALS HANDLING

- a. Overview.
- b. Principle of materials handling.
- c. Jigs, tools and fixtures.
- d. Conveyor systems.
- e. Low cost automation.
- f. Storage.
- g. Transportation, etc.

12.9

LAYOUTING

- a. Overview.
- b. Principles of layouting.
- c. Types of layout.

12.10

EQUIPMENT SELECTION

- a. Overview.
- b. Principles of equipment selection.
- c. Approaches to equipment selection.
- d. Capacity utilisation.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE

(FLIC)

CFI DIPLOMA COURSE SYLLABUS

SYLLABUS MATERIAL WRITTEN AND ASSEMBLED BY -

**R Mezeray, A Snastin, A Lesuisse, W Foran
and other lecturers at FLIC**

SYLLABUS COLLATED AND MODERATED BY -

**R T Beeby and S J Weston
CFI Course Moderators**

Revised May 1988

**2nd Revision January 1989
3rd Revision June 1989 (Modular Version)**

CLOTHING AND FOOTWEAR INSTITUTE, LONDON

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE
COURSE SYLLABUS**

**INDEX
SUMMARY OF TIME REQUIRED FOR EACH COURSE SUBJECT**

MODULE	UNIT	COURSE SUBJECT	TIME REQUIRED		TOTAL HOURS
			THEORY	PRACTICAL	
1	13	PRODUCT SKETCHING & DESIGN	-	20	20
DESIGN	14	PRACTICAL SHOE DESIGN & PATTERN CUTTING	-	40	40
DESIGN	15	PATTERN MAKING	-	40	40
PATTERN	16	RANGE BUILDING	20	-	20
CUTTING	17	ADVANCE TECHNOLOGY	20	-	20
	18	FOOT COMFORT	20	-	20
					160
2	19	PRODUCTION MANAGEMENT/ORGANIZATION			
PRODUCTION		WORK STUDY	40	-	40
MANAGEMENT/ ORGANIZATION	20	PRODUCTION MANAGEMENT/ORGANIZATION			
		CONTROL	60	-	60
	21	INDUSTRIAL ACCOUNTANCY	20	-	20
	22	FACTORY SURVEY & PROJECT	-	80	80
					200
3					
GENERAL	23	MARKETING MANAGEMENT	20		20

MANAGEMENT	24	COMMUNICATION	20		20
	25	PERSONNEL MANAGEMENT	20		20
4					60
CLICKING &	26	CLICKING PRACTICAL	-	80	80
MATERIALS	27	MATERIALS & RELATED SCIENCE	54	26	80
TECHNOLOGY					160
5					
CLOSING	28	CLOSING PRACTICAL	-	140	140
TECHNOLOGY					140
6					
MAKING	29	LASTING TO SHOE ROOM PRACTICAL	-	120	120
TECHNOLOGY					120
7					
	30	FINAL PROJECT	-		
				TOTAL HOURS	840

The Course will be composed of seven (7) modules. The time for each module will vary, and in each instance will be based on the work content.

Leathergoods option: It is implied in the practical projects in the Diploma Course, that students wishing to specialise in leathergoods production should

Cont/.....

produce patterns, designs, and actual samples of a wide range of leathersgoods. The details of the projects will be worked out by the tutors.

No time is allowed for the Final Project and students will be expected to undertake this project outside the normal Course hours. The time usually required to complete this project is about eighty hours. The details will be discussed with the students, at a specified date during the Course, to enable the students to have sufficient time to prepare and finalise the project prior to Course completion. The closing date for the Final Project will be strictly adhered to.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

- MODULE : ONE(1) Design and Pattern Cutting
- UNIT : THIRTEEN HOURS : 20
- TITLE : Products Sketching and Drawing
(With direct application to the shoe industry)
- OBJECTIVES : To provide the participants with the knowledge and impart the skills required to apply the principles of art.design in footwear and related products.
- METHODOLOGY : Lectures/Workshop Discussion/
Practical Projects.
- ASSESSMENT : 1 short examination with footwear or leathergoods examples.
1 shoe drawing project.

COURSE CONTENT :

- 13.1 SKETCHING OF MODEL IDEAS
- 13.2 TECHNIQUES AND SKILLS OF PENCIL DRAWING
- 13.3 COLOURING
- 13.4 IDEAS RESEARCH
- 13.5 TECHNIQUES OF MODEL PRESENTATION
- 13.6 PRACTICE OF DRAWING FOOTWEAR

Project could include "Shop Window Footwear Sketching", or sketching a range of footwear which could then have patterns cut and pullovers made or "Sketching, marketing and point of sale material for a range of shoes". Integration with the pattern cutting section is important.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

- MODULE** : ONE(1) Design and Pattern Cutting
- UNIT** : FOURTEEN(14) HOURS 40
- TITLE** : Practical Shoe Design and
Pattern Cutting or
Practical Leathergoods Design
& Pattern Cutting
- OBJECTIVES** : To provide the participants with
the knowledge and to impart the
skills and techniques necessary
to design footwear products and
to produce the appropriate patterns
and pullovers.
- METHODOLOGY** : Practical Work/Workshop
Discussions.
- ASSESSMENT** : Practical Examination.
Complete set of patterns and linings
and bottom patterns to be cut from
sketches made by the examinee and
selected by the examiner - or similar
leathergoods option.
- COURSE CONTENT** :
- 14.1 SHOE PATTERN MAKING
- a. Last copy (mean forme).
 - b. Design on last.
 - c. Model drawing on standard.
 - d. Upper components patterns.
 - e. Lining components patterns.
 - f. Bottom components patterns.
 - g. Tracing patterns.
 - h. Specification.

14.2

DIFFERENT TYPES OF SHOES OR MODELS
PREPARE STANDARDS AND PATTERNS

- a. Ladies court shoe.
- b. Mocassin
- c. Boot.
- d. Sport shoe.
- e. Child's bar shoe.
- f. Mens' Gibson
- g. Mens' casual
- h. Mens' Oxford.
- i. Ladies' casual.
- j. Sandals
- k. Ghillie.

14.3

TECHNICAL PROCESSES

- a. California
- b. String lasting.
- c. Mocassin.
- d. Pre-finishing.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

MODULE	:	ONE(1) Design and Pattern Cutting
UNIT	:	FIFTEEN(15) HOURS : 40
TITLE	:	Pattern Making and Engineering
OBJECTIVES	:	<ol style="list-style-type: none">i. To provide the participants with the knowledge and impart the skills required to understand the principles and practices of pattern making, grading and its place in the manufacturing process.ii. To provide the participants with the knowledge required in the production of pullovers and shoe models and in the selection of suitable materials combined with correct usage of appropriate tools and equipment.iii. To use these skills in the interpretation and implementation of design ideas to pullover forms.iv. To develop the understanding and skill necessary to interpret and transfer a two dimensional design to a 3 dimensional shape (last) and to cut patterns which retain the aesthetic elements of the original design but yet provide production economy and customer satisfaction in terms of fit, comfort and foot health.
METHODOLOGY	:	Lectures/Workshop Discussion/Practical Projects
ASSESSMENT	:	<ol style="list-style-type: none">1 - Examination2 - Hand or Machine Grading Project.
COURSE CONTENT	:	
15.1		<u>INTRODUCTION TO PATTERN CUTTING TECHNIQUES</u>
15.2		<u>PRODUCTION OF PATTERN STANDARDS</u>
15.3		<u>PRODUCTION OF NEAT AND WORKING PATTERNS</u>

- 15.4 TRIM DETAILS AND ACCESSORIES
- 15.5 PRODUCTION OF BOTTOM PATTERNS
- 15.6 DESIGN ECONOMY
- 15.7 SPECIALISED PATTERN CUTTING TECHNIQUES
- 15.8 PATTERN GRADING BY HAND AND MACHINE.
GROUP AND COORDINATED GRADING.
- 15.9 PULLOVER PRODUCTION

NOTE: The emphasis in this module is on practical application, and the module should include the production of pullovers from the student's own patterns. It is important that patterns that are cut are tried for fit to ensure their practicability.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFT DIPLOMA COURSE SYLLABUS

MODULE : ONE(1) Design and Pattern Cutting

UNIT : SIXTEEN(16) HOURS : 20

TITLE : Range Building.

OBJECTIVES :

- i. To provide the participants with a knowledge of the basic concepts and principles of "Range Building".
- ii. To provide the participants with the techniques and expertise required to plan a critical path network in the production unit for samples, styles and pathfinders.

METHODOLOGY : Lectures/Workshop Discussions/
Practical Projects.

ASSESSMENT : 1 examination
1 joint project with module 13 to create drawings for a range of footwear (or leathersgoods) and product development schedule.

COURSE CONTENT :

16.1 COLLECTION BUILDING

a. Marketing strategy and guidelines.

- the fashion phenomenon
- fashion and style trends
- new materials and colours
- new lasts, bottoms and component materials
- new equipment and tools
- purchase requirements for prototypes
- fashion sources

b. Critical Path Network process.

- style specification
- techniques involved in processing
- costing sequence
- production sequence

- c. Style creations.
 - sketches
 - drawings
 - pullovers
 - photographs

- d. Product development (first assessment).
 - assessment of style trends (prototypes)
 - fitting tests
 - estimate of product costs
 - selection of styles for further development
 - purchase requirements for "collection"

- e. Sample processing (sales representatives).

- f. Product development (second assessment).
 - review of pathfinders
 - shoe fitting tests
 - final cost structure
 - final specifications
 - final approval of styles
 - initial sales forecast
 - initial purchase requirements for production

- g. Product development (final review).
 - review of complete collection
 - final manufacturing specifications
 - final quality standards
 - final costs
 - final sales forecasts
 - purchase requirements (based on second sales forecast)

- h. Fast Response
 - importance of fast response to customer need.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

MODULE : ONE(1) Design and Pattern Cutting

UNIT : SEVENTEEN(17) HOURS : 20

TITLE : **Advanced Technology**
(With direct application to the shoe industry).

OBJECTIVES : To provide the participants with an understanding of the processes in new advanced design and manufacturing technology, particularly CAD/CAM and robotics.

METHODOLOGY : Lectures/Workshop Discussions/Films.

ASSESSMENT : 1 examination.

COURSE CONTENT :

17.1 **PATTERN ENGINEERING (CAD/CAM)**

- a. Grading.
- b. Last digitisation.
- c. Designing.
- d. Leather cutting system.
- e. Pattern area assessment.

17.2 **NEW TECHNICAL PROCESSES**

17.3 **NEW MACHINERY**

17.4 **COMPONENT STANDARDISATION**

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

- MODULE** : ONE(1) Design and Pattern Cutting
- UNIT** : EIGHTEEN(18) HOURS : 20
- TITLE** : Foot Comfort
- OBJECTIVES** : To provide the participants with an understanding of the construction of the shoe and its dimensions in relation to the foot, and the effects on foot health of the following criteria.
- METHODOLOGY** : Lectures/Workshop Discussions/
Visual Aids.
- ASSESSMENT** : 1 Examination
- COURSE CONTENT** :

18.1 PHYSIOLOGY OF THE FOOT IN RELATION TO FOOTWEAR CONSTRUCTION

- a. The construction of the shoe.
- b. Its dimensions relative to the foot.
- c. The shape differences between foot and last.
- d. Heel height.
- e. The mechanical properties of the shoe and its components.
- f. Their effect on foot movement and comfort adjustments.
- g. Physical properties of the materials which affect foot health and comfort.
- h. Water vapour permeability and absorption and resorption of water.
- i. The vapour barrier principle.

- j. Frictional effects between hose and counter lining.
- k. Frictional effects between hose and insole.
- l. Frictional effects between sole and ground.

- m. Choice and combining of upper materials.
- n. Thickness of underfoot components.
- o. Choice of counter linings, heel grips and non-slip soles.

- p. Last fitting properties.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

MODULE : TWO(2) Production Management/Organisation

UNIT : NINETEEN(19) HOURS : 40

TITLE : Production Management/Organisation
(Work Study - with direct application to the shoe industry).

OBJECTIVES :

- i. To provide the participants with a better understanding on the efficient utilisation of manpower, machinery, equipment, materials, energy and other resources.
- ii. To provide the participants with the skills and techniques required to develop and implement a method study and work measurement system.

METHODOLOGY : Lectures, Workshop Discussions, Practical Projects.

ASSESSMENT : 1 Examination
2 Projects (Lecture Room/Work Shop).

COURSE CONTENT :

19.1 PRODUCTIVITY AND WORK STUDY

- a. The meaning of productivity.
- b. Responsibility for productivity.
- c. Time components of a job.
- d. The reduction of work content and ineffective time.
- e. Work Study.
- f. The human factor in the application.
- g. Work simplification.
- h. Series of practical projects.

19.2 METHOD STUDY

- a. Introduction to Method Study.
- b. Selection of jobs.
- c. The recording, examination and development system
- method stabilisation.
- d. The production sequence - movement of work in process.
- e. Factory layout.
- f. Movement of workers and materials.
- g. Job definition.
- h. Installation and maintenance of method study changes.
- i. Series of practical projects.

19.3 WORK MEASUREMENT

- a. Purpose and use of Work Measurement.
- b. Work sampling.
- c. Time Study: the equipment.
- d. The selection of the operation.
- e. The timing of the operation.
- f. The rating technique.
- g. Standard time.
- h. Standard data.
- i. Allowances.
- j. Series of practical projects.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

- MODULE : TWO(2) Production Management/
Organisation
- UNIT : TWENTY(20) HOURS : 60
- TITLE : Production Management/
Organisation/Control
(With direct application to the shoe
industry).
- OBJECTIVES : i. To provide the students with
a better understanding and an
awareness of the need for an
efficient utilisation of man-
power, machinery, equipment,
materials, energy and other
resources.
- ii. To provide the opportunity
for the participants to develop
an awareness of the expertise
involved in the efficient
control of footwear production
systems.
- METHODOLOGY : Lectures, Workshop Discussions,
Practical Projects.
- ASSESSMENT : 1 - 3 hour Examination.
3 Projects on Production Control,
Material Control, Quality Control.
(Lecture Room, Workshops).
- COURSE CONTENT :

20.1 THE ROLES AND FUNCTIONS OF THE PRODUCTION MANAGER

- a. Planning.
- b. Innovating.
- c. Communication.
- d. Leadership.
- e. Decision making.
- f. Evaluating.
- g. Implementation.
- h. Control.

20.2 PRODUCTION PLANNING AND CONTROL

- a. Production planning - long range plan.
- b. Production forecasting.
- c. Production input plan - weekly.
- d. Production scheduling.
- e. Material requirement planning.
- f. Production capacity planning.
- g. Production control system.
- h. Despatch system.

20.3 CONCEPT OF MATERIAL CONTROL SYSTEMS

- a. Objectives of material management.
- b. Importance of material management in company organisation structure.
- c. Material purchasing and expediting.
- d. Transport.
- e. Materials handling.
- f. Inventory control.
- g. Warehouse system.
- h. Value analysis.
- i. Benefits of an effective materials management function.
- j. Stock card system.
- k. Equipment requirements.

20.4 QUALITY CONTROL

- a. Inspection versus Quality Control.
- b. Requirements of Quality Control.
- c. Benefits of Quality Control.
- d. Quality Control organisation.
- e. Process Control.
- f. Continuous sampling plans.

- g. Specification and quality standards.
- h. Control of quality of incoming goods.
- i. Quality Control by random inspection.
- j. Final inspection.
- k. Control charts and their uses.
- l. Quality cost controls.
- m. Remedial action.
- n. Process of returns from customers.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

- MODULE : TWO(2) Production Management/Organisation
- UNIT : TWENTY-ONE(21) HOURS : 20
- TITLE : Industrial Accountancy
(With direct application to the shoe industry).
- OBJECTIVES :
- i. To provide the participants of the course with the knowledge and skills required to prepare an overhead budget system.
 - ii. To provide the participants with the knowledge required to prepare a shoe costing system.
- METHODOLOGY : Lectures/Workshop Discussions/
Practical Projects.
- ASSESSMENT : 1 Examination.
- COURSE CONTENT :

21.1 PREPARATION OF AN OVERHEAD BUDGET SYSTEM

21.2 PREPARATION OF A SHOE COSTING SYSTEM

- a. Materials.
- b. Grindery.
- c. Labour.
- d. Overheads.
- e. Profit margin.
- f. Practical project.

21.3 ANALYSIS OF FINANCIAL STATEMENTS

- a. Balance Sheet
 - assets
 - liabilities
 - stockholders
- b. Financial income statement
- c. Financial performance analysis

21.4 FINANCIAL BUDGETING AND BUDGETARY CONTROL

- a. Need of data
- b. Financial projections

21.5 CASH FLOW AND DISCOUNTED CASH FLOW

- a. Income statement vis-a-vis cash flow
- b. Related to/from operations
- c. Cash earnings
- d. Calculations/analysis

21.6 PROVISION AND MANAGEMENT OF WORKING CAPITAL

- a. Sources
- b. Uses
- c. Objectives
- d. Analysis

21.7 STANDARD AND MARGINAL COSTING

- a. Historical cost
- b. Standard cost
- c. Marginal cost
- d. Variance analysis
- e. Management by exception
- f. Disposition of variances

21.8 COMPUTER APPLICATIONS

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPOLMA COURSE SYLLABUS

MODULE	:	TWO (2) PRODUCTION MANAGEMENT ORGANIZATION
UNIT	:	TWENTY TWO (22) HOURS: 80
TITLE	:	FACTORY SURVEY & PROJECT
OBJECTIVES	:	To provide the students with a practical application of the knowledge received during the theoretical lectures on Work Study, Quality Control, Production Control, Material Control, Range Building, Organization and Productivity.
METHODOLOGY	:	Factory Survey/Work Shop Discussions/ Analysis of Managerial Systems.
ASSESSMENT	:	Project on quality standard and proposals to improve quality grades: preparation of set of quality standards for all operations within production unit.
	:	Project on Material Control Systems.
	:	Project on Production Control System.
	:	Project on Factory Organization and Productivity.
	:	Method Study and Work Study Systems. Report on general findings and proposals to eliminate problems.
	:	Project conducted through a value analysis investigation on the shoe range and range building programme, including shoe cost structure.
COURSE CONTENT :		
22.1	:	Examination of quality standards and system prevailing within the production unit.
22.2	:	Examination of Layout, Machinery, Mechanised and Hand Operations, Work Flow and Work Transport Systems, Efficiency of Method Study Systems, Productivity of Labour Force and Payment Systems within the Production Unit.

- 22.3 : Examination of Material Control System, including Stock Control and Stock Cards. Economy of material usage and purchasing system within the Company.
- 22.4 : Examination of Production Planning and Control Systems within the Company, including Capacity Loading, Production Schedules and Arrears.
- 22.5 : Examination of the Range Building System, Method of Producing Pathfinders, Costing Structure and Controls, including choice of materials and components, and choice of styles in relation to skills and machinery available, number of styles per range, and number of ranges per year.

PREPARATION OF ASSESSMENTS AND REPORTS

The tutors will adhere strictly to the specified dates for completion of reports. Three weeks will be allowed to finalise the Report from completion day of the Factory Survey.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

- MODULE** : **THREE(3) General Management**
- UNIT** : **TWENTY-THREE(23) HOURS : 20**
- TITLE** : **Marketing Management
(with direct application to the shoe industry).**
- OBJECTIVES** :
- i. To provide the participants with a better understanding and an awareness of the need for an efficient marketing plan, as it is an essential part of the total business plan.
 - ii. To provide the participants with an awareness of how the marketing plan assists in reaching decisions in relation to the implementation of changes in company policy.
 - iii. To provide the participants with an awareness of how it can assist in establishing targets and a recognition of changes in the market place.
- METHODOLOGY** : **Lectures/Visual Aids/Practical Projects.**
- ASSESSMENT** : **1 Examination.**
- COURSE CONTENT** :
- 23.1 MARKETING
- a. The function of a marketing plan.
 - b. The preparation of a marketing plan.
 - c. Information required.
 - d. The marketing plan.
 - e. The monitoring process.
 - f. Marketing assessment.
 - g. The establishment of a competitive edge.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

MODULE	:	THREE(3) General Management
UNIT	:	TWENTY-FOUR(24) HOURS : 20
TITLE	:	Communication
OBJECTIVES	:	i. To provide the participants with a better understanding and an awareness of the importance of communication skills. ii. To provide the techniques and impart the skills to perform efficient communication.
METHODOLOGY	:	Lectures/Workshop Discussions/ Practical Projects.
ASSESSMENT	:	1 Examination.
COURSE CONTENT	:	

24.1 COMMUNICATION STUDIES

- a. The library.
- b. The information feedback process.
- c. The recording, storing and retrieval of information.
- d. Discussion/meeting.
- e. Instructions.
- f. Telephone and other communication means.
- g. Report writing.
- h. Memoranda.
- i. Form filling.
- j. Letter writing.
- k. Public speaking.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

MODULE : **THREE(3) General Management**

UNIT : **TWENTY(25) HOURS : 20**

TITLE : **Personnel Management**

OBJECTIVES :

- i. To provide the participants with the basic concepts, principles and practices of personnel management.
- ii. To equip the participants with the tools and techniques necessary in managing and developing the human resources.

METHODOLOGY : **Lectures, Workshop Discussions.**

ASSESSMENT : **1 Examination (3 Hours).**

COURSE CONTENT :

25.1 PRINCIPLES OF MANAGEMENT

- a. Reasons for proper selection.
- b. Responsibility for recruitment, selection and employment.
- c. Recruitment programme.
- d. Recruitment procedures.
- e. Categories of recruitment and selection.

25.2 EMPLOYEE TRAINING AND DEVELOPMENT

- a. Definition of terms.
- b. Orientation and introduction of new employees.
- c. Establishing a training programme.
- d. The training of staff instructors.
- e. Management development.

25.3 JOB ANALYSIS, JOB DESCRIPTION AND SPECIFICATION

- a. Uses of job analysis.
- b. Job analysis programme.
- c. Information about jobs.
- d. Methods of job analysis.
- e. Method of preparing a job specification.
- f. Method of preparing a job description.
- g. Description of employment terms.

25.4 EVALUATING EMPLOYEE PERFORMANCE

- a. Need for evaluation.
- b. Objectives.
- c. Types of performance rating plans.
- d. Limitations.

25.5 WAGE AND SALARY ADMINISTRATION

- a. Importance of salary.
- b. Methods of determining salary.
- c. Difficulties encountered in the wage and salary administration system.
- d. Causes of wage inequities.
- e. W.S.A. programme.
- f. The employment system.
- g. Salary.
- h. Incentives.

25.6 JOB EVALUATION

- a. Principles.
- b. Methods.
- c. Ranking.
- d. Classification.
- e. Point system.
- f. Minimum wage.
- g. Wage and salary policies.

25.7 EMPLOYEE BENEFITS AND SERVICES

- a. The principles of fringe benefits.
- b. Scope.
- c. Why increase fringe benefits?
- d. A system of planning and managing benefits and services.

25.8 CHANGES IN PERSONNEL STATUS

- a. Transfer.
- b. Promotion.
- c. Demotion.
- d. Separation.
- e. Seniority.
- f. Labour turnover.

25.9 DISCIPLINARY PROCEDURES (EMPLOYEES)

- a. Principles.
- b. Correctional procedures.
- c. Responsibilities.
- d. The interview procedure.

25.10 EMPLOYEE MORALE

- a. Factors affecting employee morale.
- b. Programme improvement.
- c. Suggestion system.

25.11 LABOUR MANAGEMENT RELATIONS

- a. Sources of labour problems.
- b. Unions.
- c. Consultative machinery.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CPI DIPLOMA COURSE SYLLABUS

MODULE	:	FOUR (4) CLICKING AND MATERIALS TECHNOLOGY	
UNIT	:	TWENTY SIX (26)	HOURS: 80
TITLE	:	CLICKING PRACTICAL	
OBJECTIVES	:	<ul style="list-style-type: none">i. To provide the students with the knowledge and to impart the skills and techniques to produce high quality footwear.ii. To provide each participant with opportunity to produce twelve pairs of shoes during the specified period, to the correct quality standards, and to develop further the most economic method of cutting with intricate patterns.	
METHODOLOGY	:	PRACTICAL WORK/WORKSHOP/DISCUSSIONS	
ASSESSMENT	:	Continuous assessment of pattern layout systems. Continuous assessment of quality standards. An assessment of the cutting of three pairs to a specified time. Examination of cut pieces (12 pairs).	
COURSE CONTENT	:		
26.1		To develop further the skills required to understand the principles and practice of clicking; its place in the manufacturing process, and the use of hand and machine techniques and equipment.	
26.2		CLICKING TECHNOLOGY	
		<ul style="list-style-type: none">a. Materials used.b. Cutting operation analysis.c. Hand cutting and related tools and equipment.d. Machine cutting and related equipment .e. The quality concept.f. The various material waste causes.g. Pattern layout on plain, patterned and fabric materials.	

- h. Characteristics of leather from the view point of upper cutting.
- i. The leather material quality variations in relation to different parts of the skin/hide (stretch-resistance-colour-grain-texture.
- j. Leather grading and sorting.
- k. Importance of rational and economical cutting as required to product cost.
- l. The advantage of press clicking for intricate patterns.
- m. The importance of light in the clicking room.
- n. Quality Control.
- o. Safety precautions applied to upper clicking .
- p. The required qualities of a clicker.
- q. Summary of clicking, principles and techniques.

26.3

PRACTICAL CUTTING

Twelve pairs will be produced by each student. Each student will also be involved in training procedures. A cutting allowance and clickers costing sheet will be prepared and a calculating of the gain and loss completed.

**FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS**

- MODULE** : **FOUR(4) Clicking and Materials Technology**
- UNIT** : **TWENTY-SEVEN(27) HOURS : 80**
- TITLE** : **Materials and Related Science**
- OBJECTIVES** :
- i. To provide a basic knowledge of the structure, characteristics and properties of a wide range of materials used in footwear manufacture and to examine their uses and limitations in relation to footwear design and production.
 - ii. To develop an understanding of the relationship between design and economy in material choice and usage in relation to footwear manufacturing processes and techniques.
- METHODOLOGY** : **Lectures/Workshop Discussion/ Practical Projects.**
- ASSESSMENT** : **1 Examination
1 Project to design an in-factory quality testing laboratory for a large production unit.**
- COURSE CONTENT** :
- 27.1 COMPONENT BOARDS**
- The composition and suitability of various boards for footwear components - leather, vegetable, cellulose, and non-woven; their combination into mixed boards. A descriptive outline of the manufacture and properties and the components produced from each style.
- 27.2 ADHESIVES**
- The characteristics, functions, properties and methods of applications (including various chemical treatments) of principal footwear adhesives. The mechanism of adhesion. An outline of the major developments in footwear adhesives.

27.3 TOE PUFFS

Their characteristics and properties - celastic, impregnated fabrics, print on resin, filmic, paint-on-liquid, rubberised. Requirements of puffs in manufacture and wear. Methods of application or attachment, suitability for various constructions, common faults and remedies.

27.4 STIFFENERS

Their characteristics and properties - celastic, impregnated fabric, filmic, thermo leather/fibre boards, pre-moulded leather/vegetable board. Requirements of stiffeners in manufacture and wear. Methods of application or attachment, suitability for various constructions, common faults and remedies.

27.5 SHANKS

Their characteristics and properties - steel, wood, fibre board, plastic, combined. Their suitability for various constructions, methods of attachment and requirements in manufacture and wear.

27.6 BOTTOM FILLERS

Their characteristics and properties - cut sheet, spread filler. Methods of application. Their composition and suitability for various constructions and requirements in manufacture and wear - compression set, flow, flexibility, shape retention.

27.7 GRINDERY

Characteristics, properties and purposes of grindery both metallic and non-metallic. Methods of use or application. Their suitability for various constructions and styles and their requirements in manufacture and wear.

27.8 ABRASIVES

Their use in manufacturing processes. Main types in general use. Principal backers and adhesives used in their manufacture and their requirements in manufacturing processes.

27.9 CLEANERS, FINISHES, FILLERS AND DRESSINGS

Solvent and water based types. Their use and purpose for upper and bottom materials. Decorative sprays, waxes and wax preparations - their uses and purposes.

27.10 THE TESTING AND EVALUATION OF MATERIALS

- a. Upper materials.
 - upper
 - PU coated fabric
 - PVC coated fabrics
 - poromerics
 - fabrics

- b. Soling materials.
 - resin rubber
 - microcellular rubber or EVA
 - PVC
 - polyurethane
 - thermoplastic rubber

- c. Adhesives.
 - neoprenes
 - polyurethane
 - latices
 - thermoplastic

27.11 EVALUATION OF COMPONENTS

- a. Main quality considerations affecting design of:
 - cavity unit soles - e.g. bonding margin, wall thickness
 - pre-shanked blended insoles - e.g. shank position, blend point
 - plastic cavity heels - e.g. depth of pin holding

- b. The testing and evaluation of components.
 - insoles
 - outsoles
 - heels
 - shanks
 - toe puffs/stiffeners
 - slide fasteners
 - sewing threads

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DPLOMA SYLLABUS

- MODULE** : FIVE(5) CLOSING TECHNOLOGY
- UNIT** : TWENTY EIGHT (28) HOURS: 140
- TITLE** : CLOSING PRACTICAL
- OBJECTIVES** :
- i. To develop further the skills of students in relation to practical work in upper closing: the importance of correct component preparation; and techniques of stitching.
 - ii. To understand the practical and economic implications associated with closing upper.
 - iii. To gain experience in the closing of more intricate designs.
- METHODOLOGY** : Project on Seams and Decoration. Closing of three pairs in a specified time. Examination of twelve pairs of uppers. Quality checks will take place during manufacture, and specific operations will be checked when completed.
- COURSE CONTENT** :
- 28.1 CLOSING PRACTICAL
- a. Students will obtain further training on the various machines available in the Closing Room.
 - b. They will be taught the techniques of hand craft and the use of machines for similiar operations.
 - c. They will be trained in their use and in the use of adjustments necessary to function efficiently.
 - d. They will obtain further experience in the making up of more difficult styles and constructions.
 - e. They will obtain further training in the art of correct component preparation, techniques of stitching and the correct sequence of operations.

28.2 CLOSING TECHNOLOGY

- a. Machinery
 - basic types and specialist stitching machines.
 - skiving, backing, folding, perforating and ancillary machinery.
- b. Methods of upper reinforcements, edge and decorative treatments.
- c. Types of seams.
- d. Welding treatment for upper assembly, decoration and ornaments.
- e. Needles and threads.
 - types, sizes, selection, classification, relationship, application to work.
- f. Jig assembly of upper components.
- g. Upper shaping by forming equipment/blocking machines.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS
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- MODULE** : SIX (6) MAKING TECHNOLOGY
- UNIT** : TWENTY NINE (29) HOURS: 120
- TITLE** : LASTING TO SHOE ROOM (PRACTICAL)
- OBJECTIVES** :
- i. To develop further the skills and knowledge required to understand the principles and practice of component making, lasting, making, finishing and shoe room processes.
 - ii. To develop further the use of hand and machine techniques and equipment.
 - iii. To develop further the necessary skills and understanding of the essential elements and concepts fundamental in the principles and practice of footwear manufacture.
- METHODOLOGY** : Practical Work/Workshop Discussions/
Machine Setting Demonstrations/
Discussions.
- ASSESSMENT** :
- i. Continuous assessment on the manufacturing of twelve pairs of shoes.
 - ii. Continuous assessment on machine setting techniques.
 - iii. An assessment on the manufacturing of three pairs of shoes to a specific time limit.
- COURSE CONTENT** :
- 29.1 COMPONENTS**
- a. Concentration on the skills involved in the preparation of insoles, soles, stiffeners, toe puffs, heels, shanks, top pieces, and fillers.
 - b. The students will receive further training in the art of insole preparation, such as cutting, level backers, attach backers to insole, mould insoles, attach shanks, attach re-inforcements and the required qualities of shanks.
 - c. Training in sole preparation such as cutting, pre-finishing, ink edges, reduce edges, apply adhesive and attach sole flop to heel breast.

- d. The cutting and skiving of stiffeners and toe puffs.
- e. The application of heel covers.
- f. The cutting of top pieces and fillers.
- g. The preparation of leather components.
- h. The preparation of fibre board components.
- i. Composition, characteristics and uses of insole and soling materials for different constructions.

29.2 LASTING

- a. Types of toe puffs, stiffeners and methods of attachment.
- b. Methods of conditioning uppers and components.
- c. Lasting principles and methods of application.
- d. Lasting and bottoming systems for different types of construction and methods of application.
- e. Combined lasting systems.
- f. The theory and practice of heat setting ; moist and dry heat effects on materials and adhesives.
- g. Lasting faults and effects upon subsequent operations.
- h. Roughing and cement application techniques.

29.3 MAKING

- a. Correct techniques for sole attachment
- b. Procedures and processes for various soling and heeling materials and units.
- c. Top-piecing methods of attaching and types and characteristics of materials available.
- d. Finishing processes for both leather and non-leather soles and heels. Effects of faults in previous operations on the finishing processes. Selection of appropriate processes.
- e. Comparisons between various finishing systems; prefinishing vs, finishing on the shoe. Cutters, irons, abrasives, inks, stains waxes and finishes used
- f. Statutory requirements concerning general, fire mechanical and electrical safe working conditions will be emphasised.

29.4

SHOE ROOM

- a. The functions and processes of the Shoe Room: their importance to sales appeal. Shoe Room operations and techniques - socking, cleaning, repairing, dressing, top spraying, trim attaching, quarter reforming, irons, inspection procedures, basing, etc., for leather and non-leather materials. Machine adjustments.
- b. Fault identification, diagnoses of cause and defects in work. Application of decorative treatment, e.g. antique, shadow spray etc. Final examination and inspection procedures, quality control. Packing and presentation techniques.
- c. Statutory requirements: general, fire, mechanical and electrical safe working conditions in relation to above.

FOOTWEAR AND LEATHERGOODS INDUSTRY CENTRE (FLIC)
CFI DIPLOMA COURSE SYLLABUS

- MODULE** : SEVEN(7) Final Project
- UNIT** : THIRTY(30) HOURS : (HOME WORK)
- TITLE** : Final Diploma Project
- OBJECTIVES** : To make all the planning preparations necessary to open a factory for marketing shoes. All the relevant business disciplines will be applied. The project draws together all the skills learnt on the course into an integrated study of all the disciplines previously taught.
- Leathergoods students will follow the same disciplines in planning a leathergoods factory.
- METHODOLOGY** : Students should prepare designs, illustrate a chosen range of shoes (or leathergoods) and prepare at least two completed pullovers with soles (or articles of leathergoods). The written report should detail all necessary planning, marketing and production arrangements. The Course Tutor will examine the results of the project and conduct a brief verbal examination with the student. The Moderators will also inspect the work and conduct interviews with some students about the result of their final project.

Annex C to FINAL REPORT

US/PHI/85/109

TEACHING MATERIALS SUPPLIED

1. The tender for the Contract included the supply of teaching materials to a value of \$600 (see Cost Proposal App 3). In the event this proved to be a gross underestimate and the development of the teaching and courses at FLIC called for materials in excess of the planned outlay. The materials supplied took the form of :
 - a. commercially obtained tools and equipment for practical shoe-making
 - b. supply of books and periodicals
 - c. provision of College notes and teaching prices
 - d. sample materials and trade manuals
2. It was found that the cost of delivery was often excessive in relation to the supplies involved and it was only at the outset of the programme that supplies were sent by air and sea mail. Later the visiting Moderators assumed the role of courier for urgently needed materials, on two occasions involving excess baggage charges.
3. Invoices are held for supplies amounting to £540 (\$972). Other supplies were obtained free and forwarded by various means.
4. Several packages of trade magazines have been sent to FLIC. In total there can be no doubt that this part of the contract has been more than honoured.