

**REPUBLIC OF KENYA**

**OCCUPATIONAL STANDARDS**

**FOR**

**FASHION DESIGN**

**KNQF LEVEL 5**

**OCCUPATIONAL STANDARDS ISCED CODE: 0212 454 A**

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**FOREWORD**

**FOREWORD**

The provision of quality education and training is fundamental to the Government’s overall strategy for social economic development. Quality education and training will contribute to achievement Kenya’s development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training. A key feature of this policy is the radical change in the design and delivery of the TVET training. The policy document requires that training in TVET shall be competency based, curriculum development shall be industry led, certification shall be based on demonstration of competence and mode of delivery shall allow for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for the purpose of developing a competency-based curriculum for Fashion Designer. These Occupational Standards will also be the bases for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for the Fashion sector’s growth and sustainable development

**PREFACE**

Kenya Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high-quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. Technical, Vocational Education and Training (TVET) institutions have a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training TVET ACT CAP 210A on Reforming Education and Training in Kenya, emphasized the need toreform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labor force.

Industry experts in conjunction with experienced trainers from The Nyeri National Polytechnic developed this occupational standard.

I am grateful to the Council Members, Council Secretary, and industrial experts in fashion design, experienced trainers and all those who participated in the development of this occupational standard.

# ACKNOWLEDGEMENT

This occupational standard has been designed for competency-based training and has independent units of learning which allow trainee flexibility in entry and exit. In developing the occupational standard, significant involvement and support was received from various organizations.

I recognize with appreciation the role of industry experts in fashion design in ensuring that competencies required by the industry are addressed in the occupational standard. I also thank the experienced trainers for their valuable input and all those who participated in the process of developing this curriculum.

In addition, I thank TVET Authority (TVETA) for providing guidance on the development of this occupational standard.

I am convinced that this standard will go a long way in ensuring that workers in fashion design acquire competencies that will enable them to perform their work more efficiently.

**ABBREVIATIONS AND ACRONYMS**

CR Core Competency

NEMA National Environmental Management Authority

PPE Personal Protective Equipment

SSAC Sector Skills Advisory Committee

TVET Technical and Vocational Education and Training

ICT Information and Communication Technology

CBET Competency Based Education and Training

OS Occupational Standards

**KEY TO UNIT CODE**

**Sector / Industry**

**Sub Sector**

**Occupational Area**

**Version Control**

**Unit of Competence Number**

**ISCED level, Programme Orientation and Level of Completion**

xx

x

xxx

x

x

x

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# OVERVIEW

Fashion design level 5 occupational standards consists of competencies that an individual must have to produce fashion design items. It entails Performing Sewing Machine Operations, constructing basic ladies’ and gents garments construction, producing styled garments, producing decorated fabrics, Demonstrate digital literacy, demonstrate communication skills, applying textile material principles, applying fashion design and sketching, producing decorated fabrics, producing ladies wear, demonstrate entrepreneurship skills, applying pattern construction and grading principles and producimg gents’ wear

The units of competency comprising Fashion Design Level 5 occupational standard include the following **:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BASIC UNITS OF COMPETENCY** | | | | |
| **UNIT CODE** | | | | **UNIT TITLE** |
| 0611 541 01A | | | | Apply Digital Literacy |
| 0031 541 02A | | | | Apply Communication Skills |
| 0417 451 03A | | | | Apply Work Ethics and Practices |
| 0413 541 04A | | | | Apply Entrepreneurial Skills |
| **COMMON UNITS OF COMPETENCY** | | | | |
| 0212 451 06A | | | | Apply Textile Material Principles |
| 0212 451 07A | | | | Apply Fashion Design and Sketching |
| 0212 451 10A | | | | Apply Pattern Construction and Grading Principles |
| **CORE UNITS OF COMPETENCY** | | | | |
| 0212 251 01A | | | | Apply Sewing Machine Operations |
| 0212 251 02A | | Construct Basic Ladies’ Garments | | |
| 0212 251 03A | | Construct Basic Gents’ Garments | | |
| 0212 251 04A | Produce Styled garments | | | |
| 0212 251 05A | Produce decorated fabrics(tie & die and printing) | | | |
| 0212 451 08A | Produce decorated fabrics (Batik and Embroidery) | | | |
| 0212 451 11A | Produce Gents’ Wear | | | |
| 0212 451 09A | | Produce Ladies’ Wear | | |

# BASIC UNITS OF COMPETENCY

# APPLY DIGITAL LITERACY

# APPLY COMMUNICATION SKILLS

**UNIT CODE**: **0031 451 02A**

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate communication skills. It involves applying communication channels, applying written communication skills, applying non-verbal skills applying oral communication skills, applying group communication skills.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace function | **PERFORMANCE CRITERIA**  These are assessable statements that specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in the Range*** |
| --- | --- |
| 1. Apply communication channels | 1. Specific communication channels are identified and applied based on workplace requirements. 2. Challenges are identified and addressed as per the operational standards of the organization. 3. Communication channels are evaluated to meet workplace needs. |
| 1. Apply written communication skills | * 1. Types of written communication are identified and applied according to the workplace requirements.   2. Written communication needs are identified and implemented according to workplace procedures.   3. Written communication guidelines are analyzed, evaluated, and revised based on workplace needs. |
| 1. Apply non-verbal communication skills | 3.1 Existing non-verbal communication techniques are identified and applied based on organization policy.  3.2 Non-verbal communication techniques are articulated and modeled to enhance inclusivity according to workplace requirements. |
| 1. Apply oral communication skills | 4.1 Types of oral communication are identified and established as per organization policy.  4.2 Pathways of oral communication are identified and established as per organization policy.  4.3 Pathways of oral communication are reviewed according to organization procedures.  4.4 Pathways of oral communication are maintained according to the organization standards. |
| 1. Apply group communication skills | 1. Group communication strategies are appliedbased on the workplace needs. 2. Groups are organized in accordance with workplace procedures. 3. Effective questioning, listening and non-verbal communication techniques are used as per needs.   5.4 Group communication challenges are identified and addressed according to the workplace needs. |

**RANGE**

This section provides the work environment and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Communication strategies may include but not limited to: | * Language switch * Comprehension check * Repetition * Asking confirmation * Paraphrasing * Clarification request * Translation * Restructuring * Generalization |
| 1. Effective group interaction may include but not limited to: | * Identifying and evaluating what is occurring within an interaction in a non-judgmental way. * Using active listening. * Making decision about appropriate words, behavior. * Putting together response which is culturally appropriate. * Expressing an individual perspective. * Expressing own philosophy, ideology and background and exploring impact with relevance to communication |
| 1. Situations may include but not limited to: | * Establishing rapport * Eliciting facts and information * Facilitating resolution of issues * Developing action plans |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Active listening
* Interpretation
* Negotiation
* Writing
* Oral skills
* Creative thinking
* Critical thinking
* Decision making
* Analytical
* Innovation
* Conflict skills
* Leadership
* Problem solving skills
* Management
* Organizational
* Teamwork

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Communication process
* Dynamics of groups
* Styles of group leadership
* Key elements of communications strategy
* Principles of effective communication
* Turn-taking techniques
* Conflict resolution techniques
* Work planning
* Work organization
* Company policies
* Company operations and procedure standards
* Fundamental rights at the workplace
* Personal hygiene
* Accountability
* Workplace problems and how to deal with them

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills, knowledge, and range.

|  |  |
| --- | --- |
| 1. Critical aspects of Competency. | Assessment requires evidence that the candidate:   * 1. Identified and applied specific communication channels based on workplace requirements.   2. Identified and applied specific written communication correspondence according to the workplace requirements.   3. Applied and developed non-verbal strategies to communicate in all areas of the workplace requirements.   4. Established pathways of oral communication as per workplace policy.   5. Applied group communication strategies based on workplace needs. |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place. 2. Appropriately simulated environment where assessment can take place. 3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   * 1. Practical   2. Project   3. Portfolio of evidence   4. Third party evidence   5. Written assessment   6. Oral assessment |
| 1. Context of Assessment | 1. Competency may be assessed in a Workplace or simulated workplace. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# APPLY WORK ETHICS AND PRACTICES

**UNIT CODE:** **0417 451 03A**

**UNIT DESCRIPTION**

This unit covers competencies required to effectively apply work ethics and practices. It involves the ability to: conduct self-management, promote ethical work practices and values, promote teamwork, manage workplace conflicts, maintain professional and personal development, apply problem-solving and promote customer care.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes which make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in Range*** |
| --- | --- |
| 1. Apply self-management skills | 1. Personal vision, mission and goals are formulated based on potential and concerning organization objectives and strategic plan 2. Self-esteem and a positive self-image are developed and maintained based on value 3. Emotional intelligence and stress management are demonstrated as per workplace requirements. 4. Assertiveness is developed and maintained based on the requirements of the job. 5. Accountability and responsibility for one's actions are demonstrated based on workplace instructions. 6. Time management, attendance and punctuality are observed as per the organization’s policy. 7. Personal goals are managed as per the organization’s objective 8. Self-strengths and weaknesses are identified based on personal objectives 9. Motivation, initiative and proactivity are utilized as per the organization policy 10. Individual performance is evaluated and monitored according to the agreed targets. |
| 1. Promote ethical work practices and values | 1. Integrity is demonstrated as per acceptable norms 2. Codes of conduct is applied as per the workplace requirements 3. Policies and guidelines are observed as per the workplace requirements 4. Professionalism is exercised in line with organizational policies |
| 1. Promote Team work | 3.1 ***Teams*** are formed to enhance productivity based on organization’s objectives  3.2 Duties are assigned to teams under the organization policy.  3.3 Team activities are managed and coordinated as per set objectives.  3.4 Team performance is evaluated based on set targets as per workplace policy.  3.5 ***Conflicts*** are resolved between team members in line with organization policy.  3.6 Gender and diversity-related issues are identified and mainstreamed in accordance with workplace policy.  3.7 Healthy ***relationships*** are developed and maintained in line with the workplace.  3.8 Adaptability and flexibility are applied in dealing with team members as per workplace policies |
| 1. Maintain professional and personal development | 4.1 ***Personal growth and development*** needs are identified and assessed in line with the requirements of the job.  ***4.2 Training and career opportunities*** are identified and utilized based on job requirements.  4.3 ***Resources*** for training are mobilized and allocated based on organizations and individual skills needs.  4.4 Licenses and certifications relevant to the job and career are obtained and renewed as per policy.  4.5 Recognitions are sought as proof of career advancement in line with professional requirements.  4.6 Work priorities and personal commitments are balanced and managed based on the requirements of the job and personal objectives.  4.7 Dynamism and on-the-job learning are embraced in line with the organization’s goals and objectives. |
| 1. Apply Problem solving skills | 5.1 ***Creative, innovative*** and practical solutions are developed based on the problem  5.2 Independence and initiative in identifying and solving problems are demonstrated based on the requirements of the job.  5.3 Team problems are solved as per the workplace guidelines  5.4 Problem-solving strategies are applied as per the workplace guidelines  5.5 Problems are analyzed and assumptions tested as per the context of data and circumstances |
| 1. Promote Customer Care | 6.1 Customers' needs are identified based on their characteristics  6.2 Customer ***feedback*** is allowed and facilitated in line with organization policies.  6.3 Customer concerns and complaints are analyzed and resolved in line with the set organizational culture.  6.4 Proactive customer outreach programs are implemented as per organizational policies  6.5 Customer retention strategies are developed and implemented in line with the organizational policy |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Feedback may include but not limited to: | * Verbal * Written * Informal * Formal |
| 1. Conflicts include but are not limited to: | * Interpersonal Conflict. * Intrapersonal Conflict. * Intergroup Conflict. * Intragroup Conflict. |
| 1. Relationships may include but not limited to: | * Man/Woman * Trainer/trainee * Employee/employer * Client/service provider * Husband/wife * Boy/girl * Parent/child * Sibling relationships |
| 1. Team may include but not limited to: | * Small work group * Staff in a section/department * Inter-agency group * Virtual teams |
| 1. Personal growth may include but not limited to: | * Growth in the job * Career mobility * Gains and exposure the job gives * Net workings * Benefits that accrue to the individual as a result of noteworthy performance |
| 1. Personal objectives may include but not limited to: | * Long term * Short term * Broad * Specific |
| 1. Trainings and career opportunities may include but not limited to | * Participation in training programs * Serving as Resource Persons in conferences and workshops * Capacity building |
| 1. Resource may include may but not limited to: | * Human * Financial * Technology |
| 1. Creative and innovative may include but not limited to: | * New ideas * Original ideas * Different ideas * Methods/procedures * Processes * New tools |
| 1. Emerging issues may include but not limited to: | * Artificial Intelligence * Data confidentiality * National cohesion * Open offices |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Active listening
* Critical thinking
* Organizational
* Negotiation
* Monitoring
* Evaluation
* Problem solving
* Decision Making
* Leadership
* Creative/innovative thinking
* Adaptability
* Conflict management
* Emotional intelligence
* Teamwork

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Work values and ethics
* Company policies and procedures
* Company operations, procedures and standards
* Flexibility and adaptability
* Concept of time and leisure time
* Decision making
* Work planning
* Organizing work
* Monitoring and evaluation
* Record keeping
* Gender and diversity mainstreaming
* Drug and substance abuse
* Professional growth and development
* creativity
* Innovation
* problem solving
* customer care
* mentoring and coaching.
* Emerging issues

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical aspects of Competency | Assessment require evidence that the candidate:   * 1. Applied self-management skills as per organizational procedures.   2. Promoted ethical practices and values as per organizational procedures.   3. Promoted Teamwork as per workplace assignments.   4. Maintained professional and personal development as per organizational procedures.   5. Applied Problem-solving skills based on work requirements.   6. Identified customer needs based on their characteristics.   7. Gave back Customer feedback in line with organization policies. |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place. 3. Resources relevant to the proposed activity or tasks. |
| 1. Methods of Assessment | Competency in this unit may be assessed through:   1. Observation 2. Oral questioning 3. Written test 4. Portfolio of Evidence 5. Interview 6. Third party report |
| 1. Context of Assessment | Competency may be assessed:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# APPLY ENTREPRENEURIAL SKILLS

**UNIT CODE : 0413 451 03A**

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves applying financial literacy skills, applying entrepreneurial concept, identifying entrepreneurial opportunities, applying business legal aspects, innovating business strategies and developing business plan.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace function. | **PERFORMANCE CRITERIA**  These are assessable statements that specify the required level of performance for each of the elements.  ***Bold and italicized terms are elaborated in Range*** |
| --- | --- |
| 1. Apply Financial Literacy Skills | 1. **Sources of personal and business** ***funds*** are identified as per financial procedures and standards 2. Personal finances are managed as per financial procedures and standards 3. Savings are managed as per financial procedures and standards 4. Debts are managed as per financial procedures and standards 5. Investments are undertaken as per financial procedures and standards 6. Insurance services are procured as per financial procedures and standards |
| 1. Apply entrepreneurial concept | 1. Entrepreneurs and Business persons are distinguished as per principles of entrepreneurship 2. ***Types of entrepreneurs*** are identified as per principles of entrepreneurship 3. Ways of becoming an entrepreneur are identified as per principles of Entrepreneurship 4. ***Characteristics of Entrepreneurs*** are identified as per principles of Entrepreneurship 5. Salaried employment and self-employment are distinguished as per principles of entrepreneurship 6. ***Requirements for entry into self-employment*** are identified according to business procedures and standards 7. Roles of an Entrepreneur in an enterprise are determined according to business procedures and standards 8. **Contributions of entrepreneurship** to National development are identified as per business procedures and standards |
| 1. Identify entrepreneurial opportunities | 1. Business ideas are identified as per business procedures and standards 2. Factors to consider when evaluating business opportunity viability are explored based on business procedure and standards 3. Entrepreneurial opportunities are evaluated as per business procedures and standards 4. Business ideas and opportunities are generated as per business procedures and standards 5. Business life cycle is analysed as per business procedures and standards |
| 1. Apply business legal aspects | 1. ***Forms of business ownership*** are identified as per legal procedures and practices 2. Business Registration and Licensing processes are identified as per legal procedures and practices 3. Types of Contracts and Agreements are analysed as per legal procedures and practices 4. Employment Laws are identified as per legal procedures and practices 5. Taxation laws are identified as per legal procedures and practices |
| 1. Innovate Business strategies | 1. Business innovation strategies are determined by the organization standards 2. Creativity in business development is demonstrated in accordance with business standards 3. ***Innovative business standards***  are developed as per business principles 4. Linkages with other entrepreneurs are created as per best practice 5. ICT is incorporated in business growth and development as per best practice |
| 1. Develop Business Plan | 1. Business idea is described as per business procedures and standards 2. Business description is developed as per business plan format 3. Marketing plan is developed as per business plan format 4. Organizational/Management plan is prepared in accordance with business plan format 5. Production/operation plan is prepared in accordance with business plan format 6. Financial plan is prepared in accordance with the business plan format 7. Executive summary is prepared in accordance with business plan format 8. Business plan is presented as per best practice 9. Business ideas are incubated as per institutional policy. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Sources of personal funds mayinclude but not limited to: | * Salary/Wages * Investments * Savings * Inheritance * Government Benefits |
| 1. Sources of business finance mayinclude but not limited to: | * Equity Financing * Debt Financing, * Personal Savings/Investment * Retained Earnings * Grants and Subsidies * Crowdfunding * supplier Credit: * Leasing and Asset Financing: |
| 1. Types of entrepreneurs may include but not limited to: | * Innovators * Imitators * Craft * Opportunistic * Speculators |
| 1. Characteristics of Entrepreneurs may include but not limited to: | * Creative * Innovative * Planner * Risk taker * Networker * Confident * Flexible * Persistent * Patient * Independent * Future oriented * Goal oriented |
| 1. Requirements for entry into self-employment may include but not limited to | * Technical skills * Management skills * Entrepreneurial skills * Resources * Infrastructure |
| 1. Forms of businesses ownership may include but not limited to: | * Sole proprietorship * Partnership * Limited companies * Cooperatives |
| 1. Innovative business standards may include but not limited to: | * New products * New methods of production * New markets * New sources of supplies * Change in industrialization |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Analytical
* Management
* Problem-solving
* Root-cause analysis
* Communication

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Decision making
* Business communication
* Change management
* Competition
* Risk
* Net working
* Time management
* Leadership
* Factors affecting entrepreneurship development
* Principles of Entrepreneurship
* Features and benefits of common operational practices, e. g., continuous improvement (kaizen), waste elimination,
* Conflict resolution
* Health, safety and environment (HSE) principles and requirements
* Customer care standards
* Basic financial management
* Business strategic planning
* Impact of change on individuals, groups and industries
* Government and regulatory processes
* Local and international market trends
* Product promotion standards
* Market and feasibility studies
* Government and regulatory processes
* Local and international business environment
* Relevant developments in other industries
* Regional/ County business expansion standards

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Identified Sources of personal and business finance as per financial procedures and standards 2. Managed Personal finances as per financial procedures and standards 3. Made Investment decisions as per financial procedures and standards 4. GeneratedBusiness ideas and opportunities based on business procedure and standards 5. Analysed business life cycle based on business procedure and standards 6. Determined business innovative standards as per business principles 7. Developed and presented a business plan as per regulatory framework. |
| 1. Resource Implications | The following resources should be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place |
| 1. Methods of Assessment | Competency may be assessed through:   * Practical * Project * Third party evidence * Written assessment * Oral assessment |
| 1. Context of Assessment | Competency may be assessed in a Workplace or simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# COMMON UNITS OF COMPETENCY

# APPLY TEXTILE MATERIALS PRINCIPLES

**UNIT CODE**: **0212 451 06A**

**UNIT DESCRIPTION:**

This unit covers competences required to apply textile materials principles. It involves applying textile fiber classification, applying yarn formation, applying fabric formation, applying textile finishing, and applying textile care.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Apply textile fiber classification | * 1. ***Natural fiber*** properties are analyzed as per work requirement.   2. ***Man- made fiber*** properties are analyzed as per work requirement.   3. Blended fiber properties are analyzed as per work requirement. |
| 1. Apply yarn formation | * 1. Natural spun yarn properties are analyzed according to fabric formation standards   2. Man-made spun yarn properties are analyzed according to yarn formation standards   3. Blended yarn properties are analyzed according to yarn formation standards   4. Sewing threads properties are analyzed according to yarn formation standards |
| 1. Apply fabric formation | * 1. ***Woven fabric*** properties are analyzed according to fabric formation standards.   2. ***Knitted fabrics*** properties are analyzed according to fabric formation standards.   3. ***Non- woven fabric*** properties are analyzed according to fabric formation standards. |
| 1. Apply textile finishing | * 1. ***Textile pre-treatment*** processes are analyzed according to textile processing standards.   2. ***Textile coloration*** is analyzed according to textile processing standards.   3. Color fastness testing is analyzed according to textile processing standards.   4. ***Textile finishing*** processes are applied according to textile processing standards. |
| 1. Apply textile care | * 1. ***Care symbols*** are applied as per work requirement.   2. ***Stain removal methods*** are carried out as per work requirement.   3. ***Textile cleaning methods*** are carried out as per work requirement.   4. ***Textile storage methods*** are carried out as per fabric requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Natural fibers may include but not limited: | * Plant fibers * Animal fibers |
| 1. Man- made fibers may include but not limited: | * Regenerated fibers * Synthetic fibers |
| 1. Woven fabrics may include but not limited: | * Satin * Twill weave * Plain weave * Crêpe * Denim * Linen * Corduroy * Poplin * Velvet * Buckram * Chiffon * Flannel * Georgette * Muslin * Silk * Wool |
| 1. Knitted fabrics may include but not limited: | * Warp knitted * Weft knitted |
| 1. Non- woven fabrics may include but not limited: | * Interfacing * Fusible web * Felt * Fake leather * Fleece * Lace |
| 1. Textile pre-treatment may include but not limited: | * Singeing * Scouring * Bleaching * Mercerizing * De-sizing |
| 1. Care labels may include but not limited: | * Washing * Drying * Dry cleaning * Bleaching * Ironing |
| 1. Textile finishing may include but not limited: | * Mechanical * Chemical * Aesthetic * Functional * Temporary * Semi-permanent * Permanent |
| 1. Textile coloration may include but not limited: | * Dyeing * Printing |
| 1. Textile cleaning methods may include but not limited: | * Hand friction * Washing machine * Dry cleaning |
| 1. Textile storage methods may include but not limited: | * Wardrobe * Closet * Drawers * Trunks * Hangers |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Textile Spinning techniques
* Fabric formation techniques
* Textile finishing techniques
* Textile spinning standards
* Textile fabric formation standards
* Occupational safety and health
* Waste management
* Textile processing standards
* Research Methods
* Textile physics principles
* Textiles chemistry principles
* Properties of textile raw materials
* Textile printing techniques
* Textile dyeing techniques

**Required skills**

The individual needs to demonstrate the following skills:

* Textile pre-treatment
* Textile printing
* Textile dyeing
* Textile finishing
* Communication
* Managerial
* Problem solving
* Time management
* Numeracy
* ICT
* Interpersonal
* Sampling, analytical and interpretation

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Analyzed natural fiber properties as per work requirement. 2. Analyzed man- made fiber properties as per work requirement 3. Analyzed natural spun yarn properties according to fabric formation standards 4. Analyzed man-made spun yarn properties according to yarn formation standards 5. Analyzed blended yarn properties according to yarn formation standards 6. Analyzed sewing threads properties according to yarn formation standards 7. Analyzed woven fabric properties according to fabric formation standards 8. Analyzed knitted fabrics properties according to fabric formation standards. 9. Analyzed non- woven fabric properties according to fabric formation standards. 10. Analyzed textile pre-treatment processes according to textile processing standards 11. Analyzed textile coloration according to textile processing standards 12. Analyzed textile finishing processes according to textile processing standards 13. Applied care symbols as per work requirement 14. Carried out stain removal methods as per work requirement 15. Carried out textile cleaning methods as per work requirement. 16. Carried out textile storage methods as per fabric requirement. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * Practical * Project * Third party evidence * Written assessment * Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# APPLY FASHION DESIGN AND SKETCHING

**UNIT CODE: 0212 451 07A**

**UNIT DESCRIPTION:**

This unit covers competencies required to apply fashion design and sketching. It involves applying elements and principles of designs, sketching fashion figure, sketching fashion design details, carrying out fashion design process and performing design presentation.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Apply elements and principles of design | * 1. ***Design elements*** are applied as per design specification.   2. ***Design principles*** are analysed as per design specification.   3. Design principlesare applied as per design specification. |
| 1. Sketch fashion figure | * 1. ***Sketching tools, equipment and materials*** are used based on user manual.   2. Basic human anatomy is sketched as per 8 head scale proportion.   3. ***Human figure shapes*** are sketched as per body type classification. |
| 1. Sketch fashion design details | * 1. Fashion ***design details*** are analysed based on design specification.   2. Fashion design details are sketched based on design specification.   3. Fashion design details are applied based on design specification. |
| 1. Carry out fashion design process | * 1. Design brief is prepared as per design specification.   2. ***Inspiration sources*** are applied as per design specification.   3. Fashion trend research is conducted based on design specification.   4. ***Design creative process*** is conducted as per design specification. |
| 1. Perform design presentation | * 1. Design presentation tools and equipment are used as per user manual.   2. ***Principles of design presentation*** are applied as per design specification.   3. ***Design presentation techniques*** are applied based on design specification. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Design elements may include but not limited to: | * Line and dot * Shape * Colour * Texture |
| 1. Design principles may include but not limited to: | * Balance * Harmony * Proportion * Emphasis * Rhythm |
| 1. Sketching tools, equipment and materials may include but not limited to: | **Tools**   * Coloured pencils * Crayons * Pencils   **Materials**   * Sketch pad * Charcoal * Eraser   **Equipment’s**   * Computer * Working tables |
| 1. Human figure shapes may include but not limited to: | * Oval * Pear * Apple * Petite * Hourglass * Stout |
| 1. Design details may include but not limited to: | * Panels * Pockets * Sleeves * Collars * Cuffs * Yokes * Flounce * Frills * Gathers * Necklines |
| 1. Inspiration sources may include but not limited to: | * Geographical * Historical * Contemporary * Other designers work * Creativity |
| 1. Design creative process may include but not limited to: | * Ideas sketch * Design development * Production/working sketch * Presentation sketch |
| 1. Principles of design presentation may include but not limited to: | * Theme * Pose * Figure variations * Fabric swatch * Collage |
| 1. Design presentation techniques may include but not limited to: | * Mood board * CAD * PowerPoint * Plastic folders |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Fibres and fabrics
* Principles of clothing design and construction
* Creativity and innovation in fashion design
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**Required skills**

The individual needs to demonstrate the following skills:

* Sketching
* Focusing
* Presentation
* Designing
* Illustrating
* Creativity and innovation
* Accessorising
* Displaying
* Organizational
* Interpretation
* Critical thinking

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Applied design elements as per design specification. 2. Applied design principles as per design specification. 3. Analyzed Fashion design details based on design specification. 4. Conducted creative process as per work requirement. 5. Applied principles of design presentation as per work requirement. 6. Applied design presentation techniques based on work place requirement. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * Practical * Project * Third party evidence * Written assessment * Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# APPLY PATTERN CONSTRUCTION AND GRADING PRINCIPLES

**UNIT CODE: 0212 451 10A**

**UNIT DESCRIPTION:**

This unit covers competencies required to apply pattern construction and grading principles. It involves planning pattern construction, sketching garment designs, drafting garment pattern pieces and grading constructed pattern pieces.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Plan pattern construction | * 1. ***Pattern drafting Tools and equipment*** are selected based on work requirement.   2. ***Pattern construction materials and supplies*** are assembled as per work requirement.   3. ***Standard body measurements*** are applied as per size chart**.** |
| 1. Sketch garment designs | * 1. ***Sketching tools, equipmen***t ***and supplies*** are used based on work requirement.   2. Garment design is sketched based on work requirement.   3. ***Garment design details*** are analyzed based on work requirement. |
| 1. Draft garment pattern pieces | * 1. Geometric principles are applied as per specific body measurements.   2. ***Basic blocks*** are constructed based on specific body measurements.   3. Working patterns are developed based on design specification.   4. Final patterns are produced based on design specification. |
| 1. Grade constructed pattern pieces | 1. ***Grading tools, equipment*** *and* ***supplies***are assembled based on work requirement. 2. Grading size intervals are calculated based on size chart. 3. Garment pattern pieces are graded as per work requirement.   Garment patterns are stored as per work requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| Variable | Range |
| 1. Pattern drafting Tools and equipment may include but not limited to: | **Tools**   * USB drive * Paper scissors * Set square * Sharpeners * Tape measure * Tracing wheel * T-Square * Hip curve * French curve * Dressmakers’ pins * 30 cm rulers * Meter rules   **Equipment**   * Cutting table * Computer |
| 1. Pattern construction materials and supplies may include but not limited to: | **Materials**   * Plain papers * Sketching pads * Sponge * Brown papers   **Supplies**   * Fabric glue * Crayons * Coloured pencils * Water colors * Hard pencils |
| 1. Standard body measurements may include but not limited to: | * Bust * Chest * waist * Body rise * Seat * Hip * sleeve length * Shoulder * Dart * Neck size * Back width |
| 1. Sketching tools, equipment may include but not limited to: | **Tools**   * Charcoal * Coloured pencils * Crayons * Pencils * Sketch pad * Eraser * CAD software’s   **Equipment**   * Computer * Working tables |
| 1. Garment design details is may include but not limited to: | * Panels * Pockets * Sleeves * Collars * Cuffs * Yokes * Flounce * Frills * Gathers |
| 1. Basic blocks may include but not limited to: | * Bodice * Shirt * Trouser * Sleeve * Skirt * Jacket * Dress |
| 1. Grading tools, equipment and supplies may include but not limited to: | * CAD software’s * Computer |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Fabric characteristics
* Principles of clothing design and construction
* Creativity and innovation in fashion design
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**Required skills**

The individual needs to demonstrate the following skills:

* ICT skills
* Presentation
* Organizational
* Interpretation
* Critical thinking
* Drawing

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Selected pattern drafting tools and equipment based on work requirement. 2. Assembled pattern construction materials and supplies as per work requirement. 3. Applied Standard body measurementsas per size chart**.** 4. Analyzed Garment design details based on work requirement. 5. Developed patterns based on work requirement. 6. Stored garment patterns as per work environment. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * Practical * Project * Third party evidence * Written assessment * Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

## CORE UNITS OF COMPETENCY

# PERFORM SEWING MACHINE OPERATIONS

**UNIT CODE: 0212 251 01A**

**UNIT DESCRIPTION**

This unit covers the competencies required to perform sewing machine operations. It entails Operate sewing machine, operating sewing machines, troubleshooting, servicing and maintaining sewing machine and promoting workshop ethical practices.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range***  ***(Passive voice)*** |
| 1. Operate sewing machine | 1. ***PPEs*** are identified and used as per ***legal requirements***. 2. Sewing machines manual threadingis carried as per the manufactures 3. Sewing machine stitches are tested as per the manufactures manual 4. Sewing machine stitches are adjusted as per the work requirements |
| 1. Troubleshoot sewing machine | 1. Sewing machine faults are identified based on ***sewing*** ***machine operations.*** 2. Remedies are applied based on manufacturer’s manual. 3. Sewing machine is tested as per manufacturer’s manual. |
| 1. Service and maintain sewing machine | 1. ***Sewing machine maintenance tools and supplies*** are identified as per work requirement. 2. Machine service and maintenance is carried out as per manufacturer’s manual. 3. Occupational safety and health standards are observed as per work place procedures. |
| 1. Promote workshop ethical practices | 1. Organizational rules and guidelines are observed as per the workplace requirements. 2. Self-worth and professionalism is exercised in line with personal goals and organizational policies. 3. Workshop code of conduct is observed as per the workplace requirements 4. Teamwork is applied as per work place requirements. 5. Creative, innovative and practical solutions are developed based on the problem. 6. ***Customer*** ***concerns and complaints*** are received and resolved in line with the set organizational culture. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. *PPEs* may include but not limited to: | * Dust coat * Face mask * Thimble * Gloves * Low heeled closed shoes |
| 1. Legal requirements may include but not limited to: | * Occupational safety and health Act * EMCA 2015 * NEMA regulations * County by-laws * KRA act * Labor laws * Employment act * WIBA |
| 1. Sewing machine operations may include but not limited to: | * Oiling * Setting up the sewing machine * Treadling * Sewing machine control * Stitching |
| 1. Sewing machine maintenance tools, supplies and equipment may include but not limited to: | ***Sewing machine maintenance tools***   * Assorted machine needles * Assorted screw drivers * Pliers * Tweezers * Allan keys   ***Sewing machine maintenance supplies***   * Lubricants |
| 1. Sewing machine parts may include but not limited to: | * Throat plate * Spool pin * Take up lever * Tension disc * Slide plate * Hand wheel * Feed dog * Needle clamp * Tension disc regulator * Stitch length regulator |
| 1. Machine operation materials, products, and Supplies may include but not limited to: | * Assorted fabrics * Assorted Sewing threads * Assorted Sewing needles * Assorted machine brushes * Bulbs * Machine oil |
| 1. Conflicts include but are not limited to: | * Interpersonal Conflict. * Intrapersonal Conflict. * Intergroup Conflict. * Intragroup Conflict. |
| 1. Team may include but not limited to: | * Small workgroup * Staff in a section/department * Inter-agency Group * Virtual teams |
| 1. Customer concerns and complaints may include but not limited to: | * Loyal * Discount * Impulse * Need-based * Wandering |
| 1. Creative and Innovation may include but are not limited to: | * New ideas * Original ideas * Different ideas * Methods/procedures * Processes * New tools |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

**General skills:**

* Communication
* People skills
* Time management
* Record keeping
* Telephones handling
* Conflict resolution
* Negotiation
* Analytical
* Problem solving
* Critical thinking
* Listening
* Observation
* Organizing
* Technology

**Technical skills:**

* Operating
* Servicing
* Maintaining

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Sewing machine operation
* Sewing machine tools and equipment
* Sewing machine repair and maintenance
* Sewing machine products and supplies
* Occupational safety and health
* Waste management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills, knowledge and range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   * 1. Identified sewing machine partsand functions stated based on machine type.   2. Set up sewing machine based on machine type and manufacturers’ manual.   3. Operated sewing machine based on manufacturers manual.   4. Identified sewing machine faults based on sewing machine operations.   5. Applied remedies based on manufacturer’s manual.   6. Identified sewing machine maintenance tools, supplies and equipment as per work requirement.   7. Carried machine service and maintenance out as per manufacturer’s manual.   8. Promoted team work based on workplace requirements.   9. Promoted work ethical practices and values as per work place requirements.   10. Managed savings as per financial procedures and standards.   11. Identified sources of personal and business funds as per financial procedures and standards.   12. Identified requirements for entry into self-employment according to business procedures and standards.   13. Identified regulatory requirements when starting a small business as per business procedures and standards.   14. Undertook business planning as per resource implications and regulatory framework. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place. 2. Access to relevant assessment environment.   Resources relevant to the proposed assessment activity or tasks. |
| 1. Methods of assessment | Competency may be assessed through:   1. Practical. 2. Project. 3. Oral assessment. 4. Written assessment. 5. Third party report. |
| 1. Context of assessment | Assessment may be done:   1. Workplace. 2. Simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# CONSTRUCT BASIC LADIES’ GARMENTS

**UNIT CODE: 0212 251 02A**

**UNIT DESCRIPTION**

This unit covers the competencies required to construct basic ladies’ garments. It involves sketching basic ladies’ garments, developing free hand garment pattern pieces, laying and cutting garment pieces, constructing selected basic garment, finishing constructed garment, displaying and packaging garment.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range***  ***(Passive voice)*** |
| * + - 1. Sketch basic ladies’ garments | * 1. ***PPEs*** are worn as per job requirements.   2. ***Sketching tools and equipment*** are identified and gathered based on work requirement.   3. Client consultation is carried out as per work requirement.   4. Clients’ specifications are recorded as per work requirement.   5. Client’s body measurements are taken based on the design.   6. ***Sketching supplies*** are identified and obtained based on work requirement.   7. Ladies’ ***garments*** aresketched based on work requirement. |
| 1. Develop free hand garment pattern pieces | 1. Tools and equipment for free hand drafting are identified and gathered as per work requirement. 2. ***Basic free hand patterns*** are drafted as per work requirement. 3. ***Basic free hand garment pattern pieces*** are developed as per work requirement. |
| 1. Lay and cut garment pieces | 1. ***Freehand cutting tools and equipment*** are identified and gathered as per work requirement. 2. Garment pattern pieces are laid and cut as per as per work requirement. 3. ***Pattern markings*** are transferred to the garment pieces as per as per work requirement. 4. ***Garment pattern pieces*** are bundled as per work requirement. |
| 1. Construct selected basic garment | 1. ***Garment construction tools and equipment*** are identified and gathered as per work requirement. 2. ***Garment construction products and supplies*** are identified and obtained as per work requirement. 3. Garment pieces are stitched as per sketched garment design. |
| 1. Finish constructed garment | 1. ***Garment finishing tools and equipment*** are identified and gathered as per work requirement. 2. ***Garment finishing material and supplies*** are identified and obtained as per work requirement. 3. Garment is finishedas per work requirement |
| 1. Display and package garment | 1. ***Tools and equipment for garment display*** are identified and gathered as per work requirement. 2. ***Products and supplies for garment display*** are identified, selected and obtained as per work requirement. 3. ***Garment display area*** is identified and prepared as per work procedure. 4. Garment is displayed as per workplace procedure. 5. Garment images are taken as per workplace procedure. 6. Garment is packaged as per workplace procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| 1. *PPEs* may include but not limited to: | * Apron * Dust coat * Face mask * Thimble * Gloves * Low heeled closed shoes |
| 1. Legal requirements may include but not limited to: | * Occupational safety and health Act * EMCA 2015 * NEMA regulations * County by-laws * KRA act * Labour laws * Employment act   WIBA |
| 1. Sketching tools and equipment may include but not limited to: | * 30 cm ruler * Assorted pencils * Assorted coloured pencils * Assorted scissors * Cutting mat * Display boards * Dressmakers pins * Measuring scale * Paper scissors * Pin cushion * Safety pins * Set square * Sharpeners * Shelves * Tape measure * Tracing wheel * Weights * Working surface |
| 1. Sketching products and supplies may include but not limited to: | * Dress makers pins * Dressmakers tracing paper * Plain papers * Sketching pads |
| 1. Ladies’ garments to be covered limited to: | * Simple dress * Simple skirt * Simple blouse |
| 1. Basic free hand patterns may include but not limited to: | * Skirt block * Bodice block * Sleeve block |
| 1. Cutting tools and equipment may include but not limited to: | * Cutting shears * Rotary cutting machine * Assorted scissors * Straight knife bland |
| 1. Pattern markings may include but not limited to: | * Folds * Notches/balance marks * Straight grains * Pattern size * Style number * Number of pieces to be cut * Center back and center front * Name of pattern * Seam allowances * Construction lines |
| 1. Garment pieces may include but not limited to: | * Bodice * Skirt * Sleeve * Pockets * Cuffs * Welts * Facings * Yoke * Panels * Pleat backing * Tabs * Pocket bags * Collars and stands * Waist bands * Peplums * Flounces * Insets * Godets * Frills * Gussets |
| 1. Garment construction tools and equipment may include but not limited to: | * Sewing machine * Seam ripper * Tape measure * Iron box * Ironing board * Assorted pin * Pin cushion |
| 1. Garment construction materials and supplies may include but not limited to: | * Fabrics * Interfacing * Linings |
| 1. Garment finishing tools and equipment may include but not limited to: | * Hemming board * Trimmer * Iron box * Over lock * Button holing machine * Button fixing machine |
| 1. Tools and equipment for garment displaymay include but not limited to: | * Window * Shelves * Display boards * Mirror * Hangers * Mannequins |
| 1. Garment images may be taken but not limited to: | * Photography * Scanning * Internet |
| 1. Garment packaging may be done but not limited to: | * Boxes * Drawers * Bags. |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

**Generic skills:**

* Communication
* Interpersonal skills
* Time management
* Record keeping
* Telephones handling
* Conflict resolution
* Negotiation
* Analytical
* Problem solving
* Critical thinking
* Listening

**Technical skills**

* Sketching
* Free hand cutting
* Construction
* Finishing
* Photography
* Displaying
* Packaging

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Practices in garment sketching and construction
* Finishing of garments
* Creativity in fashion design
* Sewing machine operation
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria required skills and knowledge and range:

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   * 1. Carried out client consultation as per work requirement.   2. Recorded clients’ specifications as per work requirement.   3. Took clients body measurements based on the design.   4. Sketched ladies’ ***garments*** based on work requirement.   5. ***Drafted basic free hand patterns*** as per work requirement.   6. ***Developed basic free hand garment pattern pieces*** as per work requirement.   7. Laid and cut garment pattern pieces as per as per work requirement.   8. Transferred ***Pattern markings*** to the garment pieces as per as per work requirement.   9. Stitched garment pieces as per sketched garment design.   10. Finished garment as per work requirement.   11. Displayed garment as per workplace procedure. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency may be assessed through:   1. Practical 2. Project 3. Oral assessment 4. Written assessment 5. Third party report |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated workplace. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# CONSTRUCT BASIC GENT’S GARMENTS

**UNIT CODE: 0212 251 03A**

**UNIT DESCRIPTION**

This unit covers the competencies required to construct basic gent’s garments. It involves sketching basic gent’s garments, developing free hand garment pattern pieces, laying and cutting garment pieces, constructing selected garments, finishing constructed garments, displaying and packaging garments.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range***  ***(Passive voice)*** |
| * + - 1. Sketch basic gent’s garments. | * 1. ***PPEs*** are worn as per job requirements.   2. ***Sketching tools and equipment*** are identified and gathered based on work requirement.   3. Client consultation is carried out as per work requirement.   4. Clients’ specifications are recorded as per work requirement.   5. Clients body measurements are taken based on the design   6. ***Sketching supplies*** are identified and obtained based on work requirement.   7. Gent’s ***garments*** aresketched based on work requirement. |
| * + - 1. Develop free hand garment pattern pieces. | 1. Tools and equipment for free hand drafting are identified and gathered as per work requirement. 2. ***Basic free hand patterns*** are drafted as per work requirement. 3. ***Basic free hand garment pattern pieces*** are developed as per work requirement. |
| * + - 1. Lay and cut garment pieces. | 1. Freehand cutting tools and equipment are identified and gathered as per work requirement 2. Garment pattern pieces are laid and cut as per as per work requirement 3. ***Pattern markings*** are transferred to the garment pieces as per as per work requirement 4. ***Garment pattern pieces*** are bundled as per work requirement. |
| * + - 1. Construct selected garment. | 1. ***Garment construction tools and equipment*** are identified and gathered as per work requirement. 2. ***Garment construction products and supplies*** are identified and obtained as per work requirement. 3. Garment pieces are stitched as per sketched garment design. |
| * + - 1. Finish constructed garment | 1. ***Garment finishing tools and equipment*** are identified and gathered as per work requirement. 2. ***Garment finishing material and supplies*** are identified and obtained as per work requirement. 3. Garment is finishedas per work requirement |
| * + - 1. Display and package garment. | 1. ***Tools and equipment for garment display*** are identified and gathered as per work requirement. 2. ***Products and supplies for garment display*** are identified, selected and obtained as per work requirement. 3. ***Garment display area*** is identified and prepared as per work procedure. 4. Garment is displayed as per workplace procedure. 5. Garment images are taken as per workplace procedure. 6. Garment is packaged as per workplace procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| * + - 1. PPEs may include but not limited to: | * Apron * Dust coat * Face mask * Thimble * Gloves * Low heeled closed shoes |
| * + - 1. Legal requirements may include but not limited to: | * Occupational safety and health Act * EMCA 2015 * NEMA regulations * County by-laws * KRA act * Labour laws * Employment act   WIBA |
| * + - 1. Sketching tools and equipment may include but not limited to: | * 30 cm ruler * Assorted pencils * Assorted coloured pencils * Assorted scissors * Cutting mat * Display boards * Dressmakers pins * Measuring scale * Paper scissors * Pin cushion * Safety pins * Set square * Sharpeners * Shelves * Tape measure * Tracing wheel * Weights * Working surface |
| * + - 1. Sketching supplies may include but not limited to: | * Dress makers pins * Dressmakers tracing paper * Plain papers * Sketching pads |
| * + - 1. Gents, garments to be covered limited to: | * Shirt * Trouser |
| * + - 1. Basic free hand patterns may include but not limited to: | * Shirt block * Trouser block |
| * + - 1. Cutting tools and equipment may include but not limited to: | * Cutting shears * Rotary cutting machine * Assorted scissors * Straight knife bland |
| * + - 1. Pattern markings may include but not limited to: | * Folds * Notches/balance marks * Straight grains * Pattern size * Style number * Number of pieces to be cut * Center back and center front * Name of pattern * Seam allowances * Construction lines |
| * + - 1. Garment pieces may include but not limited to: | * Shirt * Trouser * Sleeve * Pockets * Cuffs * Welts * Facings * Yoke * Panels * Pleat backing * Tabs * Pocket bags * Collars and stands * Waist bands * Insets * Gussets |
| * + - 1. Garment construction tools and equipment may include but not limited to: | * Sewing machine * Seam ripper * Tape measure * Iron box * Ironing board * Assorted pin * Pin cushion |
| * + - 1. Garment construction materials and supplies may include but not limited to: | * Fabrics * Interfacing * Linings |
| * + - 1. Garment finishing tools and equipment may include but not limited to: | * Hemming board * Trimmer * Iron box * Over lock * Button holing machine * Button fixing machine |
| * + - 1. Tools and equipment for garment displaymay include but not limited to: | * Window * Shelves * Display boards * Mirror * Hangers * Mannequins |
| * + - 1. Garment images may be taken but not limited to: | * Photography * Scanning * Internet |
| * + - 1. Garment packaging may be done but not limited to: | * Boxes * Drawers * Bags. |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

**Generic skills:**

* Communication
* People skills
* Time management
* Record keeping
* Telephones handling
* Conflict resolution
* Negotiation
* Analytical
* Problem solving
* Critical thinking
* Listening

**Technical skills**

* Sketching
* Free hand cutting
* Laying skills
* Construction
* Finishing
* Photography
* Displaying
* Packaging

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Practices in garment sketching and construction
* Finishing of garments
* Creativity in fashion design
* Sewing machine operation
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria required skills and knowledge and range:

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   * 1. Identifiedandobtained production tools and equipment appropriately.   2. Checked for serviceability and sufficiency of production tools and equipment.   3. Identified, obtained and allocated production materials and supplies appropriately.   4. Identified production tasks appropriately.   5. Observed occupational safety and health requirements appropriately.   6. Observed production standard operating procedures appropriately.   7. Identified PPEs and used them according to the work place procedures.   8. Consulted client and recorded specification accurately.   9. Sketched the garment according to the specifications.   10. Developed patterns based on job specification.   11. Garment pattern pieces are laid and cut as per standard operating procedures.   12. Transferredpattern markings to the garment pieces as per standard operating procedures.   13. Garment is stitched and finishedbased on type and standard operating procedure.   14. Garment is displayed and packaged as per standard operating procedure and workplace policy. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place. 2. Access to relevant assessment environment.   Resources relevant to the proposed assessment activity or tasks. |
| 1. Methods of assessment | Competency may be assessed through:   1. Practical 2. Written assessment 3. Oral assessment 4. Projects 5. Third party report |
| 1. Context of assessment | Assessment may be done:   1. Workplace 2. Simulated environment |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

# PRODUCE STYLED GARMENTS

**UNIT CODE: 0212 251 04A**

**UNIT DESCRIPTION:**

This unit covers the competencies required to produce garment designs. It involves producing styled skirt, producing styled trouser, producing styled short, producing styled blouse and producing styled dress.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Produce styled skirt | * 1. ***PPEs*** are donned as per work safety requirement.   2. ***Garment making tools and equipment*** are assembled based on work requirement.   3. Skirt design is interpreted based on design.   4. Fabric and accessories are selected based on design.   5. Garment design pattern pieces are laid on fabric as per   ***pattern instructions.***   * 1. Garment pieces cutting is carried out as per design.   2. Skirt is constructed based on design.   3. Constructed garment finishing is carried out based on job specification.   4. Constructed garment is displayed as per work place procedure.   5. Housekeeping activities are carried out as per work place procedure. |
| 2 Produce styled trouser | * 1. PPEs are donned as per work safety requirement.   2. Garment making tools and equipment are assembled based on work requirement.   3. Trouser design is interpreted based on design.   4. Fabric and accessories are selected based on design.   5. Garment pattern pieces are laid on fabric as per pattern instructions.   6. Garment pieces cutting is carried out as per garment design.   7. Garment is assembled based on design.   8. Constructed garment finishing is carried out based on job specification.   9. Constructed garment are displayed as per work place procedure.   10. Housekeeping activities are carried out as per work place procedure. |
| 3 Produce styled short | * 1. PPEs are donned as per work safety requirement.   2. Garment making tools and equipment are assembled based on work requirement.   3. Short design is interpreted based on design.   4. Fabric and accessories are selected based on design.   5. Garment design pattern pieces are laid on fabric as per pattern instructions.   6. ***Garment pieces***cutting is carried out as per garment design.   7. Short is constructed based on design.   8. Constructed ***garment finishing***is carried out based on job specification.   9. Constructed shorts are displayed as per work place procedure.   10. Housekeeping activities are carried out as per work place procedure. |
| 4 Produce styled blouse | * 1. PPEs are donned as per work safety requirement.   2. Garment making tools and equipment are assembled based on work requirement.   3. Blouse design is interpreted based on design.   4. Fabric and accessories are selected based on design.   5. Garment design pattern pieces are laid on fabric as per pattern instructions.   6. Garment pieces cutting is carried out as per garment design.   7. Garment is constructed based on design.   8. Constructed garment finishing is carried out based on job specification.   9. Constructed blouse is displayed as per work place procedure.   10. Housekeeping activities are carried out as per work place procedure. |
| 5 Produce styled dress | * 1. PPEs are donned as per work safety requirement.   2. Garment making tools and equipment are assembled based on work requirement.   3. Dressdesign is interpreted based on design.   4. Fabric and accessories are selected based on design.   5. Garment design pattern pieces are laid on fabric as per pattern instructions.   6. Garment pieces cutting is carried out as per design.   7. Dress is assembled based on design   8. Constructed dress finishing is carried out based on job specification.   9. Constructed dress is displayed as per work place procedure.   10. Housekeeping activities are carried out as per work place procedure. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPEs may include but not limited to: | * Dust coat/apron * Safety shoes * Face mask * Thimble |
| 1. Garment construction tools and equipment may include but not limited to: | **Tools**   * Measuring * Finishing * Basic sewing * Cutting * Marking * Drawing   **Equipment**   * Cutting * Display * Camera * Sewing machine |
| 1. Pattern instructions may include but not limited to: | * Folds * Notches/balance marks * Straight grains * Pattern size * Style number * Number of pieces to be cut * Center back and center front * Name of pattern * Seam allowances * Construction lines * Scale |
| 1. Garment pieces may include but not limited to: | * Back and front skirts * Back and front trousers * Back and front dresses * Back and front bodices * Collar and stands * Sleeve and cuffs * Tailored jacket |
| 1. Finishing may include but not limited to: | * Hemming * Attaching fasteners * Pressing/Ironing * Trimming hanging threads |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Time management
* Record keeping
* Problem solving
* Critical thinking
* Listening
* Observation

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Garment making machine operation
* Garment making tools and equipment
* Garment making repairs and maintenance
* Garment making products and supplies
* Occupational safety and health
* Textile Waste management
* Laying
* Cutting garment construction

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   * 1. Assembled garment making tools and equipment based on work requirement.   2. Interpreted skirt design based on design.   3. Selected fabric and accessories based on design.   4. Laid garment design pattern pieces on fabric as per pattern instructions.   5. Carried out garment pieces cutting as per design.   6. Constructed skirt based on design.   7. Carried out constructed garment finishing based on job specification.   8. Displayed constructed garment as per work place procedure |
| 2. Resource implications | The following resources should be provided:   * 1. Appropriately simulated environment where assessment can take place   2. Access to relevant work environment   3. Resources relevant to the proposed activities or tasks |
| 3. Methods of assessment | Competency in this unit may be assessed through:   * 1. Practical   2. Project   3. Portfolio of evidence   4. Written tests   5. Third party report   6. Oral tests |
| 4. Context of assessment | Competency may be assessed;   * 1. Work place   2. Simulated work environment |
| 5. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# PRODUCE DECORATED FABRICS ((TIE&DYE AND PRINTING)

**UNIT CODE: 0212 351 05A**

**UNIT DESCRIPTION**

This unit covers the competencies required to produce decorated fabrics. It involves

Carrying out fabric decoration planning, carrying out fabric decoration, finishing decorated fabrics.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Carry out fabric decoration planning | * 1. ***PPEs*** are selected based on Occupational Safety and Health (OSH) requirement.   2. ***Fabric decoration tools and equipment*** are assembled based on work requirement.   3. ***Fabric decoration materials and supplies*** are assembled based on job specification.   4. Decoration ***design specifications*** are identified as work procedure |
| 2. Carry out fabric decoration | * 1. PPEs are donned as per OSH requirement.   2. Decoration ingredients are prepared as per manufacturers manual   3. ***Fabric preparation*** is carried out as per work requirement   4. ***Fabric decoration*** is carried out as per manufacturers manual |
| 3. Finish decorated fabrics | * 1. Fabric oxidation is carried as per work requirement   2. Fabric rinsing is carried as per work procedure   3. Fabric drying is carried as per work requirement   4. Fabric pressing is carried out as per work procedure   5. Decorated fabric is labelled as per work procedure   6. Decorated fabric is packaged as per work procedure   7. Decorated fabric is stored as per work procedure   8. Housekeeping activities are carried out as per work requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPEs may include but not limited to: | * Apron * Dust coat * Face mask * Safety shoes * Gloves |
| 2. Fabric decoration tools and equipment may include but not limited to: | **Tools**   * Drawing tools * Basic sewing tools * Cutting and laying tools * Measuring tools * Finishing tools * Displaying tools   **Equipment’s**   * Computer and accessories * Stencils * Silk mesh * Squeegee * Camera * Sewing machine |
| 3. Fabric decoration materials may include but not limited to: | * Dyes * Photo emulsion * Fabric * Assorted beads * Bleach * Assorted threads * Assorted needles * Wax |
| 4. Fabric decoration design may include but not limited to: | * Realistic design * Abstract design * Stylized design * Geometric design |
| 5. Fabric preparation may include but not limited to: | * Stain removal * Crease removal * Fabric wetting * Bleaching * Scouring |
| 6. Fabric decoration may include but not limited to: | * Tie and dye * Batik |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

Required knowledge

The individual needs to demonstrate knowledge of:

* History of fabric decoration
* Fabrics properties
* Principles of fabric decoration
* Methods in fabric decoration
* Fabric Finishing
* Fabric decoration tools, equipment and resources
* Occupational safety and health
* Waste management

Required skills

The individual needs to demonstrate the following skills:

* Sketching and Illustrating
* Constructing and Finishing
* Displaying
* Problem solving
* Communication
* Listening
* Record keeping
* Critical thinking
* Time management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   * 1. Donned PPEs as per OSH requirement.   2. Assembled fabric decoration tools and equipment based on work requirement.   3. Assembled fabric decoration materials and supplies based on job specification.   4. Carried out fabric preparation based on job specification.   5. Performed fabric decoration based on job specification. |
| 2. Resource implications | The following resources should be provided:   * 1. Appropriately simulated environment where assessment can take place   2. Access to relevant work environment   3. Resources relevant to the proposed activities or tasks |
| 3. Methods of assessment | Competency in this unit may be assessed through:   * 1. Practical   2. Project   3. Portfolio of evidence   4. Written tests   5. Third party report |
| 4. Context of assessment | Competency may be assessed;   * 1. Work place   2. simulated work environment |
| 5. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

**UNIT CODE: 0611 451 01A**

**UNIT DESCRIPTION:**

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, managing data and information, performing online communication and collaboration, applying cyber security skills, performing online jobs and applying job entry techniques.

**ELEMENTS AND PERFORMANCE CRITERIA**

| **ELEMENT**  These describe the key outcomes that make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements  ***(Bold and italicized terms are elaborated in the range)*** |
| --- | --- |
| 1. Operate computer devices | * 1. C***omputer device*** usage is determined as per workplace requirements.   2. ***Computer hardware*** is identified according to job requirements.   3. ***Computer software*** is identified according to workplace requirements.   4. Computer devices are turned on or off as per the correct workplace procedure.   5. ***Mouse techniques*** are applied in solving tasks as per workplace requirements.   6. Keyboardtechniques are applied in solving tasks as per workplace requirements.   7. Computer files and folders are created and managed as per workplace requirements.   8. ***Internet connection option***s are identified and applied in connecting computer devices to the Internet.   9. ***External devices*** are identified and connected to the computer devices as per the work requirement. |
| 1. Solve tasks using Office suite | 1. ***Word processing concepts***are applied in solving workplace tasks as per job requirements. 2. Worksheet data is entered and prepared in accordance with work procedures. 3. Worksheet data is built and edited in accordance with workplace procedures. 4. ***Data manipulation*** on a worksheet is undertaken in accordance with work requirements. 5. Worksheets are saved and printed in accordance with job requirements. 6. ***Electronic presentation concepts***are applied in solving workplace tasks as per job requirements. |
| 1. Manage data and information | * 1. Office ***internet services*** are identified and applied in accordance with office procedures.   2. ***Internet access applications*** are determined in accordance with office operation procedures.   3. Internet search is performed as per job requirements.   4. Online digital content is downloaded in accordance with workplace requirements.   5. Digital content is identified and backed up in accordance with workplace procedures. |
| 1. Perform online communication and collaboration | * 1. Netiquette principles are observed as per work requirements.   2. Electronic mail communication is executed in accordance with workplace policy.   3. Digital content copyright and licenses are identified and applied according to workplace policies and regulatory requirements.   4. ***Online*** ***collaboration tools*** are applied in accordance with workplace policies and regulatory requirements. |
| 1. Apply cybersecurity skills | * 1. ***Data protection*** and ***privacy*** is classified in accordance with workplace policies and regulatory requirements.   2. ***Internet security threats*** are identified as per workplace policies and regulatory requirements.   3. Computer threats and crimes are detected in accordance to Information Management security guidelines   4. Cyber security control measures are applied in accordance with workplace policies and regulatory requirements. |
| 1. Perform online jobs | * 1. ***Online job platforms*** are identified as per the job requirements.   2. Online accounts and profiles are created in accordance with the work requirements.   3. Online jobs are identified according to the bidder’s skillset.   4. Online digital identity is managed according to industry best practices.   5. Online job bidding is done as per the specific job requirements.   6. Online tasks are executed according to the job requirements.   7. Personal online payment account is managed in accordance with financial regulations. |
| 1. Apply job entry techniques | * 1. ***Job opportunities*** are sought based on competencies.   2. A winning resume/CV is developed as per job advertisement.   3. An application/cover letter is developed based on the job advertisement.   4. ***certificates and testimonials*** are organized as per resume.   5. ***Interview skills*** are demonstrated as per job advertisement. |

**RANGE**

This section provides a work environment and conditions to which the performance criteria apply. It allows for a different work environment and situations that will affect performance.

| **Variable** | **Range** |
| --- | --- |
| 1. Computer devices may include but not limited to: | * Desktops * Laptops * Smartphones * Tablets * Smartwatches |
| 1. Computer hardware may include but not limited to: | * The System Unit E.g. Motherboard, CPU, casing, * Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices. * Output Devices e.g. hardcopy output and softcopy output * Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives * Computer Ports e.g. HDMI, DVI, VGA, USB type C etc. |
| 1. Computer software may include but not limited to: | * System software e.g. Operating System (Windows, Macintosh, Linux, Android, iOS) * Application Software e.g. Word Processors, Spreadsheets, Presentations etc. * Utility Software e.g. Antivirus programs |
| 1. Mouse techniques may include but not limited to: | * Clicking * Double-clicking * Right-clicking * Drag and drop |
| 1. Internet connection options may include but not limited to: | * Mobile Networks/Data Plans * Wireless Hotspots * Cabled (Ethernet/Fibre) * Dial-Up * Satellite * ISDN (Integrated Services Digital Network) |
| 1. External devices may include but not limited to: | * Printers * Projectors * Smart Boards * Speakers * External storage drives * Digital/Smart TVs |
| 1. Word processing concepts may include but not limited to: | * Creating word documents * Editing word documents * Formatting word documents * Saving word documents * Printing word documents |
| 1. Data manipulation may include but not limited to: | * Use of formulae * Use of functions * Sorting * Filtering * Visual representation using charts |
| 1. Electronic presentation concepts may include but not limited to: | * Creating slides * Editing slides * Formatting slides * Applying slide effects and transitions * Creating and playing slideshows * Saving presentations * Printing slides and handouts |
| 1. Internet services may include but not limited to: | * Communication Services * Information Retrieval Services * File Transfer * World Wide Web Services * Web Services * Directory Services * Automatic Network Address Configuration * Newsgroup * Ecommerce |
| 1. Internet access applications/software may include but not limited to: | * Browsers * Email Apps * e-commerce Apps |
| 1. Online collaboration tools may include but not limited to: | * Online Storage * Online productivity applications * Online meetings, * Online learning environments, * Online calendars * Social networks |
| 1. Data protection and privacy may include but not limited to: | * Confidentiality of data/information * Integrity of data/information * Availability of data/information |
| 1. Internet security threats may include but not limited to: | * Malware attacks * Social engineering attacks * Software supply chain attacks * Advanced persistent threats (APT) * Distributed denial of service (DDoS) * Man-in-the-middle attack (MitM) * Password attacks * IoT Attacks * [Phishing Attacks](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#phishing-attacks) * [Ransomware](https://onlinedegrees.sandiego.edu/top-cyber-security-threats/#ransomware) |
| 1. Online job platforms may include but not limited to: | * Remotask * Data annotation.tech * Cloudworker * Upwork * Oneforma * Appen |
| 1. Job opportunities may include but not limited to: | * Self-employment * Service provision * product development * salaried employment |
| 1. Certificates and testimonialsmay include but not limited to: | * Academic credentials * Letters of previous employments/ services rendered * Letters of commendation * Certifications of participation * Awards |
| 1. Interview skills may include but not limited to: | * Listening skills * Grooming * Language command * Articulation of issues * Body language * Time management * Honesty * Generally knowledgeable in current affairs and technical area |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Computer Hardware and Software Concepts
* Computer Security Concepts (Data security and privacy)
* Cyber security threats and control measures
* Understanding Computer Crimes
* Detection and protection against computer crimes
* Laws governing protection of ICT in Kenya
* Digital Identity Management
* Netiquette Principles
* Fundamentals of Copyright and Licenses
* Word processing;
* Functions and concepts of word processing;
* Documents and tables creation and manipulations;
* Document editing;
* Document formatting;
* Word processing utilities
* Spreadsheets;
* Meaning, types and importance of spreadsheets;
* Components of spreadsheets;
* Functions, formulae, and charts, uses and layout;
* Data formulation, manipulation and application to cells;
* Editing & formatting spreadsheets;
* Presentation Packages;
* Types of presentation Packages.
* Creating, formulating, running, editing, printing and presenting slides and handouts
* Networking and Internet;
* Internet connectivity.
* Browser and digital content management;
* Managing data, information, and digital content
* Electronic mail and World Wide Web
* Fundamentals of Online Working;
* Online Profile Management;
* e-Portfolio Management;
* Online Jobs Bidding;
* Online Payment Systems;
* Job entry techniques
* Job searching sites
* Interview preparation skills
* Interview handling

**Required skills**

The individual needs to demonstrate the following skills:

* Active listening
* Keyboard Skills
* Mouse Skills
* Analytical skills
* Creativity
* Interpretation Skills
* Communication
* Spreadsheet operations (applying fundamental operations such as addition, subtraction, division and multiplication)
* Computer Use Safety Skills
* Document Editing Skills
* Document Formatting Skills
* Document Printing Skills
* Netiquette Skills
* Internet Browsing Skills
* Problem Solving Skills
* Online Collaboration Skills
* Cybersecurity Skills
* CV writing
* grooming

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge, and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | ***Assessment requires evidence that the candidate:***   * 1. Operated computer devices as per workplace policies and regulations.   2. Solved tasks using the office suite as per workplace policies and regulations.   3. Manage data and information as per workplace policies and regulations.   4. Performed online communication and collaboration as per workplace policies and regulations.   5. Applied cybersecurity skills in accordance with workplace policies and regulations.   6. Executed online tasks according to the job requirements.   7. Searched for job opportunity based on competencies.   8. Prepared job requirement documentations based on job opportunity.   9. Demonstrated interview skills based on the job opportunity. |
| 1. Resource implications | The following resources should be provided:   * 1. Appropriately simulated environment where assessment can take place.   2. Access to relevant work environments where assessment can take place.   3. Resources relevant to the proposed activities or task. |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * 1. Practical   2. Project   3. Portfolio of evidence   4. Third party evidence   5. Written assessment   6. Oral assessment |
| 1. Context of assessment | * 1. Competency may be assessed in a Workplace or simulated workplace.. |
| 1. Guidance information for assessment | * 1. Holistic assessment with other units relevant to the industry sector and workplace job role is recommended. |

# PRODUCE DECORATED FABRICS (BATIK AND EMBROIDERY).

**UNIT CODE: 0212 451 08A**

**UNIT DESCRIPTION:**

This unit covers the competencies required to produce decorated fabrics. It involves carrying out fabric decoration planning, carrying out fabric decoration and finishing decorated fabrics.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Carry out fabric decoration planning | 1. ***PPEs*** are selected based on Occupational Safety and Health(OSH) requirement. 2. ***Fabric decoration tools and equipment*** are assembled based on work requirement. 3. ***Fabric decoration materials and supplies*** are assembled based on job specification. 4. ***Fabric decoration design*** is analysed as per job specification. |
| 1. Carry out fabric decoration | 1. PPEs are donned as per OSH requirement. 2. ***Fabric*** ***preparation*** is carried out based on job specification. 3. ***Fabric decoration*** is performed based on job specification. |
| 1. Finish decorated fabrics | 1. ***Decorated fabric finishing*** is carried out based on work requirement. 2. Decorated fabric is displayed as per work requirement. 3. Decorated fabric is packaged as per work requirement. 4. Housekeeping activities are carried out as per work requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPEs may include but not limited to: | * Apron * Dust coat * Face mask * Safety shoes * Gloves |
| 1. Fabric decoration tools and equipment may include but not limited to: | **Tools**   * Drawing tools * Basic sewing tools * Cutting and laying tools * Measuring tools * Finishing tools * Displaying tools   **Equipment’s**   * Computer and accessories * Stencils * Silk mesh * Squeegee * Camera * Sewing machine |
| 1. Fabric decoration materials may include but not limited to: | * Dyes * Photo emulsion * Fabric * Beads * Threads * Needles * Wax |
| 1. Fabric decoration design may include but not limited to: | * Realistic design * Abstract * Stylized * Geometric |
| 1. Fabric preparation may include but not limited to: | * Stain removal * Crease removal * Fabric wetting * Bleaching * Scouring |
| 1. Fabric decoration may include but not limited to: | * Tie and dye * Printing * Batik * Embroidery |
| 1. Decorated fabric finishing may include but not limited to: | * Ironing * Colour fasting * Starching * Trimming |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* History of fabric decoration
* Fabric properties
* Principles of fabric decoration
* Methods in fabric decoration
* Fabric Finishing
* Fabric decoration tools, equipment and resources
* Ethical issues in fabric decoration
* Occupational safety and health
* Waste management

**Required skills**

The individual needs to demonstrate the following skills:

* Designing, Sketching and Illustrating
* Laying and Cutting
* Creativity and innovation
* Constructing and Finishing
* Displaying
* Photography
* Problem solving
* ICT
* Communication
* Listening
* Record keeping
* Critical thinking
* Time management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Assembled fabric decoration tools and equipment based on work requirement. 2. Assembled fabric decoration materials and supplies based on job specification. 3. Analysed Fabric decoration designas per job specification. 4. Carried out fabric preparation based on job specification. 5. Performed fabric decoration based on job specification. 6. Carried out decorated fabric finishing based on work requirement. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   1. Practical 2. Project 3. Third party evidence 4. Written assessment 5. Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# PRODUCE GENTS’ WEAR

**UNIT CODE: 0212 451 11A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce gent’s wear. It involves planning gent’s garments construction, developing gent’s garment patterns, cutting gent’s garment pieces, assembling gent’s garments and finishing constructed gent’s garments.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| * + 1. Plan gent’s garments construction | * 1. ***PPEs*** are selected as per OSH requirement.   2. ***Clothing construction tools and equipment*** are assembled based on work requirement.   3. ***Clothing construction materials and supplies*** are assembled based on job specification.   4. Gent’s garment designs are analysed as per job specification. |
| * + 1. Develop gent’s garment patterns | * 1. PPEs are donned as per OSH requirement   2. Gent’s garment pattern pieces are developed based on job specification.   3. ***Pattern instructions*** are indicated as per job specification.   4. Gent’s garment pattern pieces are cut as per job specification. |
| * + 1. Cut gent’s garment pieces | * 1. ***Gent’s garment pattern pieces*** are laid on fabric as per work requirement.   2. Pattern markings are transferred onto the gent’s garment pieces as per job specification.   3. Gent’s garment pieces are cut as per job specification.   4. Gent’s garment pieces are bundled as per ***production system.*** |
| * + 1. Assemble gent’s garments | * 1. Gent’s garment pieces are constructed as per job specification.   2. Gent’s garment parts are assembled as per job specification***.***   3. ***Gent’s garments*** are neatened based on work requirement. |
| * + 1. Finish constructed gent’s garments | * 1. Constructed gent’s ***garments finishing*** is carried out based on job specification.   2. Constructed gent’s garmentsare displayed as per work requirement.   3. Constructed gent’s garmentsare packaged as per work requirement.   4. Housekeeping activities are carried out as per work requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. PPEs may include but not limited to: | * Dust coat * Safety shoes * Face mask * Thimble |
| 1. Clothing construction tools and equipment may include but not limited to: | **Tools**   * Measuring tools. * Finishing tools * Basic sewing tools * Cutting tools and equipment * Marking tools * Drawing tools   **Equipment**   * Display equipment * Camera * Sewing machine |
| 1. Clothing construction materials and supplies may include but not limited to: | **Materials**   * Belts, bows and shoes * Buttons * Embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Fabrics * Inter lining * Interfacing * Lace * Lining * Ribbons * Sewing threads * Stiffeners * Underlining |
| 1. Pattern instructions may include but not limited to: | * Folds * Notches/balance marks * Straight grains * Pattern size * Style number * Number of pieces to be cut * Center back and center front * Name of pattern * Seam allowances * Construction lines * Scale |
| 1. Gents’ garment pattern pieces may include but not limited to: | * Waist coat * Tailored jacket * One-piece sleeve * Two-piece sleeve * Tailored trouser |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Gents’ garments may include but not limited to: | * waist coat * Blazer * Coat * Jacket * Suit * overalls |
| 1. Garments finishing may include but not limited to: | * Hemming * Attaching fasteners * Pressing/Ironing * Trimming hanging threads |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* History of fashion design
* Fibres and fabrics
* Principles of clothing design and construction
* Principles of pattern construction
* Finishing and accessorizing garments
* Fashion marketing
* Creativity and innovation in fashion design
* Sewing machine operation
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**Required skills**

The individual needs to demonstrate the following skills:

* ICT
* Problem solving
* Critical thinking
* Listening
* Observation
* Organizing
* Pattern drafting
* Laying
* Cutting
* Creativity and design
* Clothing construction

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

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| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Assembled Clothing construction tools and equipment based on work requirement. 2. Analysed gent’s garment designs as per job specification 3. Developed gent’s garment pattern pieces based on job specification. 4. Cut gent’s garment pattern pieces as per job specification. 5. Constructed gent’s garment parts as per job specification***.*** 6. Carried out gent’s garments finishing based on design specification. 7. Packaged constructed gent’s garmentsas per work requirement. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment. |
| 1. Methods of assessment | Competency in this unit may be assessed through:   1. Practical 2. Project 3. Third party evidence 4. Written assessment 5. Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated workplace. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# PRODUCE LADIES’ WEAR

**UNIT CODE: 0212 451 09A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce ladies’ wear. It involves planning for design and construction of ladies’ garment, developing ladies’ garment patterns, cutting ladies garment pieces, assembling ladies’ garments and finishing constructed ladies’ garments.

**ELEMENTS AND PERFORMANCE CRITERIA**

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| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace functions | **PERFORMANCE CRITERIA**  These are assessable statements which specify the required level of performance for each of the elements (Bold and italicized terms are elaborated in the range) |
| 1. Plan for design and construction of ladies’ garment | 1. ***PPEs*** are selected as per OSH requirement. 2. ***Clothing construction tools and equipment*** are assembled based on work requirement. 3. ***Clothing construction materials and supplies*** are assembled based on job specification. 4. Ladies’ garment designs are analysed as per job specification. |
| 1. Develop ladies’ garment patterns | 1. PPEs are donned as per OSH requirement. 2. Ladies’ garment pattern pieces are developed based on job specification. 3. ***Pattern instructions*** are indicated as per job specification. 4. Ladies’ garment pattern pieces are cut as per job specification. |
| 1. Cut ladies garment pieces | 1. ***Ladies’ garment pattern pieces*** are laid on fabric as per work requirement. 2. Pattern markings are transferred onto the ladies’ garment pieces as per job specification. 3. Ladies’ garment pieces are cut as per job specification. 4. Ladies’ garment pieces are bundled as per ***production system.*** |
| 1. Assemble ladies’ garments | 1. Ladies’ garment pieces are constructed as per job specification. 2. Ladies’ garment parts are assembled as per job specification***.*** 3. ***Ladies’ garments*** are neatened based on work requirement. |
| 1. Finish constructed ladies’ garments | * 1. Constructed ladies’ ***garments finishing*** is carried out based on job specification.   2. Constructed ladies’ garmentsare displayed as per work requirement.   3. Constructed ladies’ garmentsare packaged as per work requirement.   4. Housekeeping activities are carried out as per work requirement. |

**RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

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| **Variable** | **Range** |
| 1. PPEs may include but not limited to: | * Dust coat * Safety shoes * Face mask * Thimble |
| 1. Clothing construction tools and equipment may include but not limited to: | **Tools**   * Measuring tools. * Finishing tools * Basic sewing tools * Cutting tools * Marking tools * Drawing tools   **Equipment**   * Cutting equipment * Display equipment * Camera * Sewing machines |
| 1. Clothing construction materials and supplies may include but not limited to: | **Materials**   * Belts, bows and shoes * Buttons * Embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmaker’s tracing paper * Elastic   **Supplies**   * Fabrics * Inter lining * Interfacing * Lace * Lining * Ribbons * Sewing threads * Stiffeners * Underlining |
| 1. Pattern instructions may include but not limited to: | * Folds * Notches/balance marks * Straight grains * Pattern size * Style number * Number of pieces to be cut * Center back and center front * Name of pattern * Seam allowances * Construction lines * Scale |
| 1. Ladies’ garment pattern pieces may include but not limited to: | * Tailored skirt * Easy fitting bodice * Close fitting bodice * One-piece sleeve * Two-piece sleeve * One-piece dress * Two-piece dress |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Ladies’ garments may include but not limited to: | * Styled Skirts * Styled Blouses * Styled dresses * Blazers * Ladies trousers * Jumpsuit |
| 1. Garments finishing may include but not limited to: | * Hemming * Attaching fasteners * Pressing/Ironing * Trimming hanging threads |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* History of fashion design
* Fibres and fabrics
* Principles of clothing design and construction
* Principles of pattern construction
* Finishing and accessorizing garments
* Fashion marketing
* Creativity and innovation in fashion design
* Sewing machine operation
* Fashion design tools and equipment
* Fashion design products and supplies
* Ethical issues in fashion design
* Occupational safety and health
* Waste management

**Required skills**

The individual needs to demonstrate the following skills:

* ICT
* Problem solving
* Critical thinking
* Listening
* Observation
* Organizing
* Pattern drafting
* Laying
* Cutting
* Creativity and design
* Clothing construction

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Assembled Clothing construction tools and equipment based on work requirement. 2. Analysed ladies’ garment designs as per job specification 3. Developed ladies’ garment pattern pieces based on job specification. 4. Cut ladies’ garment pattern pieces as per job specification. 5. Constructed ladies’ garment parts as per job specification***.*** 6. Carried out ladies’ garments finishing based on design specification. 7. Packaged constructed ladies’ garmentsas per work requirement. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant work environment 3. Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   1. Practical 2. Project 3. Third party evidence 4. Written assessment 5. Oral assessment |
| 1. Context of assessment | Competency may be assessed in a Workplace or simulated environment. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |