

**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS**

**FOR**

**FASHION DESIGN**

**KNQF LEVEL 6**

**OCCUPATIONAL STANDARDS ISCED CODE: 0212 554 A**

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# FOREWORD

Provision of quality education and training is fundamental to the Government’s overall strategy for socio-economic development. Quality education and training contribute to achievement focused on Kenya’s development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meeting the provisions the Constitution of Kenya. The education sector had to be aligned to the Constitution and this resulted in formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 1 of 2019). A key feature of this policy is the change in the design and delivery of TVET training. The reforms include making TVET competency-based, developing the curriculum in collaboration with industry, certifying learners based on demonstrated competence, and allowing multiple entry and exit points in TVET programmes.

These reforms emphasize the role of industry as key collaborators in curriculum development to ensure it aligns with their competence needs. It is against this background that this Curriculum has been developed.

It is my conviction that this curriculum 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 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 requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and worker behaviour 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 Act No. 29 of 2013 and the Sessional Paper No. 1 of 2019 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 labour force.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to the Council Members, Council Secretariat, Technical Committee, Fashion Design SSAC, expert workers and all those who participated in the development of these occupational standards.

# ACKNOWLEDGEMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am sincerely thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I appreciate National Fashion Sector Skills Committee who enabled the development of these Occupational Standards. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in these Occupational Standards.

I also thank all stakeholders in the Fashion sector for their valuable input and all those who participated in the process of developing these Occupational Standards.

I am convinced that these Occupational Standards will go a long way in ensuring that workers in Fashion sector will acquire competencies that will enable them perform their work more efficiently.

CHAIRPERSON

**ABBREVIATIONS AND ACRONYMS**

CBET Competency Based Education and Training

ICT Information and Communication Technology

KNQF Kenya National Qualification Framework

OS Occupational Standards

PPE Personal protective equipment

TVET Technical and Vocational Education and Training

SSAC Sector Skills Advisory Committee

# 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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# COURSE OVERVIEW

Fashion Design Level 6 qualification consists of competencies that an individual requires to work in a fashion design sector. It involves Sewing machine operations, construction of ladies’ garments, construction of Gents’ garments, Production of Styled Garments, Fabrics and Garments Decoration, Fabric Decoration, Gents wear, Ladies Wear, , Construction of Children’s Apparel, Construct Accessories, Research methods, Construction of Occasion Wear, Construction of Lingerie Wear, Construction of Sports Wear & Construction of Uniforms.

The units of competency comprising Fashion Design Level 6 occupational Standards included in the following competencies.

**SUMMARY OF UNITS OF COMPETENCY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| 0212 551 06A | | | | Apply Garment Cutting. | |
| 0613 551 01A | | | | Apply Computer Aided Design |
| 0611 551 02A | | | | Apply Industrial Organization Management |
| 0541 551 02A | | | | Apply Research Methods |
| 021 2551 14A | | | | Apply Quality Control 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 |
| 0212 551 13A | | | | Produce Children’s Wear |
| 0212 551 11A | | | | Produce fashion accessories. |
|  | | | |  |
| **ELECTIVE CORE UNITS OF COMPETENCY** | | | | | |
| **CATEGORY A** | | | | | |
| 0212 551 16A | | Produce Uniform Wear | | | |
| 0212 551 17A | | Produce Sports Wear | | | |
| **CATEGORY B** | | | | | |
| 0212 551 18A | | Produce Lingerie Wear | | | |
| 0212 551 19A | | Produce Occasion Wear | | | |

# 

# BASIC UNITS OF COMPETENCY

**DEMONSTRATE DIGITAL LITERACY**

**UNIT CODE:** 0611 541 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 cybersecurity skills and job entry techniques, and performing jobs online.

**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. ***Cybersecurity 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. 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. 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. 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 * Newsgrou * 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. Security threats control measures may include but not limited to: | * Counter measures against cyber terrorism * Physical Controls * Technical/Logical Controls * Operational Controls |
| 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. |

**DEMONSTRATE COMMUNICATION SKILLS**

**UNIT CODE:** 0031 541 02A

**UNIT DESCRIPTION**

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

**DEMONSTRATE ENTREPRENEURIAL SKILLS**

**UNIT CODE :** 0413 541 04A

**UNIT DESCRIPTION**

This unit covers the competencies required to demonstrate an understanding of entrepreneurship. It involves demonstrating an understanding of financial literacy, applying entrepreneurial concepts identifying entrepreneurship opportunities, applying business legal aspects, developing business innovative strategies, and developing business plans.

**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**: 0723 451 05A

**UNIT DESCRIPTION:**

This unit covers competences required to apply textile materials principles. It involves applying textile fiber classification, yarn formation, fabric formation, textile finishing, and 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:** 0723 451 06A

**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. Elements of design 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 PRINCIPLES**

**UNIT CODE:** 0723 451 07A

**UNIT DESCRIPTION:**

This unit covers competencies required to apply pattern construction and grading principles. It involves planning pattern construction, sketching garment design, constructing garment patterns and grading constructed patterns.

**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. |

## APPLY GARMENT CUTTING PRINCIPLES.

**UNIT CODE:** **0723 551 06A**

**UNIT DESCRIPTION:**

This unit covers the competencies required to apply garment cutting and construction principles. It involves applying pattern lay planning, conducting garment cutting, assembling garment pieces, finishing assembled garments and conducting quality control inspection.

**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 pattern lay planning | 1. ***PPE’S*** are worn as per OSH requirement. 2. ***Pattern lay planning tools, equipment’s*** ***and materials*** are assembled as per work requirement. 3. Pattern pieces are placed on the marker as per marker efficiency. 4. Fabric spreading is carried out based on job specification. 5. Marker laying is carried out as permarker efficiency. |
| 1. Conduct garment cutting | 1. ***Cutting tools and equipment’s*** are used as per user manual. 2. Garment cutting is carried out as per the marker lay plan. 3. ***Structural details*** transfer is carried out based on design specification. 4. Cut ***garment pieces***are bundled based on ***production system****.* |
| 1. Conduct quality control inspection | * 1. ***Garment construction quality control*** is carried out as per quality production standards.   2. Garment construction quality control policiesare applied as per quality production standards.   3. Garment construction ***quality control*** findings are recorded 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. PPE’S may include but not limited to: | * Dust coat * Safety shoes * Face mask * Thimble |
| 1. Pattern lay planning tools, equipment and materials may include but not limited to: | **Tools**   * Tape Measure * Pattern Master * Pencils, Pens, and Markers * Pattern Paper   **Equipment’s**   * French Curve * L-Square Ruler * Curve Ruler * Pattern notcher * Pattern weights * Fabric spreader machine |
| 1. Cutting tools and equipment’s may include but not limited to: | * Fabric shears * Scissors * Thread snippers * Pinking shears * Seam ripper * Rotary cutters * Straight fabric cutting machine * Band knife. |
| 1. Structural details may include but not limited to: | * Darts * Pocket position * Pleat position |
| 1. Garment pieces may include but not limited to: | * Bodice * Skirt * Sleeve * Pockets * Cuffs * Welts * Facings * Yoke * Panels * Dress * Pocket bags * Fly pieces * Collars and stands * Waist bands * Peplums * Flounces |
| 1. Quality control may include but not limited to: | * Fabric inspection * Fabric spreading inspection * Fabric cutting inspection |

**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
* Quality control

**Required skills**

The individual needs to demonstrate the following skills:

* Sketching
* Focusing
* Presentation
* Designing
* Illustrating
* Creativity and innovation
* Accessorising
* Displaying
* Organizational
* Interpretation
* Critical thinking
* Cutting
* Laying
* 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. Applied pattern pieces’ placement on marker as per marker efficiency. 2. Carried out fabric spreading based on job specification. 3. Carried out garment cutting as per the marker lay plan. 4. Transferred structural details based on design specification. 5. Carried out garment construction quality control as per quality production standards. |
| 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

## APPLY COMPUTER AIDED DESIGN

**UNIT CODE:** **0613 551 01A**

**UNIT DESCRIPTION:**

This unit covers competencies required to apply computer aided design. It includes performing computer operations, developing digital designs, analyzing digital designs and creating product prototypes.

**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.*** |
| 1. Perform computer operations. | 1. ***Computer ergonomics*** are observed as per work requirement. 2. ***Computer peripherals*** are set according to manufacturer’s operational manual 3. Files are created as per job requirement 4. Folders are created per job requirement |
| 1. Develop digital designs. | 1. Design brief is analyzed as per work requirement. 2. Design work plan is prepared as per work requirements. 3. ***CAD software*** is selected as per work requirement. 4. Computer workspace is customized as per work specifications. 5. Design is imported based on work requirements. 6. ***Design manipulation*** is performed based on design specifications. 7. ***Digital design details*** are applied according to design specifications 8. Digital designs are documented as per workplace procedures. |
| 1. Analyze digital designs. | 1. Digital designs are transferred based on work requirement. 2. ***Colour combination*** is verified as per design specification. 3. Repeat is verified as per design specification. 4. ***Workspace Dimensions*** are verified as per job specification. 5. Motif proportions are verified as per design specifications. 6. Digital design report is prepared as per workplace procedure. |
| 1. Create product prototypes | 1. Digital design is transferred based on job requirement. 2. ***Production machine*** is set based on work requirements. 3. Machine operation parameter are set according to manufacturer’s operational manual 4. Product Sample is produced based on work requirement. 5. Product Sample is analysed based on work requirement. 6. ***Digital design*** prototypes are documented as organizational procedures 7. Housekeeping is carried out according to 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.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| * + - 1. Computer ergonomics may include but not limited to: | * Sitting posture * Work environment * Work technique. |
| * + - 1. Computer peripherals may include but not limited to: | * Input devices * Output devices * Storage devices * Printers * Scanners |
| * + - 1. CAD software may include but not limited to: | * Adobe illustrator * Adobe Photoshop * InDesign * Wilcom * Corel draw * Inkscape * Virtual showroom * Seamly. |
| * + - 1. Design manipulation may include but not limited to: | * Rotation * Multiplying * Stretching * Resizing * Tracing * Overlapping * Cutting |
| * + - 1. Digital design details may include but not limited to | * Size * Colour * Colour combinations * Resolution |
| * + - 1. Colour combination may include but not limited to | * Monochrome * Complementary * Analogue * Triadic * Tetradic |
| * + - 1. Workspace Dimensions may include but not limited to | * Width * Depth * Length |
| * + - 1. Production machine may include but not limited to | * Image machine * Embroidery machine * Fashion pattern Plotter |

**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.
* Design software
* Design patterns
* Screens and films
* Colour theory
* User ergonomics
* Safety and Health Practices

**Required Skills**

The individual needs to demonstrate the following skills:

* Digital
* Communication
* Problem identification
* Problem solving
* Time management
* Critical thinking
* Creativity

**EVIDENCE GUIDE**

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

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Observed computer ergonomics as per work requirement. 2. Set computer peripherals as per to the manufacturer’s operational manual 3. Created files as per job requirement 4. Created folders per job requirement 5. Analysed design brief as per work requirement. 6. Prepared design work plan as per work requirements. 7. Used CAD software as per work requirement. 8. Customized computer workspace as per work specification 9. Manipulated design based on design specification. 10. Analysed digital design details based on job requirements 11. Transferred digital designs based on job requirements 12. Verified colour combination as per design specifications. 13. Produced sample is based on work requirement. 14. Documented design prototype as per organizational procedures. |
| 1. Resource implications | The following resources should be provided:   1. Appropriately simulated environment where assessment can take place 2. Access to relevant workplace assessment environment 3. Resources relevant to the proposed assessment 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; 2. A Workplace 3. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## APPLY INDUSTRIAL ORGARNISATION MANAGEMENT

**UNIT CODE:** **0611 551 02B**

**UNIT DESCRIPTION:**

This unit covers competencies required to apply industrial organization management. It involves applying procurement procedure, preparing work study schedule, preparing plant layout, apply inventory control, carry out marketing and apply company laws and industrial relations

**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.*** |
| 1. Apply procurement procedures | 1. ***Budget*** is prepared according to organizational procedures 2. Procurement planning is carried out according to organizational procedures 3. Requisition is prepared according workplace procedure 4. Tendering process is carried out according to public procurement act 5. Purchasing is carried out according to procurement procedures 6. ***Store management*** is carried out as per work place procedure 7. ***Inventory management*** is carried out as per work place procedure |
| 1. Prepare work study schedule | 1. ***Work study elements*** are determined as per work requirement 2. Work study element scheduling is carried out as per workplace procedure. 3. Work study scheduling is carried outas per work requirement |
| 1. Prepare plant layout | 1. ***Layout planning*** is carried out according to manufacturer’s requirements 2. Machines and equipment are selected as per work requirement. 3. ***Plant*** ***layout*** is produced as per work requirement. 4. Plant layout report is preparedas per organizational procedure |
| 1. Apply inventory Control | * 1. Store layoutplanning is carried out according to workplace procedures   2. Store keeping is carried out according to workplace requirement   3. ***Stock taking*** is carried out according to workplace procedure   4. Stock control is carried out according to workplace procedures |
| 1. Carry out marketing | * 1. Market research is carried out according to organizational procedure   2. Advertising is carried out according to organizational procedures   3. Channels of distribution are determined based on product requirements   4. Sales are analysed according to organizational procedures   5. Sales report is prepared according to organizational procedures   6. Consumer behaviour is analysed according sales report |
| 1. Apply company laws and industrial relations | * 1. ***Business organizations*** are determined according to legislation standards   2. Laws of tort are used according to legislation standards   3. Remunerations are determined according to wages regulation requirements   4. Industrial relation laws are used according to legislation standards |

**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. Purchasing procedures includes but not limited to | * Identifying needs * Sourcing suppliers * Delivery and audit |
| 1. Plant layout includes but not limited to | * Process layout * Product layout |
| 1. Layout planning may include but not limited to: | * Space requirements * Structural requirements * Operations * Labour * Industrial safety requirements * Utilities |
| 1. Stock taking may include but not limited to: | * Perpetual Inventory * Periodic Stock Taking * Continuous Stock Taking |
| 1. Business organizations may include but not limited to: | * Sole proprietorship * Partnerships * Companies |

**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:

* Applying fundamentals of store management
* Using and applying work techniques
* Logical thinking
* Problem solving
* Applying office practices
* time estimation
* Using different resources (files, indexing cards,)

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Fundamental of store management
* Work techniques
* Types and purpose of filling
* Units of measurement and abbreviations
* Repair and maintenance
* Types of plant layout
* Purchasing procedures
* Procurement procedures
* Study schedule
* Office practice

**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. Prepared budget according to organizational procedures 2. Carried out procurement planning according to organizational procedures 3. Carried out tendering process according to public procurement act 4. Carried out purchasing according to procurement procedures 5. Determined Work study elements as per work requirement 6. Carried out Work study scheduling as per work requirement 7. Produced Plant layout as per work requirement. 8. Carried out Store keeping according to workplace requirement 9. Carried out Stock taking according to workplace procedure 10. Carried out Stock control according to workplace procedures 11. Carried out Market research according to organizational procedure 12. Carried out Advertising according to organizational procedures 13. Determined Channels of distribution based on product requirements 14. Analysed Consumer behaviour according sales report 15. Determined Business organizations according to legislation standards 16. Used Laws of tort according to legislation standards 17. Determined Remunerations according to wages regulation requirements 18. Used Industrial relation laws according to legislation standards |
| 1. Resource Implications | The following resources should be  provided:   1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. office equipment 3. Materials 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 | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## APPLY RESEARCH METHODS

**UNIT CODE:** **0541 551 02A**

**UNIT DESCRIPTION:**

This unit covers competencies required to apply research methods. It involves preparing research proposal, applying research methods and analyzing research findings.

**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. Prepare research proposal | * 1. Research problem is identified based on existing research gap.   2. Research objectives are developed according to research problem.   3. Research questions are designed based on research objectives.   4. Research proposal is developed as per standard research procedures. |
| 1. Apply research methods | * 1. ***Research study design*** is determined in accordance with research problem   2. Sample size is determined based on the research methodology   3. ***Sampling techniques*** are determined in accordance to research methodology   4. Ethical considerations are determined based on research methods utilized   5. Research materials are identified based on research methodology   6. Data is collected in accordance with research methodology |
| 1. Analyze research findings | 3.1 ***Data analysis methods*** are identified as per research methodology.  3.2 Data analysis is performed as per sampling methods.  3.3 Research report is prepared based on data analysis. |

**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. Research study design may include but not limited to: | * Qualitative designs * Quantitative designs |
| 1. Sampling techniques may include but not limited to: | * Probability * Non-probability |
| 1. Data analysis methods include but not limited to: | * ANOVA * Measures of central * Tendency * Measures of dispersal |

**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:

* Introduction to research
* Problem identification
* Types of research
* Purposes of research
* Basic terms in research
* Problem identification
* Literature review
* Research design
* Data collection and analysis
* Research materials
* Statistics
* Mathematics
* Research proposal
* Research report

**Required skills**

The individual needs to demonstrate the following skills:

* Analytical
* Communication
* ICT
* Creativity and innovation
* Interpersonal
* Critical thinking
* Data collection
* Decision making
* Dissemination
* Observation
* Problem solving
* Report writing
* Statistical

**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. Determined research study design in accordance with research problem.   2. Determined Sampling techniques in accordance with research methodology.   3. Determined Ethical considerations based on research methods utilized.   4. Identified Data analysis methods as per research methodology.   5. Prepared research report based on data analysis. |
| 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. 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 job role is recommended. |

## APPLY QUALITY CONTROL PRINCIPLES

**Unit code:** **0723 551 02A**

**Unit description**

This unit covers the competencies required to apply textile quality control principles. It entails, calibrating textile equipment, operating textile quality control equipment, conducting textile process and conducting product quality control.

**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*** |
| 1. Calibrate textile equipment | 1. ***PPEs*** are worn as per work requirements 2. Calibration checklist is prepared as per work requirements 3. ***Calibration materials*** are assembled as per work requirements 4. ***Calibration tools and equipment*** are assembled as per work requirements 5. Calibration standards are prepared as per standard calibration methods 6. Calibration is performed as per equipment manufacturer’s manual 7. Equipment test-run is carried out as per equipment operation manual 8. Calibration report is prepared as per workplace procedure 9. ***House-keeping activities*** are performed as per workplace policy |
| 1. Operate textile quality control equipment | * 1. ***Textile quality control materials*** are prepared as per work requirements   2. Equipment inspection is carried out as per manufacturers manual   3. Equipment test-run is carried out as per equipment operation manual   4. Textile materials are loaded as per work requirements   5. Equipment is run as per equipment operation manual |
| 1. Conduct textile process quality control | * 1. ***Textile process*** is selected as per work procedure   2. ***Textile process quality control parameters*** are selected as per work requirements   3. ***Textile process quality control tools and equipment*** are prepared as per the work requirements   4. Textile process quality is monitored as per work requirements   5. Textile process quality control report is prepared as per workplace procedure |
| 1. Conduct textile product quality control | * 1. ***Textile product quality control parameters*** are selected as per work requirements   2. ***Textile product quality control tools*** ***and equipment*** are selected as per the work requirements   3. Textile quality control materialsare prepared as per work requirements   4. Textile quality control material is sampled as per standard sampling methods   5. ***Textile product quality tests*** are carried out as per standard test methods   6. Textile product quality test report is prepared as per workplace procedure   7. House-keeping activities are performed as per workplace policy |

**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. PPEs may include but not limited to: | * Apron * Dust coat * Face mask * Safety shoes * Gloves * Eye glasses * Overalls |
| 1. Calibration materials may include but not limited to: | * Textile fibres * Yarns * Reagents |
| 1. Calibration tools and equipment may include but not limited to: | * Spanners * Tweezers * Screw driver * Yarn count machine * Microscope |
| 1. House-keeping activities may include but not limited to: | * Filling * Clearance of work station * Waste disposal * Stock taking |
| 1. Textile quality control materials may include but not limited to: | * Yarn * Greige fabric * Fibres * Finished fabric * Apparel |
| 1. Textile process may include but not limited to: | * Spinning * Weaving * Knitting * Printing * Dyeing * Bleaching |
| 1. Textile process quality control parameters may include but not limited to: | * Pressure * Temperature * Tension * Density * Relative humidity |
| 1. Textile process quality control tools and equipment may include but not limited to: | * Weighing scale * pH meter * Hygrometer * Thermometer * Charts |
| 1. Textile product quality control parameters may include but not limited to: | * Count * Density * Strength * Weight * Colour fastness * Tensile strength * Shrinkage |
| 1. Textile product quality control tools and equipment may include but not limited to: | * Weighing scale * Trash analyzer * Moisture meter |
| 1. Textile product quality tests may include but not limited to: | * Colour fastness * Yarn strength * Dimensional change * Abrasion * Pilling * Defects |

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required Skills**

The individual needs to apply the following skills:

* Communication
* Problem solving
* Organizational
* Time management
* Digital
* Listening
* Critical thinking
* Numeracy
* First Aid
* Creativity

**Required Knowledge**

The individual needs to display knowledge of:

* Textile manufacturing processes
* Textile materials
* Environmental protection and sustainability
* Machine maintenance concept
* Quality control concept
* Laboratory technology
* Entrepreneurship
* Research techniques
* Occupational health and safety

**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. Worn PPES as per work requirements   2. Performed calibration as per equipment manufacturer’s manual   3. Carried out equipment test-run as per equipment operation manual   4. Prepared calibration report as per workplace procedure   5. Prepared textile materials as per work requirements   6. Carried out equipment inspection as per manufacturers manual   7. Carried out equipment test-run as per equipment operation manual   8. Run equipment as per equipment operation manual   9. Selected textile process as per work requirement   10. Selected textile process quality control parameters as per work requirements   11. Monitored textile process quality as per work requirements   12. Prepared textile process quality control report as per workplace procedure   13. Selected textile product quality control parameters as per work requirements   14. Sampled textile products as per standard sampling methods   15. Carried out textile product quality tests as per standard test methods   16. Prepared textile product quality test report as per workplace procedure |
| 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. Materials relevant to the proposed assessment 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 | Competency may be assessed in;   1. A Workplace 2. Simulated workplace. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and 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 manufacturer’s 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. |
| 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

Carry out fabric decoration planning, carry out fabric decoration and finish 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. |

**PRODUCE DECORATED FABRICS (BATIK AND EMBROIDERY).**

**UNIT CODE:** 0723 451 10A

**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:** 0723 451 12A

**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: | * Tailored shirt * Classic shirt * Tailored jacket * One-piece sleeve * Two-piece sleeve |
| 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: | * Shirt * Blazer * Coat * Trouser * Jacket * Suit |
| 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 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:** 0723 451 13A

**UNIT DESCRIPTION:**

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

|  |  |
| --- | --- |
| **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: | * Skirt * Blouse * Dress * Blazer * Coat * Trouser * 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. |

## PRODUCE CHILDREN’S WEAR.

**UNIT CODE: 0723 551 A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce children’s wear. It involves planning children’s garments construction, developing children’s garment patterns, cutting children’s garment pieces, assembling children’s garments and finishing constructed children’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 children’s garments construction | * 1. ***PPEs*** are identified and used as per the work 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. ***Children’s garment*** designs are analysed as per job specification. |
| * + - 1. Develop children’s garment patterns | * 1. Children’s garment pattern pieces are developed based on job specification.   2. ***Pattern instructions*** are indicated as per job specification.   3. Children’s garment pattern pieces are cut as per job specification. |
| * + - 1. Cut children’s garment pieces | * 1. ***Children’s garment pattern pieces*** are laid on fabric as per work requirement.   2. Pattern markings are transferred onto the children’s garment pieces as per job specification.   3. Children’s garment pieces are cut as per job specification.   4. Children’s garment pieces are bundled as per ***production system.*** |
| * + - 1. Assemble children’s garments | * 1. Children’s garment pieces are constructed as per job specification.   2. Children’s garment parts are assembled as per job specification***.***   3. Children’s garments are neatened based on work requirement. |
| * + - 1. Finish constructed children’s garments | * 1. Constructed children’s ***garments finishing*** is carried out based on job specification.   2. Constructed children’s garmentsare displayed as per work requirements.   3. Constructed children’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 * Gloves * Face mask * Safety glasses |
| 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**   * Assorted belts, bows and shoes * Assorted buttons * Assorted embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Assorted fabrics * Assorted inter lining * Assorted interfacing * Assorted lace * Assorted lining * Assorted ribbons * Assorted sewing threads * Assorted stiffeners * Assorted underlining |
| 1. Children’s garments may include but not limited to: | * Skirt * Blouse * Dress * Shirt * Coat * Trouser   Romper |
| 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. Children’s garment pattern pieces may include but not limited to: | * One-piece sleeve * Tailored shirt * Classic shirt * Tailored jacket * 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. 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. Identified and used PPEs as per work place procedures. 2. Analysed children’s garments as per job specification. 3. Developed children’s garment pattern pieces based on job specification. 4. Cut children’s garment pattern pieces as per work requirement. 5. Assembled children’s garment parts as per job specification***.*** 6. Carried out children’s garments finishing based on design specification. 7. Packaged constructed children’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 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

## PRODUCE FASHION ACCESSORIES.

**UNIT CODE:** **0212 551 43A**

**UNIT DESCRIPTION:**

This unit covers the competencies required by a fashion designer to produce fashion accessories. It includes planning fashion accessories construction, developing fashion accessories, cutting fashion accessories, constructing fashion accessories and finishing constructed fashion accessories.

This standard applies in fashion industry.

**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 fashion accessories construction | 1. ***PPEs*** are selected and used as per work requirement. 2. ***Fashion accessories tools and equipment*** are assembled based on work requirement. 3. ***Fashion accessories materials and supplies*** are assembled based on work requirement. 4. Fashion accessoriesare sketched as per work requirement. |
| 1. Develop fashion accessories | 1. Fashion accessories patterns are developed basedon work requirement. 2. ***Pattern instructions*** are indicated as per work requirement. 3. Fashion accessoriespattern pieces are cut as per work requirement. |
| 1. Cut fashion accessories | 1. ***Fashion accessories pattern pieces*** are laid on fabric as per work requirement. 2. Fashion accessories pattern pieces are cut as per work requirement. 3. Pattern annotations are transferred as per work requirement. 4. Fashion accessories pattern pieces are bundled as per work requirement. |
| 1. Construct fashion accessories | 1. Fashion accessories pieces are constructed as per work requirement. 2. Fashion accessories pieces are assembled as per work requirement. 3. ***Constructed fashion accessories*** are neatened based on work requirement. |
| 1. Finish constructed fashion accessories | 1. ***Constructed fashion accessories finishing*** is carried out based on work requirement. 2. Constructed fashion accessories are displayed as per work requirement. 3. Constructed fashion accessories are 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 * Thimble * Gloves * Low heeled closed shoes |
| 1. Fashion accessories tools and equipment may include but not limited to: | **Tools**   * Measuring. * Finishing * Basic sewing * Cutting tools and equipment * Marking * Drawing   **Equipment**   * Display equipment * Camera * Sewing machine |
| 1. Fashion accessories 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 |
| 1. Fashion accessories pattern pieces may include but not limited to: | * Flounce * Flap * Pockets * Crown * Brim * Side bag |
| 1. Constructed fashion accessories may include but not limited to: | * Hats * Scarves * Bonnets * Hoods * Headbands * Cravats * Belts * Bow * Ties * Bags * Shoes * Jewellery |
| 1. Constructed fashion accessories 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 accessory design
* Fibres and fabrics
* Principles of accessory design and construction
* Practices in accessory design and construction
* Principles of pattern construction
* Accessory finishing
* Fashion marketing
* Creativity and innovation in accessory design
* Sewing machine operation
* Accessory design tools and equipment
* Accessory design products and supplies
* Ethical issues in accessory 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
* Drafting
* Laying
* Cutting
* Constructing

**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 and used PPEs as per workplace requirements. 2. Developed fashion accessories pattern pieces based on job specification. 3. Cut fashion accessories pattern pieces as per work requirement. 4. Constructed fashion accessories pieces as per cutting quality standards. 5. Carried out fashion accessories finishing based on design specification. 6. Packaged and display constructed fashion accessories as 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace.   2. Simulated workplace. |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

# ELECTIVE CORE UNITS OF LEARNING.

## CATEGORY A

### PRODUCE UNIFORM WEAR

**UNIT CODE: 0723 551 40A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce uniform wear. It involves planning uniforms construction, developing uniform patterns, cutting uniform garment pieces, assembling uniforms garment pieces and finishing constructed uniforms.

**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) |
| Plan uniform construction | * 1. ***PPEs*** are selected and used as per work 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. ***Uniform*** designs are analysed as per job specification. |
| Develop uniform patterns | * 1. Uniform pattern pieces are developed based on job specification.   2. ***Pattern instructions*** are indicated as per job specification.   3. Uniform pattern pieces are cut as per job specification. |
| Cut uniform garment pieces | * 1. ***Uniform pattern pieces*** are laid on fabric as per work requirement.   2. Pattern markings are transferred onto the Uniform pieces as per job specification.   3. Uniform garment pieces are cut as per job specification.   4. Uniform garment pieces are bundled as per ***production system.*** |
| Assemble uniform garment pieces | * 1. Uniform garment pieces are stitched as per job specification.   2. Uniform parts are assembled as per job specification***.***   3. ***Uniforms*** are neatened based on work requirement. |
| Finish constructed uniform | * 1. Constructed ***uniforms finishing*** is carried out based on job specification.   2. Constructed uniformsare displayed as per work requirement.   3. Constructed uniformsare 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 * Thimble * Gloves * Low heeled closed shoes |
| 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**   * Assorted belts, bows and shoes * Assorted buttons * Assorted embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Assorted fabrics * Assorted inter lining * Assorted interfacing * Assorted lace * Assorted lining * Assorted ribbons * Assorted sewing threads * Assorted stiffeners * Assorted underlining |
| 1. Uniform may include but not limited to: | * School uniforms * Hospitality and service uniforms * Military uniforms   Medical uniforms |
| 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. Uniform pattern pieces may include but not limited to: | * Pockets * Sleeves * Collars * Cuffs * Yokes * Flounce * Frills |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Uniforms 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:

* 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. Selected and used PPEs as per workplace requirements. 2. Developed uniform pattern pieces based on job specification. 3. Cut uniform pattern pieces as per work requirement. 4. Assembled uniform parts as per job specification***.*** 5. Carried out uniform finishing based on design specification. 6. Packaged and displayed constructed uniform as 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

### PRODUCE SPORTS WEAR

**UNIT CODE:** **0723 551 42A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce sportswear. It involves planning sports garments construction, developing sports garment patterns, cutting sports garment pieces, assembling sports garments, finishing constructed sports 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 sports garments construction | * 1. ***PPEs*** are selected and used as per workplace 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. ***Sports garment*** designs are analysed as per job specification. |
| * + 1. Develop sports garment patterns | * 1. Sports garment pattern pieces are developed based on job specification.   2. ***Pattern instructions*** are indicated as per job specification.   3. Sports garment pattern pieces are cut as per job specification. |
| * + 1. Cut sports garment pieces | * 1. ***Sports garment pattern pieces*** are laid on fabric as per work requirement.   2. Pattern markings are transferred onto the sports garment pieces as per job specification.   3. Sports garment pieces are cut as per job specification.   4. Sports’ garment pieces are bundled as per ***production system.*** |
| * + 1. Assemble sports garments | * 1. Sports’ garment pieces are constructed as per job specification.   2. Sports’ garment parts are assembled as per job specification.   3. Sports garments are neatened based on work requirement. |
| * + 1. Finish constructed sports garments | * 1. Constructed ***sports garments finishing*** is carried out based on job specification.   2. Constructed sports garmentsare displayed as per work requirements.   3. Constructed sports 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 * Thimble * Closed flat shoes |
| 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**   * Assorted belts, bows and shoes * Assorted buttons * Assorted embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Assorted fabrics * Assorted inter lining * Assorted interfacing * Assorted lace * Assorted lining * Assorted ribbons * Assorted sewing threads * Assorted stiffeners * Assorted underlining |
| 1. Sports garments may include but not limited to: | * Active wear * Athleisure   Gym wear |
| 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. Sports garment pattern pieces may include but not limited to: | * Skirt * Easy fitting bodice * Close fitting bodice * One-piece sleeve * Two-piece sleeve * Over garment * Flat shirt * Trouser |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Sports’ 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:

* 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. Selected and used PPEs as per work requirements. 2. Developed sports garment pattern pieces based on job specification. 3. Cut sports garment pattern pieces as per work requirement. 4. Constructed sports garment pieces as per cutting quality standards. 5. Assembled sports garment parts as per job specification***.*** 6. Carried out sport’s garments finishing based on design specification. 7. Packaged and displayed constructed sports 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

## CATEGORY B

### 

### PRODUCE LINGERIE WEAR

**UNIT CODE:** **0723 551 41A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce lingerie wear. It involves planning lingerie garments construction, developing lingerie garment patterns, cutting lingerie garment pieces, assembling lingerie garments and finishing constructed lingerie 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 lingerie garments construction | * 1. ***PPEs*** are selected and used as per workplace 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. ***Lingerie garment*** designs are analysed as per job specification. |
| 1. Develop lingerie garment patterns | * 1. Lingerie garment pattern pieces are developed based on job specification.   2. ***Pattern instructions*** are indicated as per job specification.   3. Lingerie garment pattern pieces are cut as per job specification. |
| 1. Cut lingerie garment pieces | * 1. ***Lingerie pattern pieces*** are laid on fabric as per work requirement.   2. Pattern markings are transferred onto the lingerie garment pieces as per job specification.   3. Lingerie garment pieces are cut as per job specification.   4. Lingerie’ garment pieces are bundled as per ***production system.*** |
| 1. Assemble lingerie garments | * 1. Lingerie’ garment pieces are constructed as per job specification.   2. Lingerie’ garment parts are assembled as per job specification.   3. Lingerie garments are neatened based on work requirement. |
| 1. Finish constructed lingerie garments | * 1. Constructed ***lingerie garments finishing*** is carried out based on job specification.   2. Constructed lingerie garmentsare displayed as per work requirements.   3. Constructed lingerie 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: | * Apron * Dust coat * Thimble * Low heeled closed shoes |
| 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**   * Assorted belts, bows and shoes * Assorted buttons * Assorted embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Assorted fabrics * Assorted inter lining * Assorted interfacing * Assorted lace * Assorted lining * Assorted ribbons * Assorted sewing threads * Assorted stiffeners * Assorted underlining |
| 1. Lingerie garments may include but not limited to: | * Bustier * Bodysuit * Bralette * Chemise * Corset * Camisole   Garters |
| 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. Lingerie pattern pieces may include but not limited to: | * Sleeves * Cuffs * Yokes * Flounce * Brassiere * Bodice |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Lingerie 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:

* 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. Selected and used PPEs as per workplace requirements. 2. Developed lingerie garment pattern pieces based on job specification. 3. Cut lingerie garment pattern pieces as per work requirement. 4. Constructed lingerie garment pieces as per cutting quality standards. 5. Assembled lingerie garment parts as per job specification***.*** 6. Carried out lingerie garments finishing based on design specification. 7. Packaged constructed lingerie 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |

### PRODUCE OCCASION WEAR

**UNIT CODE:** **0212 551 44A**

**UNIT DESCRIPTION:**

This unit covers competencies required to produce occasion wear. It involves planning occasion garments construction, developing occasion garment patterns, cutting occasion garment pieces, assembling occasion garments and finishing constructed occasion 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 occasion garments construction | * 1. ***PPEs*** are selected and used as per workplace 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. ***Occasion garment*** designs are analysed as per job specification. |
| * + 1. Develop occasion garment patterns | * 1. Occasion garment pattern pieces are developed based on job specification.   2. ***Pattern instructions*** are indicated as per job specification.   3. Occasion garment pattern pieces are cut as per job specification. |
| * + 1. Cut occasion garment pieces | * 1. ***Occasion garment pattern pieces are*** laid on fabric as per work requirement.   2. Pattern markings are transferred onto the occasion garment pieces as per job specification.   3. Occasion garment pieces are cut as per job specification.   4. Occasion garment pieces are bundled as per ***production system.*** |
| * + 1. Assemble occasion garments | * 1. Occasion garment pieces are constructed as per job specification.   2. Occasion garment parts are assembled as per job specification***.***   3. Occasion garments are neatened based on work requirement. |
| * + 1. Finish constructed occasion garments | * 1. Constructed occasion ***garments finishing*** is carried out based on job specification.   2. Constructed occasion garmentsare displayed as per work requirements.   3. Constructed occasion 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: | * Apron * Dust coat * Face mask * Thimble * Low heeled closed shoes |
| 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**   * Assorted belts, bows and shoes * Assorted buttons * Assorted embroidery threads * Beads * Brown papers * Charcoal * Coloured pencils * Crayons * Dress makers pins * Dressmakers tracing paper * Elastic   **Supplies**   * Assorted fabrics * Assorted inter lining * Assorted interfacing * Assorted lace * Assorted lining * Assorted ribbons * Assorted sewing threads * Assorted stiffeners * Assorted underlining |
| 1. Occasion garments may include but not limited to: | * Bridal wear * Red carpet wear * Evening wear * Cocktail party * Engagement party wear * Baby shower garments * Corporate party garments   Graduation gowns |
| 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. Occasion 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 * Shirt * Jacket * Coat |
| 1. Production systems may include but not limited to: | * Make through/whole garment * Line * Group/batch |
| 1. Occasion 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:

* 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. Selected and used PPEs as per workplace requirements. 2. Developed occasion garment pattern pieces based on job specification. 3. Cut occasion garment pattern pieces as per work requirement. 4. Constructed occasion garment pieces as per cutting quality standards. 5. Assembled occasion garment parts as per job specification***.*** 6. Carried out occasion garments finishing based on design specification. 7. Packaged and displayed occasion 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. Portfolio of evidence 4. Third party evidence 5. Written assessment 6. Oral assessment |
| 1. Context of assessment | Competency may be assessed in;   * 1. A Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace job role is recommended. |