

**Learner Unit Achievement Checklist**

**BIIAB Award in Fashion and Textiles (Sewing and Textiles) at SCQF Level 4**

**R865 04**

###### BIIAB Award in Fashion and Textiles (Sewing and Textiles) at SCQF Level 4

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**UV07 04 Design Principles in the Fashion and Textiles Industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Explain the function of colour in design |  |  |  |  |
| **3.1** Explain the importance of the historical development of design, present developments and future trends**3.2** Discuss what source material to use within own work |  |  |  |  |
| **4.1** Follow a design brief**4.2** Carry out a range of design exercises: * line
* form
* balance
* proportion
* texture
 |  |  |  |  |
| **5.1** Present drawings, source material and written information to a given brief in a concise and readable manner |  |  |  |  |

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**UV08 04 Soft Furnishing**

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| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Use a straight stitch sewing machine |  |  |  |  |
| **3.1** Measure and record the exact size required for various curtains and cushions**3.2** Calculate the amount of fabric required and cost the items**3.3** Demonstrate awareness of pattern matching and pattern repeat |  |  |  |  |
| **4.1** Mark out, cut and sew a pair of unlined curtains**4.2** Demonstrate methods of attaching curtain headings |  |  |  |  |
| **5.1** Demonstrate decorative techniques used on a cushion |  |  |  |  |
| **6.1** Create a pattern for a cushion showing awareness of alternative cushion closures**6.2** Produce samples of two edge finishes to cushions |  |  |  |  |
| **7.1** Produce a cushion demonstrating* appropriate closure
* decorative technique
* edge finish
 |  |  |  |  |

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**UV09 04 Surface Patterning**

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| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Carry out basic print techniques**2.2** Carry out simple dyeing techniques |  |  |  |  |
| **3.1** Describe modern print processes in industry**3.2** Describe modern dyeing processes in industry |  |  |  |  |
| **4.1** Use basic hand stitches**4.2** Use a sewing machine to produce embroidered effects |  |  |  |  |
| **5.1** Produce and transfer a design and use to decorate a finished article using at least two different media |  |  |  |  |

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**UV10 04 Garment Construction (Industrial)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Demonstrate how to position, handle and sew together cut parts to a specified quality standard |  |  |  |  |
| **3.1** Operate industrial sewing machinery to produce a minimum of six samples in woven and knitted fabrics, for example: * overlock seam
* flat seam
* buttonhole
* zip insertion
* hems
* reinforced seam
 |  |  |  |  |
| **4.1** Identify suitable threads and needles for sewing various fabrics |  |  |  |  |
| **5.1** Explain what the faults are with a stitched garment**5.2** Indicate what action is to be taken to correct the faults |  |  |  |  |
| **6.1** Demonstrate the basic principles of top-pressing and under-pressing |  |  |  |  |
| **7.1** Produce two simple pre-cut garments from a making specification sheet and working drawing: * a simple skirt with a waistband/facing and a zip
* a garment with inserted sleeves

**7.2** Use appropriate interfacing |  |  |  |  |

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**UV11 04 Pattern Construction**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Demonstrate how to measure the body and record the measurements accurately |  |  |  |  |
| **3.1** Relate 2-dimensional patterns to the 3-dimensional figure |  |  |  |  |
| **4.1** Describe key pattern cutting techniques and their applications in garment construction |  |  |  |  |
| **5.1** Use standard blocks to make three simple adaptations for each of the following: * skirts
* bodices
* sleeves
* collars
 |  |  |  |  |
| **6.1** Choose one adaptation and take it through to a finished pattern in full scale**6.2** Present a pattern with appropriate markings and information |  |  |  |  |
| **7.1** Produce an economical lay plan |  |  |  |  |

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**UV12 04 Garment Construction (Craft)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Identify suitable threads for sewing fabrics**2.2** Identify suitable needle size for sewing fabrics |  |  |  |  |
| **3.1** Recognise stitching faults**3.2** Correct a fault to achieve a good stitch |  |  |  |  |
| **4.1** Stitch sample seams to select the correct one**4.2** Produce sample hem finishes to aid selection |  |  |  |  |
| **5.1** Demonstrate under pressing**5.2** Demonstrate top pressing |  |  |  |  |
| **6.1** Select patterns for chosen garments**6.2** Choose appropriate fabric for each garment |  |  |  |  |
| **7.1** Prepare a pattern**7.2** Prepare a fabric**7.3** Lay a pattern on fabric economically**7.4** Cut out to given shapes |  |  |  |  |
| **8.1** Position, handle and tack together cut parts to a high standard**8.2** Use a sewing machine to construct garments**8.3** Demonstrate use of hand stitching |  |  |  |  |
| **9.1** Demonstrate trying on garments**9.2** Adjust garments for a good fit |  |  |  |  |
| **10.1** Complete top pressing**10.2** Demonstrate the removal of tackings**10.3** Demonstrate attaching any fasteners |  |  |  |  |

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**UV13 04 Upholstery**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Identify and name materials, and, where applicable, components used in upholstering a chair or stool |  |  |  |  |
| **3.1** Measure fabrics to specified dimensions**3.2** Cut materials to specified dimensions |  |  |  |  |
| **4.1** Demonstrate how to web a frame**4.2** Demonstrate how to canvas a frame |  |  |  |  |
| **5.1** Demonstrate covering an item within agreed tolerances either in vinyl or fabric using staples, adhesive and stitching |  |  |  |  |

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**UV14 04 Soft Toy Making**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Demonstrate competence in positioning, handling and the sewing together of cut parts to a specified quality standard |  |  |  |  |
| **3.1** Identify various threads and needles required in tacking and stitching**3.2** Use various threads and needles required in tacking and stitching |  |  |  |  |
| **4.1** Identify appropriate materials for: * making soft toys
* eyes, nose, mouth and ears
* fillings
 |  |  |  |  |
| **5.1** Produce a soft toy from a pre-designed pattern selecting and using appropriate materials |  |  |  |  |

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**UV15 04 Industrial Sewing Operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Use a lock stitch machine to produce: * straight lines
* slow curves
* simple lines on single fabric
* seams using double fabric
* straight hem
* twin stitch seam

**2.2** Use appropriate stitch tension and formation to achieve a quality finish |  |  |  |  |
| **3.1** Use an overlocker to produce: * straight lines
* curves
* joints of two pieces of fabric
* a variety of shapes

**3.2** Describe how to adjust an overlocked stitch if it is too tight or too loose**3.3** Use appropriate stitch tension and formation to achieve a satisfactory finish |  |  |  |  |

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**UV16 04 Inspection of Finished Sewn Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Explain where and from whom goods are received for inspection**2.2** Identify the main stages of the inspection process**2.3** List the tools, machinery and methods used to quality control a garment**2.4** Explain what happens to an item after inspection in the following circumstances: * having passed quality control
* failed quality control

**2.5** Identify the relevant documents used in the inspection process |  |  |  |  |
| **3.1** Inspect a finished sewn product following the main stages of the inspection process**3.2** Use appropriate tools and equipment to correctly carry out your inspection**3.3** Complete relevant documents correctly**3.4** Demonstrate feeding back information to relevant people**3.5** Demonstrate passing on inspected products as appropriate |  |  |  |  |

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**UV17 04 Using Industrial Sewing Machinery**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Identify the main parts of a flatbed straight stitch machine**2.2** Identify the main parts of an overlocker |  |  |  |  |
| **3.1** Demonstrate threading a machine correctly**3.2** Demonstrate winding and positioning a bobbin on a machine correctly**3.3** Check the tension on a machine and adjust as necessary**3.4** Demonstrate the following sewing tests on a straight stitch machine: * straight lines
* spirals
* curves
* boxes
 |  |  |  |  |
| **4.1** Use scissors correctly to safely cut fabric marked on a lay**4.2** Use snips to clean a sewn item correctly and safely |  |  |  |  |
| **5.1** Demonstrate the checking of oil levels**5.2** Demonstrate removing, replacing and discarding of machine needles**5.3** Clean and replace a bobbin case**5.4** Clean machinery and equipment using correct procedure |  |  |  |  |
| **6.1** Demonstrate threading 3, 4 and 5 thread overlockers correctly**6.2** Demonstrate threading a Baby overlocker correctly**6.3** Demonstrate adjusting tension for lockers**6.4** Demonstrate overlocking the following: * straight edge
* curved edge
 |  |  |  |  |

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**UV18 04 Fabric Inspection**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** List the main properties of: * natural fabrics
* man-made fabrics

**2.2** Identify common faults for both natural and man-made fabrics**2.3** Describe a critical and non-critical fabric fault**2.4** Propose a solution for a critical and non-critical fabric fault**2.5** List the appropriate equipment needed to identify shading and colour continuity |  |  |  |  |
| **3.1** Organise own work area, equipment and tools ensuring that they are free from lubricants and debris**3.2** Inspect the fabric in accordance with organisation’s rules, codes, guidelines and standards**3.3** Explain types of faults which may occur, how they are identified and how they should be dealt with**3.4** State why it is important to record details of faults and the potential consequences of not recording them**3.5** Complete the relevant paperwork and attach a fabric swatch for reference |  |  |  |  |

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**UV19 04 Fabric laying**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Explain the characteristics of a range of knitted fabrics**2.2** Explain the characteristics of a range of woven fabrics**2.3** Identify fabrics that require special attention when lay planning**2.4** List the paperwork needed for lay planning |  |  |  |  |
| **3.1** Describe the roles within a team laying fabric manually**3.2** Describe the lay planning process: * manual
* CAD/CAM

**3.3** Select the correct lay plan for: **3.4** Explain how to ‘Mark in’**3.5** Demonstrate how to ‘Mark in’ ensuring the correct positioning and placing of patterns for economic use of material**3.6** Demonstrate how to manually lay-up fabric within tolerance in accordance with organisational rules, codes, guidelines and standards**3.7** Identify acceptable material faults and mark for future identification |  |  |  |  |

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**UV20 04 Principles of Fabric Cutting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Check that the work area, equipment and tools are free from lubricants and debris**2.2** Check and confirm fabrics, components and lay plan meet the specification**2.3** Demonstrate relaxing of the fabric**2.4** Explain why relaxing of the fabric is important**2.5** Calculate length of lay, depth of lay and cutting size and ratios**2.6** List the paperwork needed for cutting |  |  |  |  |
| **3.1** Select the correct cutting tools**3.2** Explain how to cut safely with scissors**3.3** Explain how to cut safely with: * straight knife
* handheld rotary knife
* CAD/CAM

**3.4** Identify faulty equipment and actions to be taken within the limits of own responsibility |  |  |  |  |
| **4.1** Explain why the bundle production system is used**4.2** Organise bundles: * by size for machinists
* by components for machinists
 |  |  |  |  |

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**UV21 04 Hand Pressing and Sewn Products**

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| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Ensure that equipment and operating surfaces are clean and free of contamination**2.2** Identify the correct temperature, pressure and steam to be used for a range of: * natural fabrics
* man-made fabrics

**2.3** Define an equipment fault and how it should be dealt with safely**2.4** Describe how to maintain pressing equipment |  |  |  |  |
| **3.1** Identify appropriate equipment for a garment to be pressed to achieve specified results using: * dry iron
* steam iron

**3.2** Compare test pressing to the specification: * shine
* stretch
* shrinkage
* fabric reaction

**3.3** Explain why it is important to check a product against a specification |  |  |  |  |
| **4.1** Demonstrate the basic principles of top-pressing and under-pressing |  |  |  |  |
| **5.1** Inspect a pressed garment in accordance with organisational rules, codes, guidelines and standards**5.2** Explain why performing quality checks in the pressing area can contribute to production targets |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV22 04 Introduction to Finishing Procedures for Sewn Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Identify what actions should be taken for: * puckered or distorted seam
* skipped stitches and loose threads

**2.2** Explain the differences in the Quality Control guidelines between the following: * critical fault
* non-critical fault
 |  |  |  |  |
| **3.1** Explain what AQL (acceptable quality level) is for two different clients**3.2** List the minimum requirements for inspection of a product for two different clients**3.3** Explain the tolerance allowance percentage for two different clients for: * minor fault
* major fault
* critical fault

**3.4** List the quality inspection checklist for two different clients and use the correct documents for recording |  |  |  |  |
| **4.1** Inspect one adult and one child product and carry out critical measurement against the size chart**4.2** Use and complete the correct documents in accordance with organisational procedures**4.3** Explain how information would be passed on to the appropriate person following inspection |  |  |  |  |
| **5.1** Describe the correct method of setting up pressing equipment relative to three different garments**5.2** Identify what constitutes a well pressed garment/s**5.3** Explain why the garment/s are to be hung up after pressing |  |  |  |  |
| **6.1** List the different types of packing/storage systems and reasons for their usages**6.2** Explain the final delivery instructions of garments from manufacturers to the client’s warehouse |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV23 04 Quality Control of a Sewn Products**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Describe where and from whom goods are received for inspection**2.2** Participate in the pre-production process**2.3** Identify the main stages of the inspection listing the tool, machinery used to quality control a garment for: * top of the lay
* in work checks

**2.4** Identify the relevant documents used in the inspection process for: * top of the lay
* in work checks
 |  |  |  |  |
| **3.1** Inspect a finished sewn product following the main stages of inspection process, identifying: * minor faults
* major faults
* critical faults

**3.2** Explain why performing inspection checks can contribute to production targets**3.3** Complete relevant documents correctly and generate a M.D.A (merchandise delivery authorisation)**3.4** Outline methods to report inspection findings to the appropriate person |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV24 04 Industrial Apparel Machine Maintenance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Name and select the necessary tools, equipment, component and component parts for: * a flatbed machine
* a 3 thread overlocker
* a 4 thread overlocker
* a 5 thread overlocker
* cover stitch machine
* felling machine

**2.2** List and select the cleaning substances and lubricants to be used |  |  |  |  |
| **3.1** Organise the work area so it is free from obstruction**3.2** Locate the isolator switch**3.3** Check the overhead cable**3.4** Carry out a test run to identify problems**3.5** Demonstrate how to remove and reattach the needle and presser foot**3.6** Demonstrate how to clean a machine and produce a flow chart of the processes used**3.7** Explain a broken needle policy, identifying the procedures**3.8** Demonstrate the replacement of a broken needle, completing organisation reporting procedures**3.9** Check oil levels on a flatbed machine and maintain the correct level**3.10** Show how to drain and replace oil on a flatbed machine |  |  |  |  |
| **4.1** Organise the work area so it is free from contamination**4.2** Dismantle, replace and re-assemble specific parts following manufacturers’ instructions**4.3** Demonstrate how to replace a bobbin and threader**4.4** Demonstrate how to adjust the tension and settings for a specific fabric**4.5** Complete a final test run**4.6** Demonstrate how to store all tools, equipment, materials and chemicals safely**4.7** Complete a report card accurately |  |  |  |  |
| **5.1** Outline methods to report inspection findings to the appropriate person |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV25 04 Health and Safety in a Workshop**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify a minimum of two potential risks and hazards**1.2** Explain the potential harm that can be caused by risks and hazards**1.3** Explain ways to reduce risks and hazards**1.4** Identify safety signs that are to be used to restrict hazards |  |  |  |  |
| **2.1** Describe the function of PPE required**2.2** Explain why safe working practice is essential**2.3** Describe the action to be taken if faulty or damaged equipment is found |  |  |  |  |
| **3.1** Demonstrate the correct use of PPE**3.2** Demonstrate correct manual handling techniques**3.3** Demonstrate safe use of access equipment |  |  |  |  |
| **4.1** Identify the key aspects of Health and Safety legislation in a workshop**4.2** List the main health and safety responsibilities of employees**4.3** List the main health and safety responsibilities of employers |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV26 04 Introduction to Footwear**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Outline a brief of the history of footwear**2.2** Explain the purposes of footwear |  |  |  |  |
| **3.1** Describe the basic structure and function of the foot* **3.2** Outline the basic materials involved in footwear construction:
* Skins Leather, Suede, Nubuck
* Natural materials Cotton, Linen, etc
* Manmade materials Vinyl, Rubber etc
* Toe puffs, stiffeners, insoles, shanks
 |  |  |  |  |
| **4.1** Explain sizing in the UK and EU**4.2** Explain the basic principles of taking measurements |  |  |  |  |
| **5.1** Outline footwear manufacture techniques: * Skiving
* Closing
* Lasting
* Attaching the sole
* Finishing the footwear
* Quality
 |  |  |  |  |
| **6.1** Design a slipper or shoe**6.2** Explain what a product specification is and its purpose**6.3** Create a prototype of a slipper or shoe |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV27 04 Fabric Care**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify three types of different stains **1.2** Describe the methods to remove identified stains**1.3** Explain the consequences of using incorrect stain removal techniques on stains |  |  |  |  |
| **2.1** Explain the differences between manmade fibres and natural fibres**2.2** Identify two manmade and two natural fibres**2.3** Identify garments commonly produced using the fabric created from each fibre type identified |  |  |  |  |
| **3.1** Explain why it is important to understand care labels**3.2** Identify common symbols that are found on care labels and their meaning**3.3** Explain the consequences of not following the wash label correctly |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV28 04 Sorting Fabrics**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** List three risks associated with the sorting process and PPE needed**1.2** Describe the procedure you would follow if you found any risks**1.3** Explain the consequences of not following the correct safety procedures |  |  |  |  |
| **2.1** List three factors you would sort fabrics on**2.2** Describe the procedure to be followed if you identify damaged items**2.3** Explain the importance of the weight of a washing load**2.4** Explain the consequences if correct sorting procedures are not followed |  |  |  |  |
| **3.1** List three types of equipment used in the sorting process**3.2** Explain the importance of reporting faulty equipment**3.3** Explain who to contact for equipment failure |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV29 04 Health and Safety in a Textile Manufacturing Business**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify potential risks and hazards associated with a textile production facility**1.2** Describe the harm that can be caused by risks and hazards**1.3** Describe ways to reduce risks and hazards**1.4** Identify safety signs that should be used to reduce hazards |  |  |  |  |
| **2.1** Describe the function of PPE required in a mill or factory**2.2** Describe the safe working practices and why they are essential in the workplace**2.3** Describe the action to be taken if faulty or damaged equipment is found |  |  |  |  |
| **3.1** Demonstrate the correct use of PPE**3.2** Demonstrate correct manual handling techniques**3.3** Demonstrate safe use of tools, equipment and machinery |  |  |  |  |
| **4.1** Identify the key aspects of Health and Safety legislation in the workplace**4.2** List the main health and safety responsibilities of employees**4.3** List the main health and safety responsibilities of employers |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV30 04 Manufacturing Processes in Textile Production**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow work instructions, understanding how to carry out basic processes**1.2** Use equipment safely in line with safe operating procedures |  |  |  |  |
| **2.1** Identify the main parts of a piece of textile manufacturing equipment**2.2** Outline the key components of manufacturing and the types of machinery used in production |  |  |  |  |
| **3.1** Demonstrate working with others to plan and prepare machines for production**3.2** Undertake pre-production machinery checks**3.3** Demonstrate working with others to load and unload machines in line with appropriate work expectations |  |  |  |  |
| **4.1** Demonstrate how to clean down machines prior to production**4.2** Explain how to check and complete maintenance records**4.3** Carry out scheduled maintenance in line with operating procedures and work instructions |  |  |  |  |

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**UV31 04 Inspection and Quality Checks in Textile Production**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a textile laboratory, quality control area or testing and inspection space**1.2** Use inspection and testing equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** List the main properties of natural and man-made fibres, yarns and fabrics**2.2** Identify common faults that occur during textile production**2.3** Describe the differences between critical and non-critical faults**2.4** Recognise the documentary evidence to be completed when identifying faults |  |  |  |  |
| **3.1** Prepare and appropriately maintain the work area for testing**3.2** Inspect the textile product in accordance with organisation’s rules, codes, guidelines and standards**3.3** Explain types of faults that could occur**3.4** Outline how faults are identified and handled**3.5** Explain how records of faults are maintained |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV32 04 Laundering Items**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** List the four parameters that impact the wash cycle**1.2** Explain how each parameter is controlled by the operative or machine programme**1.3** Explain the main consequences of inaccurate: * Temperature
* Chemistry
* Time
* Mechanical Action
 |  |  |  |  |
| **2.1** Explain the process of receiving items after sorting**2.2** Demonstrate how to make accurate size loads from the pre-sorted items**2.3** Demonstrate working with others to prioritise loads for washing**2.4** Carry out checks on machine inputs to make sure that they are at appropriate levels: * Power
* Water
* Detergents
 |  |  |  |  |
| **3.1** Demonstrate how to load a machine using correct manual handling methods**3.2** Explain how to check a machine is ready for operation**3.3** Demonstrate selecting the correct wash programme for the load**3.4** Demonstrate running a wash cycle on the machine**3.5** Demonstrate how to unload a machine using the correct manual handling methods**3.6** Progress the washed load on to the next process**3.7** Explain the emergency shut down procedure of a machine |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV33 04 Drying Times**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Name three different drying methods**1.2** Describe the main benefits and drawbacks of each drying method**1.3** Explain the main consequences of using the wrong drying method on a fabric or garment |  |  |  |  |
| **2.1** Identify three items suitable for tumble drying**2.2** Identify three items suitable for hang/line drying**2.3** Identify three items which must be lay flat dried |  |  |  |  |
| **3.1** Demonstrate how to hang laundered items and confirm when they are dry**3.2** Demonstrate how to lay flat laundered items and confirm when they are dry |  |  |  |  |
| **4.1** Perform machine pre-checks**4.2** Prepare appropriate load to be tumble dried**4.3** Explain what is meant by the term ‘appropriate load’ when loading a machine**4.4** Select appropriate drying programme/parameters on a machine**4.5** Demonstrate unloading items from a machine after drying has been completed |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV34 04 Inspecting Returned Items**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify where returned items will come from**1.2** Outline ways to receipt items in accordance with company procedures**1.3** Explain ways to keep the work area clean and tidy while processing returned items**1.4** Identify where items will move to once the returned item has been accepted |  |  |  |  |
| **2.1** Identify three different types of stains or contaminants that can be removed from items without laundry/dry cleaning**2.2** Remove stains from items using the appropriate method |  |  |  |  |
| **3.1** Carry out an inspection on three items for faults in line with the company standard**3.2** Record identified faults in line with company procedures**3.3** Demonstrate ways to move faulty items to the appropriate location for ongoing processing |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV35 04 Introduction to Leather**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Outline differences between vegetable and chrome tanned leather**1.2** Describe the types of animal skins commonly tanned and used in leather production**1.3** Provide examples of how different types of leather may be used |  |  |  |  |
| **2.1** Provide examples of why leather can be considered a sustainable material**2.2** Outline key ethical issues and arguments around leather |  |  |  |  |
| **3.1** Describe the difference between the tanning and currying processes |  |  |  |  |
| **4.1** Describe how leather should be: * Inspected (e.g., for blemishes and flaws)
* Stored
* Treated before use
* Treated and stored once in use
 |  |  |  |  |
| **5.1** Provide examples of career and educational pathways in one or more sectors of interest |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV36 04 Leather Preparation Skills**

|  |  |  |  |  |
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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** List tools which may be found in a basic leatherworking tool kit**2.2** Describe a safe working environment**2.3** Select and demonstrate the safe use of tools suitable for key skills**2.4** Give examples of reasons for why tools must be properly used and maintained**2.5** Describe how to maintain, tune/sharpen a given tool |  |  |  |  |
| **3.1** Demonstrate how to safely skive a strip of leather**3.2** Demonstrate how to finish the edges of the leather strip |  |  |  |  |
| **4.1** Identify and describe these methods of seaming * Straight stitch
* Top stitch
* Double stitch
* Cross stitch

**4.2** Explain when each method may be used |  |  |  |  |

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| **TUTOR COMMENTS:****Name: Signature: Date:**  |

If chosen for sampling, Internal/External Moderators must complete the following:

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| INTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |
| EXTERNAL MODERATOR COMMENTS:**Name: Signature: Date:**  |

Please ensure these forms are copied and distributed to each learner.

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**UV37 04 Bond and Stitch Leather**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the safe working practices that must be followed in a workroom**1.2** Use workroom equipment safely and in line with appropriate instructions |  |  |  |  |
| **2.1** Recognise a straightforward product specification**2.2** Demonstrate marking a pattern using an existing template and understand how and why to reduce waste**2.3** Show how to safely cut: * A strip of leather
* A component part with one curved edge
* Soft leather to a pattern
 |  |  |  |  |
| **3.1** Prepare the leather for stitching by: * Showing the safe use of the pricking iron, mallet, and stitching awl
* Explaining the choice of needle and thread for materials

**3.2** Demonstrate safe hand stitching using a clam or stitching pony, including how to: * Fold, glue, and bond
* Secure stitching
* Carry out a quality assessment of work

**3.3** Explain consequences of faulty stitching |  |  |  |  |
| **4.1** Identify different types of leather and material in a given leather item**4.2** Explain the properties of each material and how it functions as part of the whole**4.3** Explain key methods of combining leathers**4.4** Produce one sample piece each from two of the listed processes below to demonstrate combination of materials to a specified quality standard: * Lining
* Piping
* Reinforcing
* Padding
 |  |  |  |  |
| **5.1** Identify faults that can be found in a quality inspection**5.2** Describe methods to correct the faults**5.3** State the consequences of failing to correct the faults |  |  |  |  |
| **6.1** Describe suitable methods of bonding or fastening leather for a given leather item**6.2** Describe suitable fixtures and fittings for a given leather item |  |  |  |  |

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