

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**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**

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| 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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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.

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

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