



COMPETENCY STANDARD

SEWING MACHINE OPERATION LEVEL-I

GARMENTS SECTOR



In collaboration with



NGO FORUM
FOR PUBLIC HEALTH



In partnership with

Canada

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Foreword

UN High Commissioner for Refugees (UNHCR), in collaboration with International Organization for Migration (IOM), BRAC, Center for Natural Resource Studies (CNRS), and NGO Forum for Public Health, is implementing a skills development project as part of a joint Initiative by International Labour Organization (ILO), UNHCR and BRAC with financial support from Global Affairs Canada (GAC) in the refugee camps of Cox's Bazar and on Bhasan Char.

The project has a target to reach a total of 8,000 refugee youth (18-24) participants for accredited vocational skills training which will be selected across the camps considering the demand of the refugee youths and labour market needs of Rakhine state of Myanmar so that the acquired skills can be utilised after their repatriation. To assess the skills needs of the refugee youths, UNHCR, in collaboration with UCEP Bangladesh, a national pioneer organisation in the vocational skills sector in Bangladesh, commissioned a Skills Needs Assessment in all refugee camps in Cox's Bazar and on Bhasan Char. In alignment with the Skills Needs Assessment findings and commitment, the project developed Competency Standards by adopting Myanmar National Qualification Framework (MNQF) or ASEAN Qualification Reference Framework (AQRF).

Following the requirement of the Myanmar National Qualification Framework (MNQF) or ASEAN Qualification Framework (AQRF), analysing the context of the camps, compatible aptitude and utilisation opportunities for the refugee youth and their educational qualifications, the pool of TVET experts of UCEP Bangladesh has developed course outline of the following ten occupations. Consequently, those ten course outlines have been translated into Competency Standards.

1. Sewing Machine Operation
2. Community Health Worker
3. Concreter
4. Small Engine Mechanic
5. Caregiving
6. Solar (PV) System Installation and Maintenance
7. Electrician (Building)
8. Plumbing
9. Agricultural Crops Production
10. Bakery and Pastry Staff

The following Competency Standard for **Sewing Machine Operation Level-I** is adapted from the "Training Regulations - Tailoring NC II –Garments Sector" developed by the Technical Education and Skill Development Authority of Philippine. Competency standards are benchmarks defining the skills, knowledge and attributes people need to perform a work role.

Qualification Framework Description (Certification System)

To attain the Sewing Machine Operation Level-I, the candidate must demonstrate competence through assessment covering all the units listed in Section 1. Successful candidates shall be awarded a Certificate of Participation issued jointly by UNHCR and ILO. The qualification of Sewing Machine Operation Level-I may be attained through the accumulation of Certificates of Competency (COCs) in the following areas:

1. Draft and Cut Pattern for Casual Apparel
2. Prepare and Cutting Materials for Casual Apparel
3. Sew Casual Apparel
4. Apply Finishing Touches on Casual Apparel

Successful candidates shall be awarded a Certificate of Participation. Accumulating and submitting all COCs acquired for the relevant units of competency comprising a qualification, an individual shall be issued a Certificate of Participation jointly by UNHCR and ILO to demonstrate the accumulated competencies. The Certificate of Participation may help the person attain the Recognition of Prior Learning (RPL) test in the country of origin or any other third country. Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

General Guidelines for the Assessment

In general, for the competency standard

Method of Assessment:	<ol style="list-style-type: none">1. Interviews/questioning2. Observation3. Demonstration4. Oral/written examination
Context of Assessment:	<ol style="list-style-type: none">1. Training is delivered from camp-based non-registered training centre2. Training materials and the curriculum modules are adopted from MNQF or AQRF3. Training programs are endorsed by the <i>Government of Bangladesh – United Nations Framework on Skills Development for Rohingya Refugee/FDMNs and Host Communities</i>
Information about development and characteristics of the Standard	<p>Course Title: Sewing Machine Operation Level: I Nominal Training Duration: 360 Hours</p> <p>This course is designed to enhance the knowledge, desirable skills, and attitudes of Sewing Machine Operation Level-I in accordance with industry standards. It covers Basic, Common, and Core Competencies.</p>

Course Structure

Sewing Machine Operation Level-I

Code	Unit of Competencies	Total Guided Hours		
		Th.	Pr.	Total
Basic Competencies (2 UoCs Required)				
ISEC-RMG-SMO-01-B	Receive and respond to workplace communication	06	14	20
ISEC-RMG-SMO-02-B	Follow basic housekeeping procedures	08	22	30
Total in Basic Competencies		14	36	50
Industry Competencies (5 UoCs Required)				
ISEC-RMG-SMO-01-I	Carry out Measurements and Calculations	04	16	20
ISEC-RMG-SMO-02-I	Set-up and Operating Machines	06	24	30
ISEC-RMG-SMO-03-I	Perform Basic Maintenance	06	14	20
ISEC-RMG-SMO-04-I	Apply Quality Standards	06	14	20
ISEC-RMG-SMO-05-I	Use Hand and Power Tools for Garment Sector	06	14	20
Total in Industry Competencies		28	82	110
Technical Competencies (4 UoCs Required)				
ISEC-RMG-SMO-01-T	Draft and Cut Pattern for Casual Apparel	10	60	70
ISEC-RMG-SMO-02-T	Prepare and Cutting Materials for Casual Apparel	06	34	40
ISEC-RMG-SMO-03-T	Sew Casual Apparel	08	52	60
ISEC-RMG-SMO-04-T	Apply Finishing Touches on Casual Apparel	06	24	30
Total in Technical Competencies		30	170	200
Total Nominal Hours		72	288	360

BASIC COMPETENCIES

- UNIT OF COMPETENCY** : **Receive and respond to workplace communication**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Follow routine verbal messages	1.1 Information is gathered by listening attentively and correctly. 1.2 Instructions/information are recorded accurately. 1.3 Instructions are acted immediately in accordance with the information received. 1.4 Clarification from the workplace supervisor on all occasions are sought when any instruction/information is not clear.
2. Perform workplace duties following written notices	2.1 <i>Written notices and instructions are read</i> and interpreted accurately in accordance with <i>organizational guidelines</i> . 2.2 Routine written instructions are followed in sequence as per the guidelines. 2.3 Feedback is provided to the workplace supervisor based on the instructions/information received.

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RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Written notices and instructions	1.1. Handwritten and printed material 1.2. Internal memos 1.3. External communications 1.4. Briefing notes 1.5. General correspondence 1.6. Marketing materials 1.7. Journal articles
2. Organizational Guidelines	2.1 Information documentation procedures 2.2 Company policies and procedures 2.3 Organization manuals 2.4 Service manual

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Knowledge of organizational policies/guidelines in regard to processing internal/external information • Ethical work practices in handling communications • Communication process 	1. Conciseness in receiving and clarifying messages/information/communication 2. Accuracy in recording messages/information
Required major tools and equipment for the UoC: <ol style="list-style-type: none"> 1. Pens 2. Note pads 	

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UNIT OF COMPETENCY : **Follow basic housekeeping procedures**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 Unnecessary items are removed and disposed of in accordance with company or office procedures
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor
5. Follow occupational health, safety and environmental requirements	5.1 Work is performed as per instruction 5.2 Company and office decorum are followed and complied with 5.3 Work is performed in accordance with occupational health and safety (OHS) requirements

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RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Unnecessary items	1.1. Non-recyclable materials 1.2. Unserviceable tools and equipment 1.3. Pictures, posters and other materials not related to work activity 1.4. Waste materials
2. Identification marks	2.1. Labels 2.2. Tags 2.3. Colour coding
3. Decorum	3.1. Company/ office rules and regulations 3.2. Company/ office uniform 3.3. Behaviour
4. Minor repair	4.1. Replacement of parts 4.2. Application of lubricants 4.3. Sharpening of tools 4.4. Tightening of nuts, bolts and screws

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Principles of 5S • Work process and procedures • Safety signs and symbols • General OHS principles and legislation • Environmental requirements relative to work safety • Accident/Hazard reporting procedures 	<ol style="list-style-type: none"> 1. Basic communication skills 2. Interpersonal skills 3. Reading skills required to interpret instructions 4. Reporting/recording accidents and potential hazards
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Pens 2. Note pads 3. Marker 4. Colour pens 	

INDUSTRY COMPETENCIES

- UNIT OF COMPETENCY** : **Carry out Measurements and Calculations**
UNIT DESCRIPTOR : This unit covers the knowledge and skills required in taking accurate measurements of the client and calculating/estimating the materials, requirements cost.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Obtain measurements	1.1 Measurements are obtained to job instructions using <i>measuring devices</i> 1.2 <i>Type of measurement</i> to be used is identified
2. Perform simple calculations	2.1 <i>Simple calculations</i> are carried out based on the requirements of the situation 2.2 Correctness of calculations verified based on production requirements
3. Estimate approximate quantities	3.1 Measurements or quantities are estimated on job requirements 3.2 <i>Measurements</i> are identified/recorded without error 3.3 Quantities of materials suitable for work undertaken are calculated and recorded according to job instructions 3.4 Costs for simple project are estimated to within + or 10%.

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Measuring device	1.1. Tape measure 1.2. Meter stick
2. Type of measurement	2.1. English system 2.2. Metric system
3. Four fundamental operations	3.1. Addition 3.2. Subtraction 3.3. Multiplication 3.4. Division
4. Points of measurement for different types of garments	4.1. Casual 4.2. Formal 4.3. High fashion

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Drawings and specifications • Materials relevant to the construction processes • Basic operation in measurement and calculations • Costing relative to the construction process 	<ol style="list-style-type: none"> 1. Read and interpret drawings 2. Measure and calculate manually 3. Record measurement 4. Operate electronic calculating devices 5. Communicate effectively
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment may take place 2. Materials relevant to the proposed activity or task 	

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UNIT OF COMPETENCY : **Set Up and Operate Machine/s**
UNIT DESCRIPTOR : This unit covers the knowledge and skills required in setting up and operating machines.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Set machines	1.1 Product specifications are interpreted in relation to machine setting requirements 1.2 Type of sewing machine to be set up is identified in accordance with the job requirement 1.3 Machine is set in accordance with product specifications, machine manufacturer's instructions and company procedures.
2. Conduct sample run	2.1 Materials to be used for sampling are obtained 2.2 Machine is operated in accordance with manufacturer's and company instructions to produce a specified sample
3. Test machine output	3.1 Machine outputs are tested or organized in accordance with company procedures to ensure required standards of quality are met
4. Re-adjust machine setting to meet requirements	4.1 Test results are interpreted to determine adjustment requirements 4.2 Adjustment changes are assessed in accordance with product and machine specifications 4.3 Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures
5. Maintain Records	5.1 Records are maintained and reports prepared in accordance with the company procedures

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RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Type of Machines used	1.1. Single needle lockstitch machine 1.2. Double needles lockstitch machine (optional) 1.3. Four threads overlock machine 1.4. Flatlock machine
2. Machine output	2.1. Product sample 2.2. Service samples 2.3. Machine operation

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Setting up and adjustment requirements for the range of machines and equipment used • Quality requirements • Machine manufacturer’s specifications • Safety and environmental aspects of relevant company activities • Workplace procedures and reporting processes • Relevant OHS legislation and codes of practice 	<ol style="list-style-type: none"> 1. Set and operate machines 2. Test and analyse samples 3. Apply all relevant safety practices when working in the industry 4. Communicate effectively with individuals, work groups and supervisors 5. Maintain records and document and transfer information 6. Interpret and carry out established procedures
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Single needle lockstitch machine 2. Double needles lockstitch machine (optional) 3. Four threads overlock machine 4. Flatlock machine 	

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- UNIT OF COMPETENCY** : **Perform Basic Maintenance**
UNIT DESCRIPTOR : This unit covers the knowledge and skills required in performing minor maintenance of the machines used by dressmaker/tailor.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Operate machine and assess its performance	1.1 Machine is started and stopped in accordance with manufacturers and enterprise requirements 1.2 Machine operation is monitored to ensure that correct procedures are assessed, and product meets quality standards 1.3 Problem with machine is identified and reported in accordance with company procedures
2. Clean and lubricate machine	2.1 Machine is cleaned and lubricated in accordance with workplace requirements and manufacturer's cleaning and lubricating instructions 2.2 Machine operation is monitored to ensure correct procedures are carried out and work meets quality standards.
3. Check machine operation	3.1 Machine is checked to ensure correct operation 3.2 Problems encountered and similar observations are documented and referred to supervisor or appropriate personnel

RANGE OF VARIABLES

Variable	Range (<i>May include but not limited to</i>)
1. Minor machine faults	1.1. Loose threads 1.2. Broken needle 1.3. Machine control
2. Major machine faults	2.1. Electric motor defect 2.2. Timing (not synchronized) 2.3. Broken body parts

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Procedures and guidelines for safe operation of machines • Typical fault conditions and related fault-finding procedures • Basic machine maintenance and repair techniques • Safety policies and procedures • Quality standard procedures • Workplace recording and reporting procedures 	<ol style="list-style-type: none"> 1. Assess operating performance of machine 2. Start and stop machine according to specifications 3. Monitor machine operations 4. Recognise fault conditions 5. Rectify minor machine faults or problems
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. Materials relevant to the proposed activity or task 	

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UNIT OF COMPETENCY : **Apply Quality Standards**
UNIT DESCRIPTOR : This unit covers the knowledge and skills required in applying quality standards to work operations in the industry.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Assess own work	1.1 Completed work is checked against workplace standards relevant to the operations being undertaken 1.2 An understanding is demonstrated on how the work activities and completed work relate to the next production process and to the final appearance of the product 1.3 Faulty pieces or final products are identified and isolated in accordance with company policies and procedures 1.4 Faults and any identified causes are recorded and reported in accordance with workplace procedures
2. Assess quality of received component parts	2.1 Received materials, component parts or final product are checked against workplace standards and specifications 2.2 Causes of any identified faults are identified and corrective actions are taken in accordance with workplace procedures
3. Measure parts	3.1 Materials, component parts or products are measured using the appropriate measuring instruments in accordance with workplace procedures
4. Record information	4.1 Basic information on the quality performance is recorded in accordance with workplace procedures 4.2 Records of work quality are maintained according to the requirements of the company
5. Study causes of quality deviations	5.1 Causes of deviations from final products are investigated and reported in accordance with workplace procedures 5.2 Suitable preventive action is recommended based on workplace quality standards and identified causes of deviation from specified quality standards of materials or final product

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Quality check	1.1. Visual inspection 1.2. Physical measurements 1.3. Check against patterns
2. Quality standards	2.1. Materials 2.2. Component parts 2.3. Final product 2.4. Production processes
3. Quality parameters	3.1. Finish 3.2. Fit 3.3. Size 3.4. Durability 3.5. Product variations 3.6. Materials 3.7. Alignment 3.8. Colour 3.9. Damage and imperfections

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Relevant quality standards, policies, and procedures • Characteristics of materials used • Safety environment aspects of production processes • Relevant measurement techniques and quality-checking procedures • Workplace procedures • Reporting procedures 	<ol style="list-style-type: none"> 1. Interpret work instructions, specifications, standards, and patterns appropriate to the assesses work 2. Carry out relevant visual inspections of materials, component parts, and final products 3. Carry out relevant physical measurements 4. Maintain accurate work records in accordance with procedures 5. Meet work specifications 6. Communicate effectively within defined workplace procedures
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. Materials relevant to the proposed activity or task 	

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UNIT OF COMPETENCY : **Use Hand and Power Tools for the Garment Sector**
UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes in using hand tools for the Garment sector. It includes the following steps: identify tools, use hand tools, practice OHS, and clean up.
NOMINAL DURATION : **20 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Identify tools	1.1 Appropriate hand tools and power tools are selected based on job requirements 1.2 Applications of tools are defined 1.3 Hand tools and power tools are prepared
2. Use hand tools	2.1 Appropriate tool is used 2.2 Proper hand-eye coordination is applied in use of hand tools 2.3 Unsafe or faulty tools are identified and marked for repair
3. Use power tools	3.1 Route for power supply established 3.2 Proper sequence of operations is applied
4. Perform basic preventive maintenance	4.1 Tools and equipment are cleaned 4.2 Appropriate lubricants are identified 4.3 Tools and equipment are lubricated 4.4 Measuring instruments are checked and Calibrated 4.5 Defective instruments, equipment and accessories are inspected corrected/replaced 4.6 Tools are inspected, repaired, and replaced after use 4.7 Workplace is cleaned and cleared of debris and unwanted materials as per OHS regulations
5. Practice OHS	5.1 Waste materials are disposed according to OHS and workplace requirements 5.2 Hazardous materials are identified for separate handling 5.3 Personal Protective Equipment (PPE) are used 5.4 Devices to suppress dust are used to minimize health risk of workers 5.5 Safety requirements are being adhered to before, during and after use 5.6 Accidents and emergency cases are reported to authority
6. Store tools and equipment	6.1 Inventory of tools equipment are conducted, and recorded as per stock register by using forms 6.2 Tools and equipment are cleaned and stored safely in appropriate location

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RANGE OF VARIABLES

Variable	Range (<i>May include but not limited to</i>)
1. Hand tools	1.1. Measuring Tapes 1.2. Nips 1.3. Screwdrivers 1.4. Steel tape measure 1.5. Taps 1.6. Triangle 1.7. Steel ruler 1.8. Scissor 1.9. Cutter 1.10. Stitch opener 1.11. Needle 1.12. Blower
2. Applications	2.1. Adjusting 2.2. Aligning 2.3. Assembling 2.4. Clamping 2.5. Cleaning 2.6. Dismantling 2.7. Finishing 2.8. Lubricating 2.9. Scraping 2.10. Simple Tool Repairs 2.11. Tightening
3. Tools	3.1. Hand Tools 3.2. Power tools
4. Instructions	4.1. Manufacturer's Specifications and Instructions for specific tools/equipment 4.2. Workplace orders and instructions 4.3. Work schedule documentation 4.4. Procedures
5. Personal Protective Equipment (PPE)	5.1. Dust mask 5.2. Aprons 5.3. Face masks
6. Forms	6.1. Maintenance schedule forms 6.2. Requisition slip 6.3. Borrower's Slip 6.4. Inventory Form 6.5. Inspection Forms 6.6. Procedures

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Types of Tools <ul style="list-style-type: none"> ○ Hand Tools ○ Technical Application of Tools • Procedures in the Use of Hand Tools • Policies and procedures for Occupational health and Safety <ul style="list-style-type: none"> ○ Use of PPE 	<ol style="list-style-type: none"> 1. Identifying Appropriate Tools 2. Using Hand Tools Correctly 3. Performing Preventive Maintenance 4. Practicing OHS 5. Storing tools and equipment

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<ul style="list-style-type: none">○ Handling of Tools and Equipment Reporting and Documentation● Preventive Maintenance<ul style="list-style-type: none">○ Methods and Techniques○ Quality Procedures● Storage Procedures	
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none">1. Adequate workplace2. All tools, equipment and materials required3. Information and documentation4. Product specifications5. Manual, Codes, Standards and reference materials	

TECHNICAL COMPETENCIES

- UNIT OF COMPETENCY** : **Draft and Cut Pattern for Casual Apparel**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in drafting and cutting basic/block pattern for men’s casual apparel. It includes the requirements for planning garment design, taking body measurement, drafting basic/block patterns, and cutting final pattern.
NOMINAL DURATION : **70 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan garment design	1.1 Customer’s job requirements are determined in accordance with company’s practice 1.2 Garment design is prepared in accordance with the client’s requirements 1.3 Design and fabric are discussed and selected according to client’s specifications 1.4 Special needs of the client are incorporated into the design based on procedures
2. Take client’s body measurements	2.1 Measuring tools are prepared in accordance with job requirements. 2.2 Body measurements are taken based on procedures 2.3 Body measurements of client are taken in sequence according to job requirements and standard body measurement 2.4 Body measurements are recorded in line with company requirements/practice
3. Draft basic/block pattern	3.1 Drafting pattern tools are selected in accordance with job requirements 3.2 Basic/Block pattern is drafted using appropriate equipment and customer’s specifications 3.3 Drafted basic/block pattern is checked for accuracy based on customer’s specification
4. Manipulate pattern	4.1 Block pattern is laid out in accordance with company procedures 4.2 Block pattern is manipulated in accordance with customer’s specifications 4.3 Final pattern is labelled, filled and secured as per standard operating procedures (SOPs)
5. Cut final pattern	5.1 Tools for cutting pattern are selected in accordance with job requirements 5.2 Final Pattern is cut in accordance with customer’s specifications/measurements

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Job requirements	1.1. Shirt (full sleeve)
2. Fabric	2.1. Cotton (poplin)
3. Special need	3.1. Pocket 3.2. Stitch 3.3. Collar 3.4. Sleeve
4. Measuring tool	4.1. Tape measure 4.2. Hip curve rule 4.3. L-Square 4.4. Meter Stick
5. Body Measurement	5.1. Shoulder 5.2. Neck circumference 5.3. Chest width/circumference 5.4. Figure (front and back) 5.5. Waistline 5.6. Hips 5.7. Length of sleeve 5.8. Armhole circumference
6. Drafting Pattern tools	6.1. Tailor's chalk 6.2. Pattern paper
7. Block Pattern	7.1. Shirt (full sleeve)
8. Tools for cutting pattern	8.1. Scissors
9. Pattern cutting	9.1. With seam allowance 9.2. Without seam allowance

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Types of measuring, drafting and cutting tools and their uses • Sequence in taking body measurement • Patterns 	<ol style="list-style-type: none"> 1. Position in taking body measurement 2. Draft basic/block pattern 3. Cut pattern with seam allowance 4. Communicate effectively with client
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment may be done 2. Materials and equipment relevant to the proposed activity or task 	

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UNIT OF COMPETENCY : **Prepare and Cut Materials for Casual Apparel**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in preparing and cutting of materials and accessories of men's casual apparel. It includes the requirements for preparing materials, lay-outing and marking of pattern on material and cutting of materials
NOMINAL DURATION : **40 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials (fabric)	1.1 Fabric is collected and checked in accordance with job specification 1.2 Fabric width and quality are checked according to instructions and if needed appropriate action is taken in accordance with work requirements 1.3 Fabrics are checked according to workplace procedures 1.4 Fabric is soaked/drip dried and pressed in accordance with standard fabric care 1.5 Accessories and accents are selected and prepared in accordance with specified garment style/design 1.6 Marking tools are prepared in accordance with job requirements 1.7 Equipment and tools are prepared as per standard operating procedures (SOPs)
2. Lay-out and mark pattern on material	2.1 Cutting table is prepared and set-up in accordance with company procedures 2.2 Patterns are prepared and checked in accordance with company's specifications 2.3 Patterns are laid out and pinned on the fabric in accordance with fabric grain line 2.4 Fabric is laid-up and alignment with pattern is checked to ensure conformance to specifications 2.5 Pattern pieces are manipulated and positioned manually in accordance with company procedures 2.6 Seam allowances are marked on the fabric in accordance with job requirements 2.7 Darts and pocket locations are traced/marked on the fabric in accordance with specified garment style or design 2.8 Mark is placed in accordance with company procedures
3. Cut materials	3.1 Garment style or design is interpreted in accordance with customer's specification 3.2 Material is cut to meet design requirements and measurements of the pattern

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	3.3 Garment parts are checked for completeness in accordance with specified garment design or styles
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RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Fabric specification	1.1. Cotton (poplin) 1.2. Polyester 1.3. Gabardine 1.4. Rayon 1.5. Organza
2. Fabric checked	2.1. Quality 2.2. Faults 2.3. Width 2.4. Selvedge 2.5. Soaked/drip dried
3. Standard fabric care	3.1. Dry cleaning 3.2. Soaking and drying 3.3. Machine washed 3.4. Tumble dried
4. Accessories and accent	4.1. Zipper 4.2. Buttons 4.3. Bias tape 4.4. Hook and eye 4.5. Snaps
5. Tracing/Marking tools	5.1. Tracing wheel 5.2. Tracing paper 5.3. Tailor's chalk
6. Garment parts	6.1. Collar 6.2. Pocket 6.3. Sleeves
7. Garment design/style	7.1. Shirt (full sleeve)

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Types of patterns • Fabric properties such as weight, shrinkage, pile, grain and pattern shapes • Soaking and drying procedures • Market trends on garment style 	<ol style="list-style-type: none"> 1. Measuring, marking/tracing and cutting skills 2. Manipulating prepared pattern 3. Laying-up and cutting operations skills
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. Materials and equipment relevant to the proposed activity or task 	

Competency Standard: Sewing Machine Operation Level-I

- UNIT OF COMPETENCY** : **Sew Casual Apparel**
- UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes required in preparing and assembling cut parts, preparing sewing machine for operation, sewing garments and components using basic sewing techniques, and altering completed men's casual garments
- NOMINAL DURATION** : **60 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare cut parts	1.1 Cut parts are prepared in accordance with the specified garment design/style 1.2 Cut parts are pressed in accordance with fabric specifications 1.3 Cut parts are pinned together in accordance with garment design or style 1.4 Accessories and accents are prepared in accordance with garment design or style
2. Prepare sewing machine for operation	2.1 <i>Machine parts</i> are cleaned and lubricated in accordance with company requirements and manufacturer's cleaning and lubricating instructions 2.2 Machine is started and stopped in accordance with manufacturer's operation manual 2.3 <i>Machines</i> speed and work handling are controlled in accordance with company procedures 2.4 Machine operations is monitored according to standard operating procedures 2.5 Minor <i>machine problem or fault</i> is identified and repaired in accordance with manufacturer's manual 2.6 Machines are threaded in accordance with the threading procedures 2.7 Machines are set-up and adjusted in accordance with work specifications 2.8 Company's health and safety policies and procedures are followed
3. Sew and assemble garment parts	3.1 Garment parts are assembled in accordance with garment assembly instructions and pattern specifications 3.2 Garments are assembled/sewn in accordance with sewing standard procedures and company's time frames 3.3 <i>Sleeves, collars and pockets</i> are identified and sewn in accordance with customer's specification and quality standards 3.4 Pocket flaps and pieces are sewn with clean corners and without raw edges

Competency Standard: Sewing Machine Operation Level-I

4. Alter completed garment	4.1 Alterations/modifications are done in accordance with the client's specifications 4.2 Final fitting is conducted to ensure client's satisfaction 4.3 Garment alteration is completed as per client's satisfaction
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RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Parts of sewing machine	1.1. Feed dog 1.2. Bobbin case and spool 1.3. Needle 1.4. Lever 1.5. Wheel
2. Types of sewing machines	2.1. Lockstitch sewing machine 2.2. Overlock sewing machine 2.3. Flatlock sewing machine
3. Machine problem or faults	3.1. Puckering 3.2. Uneven stitch 3.3. Loose threads 3.4. Skipping stitch
4. Types of sleeves	4.1. Long sleeves 4.2. Short sleeves
5. Types of collars	5.1. Sports collar 5.2. Chinese collar 5.3. Continuous collar
6. Types of pockets	1.1. Patch 1.2. Flap 1.3. Welt 1.4. Piped 1.5. Bellows or Pouch

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Types of sewing machines • Garment Parts • Characteristics of fabrics, threads and other materials used in basic garment assembly 	<ol style="list-style-type: none"> 1. Sewing machine operations 2. Threading procedures 3. Apply basic sewing techniques 4. Carry out work in accordance with OHS policies and procedures 5. Interpret and apply defined procedures 6. Apply safety precautions relevant to the task
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. Materials and equipment relevant to the proposed activity or task 	

Competency Standard: Sewing Machine Operation Level-I

- UNIT OF COMPETENCY** : **Apply Finishing Touches on Casual Apparel**
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in applying finishing touches and detailing on the requirements such as attaching the needed accessories and accent, trimming of excess threads, pressing finished garment and packaging of finished men's casual garment.
NOMINAL DURATION : **30 Hours**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables
1. Apply finishing touches	1.1 Finishing touches are checked in accordance with garment design/style specifications 1.2 Accessories and accents' positions are marked and attached in accordance with garment design/style specification 1.3 Accessories and accents are sewn by hand or by machine in accordance with garment design/style specifications 1.4 Finishing operations are performed in accordance with customer's specifications and company's procedures 1.5 Garment is checked for loose threads, missing buttons, and attachments. 1.6 Bodice hem allowances and sleeves are folded and pinned in accordance with customer's specifications.
2. Trim excess threads	2.1 Trimming tools are prepared in accordance with company's procedures 2.2 Garments are trimmed of excess threads in accordance with sewing procedures 2.3 Garments are reversed and hanged in accordance with company's procedures
3. Press finished garment	3.1 Fabric and pressing tools are prepared according to standard operating procedures 3.2 Pressing machines are setup , cleaned and checked in accordance with company procedures 3.3 Faults, spots and marks are identified, and appropriate actions are taken in accordance with company's procedures 3.4 Heat/Pressure is applied in accordance with product requirements, fabric specifications and company procedures 3.5 Pressing is sequenced in accordance with work specifications and company's procedures
4. Package finished garment	4.1 Finished garments are packed in accordance with packaging standards/procedures 4.2 Garment packages are labelled in accordance with company's requirements

RANGE OF VARIABLES

Variable	Range (May include but not limited to)
1. Finishing touches	1.1. Closures 1.2. Hemming 1.3. Accessories and accent 1.4. Stitches
2. Pressing tools	2.1. Flat iron 2.2. Ironing board
3. Pressing tool temperature Setting	3.1. Level 1 3.2. Level 2 3.3. Level 3
4. Faults, spots and marks	4.1. Grease/Oil
5. Packaging procedures	5.1. Sorting of garments 5.1.1. Style 5.1.2. Colour 5.1.3. Size 5.2. Putting label tags
6. Garment packages	6.1. Box 6.2. Plastic

Underpinning Knowledge (To be used as training content in the information sheet of CBLM)	Underpinning Skills (to be used as job in the job sheet of CBLM)
<ul style="list-style-type: none"> • Types of trimming and ironing tools • Fabric and Styles • Characteristics of typical fabric and other materials used in garment industry • Pressing requirements procedures • Pressing equipment functions • Quality standards and fabric/garment handling procedures • Types of hemming • Finishing touches procedures • Labelling requirements 	<ol style="list-style-type: none"> 1. Pressing operation/instruction 2. Hand/machine sewing of accessories and accent 3. Packaging finished garments 4. Marking and attaching accessories and accents
<p>Required major tools and equipment for the UoC:</p> <ol style="list-style-type: none"> 1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2. Materials and equipment relevant to the activity or task 	