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# HAND AND MACHINE EMBROIDERY

## Assessment Package

National Vocational  
Certificate Level 4

Version 1 - February 2020



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**Document Version**

February, 2020

**Islamabad, Pakistan**

# HAND AND MACHINE EMBROIDERY

## Assessment Package

National Vocational  
Certificate Level 4

Version 1 - February 2020

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Carry Out Different Types of Embroidery Stitches by Free Motion Machine	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: ..... Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Carry out any 3 type of Flat Stitches assigned by the assessor</li> <li>2. <b>Assessment Task 2:</b> Carry out different size of zigzag stitches as specified by assessor</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>3. <b>Knowledge assessment test (Written or Oral)</b></li> <li>4. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Carry out any 3 type of Flat Stitches assigned by the assessor</p> <p><b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment</p> <p><b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p><b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p><b>Performance Criteria 4:</b> Clean the workstation are to make it free form any potential hazards</p> <p><b>Performance Criteria 5:</b> Trace design on tracing sheet [butter paper, PVC, etc.] design accurately &amp; neatly on the fabric if required</p> <p><b>Performance Criteria 6:</b> Transfer traced design on given material</p> <p><b>Performance Criteria 7:</b> Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly</p> <p><b>Performance Criteria 8:</b> Fix appropriate needle &amp; thread in machine considering the texture, fiber and type of embroidery to be done</p> <p><b>Performance Criteria 9:</b> Follow the instructions and artwork specifications</p> <p><b>Performance Criteria 10:</b> Check that the materials to be used are free from faults</p> <p><b>Performance Criteria 11:</b> Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p> <p><b>Performance Criteria 12:</b> Perform basting to start embroidery on the fabric/material</p> <p><b>Performance Criteria 13:</b> Perform the flat embroidery stitch following the traced/ transferred design lines</p> <p><b>Performance Criteria 14:</b> Perform basic type of flat stitches (Running, Back &amp; Stem), while ensuring firmness of embroidery stitches</p>

	<p><b>Performance Criteria 15:</b> Perform embroidery using required type of flat stitches (Herringbone, Skip, long &amp; short, shade), while ensuring firmness of embroidery stitches</p> <p><b>Performance Criteria 16:</b> Lock the embroidery work with final stitch while avoiding tightness</p> <p><b>Performance Criteria 17:</b> Control the quality of embroidery according to quality standards and the artwork specifications</p> <p><b>Performance Criteria 18:</b> Perform finishing procedures includes clipping, stain removal and ironing of final product</p> <p><b>Performance Criteria 19:</b> Place the tools equipment etc at their prescribed place after completion of work</p>
	<p><b>Assessment Task 2:</b> Carry out different size of zigzag stitches as specified by assessor</p> <p><b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment</p> <p><b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p><b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p><b>Performance Criteria 4:</b> Clean the workstation are to make it free form any potential hazards</p> <p><b>Performance Criteria 5:</b> Trace design on tracing sheet [butter paper, PVC, etc.] design accurately &amp; neatly on the fabric if required</p> <p><b>Performance Criteria 6:</b> Transfer traced design on given material</p> <p><b>Performance Criteria 7:</b> Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly</p> <p><b>Performance Criteria 8:</b> Fix appropriate needle &amp; thread in machine considering the texture, fiber and type of embroidery to be done</p> <p><b>Performance Criteria 9:</b> Follow the instructions and artwork specifications</p> <p><b>Performance Criteria 10:</b> Check that the materials to be used are free from faults</p> <p><b>Performance Criteria 11:</b> Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p> <p><b>Performance Criteria 12:</b> Perform basting to start embroidery on the fabric/material</p> <p><b>Performance Criteria 13:</b> Preform the zigzag embroidery stitch i.e (satin, jump, round, E (chawal), shade, fancy) following the traced/ transferred design lines</p> <p><b>Performance Criteria 14:</b> Carry out embroidery using required type of zigzag stitches, while ensuring firmness of embroidery stitches</p> <p><b>Performance Criteria 15:</b> Lock the embroidery work with final stitch while avoiding tightness</p> <p><b>Performance Criteria 16:</b> Control the quality of embroidery according to quality standards and the artwork specifications</p> <p><b>Performance Criteria 17:</b> Perform finishing procedures includes clipping, stain removal and ironing of final product</p> <p><b>Performance Criteria 18:</b> Wear personal protective equipment according to job requirements.</p> <p><b>Performance Criteria 19:</b> Clean and properly store personal protective equipment .....</p>

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓						
Other Requirement				✓			

Each Assessment Task (with performance criteria)	
<b>Assessment Task 1:</b> Carry out any 3 type of Flat Stitches assigned by the assessor	Description of assessment task 1

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Clean the workstation area to make it free from any potential hazards			
5.	<b>Performance Criteria 5:</b> Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required			
6.	<b>Performance Criteria 6:</b> Transfer traced design on given material			
7.	<b>Performance Criteria 7:</b> Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly			
8.	<b>Performance Criteria 8:</b> Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
9.	<b>Performance Criteria 9:</b> Follow the instructions and artwork specifications			
10.	<b>Performance Criteria 10:</b> Check that the materials to be used are free from faults			
11.	<b>Performance Criteria 11:</b> Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product			
12.	<b>Performance Criteria 12:</b> Perform basting to start embroidery on the fabric/material			
13.	<b>Performance Criteria 13:</b> Perform the flat embroidery stitch following the traced/ transferred design lines			
14.	<b>Performance Criteria 14:</b> Perform basic type of flat stitches (Running, Back & Stem), while ensuring firmness of embroidery stitches			
15.	<b>Performance Criteria 15:</b> Perform embroidery using required type of flat stitches (Herringbone, Skip, long & short, shade), while ensuring firmness of embroidery stitches			
16.	<b>Performance Criteria 16:</b> Lock the embroidery work with final stitch while avoiding tightness			
17.	<b>Performance Criteria 17:</b> Control the quality of embroidery according to quality standards and the artwork specifications			

18.	<b>Performance Criteria 18:</b> Perform finishing procedures includes clipping, stain removal and ironing of final product			
19.	<b>Performance Criteria 19:</b> Place the tools equipment etc at their prescribed place after completion of work			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Task 2: Carry out different size of zigzag stitches as specified by assessor		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Clean the workstation area to make it free from any potential hazards			
5.	<b>Performance Criteria 5:</b> Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required			
6.	<b>Performance Criteria 6:</b> Transfer traced design on given material			
7.	<b>Performance Criteria 7:</b> Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly			
8.	<b>Performance Criteria 8:</b> Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
9.	<b>Performance Criteria 9:</b> Follow the instructions and artwork specifications			
10.	<b>Performance Criteria 10:</b> Check that the materials to be used are free from faults			
11.	<b>Performance Criteria 11:</b> Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product			
12.	<b>Performance Criteria 12:</b> Perform basting to start embroidery on the fabric/material			
13.	<b>Performance Criteria 13:</b> Perform the zigzag embroidery stitch i.e (satin, jump, round, E (chawal), shade, fancy) following the traced/ transferred design lines			
14.	<b>Performance Criteria 14:</b> Carry out embroidery using required type of zigzag stitches, while ensuring firmness of embroidery stitches			
15.	<b>Performance Criteria 15:</b> Lock the embroidery work with final stitch while avoiding tightness			
16.	<b>Performance Criteria 16:</b> Control the quality of embroidery according to quality standards and the artwork specifications			

17.	<b>Performance Criteria 17:</b> Perform finishing procedures includes clipping, stain removal and ironing of final product			
18.	<b>Performance Criteria 18:</b> Wear personal protective equipment according to job requirements.			
19.	<b>Performance Criteria 19:</b> Clean and properly store personal protective equipment			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Perform Surface Decorative on Machine Embroidery	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to perform applique with combination of ribbon/string work assigned by the assessor</li> <li>2. <b>Assessment Task 2:</b> Candidate is required to carry out quilt work on 1 square meter material as per given design .....</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>3. <b>Knowledge assessment test (Written or Oral)</b></li> <li>4. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Candidate is required to perform applique with combination of ribbon/string work assigned by the assessor</p> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment</p> <p>Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p>Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p>Performance Criteria 4: Communicate with manner to reflect professional standards/ awareness of appropriate work ethics</p> <p>Performance Criteria 5: Transfer traced design on given material</p> <p>Performance Criteria 6: Fix the pattern in the embroidery hoop/adda with the help of extra fabric</p> <p>Performance Criteria 7: Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication</p> <p>Performance Criteria 8: Fix appropriate needle &amp; thread in machine considering the texture, fiber and type of embroidery to be done</p> <p>Performance Criteria 9: Follow the instructions and artwork specifications</p> <p>Performance Criteria 10: Check that the materials to be used are free from faults</p> <p>Performance Criteria 11: Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p> <p>Performance Criteria 12: Estimate material consumption for required work</p> <p>Performance Criteria 13: Transfer design on given decorative material</p>

Performance Criteria 14: Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness

Performance Criteria 15: Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design

Performance Criteria 16: Tack applique patch with machine embroidery stitches on given material at designated position

Performance Criteria 17: Perform basting to start embroidery and then end embroidery by locking with final stitch on the fabric/material

Performance Criteria 18: Burn ribbon from starting and ending points

Performance Criteria 19: Attach ribbon with sew-in procedure by following design

Performance Criteria 20: Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements

Performance Criteria 21: Lock the embroidery work with final stitch while avoiding tightness, if required

Performance Criteria 22: Lock the embroidery work with final stitch while avoiding tightness, if required

Performance Criteria 23: Perform finishing procedures includes clipping, stain removal and ironing of final product

.....

**Assessment Task 2:** Candidate is required to carry out quilt work on 1 square meter material as per given design

Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment

Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

Performance Criteria 4: Communicate with manner to reflect professional standards/ awareness of appropriate work ethics

Performance Criteria 5: Transfer traced design on given material

Performance Criteria 6: Fix the pattern in the embroidery hoop/adda with the help of extra fabric

Performance Criteria 7: Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication

Performance Criteria 8: Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done

Performance Criteria 9: Follow the instructions and artwork specifications

Performance Criteria 10: Check that the materials to be used are free from faults

Performance Criteria 11: Iron the material and transfer given design on given material while removing plication

Performance Criteria 12: Perform cutting of the material to be quilted

Performance Criteria 13: Perform basting to start embroidery on the fabric/material

Performance Criteria 14: Pin and sew material with quilt backing sheet by avoid puckering under the given material

Performance Criteria 15: Lock the embroidery work with final stitch while avoiding tightness

Performance Criteria 16: Control the quality of embroidery according to quality standards and the artwork specifications

	Performance Criteria 17: Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product .....
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Each Assessment Task (with performance criteria)				
Assessment Task 1: Candidate is required to perform applique with combination of ribbon/string work assigned by the assessor		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Communicate with manner to reflect professional standards/ awareness of appropriate work ethics			
5.	Performance Criteria 5: Transfer traced design on given material			
6.	Performance Criteria 6: Fix the pattern in the embroidery hoop/adda with the help of extra fabric			
7.	Performance Criteria 7: Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication			
8.	Performance Criteria 8: Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
9.	Performance Criteria 9: Follow the instructions and artwork specifications			
10.	Performance Criteria 10: Check that the materials to be used are free from faults			
11.	Performance Criteria 11: Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product			
12.	Performance Criteria 12: Estimate material consumption for required work			
13.	Performance Criteria 13: Transfer design on given decorative material			
14.	Performance Criteria 14: Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness			
15.	Performance Criteria 15: Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design			
16.	Performance Criteria 16: Tack applique patch with machine embroidery stitches on given material at designated position			

17.	Performance Criteria 17: Perform basting to start embroidery and then end embroidery by locking with final stitch on the fabric/material			
18.	Performance Criteria 18: Burn ribbon from starting and ending points			
19.	Performance Criteria 19: Attach ribbon with sew-in procedure by following design			
20.	Performance Criteria 20: Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements			
21.	Performance Criteria 21: Lock the embroidery work with final stitch while avoiding tightness, if required			
22.	Performance Criteria 22: Lock the embroidery work with final stitch while avoiding tightness, if required			
23.	Performance Criteria 23: Perform finishing procedures includes clipping, stain removal and ironing of final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Task 2: Carry out quilt work on 1 square meter material as per given design		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Communicate with manner to reflect professional standards/ awareness of appropriate work ethics			
5.	Performance Criteria 5: Transfer traced design on given material			
6.	Performance Criteria 6: Fix the pattern in the embroidery hoop/adda with the help of extra fabric			
7.	Performance Criteria 7: Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication			
8.	Performance Criteria 8: Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
9.	Performance Criteria 9: Follow the instructions and artwork specifications			
10.	Performance Criteria 10: Check that the materials to be used are free from faults			
11.	Performance Criteria 11: Iron the material and transfer given design on given material while removing plication			
12.	Performance Criteria 12: Perform cutting of the material to be quilted			
13.	Performance Criteria 13: Perform basting to start embroidery on the fabric/material			
14.	Performance Criteria 14: Pin and sew material with quilt backing sheet by avoid puckering under the given material			
15.	Performance Criteria 15: Lock the embroidery work with final stitch while avoiding tightness			
16.	Performance Criteria 16: Control the quality of embroidery according to quality standards and the artwork specifications			
17.	Performance Criteria 17: Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Perform Embellishment for Embroidery on Machine	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Perform embellishment through sequin and mirror work as per given design .....</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Perform embellishment through sequin and mirror work as per given design</p> <p><b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment</p> <p><b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p><b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p><b>Performance Criteria 4:</b> Clean the workstation area to make it free from any potential hazards</p> <p><b>Performance Criteria 5:</b> Trace design on tracing sheet [butter paper, PVC, etc.] design accurately &amp; neatly on the fabric if required</p> <p><b>Performance Criteria 6:</b> Transfer traced design on given material</p> <p><b>Performance Criteria 7:</b> Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly</p> <p><b>Performance Criteria 8:</b> Fix appropriate needle &amp; thread in machine considering the texture, fiber and type of embroidery to be done</p> <p><b>Performance Criteria 9:</b> Follow the instructions and artwork specifications</p> <p><b>Performance Criteria 10:</b> Check that the materials to be used are free from faults</p> <p><b>Performance Criteria 11:</b> Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p> <p><b>Performance Criteria 12:</b> Perform basting to start embroidery on the fabric/material</p> <p><b>Performance Criteria 13:</b> Apply the sequin on the traced design by avoiding breakage of sequins</p>

	<p><b>Performance Criteria 14:</b> Attach mirror with glue/adhesive on the traced design if required</p> <p><b>Performance Criteria 15:</b> Attach mirror on the traced design with jump stitch carefully</p> <p><b>Performance Criteria 16:</b> Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p><b>Performance Criteria 17:</b> Control the quality of embroidery according to quality standards and the artwork specifications</p> <p><b>Performance Criteria 18:</b> Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p> <p>.....</p>
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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1: Perform embellishment through sequin and mirror work as per given design		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Clean the workstation area to make it free from any potential hazards			
5.	Performance Criteria 5: Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required			
6.	Performance Criteria 6: Transfer traced design on given material			
7.	Performance Criteria 7: Fix the pattern in the embroidery hoop/adda with the help of extra fabric or attach directly			
8.	Performance Criteria 8: Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
9.	Performance Criteria 9: Follow the instructions and artwork specifications			
10.	Performance Criteria 10: Check that the materials to be used are free from faults			
11.	Performance Criteria 11: Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product			
12.	Performance Criteria 12: Perform basting to start embroidery on the fabric/material			
13.	Performance Criteria 13: Apply the sequin on the traced design by avoiding breakage of sequins			
14.	Performance Criteria 14: Attach mirror with glue/adhesive on the traced design if required			
15.	Performance Criteria 15: Attach mirror on the traced design with jump stitch carefully			
16.	Performance Criteria 16: Lock the embroidery work with final stitch while avoiding tightness, if required			
17.	Performance Criteria 17: Control the quality of embroidery according to quality standards and the artwork specifications			

18.	Performance Criteria 18: Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Perform Troubleshooting of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to rectify embroidery stitching problems during machine embroidery process created by the assessor</li> <li>2. <b>Assessment Task 2:</b> Candidate is required to reinstall the machine software .....</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>3. <b>Knowledge assessment test (Written or Oral)</b></li> <li>4. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Candidate is required to rectify embroidery stitching problems during machine embroidery process created by the assessor</li> </ol> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment</p> <p>Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p>Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p>Performance Criteria 4: Power off the machine</p> <p>Performance Criteria 5: Check the tension post, if thread is tight or loose</p> <p>Performance Criteria 6: Tighten or loose the tension post screw as required</p> <p>Performance Criteria 7: Check the bobbin case for thread tension</p> <p>Performance Criteria 8: Tight or loose the screw of bobbin with screw driver as required</p> <p>Performance Criteria 9: Check if bobbin is moving anti clock wise</p> <p>Performance Criteria 10: Rewind or change the bobbin if thread is finished, if required</p> <p>Performance Criteria 11: Set the timing between shuttle and needle bar, if required</p> <p>Performance Criteria 12: Tight or loose the screw of bobbin with screw driver as required</p> <p>Performance Criteria 13: Loosen the needle clamp screw to draw out the needle</p> <p>Performance Criteria 14: Attach the needle in the needle bar by keeping cut side of the needle on the correct side (groove) according to machine requirement</p>



	<p>Performance Criteria 15: Tight the needle clamp screw on the needle bar  .....</p> <p><b>Assessment Task 2:</b> Candidate is required to reinstall the machine software</p> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment</p> <p>Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p>Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p>Performance Criteria 4: Note the model of the machine for software</p> <p>Performance Criteria 5: Plug in and open the USB folder</p> <p>Performance Criteria 6: Copy and paste files from USB to computer</p> <p>Performance Criteria 7: Create and rename the new folder</p> <p>Performance Criteria 8: Copy software of the machine in the USB as per machine`s model number</p> <p>Performance Criteria 9: Plug in the USB in the machine and press install/ok</p> <p>Performance Criteria 10: Power off the machine for minimum 30sec after installation of software and restart</p> <p>Performance Criteria 11: Reinstall the software following same procedure in case of error.</p> <p>.....</p>
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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)	
Assessment Task 1: Candidate is required to rectify embroidery stitching problems during machine embroidery process created by the assessor	Description of assessment task 1

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Power off the machine			
5.	Performance Criteria 5: Check the tension post, if thread is tight or loose			
6.	Performance Criteria 6: Tighten or loose the tension post screw as required			
7.	Performance Criteria 7: Check the bobbin case for thread tension			
8.	Performance Criteria 8: Tight or loose the screw of bobbin with screw driver as required			
9.	Performance Criteria 9: Ensure bobbin is moving anti clock wise			
10.	Performance Criteria 10: Rewind or change the bobbin if thread is finished, if required			
11.	Performance Criteria 11: Set the timing between shuttle and needle bar, if required			
12.	Performance Criteria 12: Tight or loose the screw of bobbin with screw driver as required			
13.	Performance Criteria 13: Loosen the needle clamp screw to draw out the needle			
14.	Performance Criteria 14: Attach the needle in the needle bar by keeping cut side of the needle on the correct side (groove) according to machine requirement			
15.	Performance Criteria 15: Tight the needle clamp screw on the needle bar			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2: Candidate is required to reinstall the machine software		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Note the model of the machine for software			
5.	Performance Criteria 5: Plug in and open the usb folder			
6.	Performance Criteria 6: Copy and paste files from usb to computer			
7.	Performance Criteria 7: Create and rename the new folder			
8.	Performance Criteria 8: Copy software of the machine in the usb as per machine`s model number			
9.	Performance Criteria 9: Plug in the usb in the machine and press install/ok			
10.	Performance Criteria 10: Power off the machine for minimum 30sec after installation of software and restart			
11.	Performance Criteria 11: Reinstall the software following same procedure in case of error.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Perform Basic Maintenance Of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Perform cleaning and oiling of machine for smooth operation</li> <li><b>Assessment Task 2:</b> Perform needle and shuttle adjustment and also change the belt of the machine .....</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>Knowledge assessment test (Written or Oral)</b></li> <li><b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <ol style="list-style-type: none"> <li><b>Assessment Task 1:</b> Perform cleaning and oiling of machine for smooth operation</li> </ol> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment  Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures  Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs  Performance Criteria 4: Clean the shuttle with blower or oil  Performance Criteria 5: Clean the head of the machine  Performance Criteria 6: Clean the machine card through air blower carefully  Performance Criteria 7: Perform dusting of the machine  Performance Criteria 8: Clean the oil pump passage and stainer if available  Performance Criteria 9: Shower oil on the needle bar and shuttle with shower gun as required  Performance Criteria 10: Check oil gauge of the machine if available  .....</p>

	<p><b>Assessment Task 2:</b> Perform needle and shuttle adjustment and also change the belt of the machine</p> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment</p> <p>Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p>Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p>Performance Criteria 4: Loose the needle screw to adjust the needle</p> <p>Performance Criteria 5: Put the needle in the needle bar by keeping short groove of the needle on the backside</p> <p>Performance Criteria 6: Adjust needle long groove on the front side</p> <p>Performance Criteria 7: Tight the screw on the needle bar</p> <p>Performance Criteria 8: Open the needle plate by unscrewing</p> <p>Performance Criteria 9: Unscrew the shuttle by moving shaft accordingly</p> <p>Performance Criteria 10: Set timing of the main shaft as per machine specification</p> <p>Performance Criteria 11: Tight screws of the shuttle and needle plate for closing</p> <p>Performance Criteria 12: Locate the safety cover on the motor belt</p> <p>Performance Criteria 13: Unscrew the safety cover of the motor belt</p> <p>Performance Criteria 14: Replace the motor belt carefully</p> <p>Performance Criteria 15: Put the safety cover with screws</p> <p>.....</p>
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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1: Perform cleaning and oiling of machine for smooth operation		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Clean the shuttle with blower or oil			
5.	Performance Criteria 5: Clean the head of the machine			
6.	Performance Criteria 6: Clean the machine card through air blower carefully			
7.	Performance Criteria 7: Perform dusting of the machine			
8.	Performance Criteria 8: Clean the oil pump passage and stainer if available			
9.	Performance Criteria 9: Shower oil on the needle bar and shuttle with shower gun as required			
10.	Performance Criteria 10: Check oil gauge of the machine if available			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Task 2: Perform needle and shuttle adjustment and also change the belt of the machine		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Loose the needle screw to adjust the needle			
5.	Performance Criteria 5: Put the needle in the needle bar by keeping short groove of the needle on the backside			
6.	Performance Criteria 6: Adjust needle long groove on the front side			
7.	Performance Criteria 7: Tight the screw on the needle bar			
8.	Performance Criteria 8: Open the needle plate by unscrewing			
9.	Performance Criteria 9: Unscrew the shuttle by moving shaft accordingly			
10.	Performance Criteria 10: Set timing of the main shaft as per machine specification			
11.	Performance Criteria 11: Tight screws of the shuttle and needle plate for closing			
12.	Performance Criteria 12: Locate the safety cover on the motor belt			
13.	Performance Criteria 13: Unscrew the safety cover of the motor belt			
14.	Performance Criteria 14: Replace the motor belt carefully			
15.	Performance Criteria 15: Put the safety cover with screws			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> <b>Hand and Machine Embroidery</b>	<b>CS Code:</b>	<b>Level:</b> 4	<b>Version:</b>
<b>Competency Standard Title:</b> Supervise the embroidery work	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Prepare the list of materials used in given design:           <ul style="list-style-type: none"> <li>• Cushion</li> <li>• Tray cover</li> <li>• Table mat</li> <li>• Sofa back</li> </ul> </li> <li>2. <b>Assessment Task 2:</b> Prepare checklist of various duties need to perform during embroidery process</li> <li>3. <b>Assessment Task 3:</b> Prepare quality reports to record and check the production process</li> <li>4. <b>Assessment Task 4:</b> Compile a production report to consolidate the production data</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>5. <b>Knowledge assessment test (Written or Oral)</b></li> <li>6. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Prepare the list of materials used in given design:</p> <ul style="list-style-type: none"> <li>• Cushion</li> <li>• Tray cover</li> <li>• Table mat</li> <li>• Sofa back</li> </ul> <p><b>Performance Criteria 1:</b> Generate the demand order to raw material store as per production schedule</p> <p><b>Performance Criteria 2:</b> Ensure availability of raw material as per required generated order Distribute raw material to production processes in required quantities</p>

**Assessment Task 2:** Prepare checklist of various duties need to perform during embroidery process

**Performance Criteria 1:** Assign jobs to the workers along with work instructions

**Performance Criteria 2:** Train workers on their assigned tasks and work instructions

**Performance Criteria 3:** Monitor the workers' performance as per instructions

**Performance Criteria 4:** Identify appropriate lines of communications with workers and colleagues

**Performance Criteria 5:** Identify and resolve communication barriers through discussion and mutual agreements

**Performance Criteria 6:** Identify hazards and control risk of WHS issues in the workplace to relevant personnel

**7. Assessment Task 3:** Prepare quality reports to record and check the production process

**Performance Criteria 1:** Ensure quality of product as per requirement

**Performance Criteria 2:** Ensure quantity of work produced as per production plan

**Performance Criteria 3:** Make sure the completion of production process within the lead time

**Performance Criteria 4:** Check, all workers record their production and quality on prescribed formats

**Performance Criteria 5:** Encourage, acknowledge and act upon constructive feedback from workers and colleagues

**Performance Criteria 6:** Identify relevant procedures of written information

**Performance Criteria 7:** Complete work tasks within deadline according to priority

**Assessment Task 4**

**Performance Criteria 1:** Gather and consolidate the production data in concise form for further analysis

**Performance Criteria 2:** Analyse data using relevant quality tools (control charts, bar graphs, normal charts etc.)

**Performance Criteria 3:**

Compile production report and submit and present the report to management within defined timeline

**Performance Criteria 4:** Ensure written information meets required standards of style, format and details

**Performance Criteria 5:** Define the problem, challenge or opportunity

**Performance Criteria 6:** Generate an array of possible solutions or responses

	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Performance criteria 1 for the evaluation of portfolio</p> <p>Performance criteria 2 for the evaluation of portfolio</p> <p>Performance criteria 3 for the evaluation of portfolio</p> <p>.....</p>
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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1		
Prepare the list of materials used in given design: <ul style="list-style-type: none"> <li>• Cushion</li> <li>• Tray cover</li> <li>• Table mat</li> <li>• Sofa back</li> </ul>				
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Generate the demand order to raw material store as per production schedule			
2	Performance criteria 2: Ensure availability of raw material as per required generated order Distribute raw material to production processes in required quantities			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 Prepare checklist of various duties need to perform during embroidery process		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Assign jobs to the workers along with work instructions			
2	Performance Criteria 2: Train workers on their assigned tasks and work instructions			
3	Performance Criteria 3: Monitor the workers' performance as per instructions			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Prepare quality reports to record and check the production process		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Ensure quality of product as per requirement			
2	Performance Criteria 2: Ensure quantity of work produced as per production plan			
3	Performance Criteria 3: Make sure the completion of production process within the lead time			
4	Performance Criteria 4: Check, all workers record their production and quality on prescribed formats			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4 Compile a production report to consolidate the production data		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Gather and consolidate the production data in concise form for further analysis			
2	Performance Criteria 2: Analyze data using relevant quality tools (control charts, bar graphs, normal charts etc.)			
3	Performance Criteria 3: Compile production report and submit and present the report to management within defined timeline			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Perform Embroidery on Computer Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p>1. <b>Assessment Task 1:</b> Perform computerized machine embroidery as per given specifications .....</p> <p><b>And complete:</b></p> <p>2. <b>Knowledge assessment test (Written or Oral)</b></p> <p>3. <b>Portfolios at the time of assessment (if any)</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1:</b> Candidate is required to Perform computerized machine embroidery as per given specifications</p> <p>Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment</p> <p>Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures</p> <p>Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs</p> <p>Performance Criteria 4: Plug in and open the USB folder</p> <p>Performance Criteria 5: Copy and paste files from USB to computer</p> <p>Performance Criteria 6: Create and rename the new folder</p> <p>Performance Criteria 7: Clean the workstation to make it free from any potential hazards</p> <p>Performance Criteria 8: Fix the pattern/design in the embroidery hoop/frame with the help of extra fabric if required</p> <p>Performance Criteria 9: Fix and tighten the fabric/material on the hand hoop/frame while avoiding plication</p> <p>Performance Criteria 10: Fix appropriate needle &amp; thread in machine considering the texture, fiber and type of embroidery to be done</p> <p>Performance Criteria 11: Clarify the instructions and artwork specifications</p> <p>Performance Criteria 12: Check that the materials to be used are free from faults</p> <p>Performance Criteria 13: Apply reinforcement material as per design if required</p> <p>Performance Criteria 14: Transfer the design file in the computer embroidery machine through data transfer device</p> <p>Performance Criteria 15: Check the format of the design (DST file format)</p> <p>Performance Criteria 16: Check threading of the machine and wind the bobbin</p>



	<p>Performance Criteria 17: Set the range of the design on the material/fabric</p> <p>Performance Criteria 18: Start the machine while ensuring quality of the embroidery</p> <p>Performance Criteria 19: Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>Performance Criteria 20: Disassemble the fabric/material from the frame</p> <p>Performance Criteria 21: Remove the reinforcement material from the fabric/material</p> <p>Performance Criteria 22: Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p> <p>.....</p>
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**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> <span style="margin-left: 200px;">NOT YET COMPETENT <input type="checkbox"/></span> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1: Candidate is required to Perform computerized machine embroidery as per given specifications		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performance Criteria 1: Maintain personal hygiene and wear personal protective equipment			
2.	Performance Criteria 2: Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	Performance Criteria 3: Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	Performance Criteria 4: Plug in and open the USB folder			
5.	Performance Criteria 5: Copy and paste files from USB to computer			
6.	Performance Criteria 6: Create and rename the new folder			
7.	Performance Criteria 7: Clean the workstation to make it free from any potential hazards			
8.	Performance Criteria 8: Fix the pattern/design in the embroidery hoop/frame with the help of extra fabric if required			
9.	Performance Criteria 9: Fix and tighten the fabric/material on the hand hoop/frame while avoiding plication			
10.	Performance Criteria 10: Fix appropriate needle & thread in machine considering the texture, fiber and type of embroidery to be done			
11.	Performance Criteria 11: Clarify the instructions and artwork specifications			
12.	Performance Criteria 12: Check that the materials to be used are free from faults			
13.	Performance Criteria 13: Apply reinforcement material as per design if required			
14.	Performance Criteria 14: Transfer the design file in the computer embroidery machine through data transfer device			
15.	Performance Criteria 15: Check the format of the design (DST file format)			
16.	Performance Criteria 16: Check threading of the machine and wind the bobbin			
17.	Performance Criteria 17: Set the range of the design on the material/fabric			

18.	Performance Criteria 18: Start the machine while ensuring quality of the embroidery			
19.	Performance Criteria 19: Control the quality of embroidery according to quality standards and the artwork specifications			
20.	Performance Criteria 20: Disassemble the fabric/material from the frame			
21.	Performance Criteria 21: Remove the reinforcement material from the fabric/material			
22.	Performance Criteria 22: Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b> <b>Hand and Machine Embroidery</b>	<b>CS Code:</b>	<b>Level:</b> 4	<b>Version:</b>
<b>Competency Standard Title:</b> Manage Personal Finances	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number: .....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to prepare a personal financial budget plan.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>2. Knowledge assessment test (Written or Oral)</b></li> <li><b>3. Portfolios at the time of assessment (if any)</b></li> </ol>

<p>Minimum Evidence Required</p>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Calculate current living expenses to prepare a personal budget</p> <p><b>Performance Criteria 2:</b> Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.</p> <p><b>Performance Criteria 3:</b> Subtract total expenses from total income to determine a surplus or deficit budget for the specified period</p>
	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Performance criteria 1 for the evaluation of portfolio</p> <p>Performance criteria 2 for the evaluation of portfolio</p> <p>Performance criteria 3 for the evaluation of portfolio</p> <p>.....</p>

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task 1 Candidate is required to prepare a personal financial budget plan.		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Calculate current living expenses to prepare a personal budget			
2	Performance criteria 2: Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses.			
3	Performance criteria 3: Subtract total expenses from total income to determine a surplus or deficit budget for the specified period			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Performance criteria 1				
2	Performance criteria 2				
3	Performance criteria 3				
4	.....				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			



<b>Title of Qualification:</b> <b>Hand and Machine Embroidery</b>	<b>CS Code:</b>	<b>Level:</b> 4	<b>Version:</b>
<b>Competency Standard Title:</b> Develop Entrepreneurial Skills	<b>Assessment Date (DD/MM/YY):</b>		

<b>Candidate Details</b>	Name: .....
	Registration/Roll Number: .....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Candidate is required to perform personal SWOT Analysis.</li> <li><b>2. Assessment Task 2:</b> Candidate is required to present a finalized business idea using MS PowerPoint.</li> <li><b>3. Assessment Task 3:</b> Candidate is required to evaluate and finalize from the available funding sources</li> <li><b>4. Assessment Task 4:</b> Candidate is required to identify key resources according to the business idea.</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>5. Knowledge assessment test (Written or Oral)</b></li> <li><b>6. Portfolios at the time of assessment (if any)</b></li> </ol>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p><b>Performance Criteria 1:</b> Set personal objectives for pursuing entrepreneurship</p> <p><b>Performance Criteria 2:</b> Document gaps in self for skills and attributes required for an entrepreneur</p> <p><b>Performance Criteria 3:</b> Take appropriate actions to cover identified gaps</p>

**Assessment Task 2**

**Performance Criteria 1:** Conduct an elementary market survey to collect basic information on business ideas relevant to own interests

**Performance Criteria 2:** Compile the information collected through the market survey

**Performance Criteria 3:** Gather customer needs for identified business ideas

**Performance Criteria 4:** Shortlist the best option in terms of cost, service, quality, sales, profit margin, overall expenses

**Assessment Task 3**

**Performance Criteria 1:** Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate

**Performance Criteria 2:** Choose the best available option according to investment requirement

**Performance Criteria 3:** Prepare documents according to the loan agreement requirement

**Performance Criteria 4:** Include the information of funding sources in the business plan

**Assessment Task 4**

**Performance Criteria 1:** Estimate the available resources

**Performance Criteria 2:** Identify relevant customer segments and their needs

**Performance Criteria 3:** Identify existing solutions in the market

**Performance Criteria 4:** Devise the business idea for specific customer needs

**Performance Criteria 5:** Identify key resources required for execution of business idea

**Portfolios required at the time of assessment (if any) for**

Performance criteria 1 for the evaluation of portfolio

Performance criteria 2 for the evaluation of portfolio

Performance criteria 3 for the evaluation of portfolio

.....

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor:..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓						
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task 1 Candidate is required to perform personal SWOT Analysis.		Description of assessment task 1		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Enlist quality parameters of the embroidery by interpreting product drawing and technical specifications			
2	Performance Criteria 2: Provide master samples of products to relevant processes			
3	Performance Criteria 3: Communicate quality requirements to concerned supervisors and quality inspectors			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 Candidate is required to present a finalized business idea using MS PowerPoint		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Conduct an elementary market survey to collect basic information on business ideas relevant to own interests			
2	Performance Criteria 2: Compile the information collected through the market survey			
3	Performance Criteria 3: Gather customer needs for identified business ideas			
4	Performance Criteria 4: Shortlist the best option in terms of cost, service, quality, sales, profit margin, overall expenses			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3 Candidate is required to evaluate and finalize from the available funding sources		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate			
2	Performance Criteria 2: Choose the best available option according to investment requirement			
3	Performance Criteria 3: Prepare documents according to the loan agreement requirement			
4	Performance Criteria 4: Include the information of funding sources in the business plan			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4 Candidate is required to identify key resources according to the business idea.		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance criteria 1: Estimate the available resources			
2	Performance Criteria 2: Identify relevant customer segments and their needs			
3	Performance Criteria 3: Identify existing solutions in the market			
4	Performance Criteria 4: Devise the business idea for specific customer needs			
5	Performance Criteria 5: Identify key resources required for execution of business idea			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performance criteria 1			
2	Performance criteria 2			
3	Performance criteria 3			
4	.....			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

<b>Title of Qualification:</b>	CS Code:	Level: 2	Version:
<b>Competency Standard Title:</b> Carry Out Different Types of Embroidery Stitches by Free Motion Machine	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Carry Out Different Types of Embroidery Stitches by Free Motion Machine	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Write any three stitches of machine embroidery?	Running, Shade, long and short, Skip
2. Write down the names of flat stitches can be performed on Free motion machine?	Names are as follow: I. Running stitch II. Skip stitch III. Satin stitch IV. Long and Short stitch V. Shade Stitch
3. What is purpose of Feed Dog?	It is used for the purposoe of stitching in a machine and removed while performing embroidery
4. How do we choose frame for machine embroidery?	We choose frame according to the design/ art work to perform embroidery on machine
5. What is the basic stitch of machine emboirdery?	Skip Stitch
6. Which of the following material is used for tracing?	<b>a. Butterpaper</b> b. Needle c. Hoop d. Scissor

Question	Candidate's answer
7. Which of the following is manual machine?	<ul style="list-style-type: none"> <li>a. <b>Paddle Machine</b></li> <li>b. Electric Machine</li> <li>c. Knee Machine</li> </ul>
8. Select the correct option which is related to free motion machine?	<ul style="list-style-type: none"> <li>a. Knee lifter</li> <li>b. <b>Paddle</b></li> <li>c. Motor</li> <li>d. Pressure foot</li> </ul>
9. What is best use of Tension set?	<ul style="list-style-type: none"> <li>a. Embelishment</li> <li>b. Embroidery</li> <li>c. Surface decoration</li> <li>d. <b>Thread adjsutment</b></li> </ul>
10. Shade stitch can be perform with minimum?	<ul style="list-style-type: none"> <li>a. <b>2 color</b></li> <li>b. 3 color</li> <li>c. 1 color</li> <li>d. All of the above</li> </ul>



<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b>	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Surface Decorative on Machine Embroidery	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. What are the types of material used for quilting work?	PU foam, EVA sheet, Jumbo lon, polyster film, cotton
2. Which material are used in applique work?	Fabric, Rexine, leather
3. Types of stitches used in applique work?	Running stitch, Zigzag stitch, Satin stitch, Round stitch, Bead stitch
4. What are the kinds of applique?	Hand applique, Fuse applique

Question	Candidate's answer
5. Define applique work?	A process of attaching a small piece of fabric/material on larger piece with sew-in procedure.
6. Attaching of small fabric piece on a large piece of fabric is	<ul style="list-style-type: none"> <li>a) Needle work</li> <li>b) Patch work</li> <li><b>c) Applique work</b></li> <li>d) Cross stitch</li> </ul>
7. How many numbers of threads in a machine embroidery?	<ul style="list-style-type: none"> <li>a) One thread</li> <li><b>b) Two thread</b></li> <li>c) Three thread</li> <li>d) Four thread</li> </ul>
8. Number of layers used in quilt process?	<ul style="list-style-type: none"> <li>a) One layer</li> <li>b) Two layers</li> <li><b>c) Three layers</b></li> <li>d) Four layers</li> </ul>
9. Which stitch used in machine applique process?	<ul style="list-style-type: none"> <li>a) Spider stitch</li> <li>b) Chain stitch</li> <li><b>c) Zigzag stitch</b></li> <li>d) Sindhi stitch</li> </ul>
10. Which type of stitch is used for string work?	<ul style="list-style-type: none"> <li>a) Flat stitch</li> <li>b) Chain stitch</li> <li>c) Running stitch</li> <li><b>d) Cord stitch</b></li> </ul>



<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Embellishment for Embroidery on Machine	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Embellishment for Embroidery on Machine	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Mention four types of shapes of mirrors used for mirror work?	Round mirror, Rectangle mirror, Square mirror, Rohmbus mirror
2. What is the technique of attaching mirror in mirror work?	Mirror attach by using adhesive material and by flat stitch
3. Name of the material from sequin is made up of?	Sequins are made up of PVC, glass, & zinc sheet
4. Which stitched used for attaching mirror?	a) Satin stitch b) Running stitch c) Web stitch d) Chain stitch

Question	Candidate's answer
5.	
6.	
7.	

<b>Title of Qualification:</b>	CS Code:	Level: 2	Version:
<b>Competency Standard Title:</b> Perform Troubleshooting of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....



<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Troubleshooting of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Write down the method of adjusting timing of needle bar?	We can adjust the timing of the needle bar by loosening the needle bar (gax) with screw driver. Then set the timing between shuttle and needle bar and tighten the needle bar (gaz) with the screw driver
2. What are the basic causes of thread issues?	Broken/damage needle and needle bar Timing of shuttle
3. Write down some basic issues relevant to embroidery machine.	Broken needle Broken Motor belt Broken Frame belt Timing of needle bar Software bug Supply card Frame barring
4. Where do we fit needle in the machine?	We fit needle into the needle bar

Question	Candidate's answer
5. What type of skill is required for free motion machine embroidery?	Knee lifter and hand skill is required for free motion machine embroidery
6. Why do we reverse the machine during embroidery and how?	We reverse the machine during embroidery if there is any missing in the embroidery and we reverse the machine by using pull bar back
7.	
8.	
9.	
10.	

<b>itle of Qualification:</b>	CS Code:	Level: 2	Version:
<b>Competency Standard Title:</b> Perform Basic Maintenance of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Basic Maintenance of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Which oil do we use for the lubrication of machine?	We use special white oil for the lubrication
2. What parts of the machine need cleaning ?	Shuttle Head of machine (needle bar) Machine card Machine frame (painedograph) Belt
3. How do we adjust the needle and needle bar?	Loose the needle screw to adjust the needle Put the needle in the needle bar by keeping short groove of the needle on the backside Adjust needle long groove on the front side Tight the screw on the needle bar
4. How do you change the motor belt?	I. Locate the safety cover on the motor belt II. Unscrew the safety cover of the motor belt III. Replace the motor belt carefully IV. Put the safety cover with screws

Question	Candidate's answer
5. What are the tools we use for basic maintenance of machine?	L key set Screw driver set Plier Nose Plier Ranch spanner

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Supervise the embroidery work	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level: 4	Version:
<b>Competency Standard Title:</b> Supervise production process	<b>Assessment Date (DD/MM/YY):</b>		

**WRITTEN ASSESSMENT**

Question	Candidate's answer
1. Enlist the tools and materials required for embroidery?	<ul style="list-style-type: none"><li>• Scissors</li><li>• Clipper</li><li>• Thimble</li><li>• Needles</li><li>• Embroidery hoop</li><li>• Measuring tape</li><li>• Marking chalk</li><li>• Tracing papers</li><li>• Tracing ink</li><li>• Carbon paper</li><li>• Tape</li><li>• Common pins</li><li>• Fabric</li><li>• Pencils</li><li>• Erasers</li><li>• Adhesives</li><li>• Gota</li><li>• Fusing</li><li>• Ribbon</li><li>• Cotton and silk threads</li><li>• Beads</li><li>• Mirrors</li><li>• Sequins</li><li>• Mirror frame</li><li>• Plier</li><li>• Mesh</li><li>• Dusters</li><li>• Cleaning detergents</li><li>• Surface cleaner</li><li>• Iron</li><li>• Iron table</li><li>• Tracing table with and without tube lights</li><li>• Tracing oils</li><li>• Woolen threads</li></ul>



Question	Candidate's answer
2. What are the materials required for measuring fabric?	<ul style="list-style-type: none"> <li>• Marking chalk</li> <li>• Measuring tape</li> <li>• Measuring ruler</li> </ul>
3. Enlist finishing procedures?	<ul style="list-style-type: none"> <li>• Clipping</li> <li>• Stain remover</li> <li>• Washing</li> <li>• Ironing</li> <li>• Repair stitches</li> </ul>
4. Enlist packing material?	<ul style="list-style-type: none"> <li>• Labels</li> <li>• Bar codes</li> <li>• Tags</li> <li>• Polybags</li> <li>• Cartons</li> <li>• Carton tapes</li> <li>• Scissors</li> <li>• Paper cutter</li> <li>• Tagging guns</li> <li>• Staplers</li> <li>• Sticking tape</li> <li>• Hangers</li> </ul>
5. What are the names of the departments in a typical embroidery unit?	<ul style="list-style-type: none"> <li>• Pattern tracing</li> <li>• Inventory</li> <li>• Finishing</li> <li>• Record keeping</li> <li>• Production</li> <li>• Packaging</li> <li>• Quality check</li> <li>• Sampling</li> </ul>

Question	Candidate's answer
6. What are the standards of quality checking in embroidery?	<ul style="list-style-type: none"><li>• Tidiness and firmness of the thread</li><li>• Fine trimming and knots of embroidery</li><li>• Stain free products</li><li>• Balanced color schemes</li><li>• Wrinkle and crease free product</li><li>• Proper packaging</li><li>• Careful use of materials</li></ul>

<b>Title of Qualification:</b>	CS Code:	Level: 2	Version:
<b>Competency Standard Title:</b> Perform Embroidery on Computer Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

Guidance for Candidate	<b>To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.</b>
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**Assessors Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: Candidate Signature:.....
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: Signature of the Assessor:.....

<b>Title of Qualification:</b>	CS Code:	Level:	Version:
<b>Competency Standard Title:</b> Perform Embroidery on Computer Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b>		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. How do we know about broken of the thread in computer embroidery machine?	Light turned red on the head of the machine and it shows error on the monitor of the machine
2. What is the use of pull bar?	We use pull bar to operate the machine.
3. What is the purpose of reinforcement material?	To ensure quality of the embroidery To avoid any damage in the fabric
4. What is the format of the design use by computer embroidery machine?	Computer embroidery machine use DST file format for design

<b>Title of Qualification:</b> Machine Embroider Level-III	CS Code:	Level: 3	Version:
<b>Competency Standard Title:</b> Carry Out Different Types of Embroidery Stitches by Free Motion Machine Perform Surface Decorative on Machine Embroidery Perform Embellishment for Embroidery on Machine Perform Basic Maintenance of Embroidery Machine Perform Embroidery on Computer Embroidery Machine Perform Troubleshooting of Embroidery Machine	<b>Assessment Date (DD/MM/YY):</b> Time: 4 Hours		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment Task 1:</b> Carry out any 3 type of stitches from each of the following assigned by the assessor; <ul style="list-style-type: none"> <li>• Flat Stitches</li> <li>• Zigzag Stitches</li> </ul> </li> <li>2. <b>Assessment Task 2:</b> Candidate is required to carry out decorative work on the machine as per the mock-up given by the assessor</li> <li>3. <b>Assessment Task 3:</b> Candidate is required perform embellishment by mirror and sequin as per the mock-up given by the assessor</li> <li>4. <b>Assessment Task 4:</b> Candidate is required to perform basic maintenance of embroidery machine as per instructions of the assessor</li> <li>5. <b>Assessment Task 5:</b> Candidate is required perform embroidery on computerized embroidery machine as per given DST design  .....</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>6. <b>Knowledge assessment test (Written or Oral)</b></li> <li>7. <b>Portfolios at the time of assessment (if any)</b></li> </ol>

**During a practical assessment, under observation by an assessor, you will complete:**

**Assessment Task 1:** Candidate is required to carry out any 3 type of stitches from each of the following assigned by the assessor;

- Flat Stitches
- Zigzag Stitches

**Performance Criteria 1:** Maintain personal hygiene and wear personal protective equipment

**Performance Criteria 2:** Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

**Performance Criteria 3:** Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

**Performance Criteria 4:** Gather and Cut the material in required quantity and sizes

**Performance Criteria 5:** Check that the materials to be used are free from faults

**Performance Criteria 6:** Transfer traced design on given material

**Performance Criteria 7:** Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication

**Performance Criteria 8:** Ensure that correct component parts/fabric/material for embroidery are selected

**Performance Criteria 9:** Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product

**Performance Criteria 10:** Set-up layout of work area meeting ergonomics and material flow requirements

**Performance Criteria 11:** Perform basting to start embroidery on the fabric/material

**Performance Criteria 12:** Perform the flat embroidery stitch following the traced/ transferred design lines

**Performance Criteria 13:** Perform embroidery using required type of flat stitches (Running, Back & Stem, Herringbone, Skip, long & short, shade), while ensuring firmness of embroidery stitches

**Performance Criteria 14:** Perform the zigzag embroidery stitch i.e (satin, jump, round, E (chawal), shade, fancy) following the traced/ transferred design lines

**Performance Criteria 15:** Carry out embroidery using required type of zigzag stitches, while ensuring firmness of embroidery stitches

**Performance Criteria 16:** Lock the embroidery work with final stitch while avoiding tightness

**Performance Criteria 17:** Control the quality of embroidery according to quality standards and the artwork specifications

**Performance Criteria 18:** Perform finishing procedures includes clipping, stain removal and ironing of final product

Minimum Evidence Required

**Assessment Task 2:** Candidate is required to carry out decorative work on the machine as per the mock-up given by the assessor

**Performance Criteria 1:** Maintain personal hygiene and wear personal protective equipment

**Performance Criteria 2:** Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

**Performance Criteria 3:** Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

**Performance Criteria 4:** Gather and Cut the material in required quantity and sizes

**Performance Criteria 5:** Check that the materials to be used are free from faults

**Performance Criteria 6:** Transfer traced design on given material

**Performance Criteria 7:** Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication

**Performance Criteria 8:** Ensure that correct component parts/fabric/material for embroidery are selected

**Performance Criteria 9:** Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product

**Performance Criteria 10:** Set-up layout of work area meeting ergonomics and material flow requirements

**Performance Criteria 11:** Estimate material consumption for required applique work

**Performance Criteria 12:** Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness

**Performance Criteria 13:** Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design

**Performance Criteria 14:** Tack applique patch with machine embroidery stitches on given material at designated position

**Performance Criteria 15:** Iron the material to remove plication

**Performance Criteria 16:** Perform cutting of the material to be quilted

**Performance Criteria 17:** Pin and sew material with quilt backing sheet by avoid puckering under the given material

**Performance Criteria 18:** Burn ribbon from starting and ending points, if required

**Performance Criteria 19:** Attach ribbon with sew-in procedure by following design

**Performance Criteria 20:** Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements

**Performance Criteria 21:** Control the quality of embroidery according to quality standards and the artwork specifications

**Performance Criteria 22:** Perform required finishing procedures (clipping and stain removal) on the final product

.....

**Assessment Task 3:** Candidate is required perform embellishment by mirror and sequin as per the mock-up given by the assessor

**Performance Criteria 1:** Maintain personal hygiene and wear personal protective equipment

**Performance Criteria 2:** Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

**Performance Criteria 3:** Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

**Performance Criteria 4:** Gather and Cut the material in required quantity and sizes

**Performance Criteria 5:** Check that the materials to be used are free from faults

**Performance Criteria 6:** Transfer traced design on given material

**Performance Criteria 7:** Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication

**Performance Criteria 8:** Ensure that correct component parts/fabric/material for embroidery are selected

**Performance Criteria 9:** Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product

**Performance Criteria 10:** Set-up layout of work area meeting ergonomics and material flow requirements

**Performance Criteria 11:** Ensure bobbin is moving anti clock wise when placed in bobbin case

**Performance Criteria 12:** Apply the sequin on the traced design by avoiding breakage of sequins

**Performance Criteria 13:** Attach mirror with glue/adhesive on the traced design

**Performance Criteria 14:** Attach mirror on the traced design with jump stitch carefully

**Performance Criteria 15:** Check the tension post, if thread is tight or loose

**Performance Criteria 16:** Tighten or loose the tension post screw as required

**Performance Criteria 17:** Adjust the bobbin case for thread tension, if required

**Performance Criteria 18:** Tight or loose the screw of bobbin with screw driver as required

**Performance Criteria 19:** Rewind or change the bobbin if thread is finished

**Performance Criteria 20:** Attach the needle in the needle bar by keeping cut side of the needle on the correct side according to the machine, if required

**Performance Criteria 21:** Control the quality of embroidery according to quality standards and the artwork specifications

**Performance Criteria 22:** Perform required finishing procedures (clipping and stain removal) on the final product

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**Assessment Task 4:** Candidate is required to perform basic maintenance of embroidery machine as per instructions of the assessor

**Performance Criteria 1:** Maintain personal hygiene and wear personal protective equipment

**Performance Criteria 2:** Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

**Performance Criteria 3:** Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

**Performance Criteria 4:** Loose the needle clump screw to adjust the needle

**Performance Criteria 5:** Adjust the needle in the needle bar by keeping grooves of the needle as per machine requirement

**Performance Criteria 6:** Unscrew the shuttle by moving shaft accordingly

**Performance Criteria 7:** Set timing of the main shaft as per machine specification

**Performance Criteria 8:** Tight screws of the shuttle and needle plate for closing

**Performance Criteria 9:** Locate the safety cover on the motor belt

**Performance Criteria 10:** Unscrew the safety cover of the motor belt

**Performance Criteria 11:** Replace the motor belt carefully

**Performance Criteria 12:** Put the safety cover with screws

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**Assessment Task 5:** Candidate is required perform embroidery on computerized embroidery machine as per given DST design

**Performance Criteria 1:** Maintain personal hygiene and wear personal protective equipment

**Performance Criteria 2:** Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures

**Performance Criteria 3:** Receive and carry out instructions from supervisor and reports problems as per organizational SOPs

**Performance Criteria 4:** Plug in and copy the file in USB folder

**Performance Criteria 5:** Perform framing on computer embroidery machine

**Performance Criteria 6:** Apply reinforcement material as per design if required

**Performance Criteria 7:** Transfer the design file in the computer embroidery machine through data transfer device

**Performance Criteria 8:** Select the required format of the design (DST file format) on the machine screen

**Performance Criteria 9:** Perform threading of the machine and wind the bobbin

**Performance Criteria 10:** Ensure bobbin is moving anti clock wise when placed in bobbin case

**Performance Criteria 11:** Fix and tighten the fabric/material on the machine frame while avoiding plication

**Performance Criteria 12:** Set the range of the design on the material/fabric

**Performance Criteria 13:** Start the machine while ensuring quality of the embroidery

**Performance Criteria 14:** Check the tension post, if thread is tight or loose

**Performance Criteria 15:** Tighten or loose the tension post screw as required

**Performance Criteria 16:** Adjust the bobbin case for thread tension, if required

**Performance Criteria 17:** Tight or loose the screw of bobbin with screw driver as required

**Performance Criteria 18:** Rewind or change the bobbin if thread is finished

**Performance Criteria 19:** Attach the needle in the needle bar by keeping cut side of the needle on the correct side according to the machine, if required

**Performance Criteria 20:** Reinstall the software in computerized machine in case of error.

**Performance Criteria 21:** Control the quality of embroidery according to quality standards and the artwork specifications

**Performance Criteria 22:** Disassemble the fabric/material from the frame

**Performance Criteria 23:** Perform required finishing procedures (clipping, stain removal, reinforcement material and adhesive/acrylic) on the final product

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	<p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Performance criteria 1 for the evaluation of portfolio: Diary log of completed work of Different Types of Embroidery Stitches by Free Motion Machine</p> <p>Performance criteria 2 for the evaluation of portfolio: Diary log of completed work of Embellishment for Embroidery on Machine</p> <p>Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Basic Maintenance of Embroidery Machine</p> <p>Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Embroidery on Computer Embroidery Machine</p> <p>Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Troubleshooting of Embroidery Machine</p> <p>.....</p>
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*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)	
Assessment Task 1: Candidate is required to carry out any 3 type of stitches from each of the following assigned by the assessor; <ul style="list-style-type: none"> <li>• Flat Stitches</li> <li>• Zigzag Stitches</li> </ul>	Description of assessment task 1

During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Gather and Cut the material in required quantity and sizes			
5.	<b>Performance Criteria 5:</b> Check that the materials to be used are free from faults			
6.	<b>Performance Criteria 6:</b> Transfer traced design on given material			
7.	<b>Performance Criteria 7:</b> Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication			
8.	<b>Performance Criteria 8:</b> Ensure that correct component parts/fabric/material for embroidery are selected			
9.	<b>Performance Criteria 9:</b> Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product			
10.	<b>Performance Criteria 10:</b> Set-up layout of work area meeting ergonomics and material flow requirements			
11.	<b>Performance Criteria 11:</b> Perform basting to start embroidery on the fabric/material			
12.	<b>Performance Criteria 12:</b> Perform the flat embroidery stitch following the traced/ transferred design lines			
13.	<b>Performance Criteria 13:</b> Perform embroidery using required type of flat stitches (Running, Back & Stem, Herringbone, Skip, long & short, shade), while ensuring firmness of embroidery stitches			
14.	<b>Performance Criteria 14:</b> Perform the zigzag embroidery stitch i.e (satin, jump, round, E (chawal), shade, fancy) following the traced/ transferred design lines			
15.	<b>Performance Criteria 15:</b> Carry out embroidery using required type of zigzag stitches, while ensuring firmness of embroidery stitches			
16.	<b>Performance Criteria 16:</b> Lock the embroidery work with final stitch while avoiding tightness			
17.	<b>Performance Criteria 17:</b> Control the quality of embroidery according to quality standards and the artwork specifications			

18.	<b>Performance Criteria 18:</b> Perform finishing procedures includes clipping, stain removal and ironing of final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2: Candidate is required to carry out decorative work on the machine as per the mock-up given by the assessor		Description of assessment task 2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Gather and Cut the material in required quantity and sizes			
5.	<b>Performance Criteria 5:</b> Check that the materials to be used are free from faults			
6.	<b>Performance Criteria 6:</b> Transfer traced design on given material			
7.	<b>Performance Criteria 7:</b> Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication			
8.	<b>Performance Criteria 8:</b> Ensure that correct component parts/fabric/material for embroidery are selected			
9.	<b>Performance Criteria 9:</b> Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product			
10.	<b>Performance Criteria 10:</b> Set-up layout of work area meeting ergonomics and material flow requirements			
11.	<b>Performance Criteria 11:</b> Estimate material consumption for required applique work			
12.	<b>Performance Criteria 12:</b> Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness			
13.	<b>Performance Criteria 13:</b> Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design			
14.	<b>Performance Criteria 14:</b> Tack applique patch with machine embroidery stitches on given material at designated position			
15.	<b>Performance Criteria 15:</b> Iron the material to remove plication			
16.	<b>Performance Criteria 16:</b> Perform cutting of the material to be quilted			

17.	<b>Performance Criteria 17:</b> Pin and sew material with quilt backing sheet by avoid puckering under the given material			
18.	<b>Performance Criteria 18:</b> Burn ribbon from starting and ending points, if required			
19.	<b>Performance Criteria 19:</b> Attach ribbon with sew-in procedure by following design			
20.	<b>Performance Criteria 20:</b> Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements			
21.	<b>Performance Criteria 21:</b> Control the quality of embroidery according to quality standards and the artwork specifications			
22.	<b>Performance Criteria 22:</b> Perform required finishing procedures (clipping and stain removal) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Task 3: Candidate is required perform embellishment by mirror and sequin as per the mock-up given by the assessor		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Gather and Cut the material in required quantity and sizes			
5.	<b>Performance Criteria 5:</b> Check that the materials to be used are free from faults			
6.	<b>Performance Criteria 6:</b> Transfer traced design on given material			
7.	<b>Performance Criteria 7:</b> Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication			
8.	<b>Performance Criteria 8:</b> Ensure that correct component parts/fabric/material for embroidery are selected			
9.	<b>Performance Criteria 9:</b> Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product			
10.	<b>Performance Criteria 10:</b> Set-up layout of work area meeting ergonomics and material flow requirements			
11.	<b>Performance Criteria 11:</b> Ensure bobbin is moving anti clock wise when placed in bobbin case			
12.	<b>Performance Criteria 12:</b> Apply the sequin on the traced design by avoiding breakage of sequins			
13.	<b>Performance Criteria 13:</b> Attach mirror with glue/adhesive on the traced design			
14.	<b>Performance Criteria 14:</b> Attach mirror on the traced design with jump stitch carefully			
15.	<b>Performance Criteria 15:</b> Check the tension post, if thread is tight or loose			
16.	<b>Performance Criteria 16:</b> Tighten or loose the tension post screw as required			
17.	<b>Performance Criteria 17:</b> Adjust the bobbin case for thread tension, if required			
18.	<b>Performance Criteria 18:</b> Tight or loose the screw of bobbin with screw driver as required			

19.	<b>Performance Criteria 19:</b> Rewind or change the bobbin if thread is finished			
20.	<b>Performance Criteria 20:</b> Attach the needle in the needle bar by keeping cut side of the needle on the correct side according to the machine, if required			
21.	<b>Performance Criteria 21:</b> Control the quality of embroidery according to quality standards and the artwork specifications			
22.	<b>Performance Criteria 22:</b> Perform required finishing procedures (clipping and stain removal) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 4: Candidate is required to perform basic maintenance of embroidery machine as per instructions of the assessor		Description of assessment task 3		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Loose the needle clump screw to adjust the needle			
5.	<b>Performance Criteria 5:</b> Adjust the needle in the needle bar by keeping grooves of the needle as per machine requirement			
6.	<b>Performance Criteria 6:</b> Unscrew the shuttle by moving shaft accordingly			
7.	<b>Performance Criteria 7:</b> Set timing of the main shaft as per machine specification			
8.	<b>Performance Criteria 8:</b> Tight screws of the shuttle and needle plate for closing			
9.	<b>Performance Criteria 9:</b> Locate the safety cover on the motor belt			
10.	<b>Performance Criteria 10:</b> Unscrew the safety cover of the motor belt			
11.	<b>Performance Criteria 11:</b> Replace the motor belt carefully			
12.	<b>Performance Criteria 12:</b> Put the safety cover with screws			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 5: Candidate is required perform embroidery on computerized embroidery machine as per given DST design		Description of assessment task 4		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	<b>Performance Criteria 1:</b> Maintain personal hygiene and wear personal protective equipment			
2.	<b>Performance Criteria 2:</b> Segregate and disposing hazardous and non-hazardous waste as per standard operating procedures			
3.	<b>Performance Criteria 3:</b> Receive and carry out instructions from supervisor and reports problems as per organizational SOPs			
4.	<b>Performance Criteria 4:</b> Plug in and copy the file in USB folder			
5.	<b>Performance Criteria 5:</b> Perform framing on computer embroidery machine			
6.	<b>Performance Criteria 6:</b> Apply reinforcement material as per design if required			
7.	<b>Performance Criteria 7:</b> Transfer the design file in the computer embroidery machine through data transfer device			
8.	<b>Performance Criteria 8:</b> Select the required format of the design (DST file format) on the machine screen			
9.	<b>Performance Criteria 9:</b> Perform threading of the machine and wind the bobbin			
10.	<b>Performance Criteria 10:</b> Ensure bobbin is moving anti clock wise when placed in bobbin case			
11.	<b>Performance Criteria 11:</b> Fix and tighten the fabric/material on the machine frame while avoiding plication			
12.	<b>Performance Criteria 12:</b> Set the range of the design on the material/fabric			
13.	<b>Performance Criteria 13:</b> Start the machine while ensuring quality of the embroidery			
14.	<b>Performance Criteria 14:</b> Check the tension post, if thread is tight or loose			
15.	<b>Performance Criteria 15:</b> Tighten or loose the tension post screw as required			
16.	<b>Performance Criteria 16:</b> Adjust the bobbin case for thread tension, if required			
17.	<b>Performance Criteria 17:</b> Tight or loose the screw of bobbin with screw driver as required			
18.	<b>Performance Criteria 18:</b> Rewind or change the bobbin if thread is finished			


19.	<b>Performance Criteria 19:</b> Attach the needle in the needle bar by keeping cut side of the needle on the correct side according to the machine, if required			
20.	<b>Performance Criteria 20:</b> Reinstall the software in computerized machine in case of error.			
21.	<b>Performance Criteria 21:</b> Control the quality of embroidery according to quality standards and the artwork specifications			
22.	<b>Performance Criteria 22:</b> Disassemble the fabric/material from the frame			
23.	<b>Performance Criteria 23:</b> Perform required finishing procedures (clipping, stain removal, reinforcement material and adhesive/acrylic) on the final product			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1.	Performance criteria 1 for the evaluation of portfolio: Diary log of completed work of Different Types of Embroidery Stitches by Free Motion Machine				
2.	Performance criteria 2 for the evaluation of portfolio: Diary log of completed work of Embellishment for Embroidery on Machine				
3.	Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Basic Maintenance of Embroidery Machine				
4.	Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Embroidery on Computer Embroidery Machine				
5.	Performance criteria 3 for the evaluation of portfolio: Diary log of completed work of Troubleshooting				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

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