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HAND AND MACHINE EMBROIDERY

Competency Standard

National Vocational Certificate Level 2-4

Version 1 - February 2020



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INTRODUCTION

The art of decorating the different material like fabric, leather etc. through thread and needle with hand or by using machine is known as Embroidery. An embroider is a tradesman who specializes in drawing a design on material with needle and thread. It is person's day-to-day tasks to draw the required or new designs on the material by using different kind of stitches. This person is also competent in incorporating sequin, beads, pearls, quilts etc. by using different techniques of stitches. The person is able to plan and structure the work process according to the technical requirements and the company structure. He/she understand all stitching techniques, tools and have aesthetic sense to use different colour combinations as per the requirement of customer. Person is capable of understanding the culture and values of different local areas, and by keeping in view can embroid the traditional / local products. The art started with hand embroidery now moved a step ahead, due to bulk productions semi auto machines and computerized machines are also in great demand and embroiders who are expert in semi auto and computerized machines are also in demand. But still every type (hand, semi auto machine, and computerized machine) has its own worth and acceptability in the market.

Global fashion trends bring about swift changes in the products, processes and technology in this sector. Therefore, industry requirement for skilled workforce is increasing which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being cognizant of this fact, National Vocational & Technical Training Commission (NAVTTTC) developed competency standards for Hand and Machine Embroidery under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading Embroided Garments manufacturing industry of the country.

PURPOSE OF THE QUALIFICATION

The competency based NVQ has been developed to train the unskilled men and women of Pakistan on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by enhancing their livelihood income.

The purpose of these qualifications is to set professional standards for Hand and Machine Embroidery Experts, who will serve as key elements enhancing quality of Pakistan's Hand and Machine Embroidery industry. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of Hand and Machine Embroidery industry
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Hand and Machine Embroidery industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Hand and Machine Embroidery industry in Pakistan

DATE OF VALIDATION

This National Vocational Competency Standard was validated on March 9 -10, 2020 by the Qualification Validation Committee.

CODE OF QUALIFICATIONS

Qualification Title	Code
National Vocational Certificate Level 2 in Hand Embroidery	0723HME01
National Vocational Certificate Level 3 in Hand Embroidery	0723HME02
National Vocational Certificate Level 4 in Machine Embroidery	0723HME03

ENTRY REQUIREMENTS

The entry for National Vocational Qualifications level 2-4, in Hand and Machine Embroidery are given below:

QUALIFICATION TITLE	ENTRY REQUIREMENTS
National Vocational Qualification Level-2 in Hand Embroidery	The entry requirement of National Vocational Certificate Level-2 in Hand Embroidery is Middle or equivalent.
National Vocational Qualification Level-3 in Hand Embroidery	The entry requirement of National Vocational Certificate Level-3 in Hand Embroidery is "Hand Embroidery Level-2"
National Vocational Qualification Level-4 in Machine Embroidery	The entry requirement of National Vocational Certificate Level-4 is Middle or equivalent.

QUALIFICATIONS DEVELOPMENT COMMITTEE

The Qualifications Development Committee consisted of following members:

Sr. No.	NAME	DESIGNATION & ORGANIZATION
1.	Atif Anees	Facilitator
2.	Farhat Majeed	Project Manager, STEP
3.	Shahbaz Ahmad Ali	CEO, Aisha Boutique
4.	Noreen Majahid	Instructor, Sanatzar Khanewal
5.	Muhammad Imran Bhatti	Project Manager, Forest Blue
6.	Farkhanda Nasrullah	Sr. Instructor, VTI Walton, Lahore
7.	Farhat Yasmeen	Sr. Instructor, VTI Kanewal
8.	Umer Niaz	Fashion and Textile Desginer
9.	Samina Khurram	Owner, Sahar Atif
10.	Qamar Salam	Owner, Ramazan Embroidery
11.	Muhammad Hassaan	DACUM facilitator
12.	Kamran Khan	CEO, Khan Embroidery, Sialkot
13.	Muhammad Yasir	Deputy Director (Skills Standard & Curricula), NAVTTC
14.	Muhammad Ishaq	Deputy Director (HR), NAVTTC
15.	Muhammad Salman Butt	Executive Director, Espire Consultant
16.	Munazza Tanveer	Freelance Consultant

QUALIFICATIONS VALIDATION COMMITTEE

The Qualifications Development Committee consisted of following members:

Sr. No.	NAME	DESIGNATION & ORGANIZATION
1.	Nazir Khan Niazi	Chairman PBT/ Chairman CCDTE
2.	Faqir Muhammad Kayfi	Secretary PBT/ CCDTE
3.	Engr. Azhar Iqbal Shad	Principal Government College of Technology Raiwind Road, Lahore
4.	Atif Anees	Facilitator
5.	Farhat Majeed	Project Manager, STEP, Lahore
6.	Abida Khalid	GCT Lyton road, Lahore
7.	Noreen Mujahid	Instructor, Sanatzar Khanewal
8.	Shahbaz Ahmad	CEO, Aisha Boutique
9.	Muhammad Imran Bhatti	Project Manager, Forest Blue
10.	Riffat Siddique	Sr. Instructor, VTI Governor House, Lahore
11.	Farhat Yasmeen	Sr. Instructor, VTI Khanewal
12.	Farkhanda	Fashion and Textile Desginer, Lahore
13.	Samina Khurram	Owner, Sahar Atif
14.	Qamar Salam	Owner, Ramazan Embroidery
15.	Muhammad Hassaan	DACUM facilitator
16.	Umer Niaz	Fashion and Textile Desginer

17.	M. Naeem Akhtar	Senior Technical Advisor
18.	Muhammad Raza Ahmed	CEO, Khan Embroidery, Sialkot
19.	Muhammad Salman Butt	Executive Director, Espire Consult, Lahore
20.	Munazza Tanveer	Freelance Consultant
21.	Sabeel Asghar Kiani	Technical Advisor, TVET Sector Support Programme
22.	Muhammad Naeem Akhtar	Senior Technical Advisor, TVET Sector Support Programme

REGULATIONS FOR THE QUALIFICATION AND SCHEDULE OF UNITS

- The Companies Act, 2017
- Seventh Schedule to the Companies Act, 2017
- The Limited Liability Partnership Act, 2017
- Single Member Companies Rule, 2003
- Bonded Labour System (Abolition) ACT, 1992
- Companies Profits (Workers Participation) ACT, 1968
- Disabled Persons, (Employment And Rehabilitation) Ordinance, 1981
- Punjab Occupational Safety And Health ACT, 2019
- Workers Welfare Fund Ordinance, 1971
- Income Tax Ordinance, 2001
- Sales Tax Act, 1990, on sale and supply of goods and on the goods imported into Pakistan
- The Islamabad Capital Territory (Tax on Services) Ordinance, 2001
- Punjab Sales Tax on Services (Enforcement) Rule, 2014
- Punjab Sales Tax Ordinance 2000
- Punjab Revenue Act, 2012
- The Sindh Sales Tax on Services (amendment) Act, 2018. (Sindh Act No. VII of 2018)
- The Sindh Companies Profits (Workers Participation) Act, 2017 (Sindh Act No. XXIII of 2017)
- KPRA Sales Tax on Services Regulation, 2017
- Khyber Pakhtunkhwa Sales Tax on Services Special Procedure (Transportation or Carriage of Petroleum Oils through Oil Tankers) Regulation, 2018
- Balochistan Sales Tax on Services Rules, 2018
- Balochistan Sales Tax Special Procedure (Withholding) Rules, 2018
- Balochistan Sales Tax Act, 2015

SUMMARY OF COMPETENCY STANDARDS

Code	Competency Standards	Level	Credits	Category
001100851	Perform Basic Communication	2	2	Generic
041700839	Communicate the Workplace Policy and Procedure	2	2	Generic
102200843	Comply with Personal Health and Safety Guidelines	2	3	Generic
0723HME01 A	Carry Out Khaka (Mock up) Development	2	3	Technical
0723HME01 B	Carry out different types of embroidery stitches	2	30	Technical
0723HME01 C	Perform Surface Decorative Embroidery	2	32	Technical
0723HME01 D	Perform Finishing and Packing Operations	2	8	Technical
001100852	Communicate at Workplace	3	2	Generic
102200846	Apply Work Health and Safety Practices (WHS)	3	3	Generic
0723HME02 A	Perform Basic Embellishment on Frame/Adda	3	17	Technical
0723HME02 B	Perform Beads and Sequin work	3	6	Technical
0723HME02 C	Perform Zardozi (Kora-Dabka) work	3	10	Technical
0723HME02 D	Ensure the Quality of Embroidery work	3	12	Functional
0723HME02 E	Perform Regional Embroidery (Punjabi)	3	30	Technical

0723HME02 F	Perform Regional Embroidery (Sindhi)	3	30	Technical
0723HME02 G	Perform Regional Embroidery (Balochi)	3	30	Technical
0723HME02 H	Perform Regional Embroidery (Kashmiri)	3	30	Technical
061100858	Perform Computer Application	4	3	Generic
001100853	Perform Advanced Communication	4	3	Generic
102200848	Contribute to Work Related Health and Safety (WHS) Initiatives	4	3	Generic
0723HME03 A	Carry out different types of Embroidery Stitches by Free Motion Machine	4	29	Technical
0723HME03 B	Perform Surface Decorative Embroidery on Machine	4	29	Technical
0723HME03 C	Perform Embelishment for Embroidery on Machine	4	18	Technical
0723HME03 D	Perform Troubleshooting of Embroidery Machine	4	12	Technical
0723HME03 E	Perform Basic Maintenance of Embroidery Machine	4	10	Technical
0723HME03 F	Supervise the embroidery work	4	15	Functional
0723HME03 G	Perform Embroidery on Computerized Embroidery Machine	4	20	Technical
041300867	Manage Personal Finances	4	3	Generic
041300860	Develop Entrepreneurial Skills	4	15	Generic

PACKAGING OF QUALIFICATIONS

The national vocational qualifications are packaged as per following:

National Vocational Certificate Level-4 in Machine Embroidery	Develop Entrepreneurial Skills
	Manage Personal Finances
	Perform Embroidery on Computerized Embroidery Machine
	Supervise the Embroidery Work
	Perform Basic Maintenance of Embroidery Machine
	Perform Trouble Shooting of Embroidery Machine
	Perform Embellishment for Embroidery on Machine
	Perform Surface Decorative Embroidery on Machine
	Carry out different types of Embroidery Stitches by free motion machine
	Contribute to Work Related Health and Safety (WHS) Initiatives
	Perform Advanced Communication
	Perform Computer Application

National Vocational Certificate Level-3 in Hand Embroidery	Perform Regional Embroidery (Balochi, Kashmiri, Punjabi, Sindhi) *
	Ensure the quality of Embroidered Work
	Perform Zardozi (Kora-Dabka) Work
	Perform Beads and Sequin Work
	Perform Basic Embellishment on Frame/Adda
	Apply Work Health and Safety Practices (WHS)
	Communicate at Workplace

** Regional embroidery to be selected based on location of training institute*

National Vocational Certificate Level-2 in Hand Embroidery	Perform Finishing and Packing Operations
	Perform Surface Decorative Embroidery
	Carry out different types of embroidery stitches
	Carry Out Khaka (Mock up) Development
	Comply with Personal Health and Safety Guidelines
	Communicate the Workplace Policy and Procedure
	Perform Basic Communication

001100851 Perform Basic Communication

Overview:

This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use. By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace

Competency Units	Performance Criteria
CU1. Communicate in a team to achieve intended outcomes	P1. Treat team members with respect P2. Maintain positive relationships to achieve common organizational goals P3. Gather work related information from team P4. Identify interrelated work activities to avoid confusion P5. Identify problems in communication with a team P6. Resolve Communication barrier through discussion and mutual agreement
CU2. Follow Supervisor's instructions as per organizational SOPs	P1. Receive the instructions from Supervisor P2. Carry out the instructions of the supervisor P3. Report to the supervisor as per organizational SOPs

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic Learn and understand Types of communication
- Basic Reading Skills
- Basic Writing skills
- Basic Verbal communication skills
- Basic Problem solving skills
- Basic Self-Management Skills
- Basic Workplace dress code
- Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Basic Communication. They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Basic Communication. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

041700839 Communicate the Workplace Policy and Procedure

Overview:

This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
CU1. Identify workplace communication procedures	P1. Identify organizational communication requirements and workplace procedures with assistance from relevant authority P2. Identify appropriate lines of communication with supervisors and colleagues.
CU2. Communicate at workplace	P1. Use appropriate non-verbal behavior at all times P2. Encourage, acknowledge and act upon constructive feedback
CU3. Fill and read standard organizational format	P1. Fill designed formats for approval, ensuring it is written clearly, concisely and within designated timeframes P2. Ensure written information meets required standards of style, format and detail.

Knowledge and Understanding

- Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- Organizational policies, plans and procedures.
- Barriers to communication
- Communication model
- Knowledge about Verbal and written communication

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Communicate the Workplace Policy and Procedure .

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Communicate the Workplace Policy and Procedure. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Workplace policy procedures manual

102200843 Comply with Personal Health and Safety Guidelines

Overview:

This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

Competency Units	Performance Criteria
CU1. Identify Personal Hazards at Workplace	P1: Identify personal hygiene and safety issues at work place P2: Identify tools and situations that have the potential to cause harm P3: Report, identified risk to Health, hygiene and safety to concerned
CU2. Apply Personal Protective and Safety Equipment (PPE)	P1: Identify personal protective equipment in terms of type and quantity according to work orders. P2: Wear personal protective equipment according to job requirements. P3: Clean and properly store personal protective equipment
CU3. Comply Occupational Safety and Health (OSH)	P1: Maintain cleanliness and hygiene during work P2: Comply with Health, hygiene and safety precautions before starting work P3: Comply organizational Health, hygiene and safety guidelines during work P4: Deal with resolvable problems according to prescribed procedures and Report unresolvable problems to concerned P5: Place the tools equipment etc at their prescribed place after completion of work
CU4. Dispose of hazardous Waste/materials from the designated area.	P1: Identify hazardous waste materials which needs to be disposed off P2: Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure P3: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure P4: Take necessary precautions like putting masks and gloves

	while disposing hazardous waste/ materials as per standard operating procedure
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Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain safety rules and regulations of organization
- List Personal protection and safety Equipment
- Describe meaning of Safety signs and symbols
- Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- Describe waste disposal SOPs
- Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Comply with Personal Health and Safety Guidelines.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to apply Comply with Personal Health and Safety Guidelines. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Fire Extinguisher
2.	Safety Equipment (Safety Shoes, Safety Gloves, Safety Goggles, Safety Helmet and Ear Plugs etc.)
3.	Smoke Detecting Alarm
4.	First Aid Kit
5.	Waste bins

0723HME01A Carry Out Mock up (Khaka) Development

Overview

This competency standard identifies competencies required to carry out mock up development for embroidered products in accordance with product design, material and quality requirements. You will be able to trace and punch design on fabric and other materials for embroidery.

Competency Units	Performance Criteria
CU1. Trace the design	P1: Gather required tools for work area for tracing P2: Trace drawing on the tracing sheet as per given design
CU2. Punch design	P1: Punch hole on all elements of drawing P2: Transfer the punched design on the material

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Knowledge about different materials and tools
- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools
- Washing and stain removal processes
- Basics of drawing elements
- Uses of drawing tools
- Usage of PPEs
- Knowledge about usage of punching tools
- Placement of designs
- Embroidery process

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Carry Out Mock up (Khaka) Development.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Carry Out Mock up (Khaka) Development. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Consumables:
5.	Rubber
6.	Pencil
7.	Paper Tape
8.	Tracing paper/Butter paper
9.	Pointer
10.	Punching machine
11.	Tracing wheel
12.	Pin
13.	Pin cushion
14.	Needles (9#)

0723HME01B Carry out different types of Embroidery Stitches

Overview:

This competency standard identifies competencies required to carryout different types of embroidery stitches for embroided products in accordance with product design, material and quality requirements. You will be able to carry out flat stitches, loop stitches and knot stitches on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare work station for basic stitches</p>	<p>P1.Collect instructed material required for assigned type of stitch for embroidery</p> <p>P2.Clean the workstation from dust, fluff and oil</p> <p>P3.Trace design on tracing sheet [butter paper, PVC, etc.] to be embroidered if required</p> <p>P4.Transfer the design on given material</p> <p>P5.Fix and tighten the fabric/material on the hand frame (hoop) while avoiding plication (fold)</p> <p>P6.Set thread and needle according to material and work instructions</p> <p>P7.Follow the instructions and artwork specifications</p> <p>P8.Organize workplace according to embroidery Artwork and Design sample of the embroidered product</p>
<p>CU2. Carry out Flat Stitches</p>	<p>P1.Perform basting to start embroidery on the fabric/material</p> <p>P2.Preform the flat embroidery stitch following the transferred design lines</p> <p>P3.Perform basic type of flat stitches (Running, Back & Stem), while ensuring firmness of embroidery stitches</p> <p>P4.Perform embroidery using required type of flat stitches (Herringbone, Skip, Satin, long & short, shade, couching, cross), while ensuring firmness of embroidery stitches</p> <p>P5.Lock the embroidery work with final stitch while avoiding tightness</p> <p>P6.Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P1.Perform finishing procedures includes clipping, stain</p>

	removal and ironing of final product
CU3. Carry out Loop Stitches	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform the loop embroidery stitch following the traced/ transferred design lines</p> <p>P3. Carry out embroidery using required type of loop stitches (chain, button hole, blanket, fishbone, feather, fly) while ensuring firmness of embroidery stitches</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P1. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>
CU4. Carry out Knot Stitches	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform the knot embroidery stitch following the traced/ transferred design lines</p> <p>P3. Carry out embroidery required type of knot stitches (French knot, Double knot and Bullion knot) as per given design while ensuring firmness of stitches:</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Types of needles and their application according to embroidery requirements
- Types and usage of frame (hoop)
- Categories of basic stitches of embroidery, their techniques and applications
- Flat Stitches

Running Stitch - Back Stitch - Stem Stitch - Satin Stitch - Kashmiri Stitch - Couching Stitch - Cross Stitch - Herringbone Stitch

- Loop Stitches
Chain Stitch - Lazy-daisy Stitch - Button hole Stitch - Blanket Stitch - Fishbone Stitch - Feather Stitch - fly Stitch
- Knot Stitches
French knot Stitch - Double knot Stitch - Bullion knot Stitch
- Technical terms associated with different kinds of embroidery work
- Embroidery threads and their classification- thread types, shade and sizes

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Carry out different types of Embroidery Stitches.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Carry out different types of Embroidery Stitches. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel
10.	Seam ripper
11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier

0723HME01C Perform Surface Decorative Embroidery

Overview

This competency standard identifies competencies required to perform surface decorative embroidery for embroidered products in accordance with product design, material and quality requirements. You will be able to prepare applique work, execute cut work, carry out cord (dori) work, carry out ribbon work, and carry out quilt techniques design on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare work station for required embroidery</p>	<p>P1. Collect instructed material required for assigned type of stitch for embroidery</p> <p>P2. Clean the workstation from dust, fluff and oil</p> <p>P3. Trace design on tracing sheet [butter paper, PVC, etc.] to be embroidered if required</p> <p>P4. Transfer the design on given material</p> <p>P5. Fix and tighten the fabric/material on the hand frame (hoop) while avoiding plication (fold)</p> <p>P6. Set thread and needle according to material and work instructions</p> <p>P7. Follow the instructions and artwork specifications</p> <p>P8. Organize workplace according to embroidery Artwork and Design sample of the embroidered product</p>
<p>CU1. Perform Applique work</p>	<p>P1. Make an estimated calculation of material consumption for required work</p> <p>P2. Transfer design on given applique material</p> <p>P3. Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness</p> <p>P4. Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design</p> <p>P5. Tack applique patch with embroidery stitches on given material at designated position</p> <p>P6. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P7. Control the quality of embroidery according to quality</p>

	<p>standards and the artwork specifications</p> <p>P8. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>
CU2. Execute cut work	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform embroidery followed by lock/chain stitch on given material following the traced/ transferred design lines/dots</p> <p>P3. Cut the negative areas of design with appropriate tool</p> <p>P4. Perform button hole stitch to achieve even borderline finishes</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>
CU3. Carry out cord (dori) work	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Develop a cord with different material as per design requirement</p> <p>P3. Fix cord in the given design with overlap embroidery stitch considering tightness</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform finishing procedures includes clipping and stain removal of final product</p>
CU4. Carry out ribbon work	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Burn ribbon from starting and ending points</p> <p>P3. Attach ribbon with sew-in procedure by following design</p> <p>P4. Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design</p>

	<p>requirements</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform finishing procedures includes clipping and stain removal of final product</p>
<p>CU5. Carry out quilt techniques</p>	<p>P1. Estimate material consumption according to given design</p> <p>P2. Select appropriate needle & thread considering the texture, fiber of material for embroidery on quilt</p> <p>P3. Iron the material and transfer given design on given material to remove plication</p> <p>P4. Perform cutting of the material to be quilted</p> <p>P5. Perform basting to start embroidery on the fabric/material</p> <p>P6. Pin and sew material with quilt backing sheet by avoid puckering under the given material</p> <p>P7. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P8. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P9. Perform finishing procedures includes clipping and stain removal of final product</p>
<p>CU6. Carry out drawn thread (tarkashi) work</p>	<p>P1. Mark the given design on fabric</p> <p>P2. Select appropriate needle according to fabric weave</p> <p>P3. Pick out threads from the warp or the weft of a piece of even weave fabric by avoiding breakage of the thread</p> <p>P4. Make Knot and wrap embroidery thread delicately on left fabric weave (warp/Weft) to create a required design, while counting number of warp/weft</p> <p>P5. Make a Knot of the embroidery thread edges by avoiding crumpling of warp/weft</p> <p>P6. Perform finishing procedures includes knotting edges, clipping, ironing and stain removal of final product</p>

<p>CU7. Execute technique</p>	<p>smocking</p>	<p>P1. Mark the given design on the fabric</p> <p>P2. Perform a dotted square grid of evenly-spaced on the fabric with fabric pen or a pencil.</p> <p>P3. Perform basting on the dots to start smocking embroidery technique</p> <p>P4. Gather the fabric by Pulling the thread to make even tight pleats, tie knot at the tail of each thread and cut off extra thread</p> <p>P5. Perform stem stitch in two pleats of the fabric and join the pleats one by one with continuity</p> <p>P6. Perform wave stitch between all pleats to make zigzag pattern and Knot the embroidery thread edges</p> <p>P7. Perform finishing procedures includes clipping and stain removal of final product</p>
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Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Elaborate different types of embroidery techniques and associated stitches type:
 - Applique work
 - Cut work
 - Cord work
 - ribbon work
 - shadow work
 - Counted thread work e.g cross stitch embroidery
 - Drawn thread work(tarkashi)
 - Smocking
- Knowledge of the embroidery styles, design & colour concepts
- Knowledge of different types of fabrics & other materials and accessories used in embroidery
- Color combination/usage of thread as per the given design
- Common factors affecting stitching & embroidery
- Different types of needles
- Thread thickness, shade and sizes and parts of needles
- The actions to take in the event of damaged tool/material
- The problems encountered when working on different types of materials
- Different types of defects and their segregation

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Surface Decorative Embroidery.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Surface Decorative Embroidery. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel
10.	Seam ripper
11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier

0723HME01D Perform Finishing and Packing Operations

Overview

This competency standard identifies competencies required to Perform Finishing Operations in accordance with product design, and quality requirements. You will be able to inspect the stitched product as per quality requirements, perform surface finishing operations and pack the final product as per customer or shipment requirements.

Competency Units	Performance Criteria
CU1. Inspect the embroidered Fabric/material	P1. Clean the product from dust and stains P2. Inspect the product for all quality requirements as per product design P3. Mark all defects / noncompliance areas on the product with prescribed tools P4. Prepare inspection report on the prescribed format
CU2. Perform measurement control	P1. Control the measurement of the embroidered fabric/material according to the measurement pattern P2. Prepare inspection reports on the prescribed format
CU3. Perform surface finishing operations	P1. Remove reinforcement material from the embroidered fabric/material P2. Perform finishing procedures including clipping, stain removal from the final product, if required.
CU4. Pack the final product	P1. Apply tags and labels as per company or customer requirements P2. Pack the product as per shipment/customer requirements P3. Apply labels (bar code, identification etc.) on the package as per shipment/customer requirements P4. Prepare packing report on the prescribed format

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- Knowledge about finishing process
- Knowledge about packing process

- Understand fabric/material quality parameters
- Understand fabric/material quality requirements
- Understand usage of various inspection tools and equipment
- Understand sizing charts
- Understand packing instructions
- Understand usage of various tagging tools
- Understand various packing techniques
- Knowledge about preparation of reports

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Finishing and Packing Operations.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Finishing and Packing Operations. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Measurement tool
2.	Measuring tape
3.	Thread cutter / clipper
4.	Cleaning brush
5.	Tagging gun
6.	Bar code printer
7.	Bar code scanner
8.	Adhesive Tape Roller
9.	Carton Strapping machine
10.	Weighing scale
11.	Needle detector / Needle scanner
12.	Personal Protective Equipment

13.	Packing instruction
14.	Ready-made product

001100852 Communicate at Workplace

Overview:

This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
CU1. Communicate within and outside of organization	P1. Communicate within and other departments P2. Deal with vendors and clients/customers P3. Interact with other organisations P4. Use various media to communicate effectively
CU2. Communicate effectively in workgroup	P1. Assess the issues to provide relevant suggestion to group members P2. Resolve the issues/ problems /conflicts within the group P3. Arrange group working sessions to increase the level of participation in the group processes P4. Communicate with manner to reflect professional standards/ awareness of appropriate work ethics P5. Act upon constructive feedback
CU3. Communicate in writing	P1. Identify relevant procedures for written information P2. Ensure written information meets required standards of style, format and detail P3. Draft information for approval, ensuring it is written within designated timeframes P4. Proofread drafted document by colleague or supervisor P5. Seek assistance / feedback to aid communication skills development

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Importance of intra and inter organizational communication

K2: Basics of business communication

- K3:** Defining Modes of communication
- K4:** Effective communication in workgroup
- K5:** Communicating through writing
- K6:** The importance of teamwork

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Communicate at Workplace.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Communicate at Workplace. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computers
2.	Printer
3.	Scanner
4.	Cell phone
5.	Telephone

102200846 Apply Work Health and Safety Practices (WHS)

Overview:

This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices.

Competency Units	Performance Criteria
CU1. Implement safe work practices at workplace	<p>P1. Implement relevant rules and procedures of WHS at workplace.</p> <p>P2. Use personal protective equipment according to safe work practices</p> <p>P3. Raise WHS issue with relevant personnel</p>
CU2. Participate in hazard assessment and elimination activities at workplace	<p>P1. Identify hazards or WHS issues in the workplace to relevant personnel</p> <p>P2. Assess and control risks in line with workplace procedures</p> <p>P3. Report hazards or WHS issues in the workplace to relevant personnel</p> <p>P4. Take actions to eliminate workplace hazards or to reduce risks</p> <p>P5. Document risk control actions as required</p>
CU3. Follow emergency procedures at workplace	<p>P1. Report emergencies or incidents promptly to relevant personnel</p> <p>P2. Take appropriate measures to deal with emergencies</p> <p>P3. Implement evacuation procedures as required</p>

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Outline the WHS rights and responsibilities that apply to own role
- Explain the term duty of care
- typical health and safety roles in the workplace
- common safety signs and symbols
- procedures for reporting hazards, risks, incidents and accidents
- Identify and describe common hazards and major causes of accidents relevant to the workplace
- Explain what the term risk control means
- potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Apply Work Health and Safety Practices (WHS).

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Apply Work Health and Safety Practices (WHS). Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Fire Extinguisher
2.	Safety Equipment (Safety Shoes, Safety Gloves, Safety Goggles, Safety Helmet and Ear Plugs etc.)
3.	Smoke Detecting Alarm
4.	First Aid Kit
5.	WHS regulations

0723HME02A Perform Basic Embellishment on Frame/Adda

Overview

This competency standard identifies competencies required to perform basic embellishment on frame (adda) for embroidered products in accordance with product design, material and quality requirements. You will be able to prepare work station, carry out embroidery with awl (ari), carry out salma sitara work, and carry out mirror (sheesha) work and disassemble the frame to design on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare work station for required embroidery</p>	<p>P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch)</p> <p>P2. Clean the workstation area to make it free from any potential hazards</p> <p>P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required</p> <p>P4. Transfer traced design on given material</p> <p>P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required</p> <p>P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication</p> <p>P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P8. Follow the instructions and artwork specifications</p> <p>P9. Check that the materials to be used are free from faults</p> <p>P10. Ensure the materials used meet the specification matching embroidery Artwork and Design sample of the embroidered product</p>
<p>CU2. Carry out embroidery with Awl (Ari)</p>	<p>P1. Select appropriate awl(arri) & thread considering the texture, fiber and type of embroidery to be done</p> <p>P2. Knot the thread to initiate the arri work</p> <p>P3. Perform chain stitch with awl by following given design lines</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p>

		<p>P6. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU3. Carry out Salma Sitara work		<p>P1. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P2. Cut salma length as per required measurement and estimation</p> <p>P3. Perform basting to start embroidery on the fabric/material</p> <p>P4. Apply the Salma Sitara on the traced design</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU4. Perform (Sheesha) Work	Mirror	<p>P1. Apply mirror with glue/adhesive on the traced design</p> <p>P2. Apply buttonhole stitches with firmness to grip the attached mirror either on fabric or mirror ring directly by following the traced/ transferred design lines/dots</p> <p>P3. Stitch mirror ring of appropriate mirror size with the material while fixing the mirror</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU5. Disassemble the Frame/Adda	the	<p>P1. Open the string from head and tail area carefully</p> <p>P2. Cut the string from both sides except head side locked area/corners carefully considering the tidiness</p> <p>P3. Cut the head side locked area / corners of embroidered material/fabric carefully</p> <p>P4. Suspend frame/adda after completion & finishing of work</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Usage of PPEs
- Placement of designs Color combination/usage of thread as per the given design
- Fixing of embroidery frame (adda/hoop) and maintain appropriate tension to prepare a even base
- Common factors affecting stitching & embroidery
- Understanding of different needles and threads for appropriate embroidery application
- Able to learn the characteristics of different materials to be embroidered and how they differ
- Understanding range of techniques most suited to different types of materials.
 - a. Diamondittee/ crystals
 - b. Stones
 - c. Beads
 - d. Pearls
 - e. Sequins
 - f. Crystal pipes (cutdana)
- Understanding use of different adhesive mediums and their results in fixation of various decorative materials.
- Different types of defects and their segregation
- Common hazards in the work area and workplace procedures in dealing with them

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Basic Embellishment on Frame/Adda.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Basic Embellishment on Frame/Adda. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Awl (needle)
6.	Clippers

7.	Fabric scissors
8.	Paper scissors
9.	Measuring tape
10.	Tracing wheel
11.	Seam ripper
12.	Pins
13.	Pin cushions
14.	Thimble
15.	Embroidery hoop
16.	Embroidery frame (adda)
17.	Plier
18.	Fabric pad
19.	Nail

0723HME02B Perform Beads and Sequin Work

Overview

This competency standard identifies competencies required to Perform beads and sequin stitching to embroidered products in accordance with product design, material and quality requirements. You will be able to perform beads and sequin (sitara) work, and perform stone work on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare workstation for beads and sequin work</p>	<p>P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch)</p> <p>P2. Clean the workstation area to make it free from any potential hazards</p> <p>P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required</p> <p>P4. Transfer traced design on given material</p> <p>P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required</p> <p>P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication</p> <p>P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P8. Follow the instructions and artwork specifications</p> <p>P9. Clean the materials to be used to make them free of faults</p> <p>P10. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p>
<p>CU2. Perform Beads & Sequin (Sitara) work</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Apply the beads and sequin on the traced design with running stitch</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p>

	<p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU3. Perform Stone work	<p>P1. Apply appropriate gluing gun / adhesive to fix stones.</p> <p>P2. Attach stone holder with material, if required Perform basting to start embroidery on the fabric/material</p> <p>P3. Attach stone frame with running stitch on the given material by following the traced/ transferred design lines/dots</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
 - Techniques of transferring methods
 - Usage of PPEs
 - Placement of designs color combination/usage of thread as per the given design
 - Fixing of embroidery frame (adda/hoop) and maintain appropriate tension to prepare a even base
 - Common factors affecting stitching & embroidery
 - Understanding of different needles and threads for appropriate embroidery application
 - Able to learn the characteristics of different materials to be embroidered and how they differ
 - Understanding range of techniques most suited to different types of materials.
- g. Diamondittee/ crystals
 - h. Stones
 - i. Beads
 - j. Pearls
 - k. Sequins
 - l. Crystal pipes (cutdana)

- Understanding use of different adhesive mediums and their results in fixation of various decorative materials.
- Different types of defects and their segregation
- Common hazards in the work area and workplace procedures in dealing with them

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Beads and Sequin Work.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Beads and Sequin Work. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Clippers
5.	Fabric scissors
6.	Paper scissors
7.	Measuring tape
8.	Tracing wheel
9.	Seam ripper
10.	Pins
11.	Pin cushions
12.	Thimble
13.	Embroidery hoop
14.	Plier
15.	Fabric pad

0723HME02C Perform Zardozi (Kora-Dabka) Work

Overview

This competency standard identifies competencies required to perform zardozi (kora-dabka) stitching to embroidered products in accordance with product design, material and quality requirements. You will be able to make arrangements for work area, perform naqshi/pel stitching, and perform kora-dabka on fabric and other materials for embroidery.

Competency Units	Performance Criteria
CU1. Prepare workstation for zardozi work	P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch) P2. Clean the workstation area to make it free from any potential hazards P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required P4. Transfer traced design on given material P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done P8. Clarify the instructions and artwork specifications P9. Check that the materials to be used are free from faults P10. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product
CU2. Perform Naqshi/Pel work	P1. Cut naqshi/pel length as per required measurement and estimation P2. Prepare base for naqshi/pel work with awl (arri) embroidery P3. Perform basting to start embroidery on the fabric/material

	<p>P4. Apply the naqshi/pel on the traced design carefully to avoid any damage of spring</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
<p>CU3. Perform Kora/Dabka work</p>	<p>P1. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P2. Cut Kora/Dabka length as per required measurement and estimation</p> <p>P3. Prepare base for Kora/dabka work with awl (arri) embroidery</p> <p>P4. Perform basting to start embroidery on the fabric/material</p> <p>P5. Apply the Kora/Dabka on the traced design carefully to avoid any damage of spring</p> <p>P6. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P7. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P8. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools and their usage
- Usage of PPEs
- Placement of frame/adda to maintain work efficiency and fixation of fabric with appropriate tension/stretch
- Use of design specification and understanding the art work

- Thread thickness, shade and sizes of needles
- Combination of basic stitches and workstyle along with different materials
- Understanding the characteristics of different embellishment materials and learn specific embroidery techniques to attach them
 - a. kora
 - b. dabka
 - c. naqshi
 - d. pitta
 - e. tilla
 - f. metal strips
 - g. quills
 - h. metal slabs
 - i. cutdana
- Knowledge of different types of defects and procedures of dealing with them

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Zardozi (Kora-Dabka) Work.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Zardozi (Kora-Dabka) Work. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel
10.	Seam ripper

11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier
16.	Awl needles
17.	Consumable:
18.	Naqshi
19.	Pel

0723HME02D Ensure the Quality of Embroidery Work

Overview

This standard defines the advanced knowledge, skills and understanding required to ensure quality of surgical instruments.

Competency Units	Performance Criteria
CU1. Set up product quality requirement	P1. Enlist quality parameters of the embroidery by interpreting product drawing and technical specifications P2. Provide master samples of products to relevant processes P3. Communicate quality requirements to concerned supervisors and quality inspectors
CU2. Develop quality checking procedures	P1. Identify methods for checking quality parameters in different processes P2. Prepare standard quality checking procedures including sample size, patterns, and report templates etc. P3. Communicate quality checking procedures to concerned supervisors and quality inspectors
CU3. Prepare quality assurance report	P1. Gather quality and production reports from quality inspectors and concerned supervisors at defined intervals P2. Consolidate the data in concise form for further analysis P3. Compile report of quality conformance P4. Submit and present the report to management within defined timeline

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Understand technical drawings and specifications
- Understand basic of quality management system
- Understand instrument functionality
- Understand quality requirements of surgical instruments
- Understanding basics of material quality and specifications
- Understand documentation and communication techniques
- Basic understand adult learning principals

- Understand data compilation and report writing
- Knowledge about constituents of job description
- Understand basic scheduling techniques
- Understand preparing work plans
- Knowledge of personnel management
- Understand basic computer operations
- Knowledge of visual assistant (Word, Excel, Power Point)

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to ensure quality of products.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to ensure quality of products. Further guidance is provided in the assessment evidence guide for this competency standard.

List of Tools and Equipment

Sr. No.	Items
1.	Quality Management System Standard and Manual
2.	Computer system along with all accessories
3.	Laser Printer
4.	Scanner

0723HME02E Perform Regional Embroidery (Punjabi)

Overview

This competency standard identifies competencies required to carryout mock up development for emboided products in accordance with product design, material and quality requirements. You will be able to trace and punchdesign on fabric and other materials for embroidery.

Competency Units	Performance Criteria
CU1. Prepare workstation for regional embroidery (Punjabi)	P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch) P2. Clean the workstation are to make it free from any potential hazards P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required P4. Transfer traced design on given material P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done P8. Clarify the instructions and artwork specifications P9. Check that the materials to be used are free from faults P10. Enure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product
CU2. Perform Phulkari Embroidery	P1. Perform basting to start embroidery on the fabric/material P2. Perform phulkari embroidery as per design by using darning stitch and stem stitch by following the traced/ transferred design lines/dots P3. Lock the embroidery work with final stitch while avoiding tightness, if required P4. Control the quality of embroidery according to quality

	<p>standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
<p>CU3. Perform shadow work</p>	<p>P1. Trace the design on the back side of the sheer fabric</p> <p>P2. Perform basting to start embroidery on the fabric/material</p> <p>P3. Perform shadow/chikankari embroidery with running, and closed herringbone stitch on traced/transferred lines/dots while avoiding knots and tangles</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
<p>CU4. Perform gotta kinari work</p>	<p>P1. Apply fusing under the given fabric with hot press while avoiding folds and creases (if required)</p> <p>P2. Perform basting to start embroidery on the fabric/material</p> <p>P3. Attach zari ribbon with sew in procedure on the traced/ transferred design lines/dots by following appliqué technique</p> <p>P4. Create decorative patterns by twisting and folding gotta with sewn edges</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools
- Washing and stain removal processes
- Basics of drawing elements
- Uses of drawing tools
- Usage of PPEs
- Knowledge about usage of punching tools
- Placement of designs

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Punjabi Embroidery.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Punjabi Embroidery. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel

10.	Seam ripper
11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier

0723HME02F Perform Regional Embroidery (Sindhi)

Overview

This competency standard identifies competencies required to carryout mock up development for emboided products in accordance with product design, material and quality requirements. You will be able to trace and punchdesign on fabric and other materials for embroidery.

Competency Units	Performance Criteria
CU1. Prepare workstation for regional embroidery (Sindhi)	P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch) P2. Clean the workstation are to make it free from any potential hazards P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required P4. Transfer traced design on given material P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done P8. Clarify the instructions and artwork specifications P9. Check that the materials to be used are free from faults P10. Enure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product
CU2. Perform sindhi stitch with mirror work	P1. Perform basting to start embroidery on the fabric/material P2. Perform sindhi stitch with the help of herringbone stitch embroidery on the transferred lines/dots while maintaing stitch firmness P3. Perform sindhi stitch on the transferred lines/dots to attach the mirror on the surface, while maintaing stitch

	<p>firmness</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
<p>CU3. Perform kutch embroidery</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform kutch embroidery with the different types of herringbone stitches on the transferred design lines/dots</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools
- Washing and stain removal processes
- Usage of PPEs
- Understanding of complete sindhi culture and their traditional embroideries
- Selection and application of different type of needles and threads
- Understanding of different shapes of mirrors and various procedures to attach them with fabric

- Learn the use of different adhesive materials and glue gun
- Learn advance form of herringbone stitch to perform sindhi embroidery along with stitch variations
- Learn double cross stitch to perform sindhi kutch embroidery
- Learn variation of different stitches and their combination with each other

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Sindhi Embroidery.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Sindhi Embroidery. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel
10.	Seam ripper
11.	Pins
12.	Pin cushions

13.	Thimble
14.	Embroidery hoop
15.	Plier

0723HME02G Perform Regional Embroidery (Balochi)

Overview

This competency standard identifies competencies required to carryout mock up development for emboided products in accordance with product design, material and quality requirements. You will be able to trace and punchdesign on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare workstation for regional embroidery (Balochi)</p>	<p>P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch)</p> <p>P2. Clean the workstation are to make it free from any potential hazards</p> <p>P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required</p> <p>P4. Transfer traced design on given material</p> <p>P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required</p> <p>P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication</p> <p>P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P8. Clarify the instructions and artwork specifications</p> <p>P9. Check that the materials to be used are free from faults</p> <p>P10. Enure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p>
<p>CU2. Perform balochi doch embroidery</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform Blochi doch embroidery by using chain stitch/couching/laid-work on the transferred line/dots with firm stitching.</p> <p>P3. Develop decorative embroidery patterns with the use of tiny mirror and beads as per design requirement.</p> <p>P4. Lock the embroidery work with final stitch while</p>

	<p>avoiding tightness, if required</p> <p>P5.Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6.Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product.</p>
<p>CU4. Perform balochi Bedoch embroidery</p>	<p>P1.Perform basting to start embroidery on the fabric/material</p> <p>P2.Perform Blochi Bedoch embroidery by using chain stitch, couching or laid-work on the transferred line/dots with firm stitching.</p> <p>P3.Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4.Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5.Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools
- Washing and stain removal processes
- Basics of drawing elements
- Uses of drawing tools
- Usage of PPEs
- Knowledge about usage of punching tools
- Placement of designs

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Balochi Embroidery.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Balochi Embroidery. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape
9.	Tracing wheel
10.	Seam ripper
11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier

0723HME02H Perform Regional Embroidery (Kashmiri)

Overview

This competency standard identifies competencies required to carryout mock up development for emboided products in accordance with product design, material and quality requirements. You will be able to trace and punchdesign on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare workstation for regional embroidery (Kashmiri)</p>	<p>P1. Prepare the workstation for work operation (gather material, and technical file/ sewing instruction/sketch)</p> <p>P2. Clean the workstation are to make it free from any potential hazards</p> <p>P3. Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required</p> <p>P4. Transfer traced design on given material</p> <p>P5. Fix the pattern in the embroidery hoop/adda with the help of extra fabric, if required</p> <p>P6. Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication</p> <p>P7. Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done</p> <p>P8. Clarify the instructions and artwork specifications</p> <p>P9. Check that the materials to be used are free from faults</p> <p>Enure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product</p>
<p>CU2. Perform embroidery Zalakdozi</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform zalakdozi embroidery with the help of chain stitch on the transferred design lines/dots while maintaing stitch firmness</p>

		<p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product.</p>
CU3. Perform sozni embroidery		<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform sozni embroidery with the help of flat stitches on the transferred lines/dots while maintaining stitch firmness</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU5. Perform embroidery	Kantha	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Carry out Kantha embroidery using required type of running and satin stitch i.e. (lep, sujani, baiton, oar, archilata, durjani, rumal) on the transferred lines while ensuring firmness of stitches</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Knowledge of punching tools
- Washing and stain removal processes
- Usage of PPEs
- Understanding of complete kashmiri culture and their traditional embroideries
- Selection and application of different type of needles and threads
- Learn combination of satin, running and filling stitch to create Kashmiri embroidery with design variation
- Learn and understanding of Sozni, zalakdozi and kantha.
- Learn types of kantha embroidery (lep, sujani, baiton, oar, archilata, durjani, rumal)

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Kashmiri Embroidery.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Kashmiri Embroidery. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Tracing table
2.	Sharpener
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Paper scissors
8.	Measuring tape

9.	Tracing wheel
10.	Seam ripper
11.	Pins
12.	Pin cushions
13.	Thimble
14.	Embroidery hoop
15.	Plier

061100858 Perform Computer Application

Overview:

This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Use computer and its accessories	P1. Attach basic peripherals of computer P2. Plug in and switch on the computer P3. Plug in and open the usb folder P4. Copy and paste files from usb to computer P5. Create and rename the new folder
CU2. Use MS Office as per required information	P1. Prepare a word document using prescribed basic styles and format P2. Prepare data sheet in Microsoft Excel for documentation using prescribed basic styles and format P3. Save and print the document using prescribed basic styles
CU3. Manage Email account for communications	P1. Create email account for communications P2. Compose text of an email message according to organizational guidelines as required P3. Create an automatic signature for the user P4. Attach files to email message where required P5. Send / Reply to / forward a message using available features P6. Save an attachment to the relevant folder P7. Save email message using available settings P8. Print email message as required
CU4. Use internet for Browsing	P1. Search work related information on different topics using internet P2. Navigate a website to access the information or content required P3. Save the searched information on computer in relevant folder using prescribed name style

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- List basic technical terminology related to reading help files and prompts
- Outline log-in procedures relating to accessing a personal computer (PC)
- Describe the purpose, use and function of spreadsheet applications.
- Understand MS Word to create documents, flyers, publications
- Understand MS Excel to store, organize, and manipulate data
- Understand of Publisher to create extensive publications, posters, flyers, menus
- Understand to manage email and calendars, to do lists, and contacts
- Understand usage and process of internet

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Computer Application.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Computer Application. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computers
2.	Printer
3.	Scanner
4.	Different inspiration sources (magazines, internet)
5.	Internet router

001100853 Perform Advanced Communication

Overview

This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
CU1. Demonstrate professional skills	P1. Use different modes of communication to communicate <ul style="list-style-type: none">• Speaking• Reading• Writing• Listening• Presentation• visual representation etc P2. Develop CV Skills according requirements P3. Upgrade professional skills by attending trainings, webinars, conferences etc. P4. Perform Continuous professional development as required at workplace P5. Develop interview skills
CU2. Plan and Organize work	P1. Identify and plan steps to complete task P2. Implement planned steps to complete task P3. Evaluate planning and organizing process P4. Identify hurdles and seek solutions to complete task
CU3. Conduct trainings at workplace	P1. Conduct training need assesment P2. Organize training session P3. Support trainees in managing their learning by facilitating them P4. Provide feedback on progress of trainees

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Explaining the training skills

- Identification of the professional skills
- Describing the advanced language skills
- Understanding of the assessment and trainee's feedback methods
- Direct and indirect communication methods
- Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Advanced Communication.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Advanced Communication. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Printer
2.	Projector
3.	LED screen
4.	Computer

102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

Competency Units	Performance Criteria
CU1. Contribute to initiate work-related health and safety measures	<p>P1. Compile database on work-related health and safety</p> <p>P2. Identify measures that address legal obligations.</p> <p>P3. Consult with individuals/ parties to identify and formulate measures and initiatives</p> <p>P4. Participate in consultative meeting</p>
CU2. Contribute to establish work-related health and safety measures	<p>P1. Assist in planning of work-related health and safety measures</p> <p>P2. Contribute to the development of work-related health and safety measures</p> <p>P3. Assist to implement work-related health and safety measures (WHS Policy) and initiatives</p>
CU3. Evaluate the organization's WHS system	<p>P1. Assess ongoing compliance with OHS (Occupational Health and safety) standards</p> <p>P2. Take feedback from concerned persons regarding WHS measures.</p> <p>P3. Assess the overall effectiveness of WHS management practices</p> <p>P4. Communicate improvements in WHS Measures</p>

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and

those designed to support non-statutory health promotion programs, and give examples of each

- List factors that impact on work-related health and safety and their potential effects
- Identify internal and external sources of WHS information and data, and how to access them
- Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
- Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
 - The factors impacting on worker health and safety that they address
 - Effectiveness
 - Costs and benefits
 - Criteria for decisions regarding their implementation in a specific workplace
 - How they should be implemented.

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Contribute to Work Related Health and Safety (WHS) Initiatives.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Contribute to Work Related Health and Safety (WHS) Initiatives. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Fire Extinguisher
2.	Safety Equipment (Safety Shoes, Safety Gloves, Safety Goggles, Safety Helmet and Ear Plugs etc.)
3.	Smoke Detecting Alarm
4.	First Aid Kit

5.	WHS regulations
6.	Computer

0723HME03A Carry Out Different Types of Embroidery Stitches by Free Motion Machine

Overview

This competency standard identifies competencies required to carryout different types of embroidery stitches for embroided products in accordance with product design, material and quality requirements. You will be able to carry out flat stitches, loop stitches and knot stitches on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Supevise preparation of work station for stitches</p>	<p>P1.Check the workstation to make it free from any potential hazards</p> <p>P2.Trace the embroidery design on tracing sheet [butter paper, PVC, etc.] accurately & neatly on the fabric, if required</p> <p>P3.Transfer traced design on given material</p> <p>P4.Fix and tighten the fabric/material on the hand frame while avoiding plication</p> <p>P5.Verify the instructions and artwork specifications</p> <p>P6.Calculate material requirements for the embroidery artwork as per work order quantity and sizes</p> <p>P7.Gather and Cut the material in required quantity and sizes</p> <p>P8.Ensure that correct component parts/fabric/material for embroidery are selected</p> <p>P9.Check that the materials to be used are free from faults</p> <p>P10. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product.</p> <p>P11. Set-up layout of work area meeting ergonomics and material flow requirements</p>
<p>CU2. Carry out Flat Stitches</p>	<p>P1.Perform basting to start embroidery on the fabric/material</p> <p>P2.Perform the flat embroidery stitch following the traced/transferred design lines</p>

	<p>P3. Perform basic type of flat stitches (Running, Back & Stem), while ensuring firmness of embroidery stitches</p> <p>P4. Perform embroidery using required type of flat stitches (Herringbone, Skip, long & short, shade), while ensuring firmness of embroidery stitches</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>
<p>CU3. Carry out Zigzag Stitches</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Perform the zigzag embroidery stitch i.e (satin, jump, round, E (chawal), shade, fancy) following the traced/ transferred design lines</p> <p>P3. Carry out embroidery using required type of zigzag stitches, while ensuring firmness of embroidery stitches</p> <p>P4. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P5. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P6. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Types of needles and their application according to embroidery requirements
- Types and usage of frame (hoop)
- Categories of basic stitches of embroidery, their techniques and applications
- Flat Stitches
Running Stitch - Back Stitch - Stem Stitch - Couching Stitch - Cross Stitch - Herringbone Stitch, Skip, long & short shade
- Zigzag Stitches

- Satin, jump, round, rice, shade, fancy
- Knowledge and understanding of Lock stitches
- Technical terms associated with different kinds of embroidery work
- Embroidery threads and their classification- thread types, shade and sizes

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Carry Out Different Types of Embroidery Stitches by Free Motion Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Carry Out Different Types of Embroidery Stitches by Free Motion Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Free Motion Embroidery Machine
2.	Tracing table
3.	Sharpener
4.	Ruler
5.	Needles
6.	Clippers
7.	Fabric scissors
8.	Paper scissors
9.	Measuring tape
10.	Tracing wheel
11.	Seam ripper
12.	Pins
13.	Pin cushions
14.	Thimble

15.	Embroidery hoop
16.	Plier

0723HME03B Perform Surface Decorative Embroidery on Machine

Overview

This competency standard identifies competencies required to perform surface decorative machine embroidery to embroidered products in accordance with product design, material and quality requirements. You will be able to prepare work station for required embroidery, perform applique work, carry out String/ribbon work, Carry out quilt techniques on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Supervise preparation of work station for surface decoration</p>	<p>P12. Check the workstation to make it free from any potential hazards</p> <p>P13. Trace the embroidery design on tracing sheet [butter paper, PVC, etc.] accurately & neatly on the fabric, if required</p> <p>P14. Transfer traced design on given material</p> <p>P15. Fix and tighten the fabric/material on the hand frame while avoiding plication</p> <p>P16. Verify the instructions and artwork specifications</p> <p>P17. Calculate material requirements for the embroidery artwork as per work order quantity and sizes</p> <p>P18. Gather and Cut the material in required quantity and sizes</p> <p>P19. Ensure that correct component parts/fabric/material for embroidery are selected</p> <p>P20. Check that the materials to be used are free from faults</p> <p>P21. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product.</p> <p>P1. Set-up layout of work area meeting ergonomics and material flow requirements</p>
<p>CU2. Perform Applique work</p>	<p>P1. Estimate material consumption for required work</p> <p>P2. Transfer design on given applique material</p> <p>P3. Fuse applique material [if required] using ironing/pinning/basting process while maintaining</p>

	<p>surface evenness</p> <p>P4. Cut material from design outline or Cut the material with seam allowance for rali work, whichever required according to design</p> <p>P5. Tack applique patch with machine embroidery stitches on given material at designated position</p> <p>P6. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P7. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P8. Perform finishing procedures includes clipping, stain removal and ironing of final product</p>
<p>CU3. Carry out String/ribbon work</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Burn ribbon from starting and ending points</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required Attach ribbon with sew-in procedure by following design</p> <p>P4. Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements</p> <p>P5. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P6. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P7. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
<p>CU4. Carry out quilt techniques</p>	<p>P1. Estimate material consumption according to given design</p> <p>P2. Select appropriate needle & thread considering the texture, fiber of material for embroidery to be done</p> <p>P3. Iron the material and transfer given design on given material to remove plication</p> <p>P4. Perform cutting of the material to be quilted</p>

	<p>P5. Perform basting to start embroidery on the fabric/material</p> <p>P6. Pin and sew material with quilt backing sheet by avoid puckering under the given material</p> <p>P7. Lock the embroidery work with final stitch while avoiding tightness</p> <p>P8. Iron the material and transfer given design on given material to remove plication (folding)</p> <p>P9. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P10. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
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Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Elaborate different types of embroidery techniques and associated stitches type:
 - Applique work
 - Cord work
 - ribbon work
 - shade work
 - Counted thread work e.g cross stitch embroidery
- Knowledge of the embroidery styles, design & colour concepts
- Knowledge of different types of fabrics & other materials and accessories used in embroidery
- Color combination/usage of thread as per the given design
- Common factors affecting stitching & embroidery
- Different types of needles
- Thread thickness, shade and sizes and parts of needles
- The actions to take in the event of damaged tool/material
- The problems encountered when working on different types of materials
- Different types of defects and their segregation
- Types and usage of Free motion machine
- Knowledge and understanding of hand and knee position
- Knowledge of Machine speed and tradel according to different designs
- Knowledge, understanding and usage of stitch length regulator accroding to designs

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Surface Decorative on Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Surface Decorative on Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Embroidery Machine
2.	Tracing table
3.	Sharpener
4.	Ruler
5.	Needles
6.	Clippers
7.	Fabric scissors
8.	Paper scissors
9.	Measuring tape
10.	Tracing wheel
11.	Seam ripper
12.	Pins
13.	Pin cushions
14.	Thimble
15.	Embroidery hoop
16.	Plier

0723HME03C Perform Embellishment for Embroidery on Machine

Overview

This competency standard identifies competencies required to perform surface decorative machine embroidery to embroidered products in accordance with product design, material and quality requirements. You will be able to prepare work station for required embroidery, carry out Sequins work, and perform mirror (sheesha) work, on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Supervise preparation of work station for embellishment</p>	<p>P1. Check the workstation to make it free from any potential hazards</p> <p>P2. Trace the embroidery design on tracing sheet [butter paper, PVC, etc.] accurately & neatly on the fabric, if required</p> <p>P3. Transfer traced design on given material</p> <p>P4. Fix and tighten the fabric/material on the hand frame while avoiding plication</p> <p>P5. Verify the instructions and artwork specifications</p> <p>P6. Calculate material requirements for the embroidery artwork as per work order quantity and sizes</p> <p>P7. Gather and Cut the material in required quantity and sizes</p> <p>P8. Ensure that correct component parts/fabric/material for embroidery are selected</p> <p>P9. Check that the materials to be used are free from faults</p> <p>P10. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product.</p> <p>P1. Set-up layout of work area meeting ergonomics and material flow requirements</p>
<p>CU2. Carry out Sequins work</p>	<p>P1. Perform basting to start embroidery on the fabric/material</p> <p>P2. Apply the sequin on the traced design by avoiding breakage of sequins</p> <p>P3. Lock the embroidery work with final stitch while</p>

	<p>avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>
CU3. Perform Mirror (Sheesha) Work	<p>P1. Attach mirror with glue/adhesive on the traced design</p> <p>P2. Attach mirror on the traced design with jump stitch carefully</p> <p>P3. Lock the embroidery work with final stitch while avoiding tightness, if required</p> <p>P4. Control the quality of embroidery according to quality standards and the artwork specifications</p> <p>P5. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Tracing materials and methods
- Techniques of transferring methods
- Usage of PPEs
- Placement of designs Color combination/usage of thread as per the given design
- Fixing of embroidery frame (hoop) and maintain appropriate tension to prepare even base
- Common factors affecting stitching & embroidery
- Understanding of different needles and threads for appropriate embroidery application
- Able to learn the characteristics of different materials to be embroidered and how they differ
- Understanding range of techniques most suited to different types of materials.
 - a. Diamondittee/ crystals
 - b. Pearls
 - c. Sequins
 - d. Crystal pipes (cutdana)
- Different types of defects and their segregation
- Common hazards in the work area and workplace procedures in dealing with them

- Usage of PPEs
- Placement of designs
- Knowledge and understanding about reinforcement material for embroidery

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Embelishment for Embroidery on Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Embelishment for Embroidery on Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Embroidery Machine
2.	Tracing table
3.	Sharpener
4.	Ruler
5.	Needles
6.	Clippers
7.	Fabric scissors
8.	Paper scissors
9.	Measuring tape
10.	Tracing wheel
11.	Seam ripper
12.	Pins
13.	Pin cushions
14.	Thimble

15.	Embroidery hoop
16.	Plier
17.	Embroidery Machine

0723HME03D Perform Troubleshooting of Embroidery Machine

Overview

This competency standard identifies competencies required to perform trouble shooting of embroidery machine to embroidered products in accordance with product design, material and quality requirements. You will be able to rectify the thread issues during stitching, adjust the timing of needle bar, Replace /Rewind the bobbin, replace the broken needle, and reinstall the machine software for troubleshooting of embroidery machine.

Competency Units	Performance Criteria
<p>CU1. Rectify the thread issues during stitching</p>	<p>P1.Power off the machine</p> <p>P2.Check the tension post, if thread is tight or loose</p> <p>P3.Tighten or loose the tension post screw as required</p> <p>P4.Check the bobbin case for thread tension</p> <p>P5.Tight or loose the screw of bobbin with screw driver as required</p> <p>P6.Ensure bobbin is moving anti clock wise</p> <p>P7.Rewind or change the bobbin if thread is finished</p>
<p>CU2. Adjust the timing of needle bar</p>	<p>P1.Loose the needle bar (gaz) with screw driver</p> <p>P2.Set the timing between shuttle and needle bar</p> <p>P3.Tighten the needle bar (gaz) with the screw driver</p>
<p>CU3. Replace /Rewind the bobbin</p>	<p>P1.Tight or loose the screw of bobbin with screw driver as required</p> <p>P2.Rewind or change the bobbin if thread is finished</p>
<p>CU4. Replace broken needle</p>	<p>P1.Loosen the needle clamp screw to draw out the needle</p> <p>P2.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>P3.Tight the needle clamp screw on the needle bar</p>
<p>CU5. Reinstall the machine software</p>	<p>P1.Note the model of the machine for software</p> <p>P2.Copy software of the machine in the usb as per machine`s model number</p>

	<p>P3. Plug in the usb in the machine and press install/ok</p> <p>P4. Power off the machine for min 30sec after installation of software and restart</p> <p>P5. Reinstall the software following same procedure in case of error.</p>
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Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Knowledge of the different types of machines and models
- Knowledge and understanding of softwares installation
- Knowledge and understanding of troubleshooting
- Knowledge and usage of bobbin & Bobbin case and shuttle
- Knowledge about assembling and disassembling of motorbelt
- Knowledge and understanding of machine parts
- Knowledge and understanding of machine oils
- Well aware with the basic maintenance of machine
- Well informed with oiling techniques, oil showering quantity
- Knowledge about threading of the machine
- Knowledge and understanding of thread tension and its rectification
- Knowledge and types of the Computerized Embroidery Machines
- Knowledge about computer machine formats and basic usage
- Knowledge of frames and their sizes
- Well aware with the needles, needle bar and fabrics
- Knowledge and usage of Reinforcement material
- Techniques of embroidery designs tracing
- Knowledge and understanding of range setting on the machine
- Tracing materials and methods
- Techniques of transferring methods
- stain removal processes
- Usage of PPEs
- Knowledge of basic precautionary measures for maintenance
- Knowledge about usage of tool kits
- Knowledge about embroidery stitches
- Placement of designs

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Troubleshooting of Embroidery Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform

Troubleshooting of Embroidery Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Embroidery Machine
2.	Reinforcement Material
3.	Ruler
4.	Needles
5.	Clippers
6.	Fabric scissors
7.	Measuring tape
8.	Clips
9.	Needle bar
10.	Needle catcher
11.	Needle screw
12.	Embroidery hoop/frame
13.	Plier
14.	Screw driver set
15.	Ranch
16.	Allen key set
17.	Blower
18.	Glue stick

0723HME03E Perform Basic Maintenance Of Embroidery Machine

Overview

This competency standard identifies competencies required to perform basic maintenance of embroidery machine to embroidered products in accordance with product design, material and quality requirements. You will be able to perform basic cleaning of the machine, perform oiling of the machine, adjust the needle and needle bar, adjust the shuttle, and change the motor belt for maintenance of embroidery machine.

Competency Units	Performance Criteria
CU1. Perform basic cleaning of the machine	P1. Clean the shuttle with blower or oil P2. Clean the head of the machine P3. Clean the machine card through air blower carefully P4. Perform dusting of the machine
CU2. Perform oiling of the machine	P1. Clean the oil pump passage and stainer if available P2. Shower oil on the needle bar and shuttle with shower gun as required P3. Check oil gauge of the machine if available
CU3. Adjust the needle and needle bar	P1. Loosen the needle screw to adjust the needle P2. Put the needle in the needle bar by keeping short groove of the needle on the backside P3. Adjust needle long groove on the front side P4. Tighten the screw on the needle bar
CU4. Adjust the shuttle	P1. Open the needle plate by unscrewing P2. Unscrew the shuttle by moving shaft accordingly P3. Set timing of the main shaft as per machine specification P4. Tighten screws of the shuttle and needle plate for closing
CU5. Change the motor belt	P1. Locate the safety cover on the motor belt P2. Unscrew the safety cover of the motor belt P3. Replace the motor belt carefully P4. Put the safety cover with screws

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Usage of bobbin & Bobbin case and shuttle
- Assembling and disassembling of motorbelt
- Machine parts
- Various machine oils
- Basic maintenance of machine
- Oiling techniques, oil showering quantity
- Cleaning brushes and their sizes
- Threading of the machine
- Thread tension and its rectification
- Types of the Computerized Embroidery Machines
- Computer machine formats and basic usage
- Frames and their sizes
- Various types of needles, needle bar and fabrics
- Usage of Reinforcement material
- Usage of PPEs
- Basic precautionary measures for maintenance
- Belts and its types
- Working of shuttle
- Lock stitch method
- Balance wheel
- Face plate
- Various embroidery stitches

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Basic Maintenance Of Embroidery Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Basic Maintenance Of Embroidery Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computerized Embroidery Machine
2.	Computer Set
3.	Usb

4.	Finishing Table
5.	Reinforcement Material
6.	Ruler
7.	Needles
8.	Clippers
9.	Fabric scissors
10.	Measuring tape
11.	Clips
12.	Embroidery hoop/frame
13.	Plier
14.	Screw driver set
15.	Ranch
16.	Allen key set
17.	Files needle set
18.	Bobbins
19.	Blower
20.	Oil Can
21.	Thermostat
22.	Room AC

0723HME03F Supervise Production Process

Overview

This standard defines the advanced knowledge, skills and understanding required to supervise production process or by his managers.

Competency Units	Performance Criteria
CU1. Acquire material from store	P1. Generate the demand order to raw material store as per production schedule P2. Ensure availability of raw material as per required generated order Distribute raw material to production processes in required quantities
CU2. Assign duties to workers	P1. Assign jobs to the workers along with work instructions P2. Train workers on their assigned tasks and work instructions P3. Monitor the workers' performance as per instructions
CU3. Ensure production operations according to the plan	P1. Ensure quality of product as per requirement P2. Ensure quantity of work produced as per production plan P3. Make sure the completion of production process within the lead time P4. Check, all workers record their production and quality on prescribed formats
CU4. Prepare production report	P1. Gather and consolidate the production data in concise form for further analysis P2. Analyse data using relevant quality tools (control charts, bar graphs, normal charts etc.) P3. Compile production report and submit and present the report to management within defined timeline

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. Therefore, he/she must be able to:

- Understand the steps involved in the embroidery production & designing process
- Understand the production scheduling and material requirements planning
- Understand personnel management
- Understand raw material grades and quality parameters
- Understand the data compilation and report writing
- Understand the preparing work plans

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to supervise production process.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to supervise production process. Further guidance is provided in the assessment evidence guide for this competency standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computer system along with all accessories
2.	Laser Printer

0723HME03F Perform Embroidery on Computerized Embroidery Machine

Overview

This competency standard identifies competencies required to perform embroidery on Computerized Embroidery Machine to embroidered products in accordance with product design, material and quality requirements. You will be able to Operate Computerized Embroidery Machine, and carryout finishing process on fabric and other materials for embroidery.

Competency Units	Performance Criteria
<p>CU1. Prepare Workstation for Computerized Embroidery Machine</p>	<p>P11. Check the workstation to make it free from any potential hazards</p> <p>P12. Trace the embroidery design on tracing sheet [butter paper, PVC, etc.] accurately & neatly on the fabric, if required</p> <p>P13. Transfer traced design on given material</p> <p>P14. Fix and tighten the fabric/material on the hand frame while avoiding plication</p> <p>P15. Verify the instructions and artwork specifications</p> <p>P16. Calculate material requirements for the embroidery artwork as per work order quantity and sizes</p> <p>P17. Gather and Cut the material in required quantity and sizes</p> <p>P18. Ensure that correct component parts/fabric/material for embroidery are selected</p> <p>P19. Check that the materials to be used are free from faults</p> <p>P20. Ensure the materials used meet the specification matching embroidery Artwork and design sample of the embroidered product.</p> <p>P1. Set-up layout of work area meeting ergonomics and material flow requirements</p>
<p>CU2. Operate Computerized Embroidery Machine</p>	<p>P1. Perform framing on Computerized Embroidery Machine</p> <p>P2. Apply reinforcement material as per design if required</p>

	<p>P3. Transfer the design file in the Computerized Embroidery Machine through data transfer device</p> <p>P4. Check the format of the design (DST file format)</p> <p>P5. Check threading of the machine and wind the bobbin</p> <p>P6. Fix and tighten the fabric/material on the machine frame while avoiding plication</p> <p>P7. Set the range of the design on the material/fabric</p> <p>P8. Start the machine while ensuring quality of the embroidery</p> <p>P9. Control the quality of embroidery according to quality standards and the artwork specifications</p>
<p>CU3. Carry out finishing process</p>	<p>P1. Disassemble the fabric/material from the frame</p> <p>P2. Remove the reinforcement material from the fabric/material</p> <p>P3. Perform required finishing procedures (e.g. clipping, stain removal and adhesive/acrylic) on the final product</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Knowledge and usage of bobbin & Bobbin case and shuttle
- Knowledge about threading of the machine
- Knowledge and understanding of thread tension and its rectification
- Knowledge and types of the Computerized Embroidery Machines
- Knowledge about computer machine formats and basic usage
- Knowledge of frames and their sizes
- Techniques for framing of different material on the hoop
- Well aware with the needles and fabrics
- Knowledge and usage of Reinforcement material
- Knowledge of oiling and cleaning of the machine
- Knowledge and understanding of range setting on the machine
- Process of cleaning by using different types of cleaning tools (sprays, brushes, dusters, etc.)
- Usage of PPEs
- Knowledge about usage of tool kits
- Knowledge about embroidery stitches

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Perform Embroidery on Computerized Embroidery Machine.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Perform Embroidery on Computerized Embroidery Machine. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computerized Embroidery Machine
2.	Computer Set
3.	Usb
4.	Finishing Table
5.	Reinforcement Material
6.	Ruler
7.	Needles
8.	Clippers
9.	Fabric scissors
10.	Measuring tape
11.	Clips
12.	Embroidery hoop/frame
13.	Plier
14.	Screw driver set
15.	Ranch
16.	Allen key set

17.	Files needle set
18.	Blower
19.	Oil Can
20.	Thermostat
21.	Room AC

041300867 Manage Personal Finances

Overview

This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
CU1. Develop a personal budget	P1. Calculate current living expenses to prepare a personal budget P2. Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses. P3. Subtract total expenses from total income to determine a surplus or deficit budget for the specified period P4. Find reasons for a deficit budget and ways to reduce expenditure identified.
CU2. Develop long term personal budget	P1. Analyze income and expenditure and set long term personal financial goals P2. Develop a long-term budget based on the outcomes of short-term budgeting. P3. Identify obstacles that might affect the business P4. Formulate a regular savings plan based on budget
CU3. Identify ways to maximize future finances	P1. Determine sources to maximize investment and profit P2. Get further education or training to maintain or improve future income P3. Identify the need for debt to finance living and other expenses P4. Determine the appropriate levels of debt and repayment P5. Consolidate existing debt, where possible, to minimize interest costs and fees

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain the abilities to plan and organize to keep records and monitor a personal budget

- Describe abilities to set and review goals
- Explain basic financial management and record keeping to enable development and management of a personal budget
- Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Manage Personal Finances.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Manage Personal Finances. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Printer
2.	Computer

041300860 Develop Entrepreneurial Skills

Overview

This Competency Standard identifies the competencies required to Develop Entrepreneurial Skills. This section is crafted to develop knowledge and skills required to Develop Entrepreneurial Skills and present the business ideas to potential support providers. The content will be useful for learners who intend to start a business, become self-employed or want to get prerequisite knowledge before starting a business.

Competency Units	Performance Criteria
CU1. Develop self against skills and attributes required for entrepreneurship	P1. Set personal objectives for pursuing entrepreneurship P2. Document gaps in self for skills and attributes required for an entrepreneur P3. Take appropriate actions to cover identified gaps
CU2. Collect information on viable business ideas	P1. Conduct an elementary market survey to collect basic information on business ideas relevant to own interests P2. Compile the information collected through the market survey P3. Gather customer needs for identified business ideas P4. Shortlist the best option in terms of cost, service, quality, sales, profit margin, overall expenses
CU3. Collect information on various funding sources	P1. Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate P2. Choose the best available option according to investment requirement P3. Prepare documents according to the loan agreement requirement P4. Include the information of funding sources in the business plan
CU4. Finalize the business idea	P1. Estimate the available resources P2. Identify relevant customer segments and their needs P3. Identify existing solutions in the market P4. Devise the business idea for specific customer needs P5. Identify key resources required for execution of business idea

Knowledge and Understanding

The candidate must possess underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes;

- The fundamentals of entrepreneurship.

- The characteristics, skills and attributes possessed by successful entrepreneurs.
- Risks and rewards for an entrepreneur.
- Identifying personal strengths and weaknesses
- Techniques to conduct self-assessment for entrepreneurial skills
- Deming cycle (Plan do check act).
- Basics of market segmentation
- Concept of the business value chain.
- Developing an action plan
- Business etiquettes
- Business Communication
- Effective presentation techniques
- The characteristics, skills and attributes possessed by successful entrepreneurs.
- Identifying personal strengths and weaknesses
- Elementary market survey techniques and their constituents e.g.
 - a. Customer /demand
 - b. Tools, equipment, machinery and furniture with rates
 - c. Raw material
 - d. Supplier
 - e. Credit / funding sources
 - f. Market trends
 - g. Overall expenses

Critical Evidence(s) Required

The candidate must present evidence of practical observations showing their ability to Develop Entrepreneurial Skills.

They must also complete a knowledge assessment test (written or oral) together with a portfolio of evidence that shows their knowledge and understanding needed to Develop Entrepreneurial Skills. Further guidance is provided in the Assessment Evidence Guide for this Competency Standard.

List of Tools and Equipment

Sr. No.	Items
1.	Computer
2.	Internet
3.	Printer

COMPLETE LIST OF TOOLS AND EQUIPMENT

Sr. No.	Items
1.	Allen key
2.	Allen key set
3.	Awl (needle)
4.	Awl needles
5.	Blower
6.	Bobbin
7.	Bobbins
8.	Clippers
9.	Clips
10.	Computer Set
11.	Computerized Embroidery Machine
12.	Curve scissor
13.	Embroidery frame (adda)
14.	Embroidery hoop
15.	Embroidery hoop/frame
16.	Embroidery Machine
17.	Embroidery Material
18.	Fabric pad
19.	Fabric scissors
20.	Files needle set

21.	Finishing Table
22.	Frame (adda) stand
23.	Frame/hop
24.	Free Motion Embroidery Machine
25.	Measuring tape
26.	Nail
27.	Needle
28.	Needles
29.	Needles (9#)
30.	Oil Can
31.	Paper scissors
32.	Pin
33.	Pin cushion
34.	Pin cushions
35.	Pins
36.	Plier
37.	PPEs
38.	Punching machine
39.	Ranch
40.	Reinforcement Material
41.	Room AC
42.	Rug


43.	Ruler
44.	Scissor
45.	Screw driver
46.	Screw driver set
47.	Seam ripper
48.	Sharpener
49.	Solder
50.	Thermostat
51.	Thimble
52.	Tracing table
53.	Tracing wheel
54.	USB
55.	Wooden hammer
56.	Allen key set
57.	Awl (needle)
58.	Awl needles
59.	Blower
60.	Clippers
61.	Clips
62.	Computer Set
63.	Computerized Embroidery Machine
64.	Curve scissor

65.	Embroidery frame (adda)
66.	Embroidery hoop
67.	Embroidery hoop/frame
68.	Embroidery Machine
69.	Embroidery Material
70.	Fabric pad
71.	Fabric scissors
72.	Files needle set
73.	Finishing Table
74.	Frame (adda) stand
75.	Frame/hop

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