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INDUSTRIAL GARMENT EXPERT



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COMPETENCY STANDARDS

National Vocational Certificate Level 1-4

Version 1 - April, 2019



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Introduction

Textile is the most important manufacturing sector of Pakistan and has the longest production chain, with inherent potential for value addition at each stage of processing, from cotton to ginning, spinning, fabric, dyeing and finishing, made-ups and garments. The sector contributes nearly one-fourth of industrial value-added and provides employment to about 40 % of industrial labor force. Barring seasonal and cyclical fluctuations, textiles products have maintained an average share of about 60% in national exports.

Readymade garments industry has emerged as one of the important small-scale industries in Pakistan. These readymade garments and products have large demand both at home and abroad. The local requirements of garments are almost met by this industry. The garment industry is also a good source of providing employment opportunities to a large number of people at a very low capital investment.

Production of textile garment by units depends entirely on export orders directly or indirectly. Within the textile industry in Pakistan, the readymade garment is a significant and growing industry.

Globally, the ready-made garments industry is regarded as a buyer driven value chain whereby retailers and brands decentralize the production processes. The production of goods takes place in the developing countries and decisions as regards what to produce, where to produce and the price are determined by retailers located in the developed countries.

Import of sewing machines and parts increased year by year in Pakistan and are capable of working at high speed up to 4,500 stitches per minute. These are especially suitable for assembly line operations and are mostly used by the organized sector. Other important machines used by the garment industry are the over-locking machines, which is used to trim and over lock the edges of cut cloth. The specialized machines are used for example for cutting, making button holes and stitching of buttons.

In order to build the capacity of technical and vocational training institutes in Pakistan through provision of demand driven competencies-based trainings in textile sector the NAVTTTC, and TEVT Sector Support Program (TSSP) have joined hands together to develop qualifications for textile sector. These qualifications will not only build the capacity of existing workers of this



sector but also support the youth to acquire skills best fit for employment in this sector. The benefits and impact of development of these qualifications will be on both demand and supply side.

Based upon this demand of industry these competency-based qualifications for “Industrial Garment Expert” (Stitching Operators, Quality Controllers, Line Supervisors, etc) are developed under National Vocational Qualification Framework (NVQF) (Level 2 to 4). The qualifications mainly cover competencies along with related knowledge and professional skills which are essential for getting a job or self-employed.

The National Vocational & Technical Training Commission (NAVTTTC) has approved the Qualification Development Committee (QDC). The QDC consists of experts from the relevant garment industries from different geographical locations across Pakistan and academicians who were consulted during the development process to ensure input and ownership of all the stakeholders. The National Competency Standards could be used as a referral document for the development of curricula to be used by training institutions.

Industrial Garment Expert curriculum will prepare trainees to efficiently operate all types of basic stitching machines, specialized machines (cutting, making button holes and stitching of buttons etc.). Graduates of this program may find employment in local and international garment industries and may establish their own small production unit also will best in self-employed.

Detail of National Vocational Certificates Levels

The detail of the competency standards included in this qualification are given below:

National Vocational Certificate level 1, in (Textile Sector) “Industrial stitching machine helper”

- Follow Work Health and Safety Policies
- Understand the Workplace Policies and Procedures
- Follow Basic Communication Skills
- Operate Computer Functions
- Demonstrate Basic Literacy Skills



National Vocational Certificate level 2, in (Textile Sector) “Industrial stitching machine operator”

- Maintain Personal Health and Safety
- Communicate the Workplace Policy and Procedure
- Perform Basic Communication
- Perform Basic Computer Application
- Develop Entrepreneurial Skills
- Demonstrate Basic Numeracy Skills
- Operate single needle lock stitching machine
- Operate double needle lock stitching machine
- Operate over lock stitching machine
- Operate flat lock chain stitching machine
- Perform product finishing and packaging

National Vocational Certificate level 3, in (Textile Sector) “Industrial Stitching Machine Expert”

- Apply Work Health and Safety Practices (WHS)
- Identify and Implement Workplace Policy and Procedures
- Communicate at Workplace
- Perform Computer Application Skills
- Manage Personal Finances
- Prepare prototype
- Verify fabric quality
- Perform fabric cutting for production
- Operate feed of arm chain stitching machine
- Operate waist band stitching machine
- Make button holes
- Operate button attach machine
- Operate bar tack machine

National Vocational Certificate level 4, in (Textile Sector) “Industrial Garment Expert”



- Contribute to Work Related Health and Safety (WHS) Initiatives
- Analyze and Develop Workplace Policy and Procedures
- Perform Advanced Communication
- Develop Advance Computer Application Skills
- Manage Human Resource Services
- Prepare marker for production
- Manage sewing production
- Manage quality during production

Purpose of the Qualification

The purpose of the training is to provide skilled manpower to improve the existing capacity of garment sector. This training will provide the requisite skills to the trainees to operate stitching machines. It will enable the participants to meet the challenges in the field of garment industry. Further, to improve the skill level of the stitching operators, Quality Controllers, Line Supervisors and prepare them for the garment industry to meet the market competition nationally and internationally.

The core purpose of this qualification is to produce employable garment experts who could operate all machines used in garment industry according to national and international standards. In addition, this qualification will prepare unemployed youth to get employment in garment sector.

Main Objectives of the Qualification

The Industrial Garment Expert qualifications level 1-4 consists of theoretical and practical details required to operate related garment machines in garment industries. The main objectives of the qualification are as follows:

- 1. Maintain safe work environment**
- 2. Prepare prototype**
- 3. Verify fabric quality**
- 4. Prepare marker for production**
- 5. Perform fabric cutting for production**
- 6. Operate single needle lock stitching machine**
- 7. Operate double needle lock stitching machine**



8. Operate over lock stitching machine
9. Operate flat lock chain stitching machine
10. Operate feed of arm chain stitching machine
11. Operate waist band stitching machine
12. Make button holes
13. Operate button attach machine
14. Operate bar tack machine
15. Manage sewing production
16. Manage quality during production
17. Perform product finishing and packaging
18. Develop professionalism
19. Follow Human Resources (HR) policies
20. Demonstrate communication skills

Date of Validation

The level 2-4 of National vocational qualification on *Industrial Garment Expert* has been validated by the Qualifications Development Committee (QDC) members on February 15-16, 2019 and will remain in currency until **December 2021**.

Codes of Qualifications

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analyzing cross-nationally comparable statistics on education and training. ISCED codes for these qualifications are assigned as follows:

ISCED Classification for Industrial Textile Garment Expert Level 2-4

Code	Description
0212FID03	National Vocational Certificate level 1, in (Textile Sector) "Industrial stitching machine Helper"
0212FID04	National Vocational Certificate level 2, in (Textile Sector) "Industrial stitching machine operator"
0212FID05	National Vocational Certificate level 3, in (Textile Sector) "Industrial Stitching Machine Expert"



0212FID06 National Vocational Certificate level 4,in (Textile Sector) “Industrial Garment Expert”

Members of Qualification Development Committee

The following members participated in the Qualification development and validation process.

S#	Name	Designation	Organization	Role in QDC
1	Mr. Maqbool Hussain	Production Manager	American Safety	QDC +OP +Validation
2	Mr. Faisal Alam Alvi	Textile Designer	Diners, Korangi, Karachi	QDC +OP +Validation
3	Mr. Kamran Arif	Pattern Master	Haseeb Clothing	QDC + OP
4	Mr. Muhammad Arshad	Sample Incharge	Midan Safety	QDC +CS +Validation
5	Mr. Abdul Nasir	Quality Incharge	American Safety	QDC + OP +CS
6	Ms. Shagufta Anwer	Instructor	STEVTA	OP+validation
7	Ms, Nasreen Nawaz	Instructor	BTEVTA	OP+validation
8	Mr. Abdul Ghani Rajput	Deputy Director	STEVTA	QDC + OP
9	Mr. Salman Shah	Deputy Director	PTEVTA	QDC + OP + CS +validation
10	Ms. Farukh Nawaz	Instructor	AJK TEVTA	OP +Validation
11	Mr. Afaq Ahmed	Consultant / Trainer	UNDP YEP	Chairman QDC OP + CS +Validation
12	Engr. Wazeer Hussain Solangi	Consultant / Trainer	UNDP YEP	QDC + OP + CS +Validation
13	Engr. Liaqat Ali Jamro	Director (A&T)	STEVTA	QDC + OP + CS +Validation
14	Mr. Aleem Haider	Instructor	Aman Tech	QDC + CS+Validation
15	Engr. Prince Rajpal	DACUM Facilitator / Short Term Expert	GCT, SITE, Karachi	QDC + OP + CS +Validation
16	Ms. Nazma Riaz	Instructor (DM)	KPK TEVTA	Validation
17	Mr. Umair Alam	Lecturer	National Textile University	OP+Validation
18	Mr. Muneeb Shafqat	Program Manager	PHMA	Validation
19	Ms. Hina Gul	Principal	Misbah Institute, Karachi	OP+Validation



20	Ms. Musrat Jabeen	Trainer	UNDP – YEP	OP+Validation
21	Mr. Tanzeem Ahmed	Trainer	AMAN Tech	OP + Validation
22	Ms. Madiha Altaf	Instructor	KPK TEVTA	OP

Entry Requirements

The entry for National Vocational Certificate level 1-4, in (Textile Sector) “Industrial Garment Expert” are given below:

Title	Entry Requirements
National Vocational Certificate level 1, in, in (Textile Sector) “Industrial Stitching Machine Helper”	
National Vocational Certificate level 2, in (Textile Sector) “Industrial Stitching Machine Operator”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 1, in (Textile Sector) “Industrial Stitching Machine Helper”
National Vocational Certificate level 3, in (Textile Sector) “Industrial Stitching Machine Expert”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 2, in (Textile Sector) “Industrial Stitching Machine Operator”
National Vocational Certificate level 4, in (Textile Sector) “Industrial Garment Expert”	Entry for assessment for this qualification is open. However, entry into formal training institute for this qualification is person having National Vocational Certificate level 3, in (Textile Sector) “Industrial Stitching Machine Expert”



Categorization and Levelling of the Competency Standards

Code	Name of Duty or (Module)	Level	Credit	Category
102200843	Follow Work Health and Safety Policies	1	3	Generic
041700838	Understand the Workplace Policies and Procedures	1	2	Generic
001100850	Follow Basic Communication Skills	1	5	Generic
061100855	Operate Computer Functions	1	5	Generic
101200828	Demonstrate Basic Literacy Skills	1	05	Generic
102200844	Maintain Personal Health and Safety	2	3	Generic
041700839	Communicate the Workplace Policy and Procedure	2	2	Generic
001100851	Perform Basic Communication	2	3	Generic
061100856	Perform Basic Computer Application	2	4	Generic
021200678	Operate single needle lock stitching machine	2	14	Technical
021200679	Operate double needle lock stitching machine	2	10	Technical
021200680	Operate over lock stitching machine	2	7	Technical
021200681	Operate flat lock chain stitching machine	2	7	Technical
021200682	Perform product finishing and packaging	2	10	Technical
102200846	Apply Work Health and Safety Practices (WHS)	3	3	Generic
041700840	Identify and Implement Workplace Policy and Procedures	3	2	Generic
001100852	Communicate at Workplace	3	3	Generic
061100858	Perform Computer Application Skills	3	4	Generic
041300867	Manage Personal Finances	3	3	Generic
021200683	Prepare prototype	3	10	Technical
021200684	Verify fabric quality	3	14	Technical
021200685	Perform fabric cutting for production	3	8	Technical
021200686	Operate feed of arm chain stitching machine	3	14	Technical
021200687	Operate waist band stitching machine	3	5	Technical
021200688	Make button holes	3	4	Technical
021200689	Operate button attach machine	3	4	Technical
021200690	Operate bar tack machine	3	6	Technical
102200848	Contribute to Work Related Health and Safety (WHS) Initiatives	4	3	Generic
041700841	Analysis and Develop Workplace Policy and Procedures	4	3	Generic



001100853	Perform Advanced Communication	4	3	Generic
061100858	Develop Advance Computer Application Skills	4	4	Generic
041300869	Manage Human Resource Services	4	2	Generic
041300860	Develop Entrepreneurial Skills	4	3	Generic
021200691	Prepare marker for production	4	10	Technical
021200692	Manage sewing production	4	20	Technical
021200693	Manage quality during production	4	14	Technical



Packaging of Qualifications

The National Vocational Qualifications have been packaged as detailed below:

0212FID06
“Industrial Garment Expert”
National Vocational Certificate level 4,
in
(Textile Sector)

Manage quality during production

Manage sewing production

Prepare marker for production

Manage Human Resource Services

Develop Advance Computer Application Skills

Perform Advanced Communication

Analyse and Develop Workplace Policy and Procedures

Contribute to Work Related Health and Safety (WHS) Initiatives



0212FID05
“Industrial Stitching Machine Expert”
National Vocational Certificate level 3,
in
(Textile Sector)

Operate bar tack machine

Operate button attach machine

Make button holes

Operate waist band stitching machine

Operate feed of arm chain stitching machine

Perform fabric cutting for production

Verify fabric quality

Prepare prototype



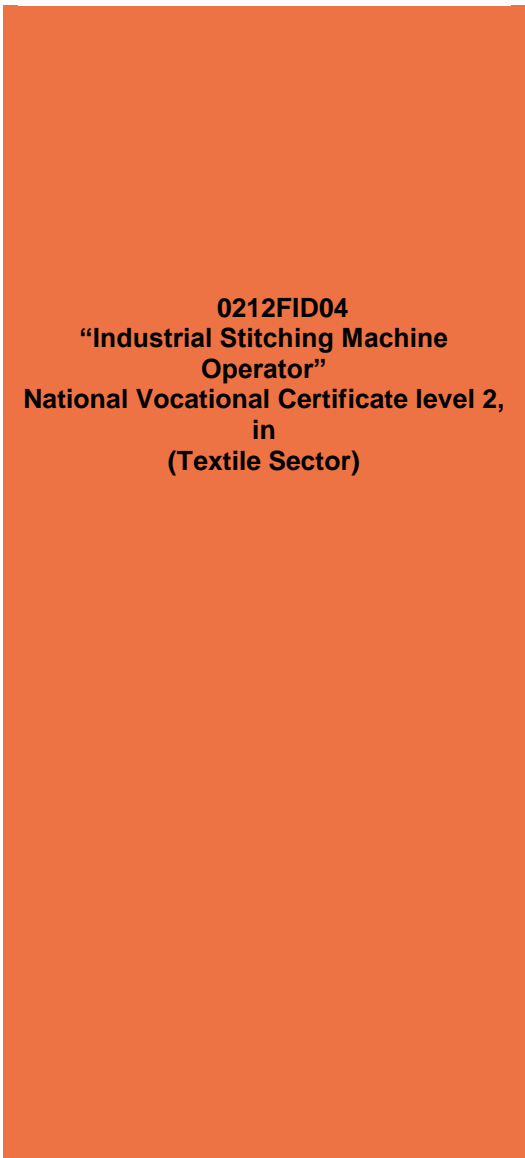
Manage Personal Finances

Perform Computer Application Skills

Communicate at Workplace

Identify and Implement Workplace Policy and Procedures

Apply Work Health and Safety Practices (WHS)



Perform product finishing and packaging

Operate flat lock chain stitching machine

Operate over lock stitching machine

Operate double needle lock stitching machine

Operate single needle lock stitching machine

Demonstrate Basic Numeracy Skills

Develop Entrepreneurial Skills

Perform Basic Computer Application

Perform Basic Communication

Communicate the Workplace Policy and Procedure

Maintain Personal Health and Safety



**“Industrial Stitching Machine Operator”
National Vocational Certificate level 1,
in
(Textile Sector)**

Demonstrate Basic Literacy Skills

Operate Computer Functions

Follow Basic Communication Skills

Understand the Workplace Policies and Procedures

Follow Work Health and Safety Policies



Detail of Competency Standards

102200843 Comply Work Health and Safety Policies

Overview: This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Competency Units	Performance Criteria
CU1. Work safely at work place	P1. Identify relevant organizational safety policies and procedures P2. Categorize tools and equipment as per requirements P3. Maintain tools and equipment P4. Follow established safety procedures during work activities P5. Identify existing or potential safety issues to designated persons P6. Report work-related incidents and accidents to supervisor P7. Take necessary measures to minimizing risks
CU2. Communicate work health and safety (WHS) assess at work place	P1. Raise work health and safety issues with supervisor. P2. Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace P3. Make suggestions for improving work health and safety practices
CU3. Minimize risks to personal safety at work place	P1. Identify situations that may endanger the personal safety P2. Document the incident regarding personal safety at work place P3. Eliminate workplace hazards regarding personal safety P4. Identify damaged items and equipment for personal safety P5. Notify supervisor regarding damaged items and equipment for personal safety



CU4. Minimize risks to public safety	P1. Identify situations that may endanger the public safety P2. Document the incident at work sites P3. Eliminate workplace hazards at work sites P4. Identify damaged items and equipment related to public safety P5. Notify Situation that may endanger situation for safety measures.
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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:

- K1:** Identify the commonly used tools and equipment used at workplace.
- K2:** Rights and responsibilities of employers and employees
- K3:** Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace
- K4:** State potential hazards in the workplace
- K5:** State commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Identify health and safety policies to maintain and avoid any unwanted incident.



041700838 Obey the Workplace Policies and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists..

Competency Units	Performance Criteria
CU1. Obey the workplace personal appearance and hygiene	P1. Wear suitable clothes for the workplace and respect local and cultural contexts P2. Meet specific company dress code requirements
CU2. Follow work ethics	P1. Follow company value/ ethics code/ conduct policies and guidelines P2. Use company resources in accordance with company ethical standards P3. Conduct personal behavior and relationships in accord with company policy & procedures P4. Demonstrate ethical behavior with co-workers P5. Report work incident situations or resolve accordingly
CU3. Demonstrate the Work place behaviors	P1. Practice the positive behavior P2. Avoid arguing P3. Adopt flexibility in behavior to accept the resistance
CU4. Communicate workplace policy & procedures	P1. Listen directions carefully P2. Ask relevant questions politely P3. Avoid to use abusive language/ expression P4. Respect co-workers and others
CU5. Review the implementation of workplace policy & procedures	P1. Ensure proper implementation of policies P2. Enlist the gaps for improvement P3. Follow the feedback, if any



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:

K1: Rules, regulations and SOPs applicable to the organization

K2: Turnaround time to achieve target/goal.

K3: Operational hierarchal levels in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broader policies for ensuring work place SOP's



001100850 Follow Basic Communication Skills (General)

Overview: After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity through basic communication skills

Competency Units	Performance Criteria
CU1. Adopt Effective listening to Skills	P1. Listen attentively to others to improve communication skills P2. Avoid interrupting while listening others P3. Ask questions to ensure understanding P4. Receive and follow instructions as given by supervisor P5. Give the speaker regular feedback to communicate appropriately
CU2. Develop Nonverbal communication with peers	P1. Maintain eye contact to improve communication P2. Use facial expressions and gestures P3. Use Body language to communicate appropriately P4. Participate within Peers
CU3. Prepare for Interview to get a job	P1. Prepare yourself for interview to employer P2. Follow schedule according to the sequence of interview P3. Use communication techniques used while appearing in interview P4. Provide basic evidence of related skill P5. Respond appropriately to strong client emotional reactions
CU4. Use communication platform at workplace	P1. Convey message using different communication plate forms <ul style="list-style-type: none"> • Face to face • Video chat • Phone calls/messages • Social Media
CU5. Identify communication barriers to improve interpersonal skills	P1. Identify communication barriers to improve communication skills with each other i.e. <ul style="list-style-type: none"> • Attitudinal barrier



	<ul style="list-style-type: none">• Physical Barrier• Long differences• Conflicting information• Differing status, position /self-expression <p>P2. Use strategies to overcome these barriers in the client-counsellor relationship</p>
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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:** Minimizing communication barriers
- K2:** Listening, and responding with an open mind in a more effective way.
- K3:** appropriate communication methods.
- K4:** verbal and non-verbal messages appropriately.
- K5:** Confidence building
- K6:** Body language
- K7:** Appropriate Voice tone
- K8:** Interpersonal skills
- K9:** listening Skills

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Find a job through social media resources
 1. Prepare yourself to appear in interview by following points:
 - Effective listening skills
 - Body language
- Work in groups of 3-5 members.
 1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.



2. Think about the problems or barriers that interfered with the communication.

- List the reasons for failure identified by your group.

- Non-verbal communication

Have activity cards:

- Worried
- Happy
- Disappointed
- Laughing
- Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.



061100855 Operate Computer Functions (General)

Overview: The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

Competency Units	Performance Criteria
CU1. Set up the computer for use	P1. Identify physical components of computer P2. Identify peripheral devices of the computer P3. Connect all components of computer P4. Follow procedures to turn on the computer system
CU2. Organize files in folder	P1. Create folders/subfolders with suitable names P2. Save files in relevant folders. P3. Rename and move folders in different drives.. P4. Move folders and files using drag and drop techniques P5. Save folders and files on different media P6. Search for folders/subfolders and files using appropriate tool bars P7. Delete Folder files P8. Restore deleted folder files
CU3. Shut down computer system	P1. Save any work to be retained P2. Close open application programs correctly P3. Shut down computer P4. Switch off any unused peripheral devices P5. Ensure computer safety

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:** Basic parts of a computer
- K2:** Definition of computer
- K3:** Definition of Drives
- K4:** enlist computer component



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



102200844 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 risk to personal health P2: Identify hygiene and safety at work place P3: Identify processes P4: Identify tools, equipment and consumable materials that have the potential to cause harm P5: Report, identified risk to Health, hygiene and safety to concerned
CU2. Apply Personal Protective and Safety Equipment (PPE)	P1: List the Personal Protective equipment P2: Select personal protective equipment in terms of type and quantity according to work orders. P3: Wear personal protective equipment according to job requirements. P4: Clean personal protective equipment P5: Stored Personal Protective equipment in proper place after use.
CU3. Comply with Occupational Safety and Health (OSH)	P1: Maintain cleanliness and hygiene as per organizational policy 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 P5: Report un resolvable problems to concerned



	P6: 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

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:

- K1:** Explain safety rules and regulations of organization
- K2:** List Personal protection and safety Equipment
- K3:** Describe meaning of Safety signs and symbols
- K4:** Demonstrate understanding of safety related Standard Operating Procedure/guidelines
- K5:** Describe waste disposal SOPs
- K6:** Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



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	<p>P1. Identify organizational communication requirements and workplace procedures with assistance from relevant authority</p> <p>P2. Identify appropriate lines of communication with supervisors and colleagues.</p> <p>P3. Seek advice on the communication method/equipment most appropriate for the task</p>
CU2. Communicate at workplace	<p>P1. Use effective questioning, and active listening and speaking skills to gather and convey information</p> <p>P2. Use appropriate non-verbal behavior at all times</p> <p>P3. Encourage, acknowledge and act upon constructive feedback</p>
CU3. Draft Written Information	<p>P1. Identify and comply with required range of written materials in accordance with organizational policy and procedures</p> <p>P2. Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes.</p> <p>P3. Ensure written information meets required standards of style, format and detail.</p> <p>P4. Seek assistance and/or feedback to aid communication skills development</p>
CU4. Review Documents	<p>P1. Check draft for suitability of tone for audience, purpose, format and communication style</p> <p>P2. Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content.</p> <p>P3. Check draft for sequencing and structure</p> <p>P4. Check draft to ensure it meets organizational requirements</p>



	P5. Ensure draft is proofread, where appropriate, by supervisor or colleague
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Knowledge and Understanding

- K1:** Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws
- K2:** Organizational policies, plans and procedures.
- K3:** Barriers to communication
- K4:** Communication model
- K5:** Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



001100851 Perform Basic Communication (Specific)

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	<p>P1. Treat team members with respect</p> <p>P2. Maintain positive relationships to achieve common organizational goals</p> <p>P3. Get work related information from team</p> <p>P4. Identify interrelated work activities to avoid confusion</p> <p>P5. Adopt communication skills, which are designed in a team.</p> <p>P6. Identify problems in communication with a team</p> <p>P7. Resolve Communication barrier through discussion and mutual agreement</p>
CU2. Follow Supervisor’s instructions as per organizational SOPs	<p>P1. Receive the instructions from Supervisor</p> <p>P2. Carry out the instructions of the supervisor</p> <p>P3. Report to the supervisor as per organizational SOPs</p>
CU3. Develop Generic communication skills at workplace	<p>P1. Develop basic reading skills</p> <p>P2. Develop Basic writing Skills</p> <p>P3. Develop basic listening skills</p>

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: Basic Learn and understand Types of communication



- K2:** Basic Reading Skills
- K3:** Basic Writing skills
- K4:** Basic Verbal communication skills
- K5:** Basic Problem-solving skills
- K6:** Basic Self-Management Skills
- K7:** Basic Technology Skills
- K8:** Basic Interview Skills
- K9:** Basic Workplace dress code
- K10:** Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors



061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, 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. Create Word Documents	P1. Open word processing application P2. Create a word document P3. Customize page layout with relevant name setting P4. Set up page in a word document P5. Edit word document as required P6. Use simple formatting tools when creating the document P7. Save word document to directory P8. Insert table in a word document P9. Insert appropriate images into document as necessary P10. Insert header/footer in a word document P11. Insert section break in a word document P12. Set style in word document P13. Select basic Print settings P14. Print the document
CU2. Use internet for Browsing	P1. Use search engines to open website P2. Search data on different topics P3. Refine search to increase relevance of information or content P4. Navigate a website to access the information or content required



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:** Describing formatting styles and their effect on formatting, readability and appearance of documents
- K2:** Outline purpose, use and function of word-processing software.
- K3:** Editing in MS Word
- K4:** Formatting in MS word
- K5:** Use of different search engines
- K6:** Use of different web pages.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser



021200678: Operate Single Needle Lock Stitching Machine

Overview: This competency standard covers the skills and knowledge required to prepare machine for sewing and operate Single needle lock stitching machine for production of required garments.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for single needle lock stitch. P2. Follow safety precautions as per SOP / manual. P3. Check machine parts as per guidelines. P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Select sewing guides according to sewing operation (use of various sewing feet or sewing guides) P6. Arrange material for sewing operations. P7. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production.
CU2. Perform sewing operation with single needle lock stitch machine for production	P1. Execute machine control exercise. P2. Perform sewing operations as per product requirement. P3. Take corrective measure for faults occur during sewing if required. P4. Complete target as per given time frame. P5. Review sewing operation randomly.
CU3. Clean workstation	P1. Clean machine after closing the job. P2. Cover machine for safety. P3. Collect and store waste as per company's policy. P4. Put all tools in tool box.

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. Therefore, trainee must be able to:



- K1:** Define proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Describe sewing guides.
- K4:** Explain checking of oil level of machine.
- K5:** Define different types of needles and its identification.
- K6:** Identify types and classes of stitch
- K7:** Define threading with proper guidance
- K8:** Determine thread tension according to the fabric and sewing thread in use
- K9:** Identify bobbins and bobbin case with their purpose
- K10:** Identify types and classes of seam
- K11:** Identify folders, sewing feet and attachments
- K12:** Describe production and handling techniques
- K13:** Define Single cycle
- K14:** Identify Stitching defects with their causes and remedies
- K15:** Discuss machine cleaning
- K16:** Describe troubleshooting for machine faults.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet.
- Perform sewing operation

List of Tools and Equipment

- Single needle lock stitching machine
- Tool Box
- Scissor
- Clippers
- Measurement tools
- Different sewing guides (sewing guides for hem or distance etc.)
- Different sewing feet (hemming foot, top stitching foot)
- Different sewing needles



021200679: Operate Double Needle Lock Stitching Machine

Overview: This competency standard covers the skills and knowledge required to prepare machine for sewing and operate Double needle lock stitching machine for production of required garments.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for double needle lock stitch. P2. Follow safety precautions as per SOP / manual P3. Check machine parts as per guidelines P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations P6. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production
CU2. Perform sewing operation by double needle lock stitch machine for production	P1. Execute machine control exercise. P2. Perform sewing operations as per requirement P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review sew operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee must be able to:

- K1:** Define proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Describe needle guard
- K4:** Explain checking of oil level of machine.



- K5:** Define different types of needles and its identification.
- K6:** Define threading with proper guidance
- K7:** Determine thread tension according to the fabric and sewing thread in use
- K8:** Identify bobbins & bobbin case and their purpose
- K9:** Identify types and classes of seam
- K10:** Identify folders and attachments
- K11:** Describe production and handling techniques
- K12:** Define Single cycle
- K13:** Identify Stitching defects and their causes with remedies
- K14:** Discuss machine cleaning
- K15:** Describe troubleshooting for machine faults.
- K16:** Define Split bars
- K17:** Identify machine faults.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet.
- Perform sewing operation

List of Tools and Equipment

- Double needle lock stitching machine
- Tool Box
- Scissor
- Clippers
- Measurement tools
- Different sewing guides (sewing guides for hem or distance etc.)
- Different sewing feet (hemming foot, top stitching foot)
- Different sewing needles



021200680: Operate Over Lock Stitching Machine

Overview: This competency standard covers the skills and knowledge required to prepare machine for sewing and operate over lock stitching machine for production on garments at 3 to 6 thread safety over lock.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for over lock stitch P2. Follow safety precautions as per SOP / manual P3. Check machine parts as per guidelines P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations P6. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production
CU2. Perform sewing operation by using over lock stitching	P1. Execute machine control exercise P2. Perform over lock stitching operations as per requirement P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review stitch operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee must be able to:

- K1:** Define proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Describe needle guard



- K4:** Explain checking of oil level of machine.
- K5:** Define different types of needles and its identification.
- K6:** Define threading with proper guidance
- K7:** Determine thread tension according to the fabric and sewing thread in use
- K8:** Identify bobbins and bobbin case and their purpose
- K9:** Identify types and classes of seam
- K10:** Identify folders and attachments
- K11:** Describe production and handling techniques
- K12:** Define Single cycle
- K13:** Identify Stitching defects with their causes and remedies
- K14:** Discuss machine cleaning
- K15:** Describe troubleshooting for machine faults.
- K16:** Identify machine faults.
- K17:** Identify different types of over lock stitch
- K18:** Explain 3 thread safety over lock and its purpose
- K19:** Explain 4 thread safety over lock and its purpose
- K20:** Explain 5 thread safety over lock and its purpose
- K21:** Explain 6 thread safety over lock and its purpose

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet.
- Perform over lock stitching operation as per buyer's requirement.

List of Tools and Equipment

- 3 thread Over lock stitching machine
- Tweezers
- L key
- Tool Box
- Blower
- Different sewing needles



021200681: Operate Flat Lock Chain Stitching Machine

Overview: This competency standard covers the skills and knowledge required to prepare machine for sewing and operate flat lock chain stitching machine for production on garments.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for flat lock chain stitch P2. Follow safety precautions as per SOP / manual P3. Check machine parts as per guidelines P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations P6. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production
CU2. Perform sewing operation by using the flat lock chain stitching	P1. Execute machine control exercise P2. Perform stitching operations as per requirement P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review stitching operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee must be able to:

- K1:** Define proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Explain checking of oil level of machine.
- K4:** Define different types of needles and its identification
- K5:** Identify types and classes of stitch



- K6:** Define threading with proper guidance
- K7:** Identify tension levels
- K8:** Determine thread tension according to the fabric and sewing thread in use
- K9:** Identify bobbins & bobbin case and their purpose
- K10:** Identify types and classes of seam
- K11:** Identify folders and attachments
- K12:** Describe production and handling techniques
- K13:** Define Single cycle
- K14:** Identify Stitching defects with their causes and remedies
- K15:** Discuss machine cleaning
- K16:** Describe troubleshooting for machine faults

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet
- Perform sewing operation as per requirement

List of Tools and Equipment

- Flat lock chain stitching machine
- Tweezers
- L key
- Tool Box
- Blower
- Folder and attachment as per requirement
- Different sewing needles



021200682: Perform Product Finishing and Packaging

Overview: This competency standard covers the skills and knowledge required to cropping, pressing, checking, packing and able to manage stock and able to inspect clock-wise checking of garments.

Competency Units	Performance Criteria
CU1. Perform Cropping	<p>P1. Crop excess threads without damaging the product to maintain quality.</p> <p>P2. Suck loose threads through vacuum thread sucking machine.</p> <p>P3. Tweak product to separate loose threads.</p>
CU2. Perform Pressing	<p>P1. Prepare workstation for pressing as per requirement.</p> <p>P2. Press product as per requirement.</p>
CU3. Perform Checking	<p>P1. Inspect clockwise checking for quality as per requirement.</p> <p>P2. Verify product measurement as per spec sheet.</p> <p>P3. Verify product trims and accessories as per spec sheet.</p> <p>P4. Prepare checking report (DHU) on company's standard format.</p>
CU4. Perform Packing	<p>P1. Attach accessories on product as per requirement.</p> <p>P2. Fold product as per spec sheet.</p> <p>P3. Pack product as per spec sheet.</p> <p>P4. Prepare packing list as per specification.</p> <p>P5. Collect rejected product as per quality policy.</p> <p>P6. Identify rejected accessories for dispose-off as per company's policy.</p>
CU5. Manage Stock	<p>P1. Place packed product at warehouse for shipment.</p> <p>P2. Mark packed product for different buyers.</p> <p>P3. Generate report for finished packed products (Bags / cartons)</p>



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. Therefore, trainee must be able to:

- K1:** Define proper use and handling of equipment
- K2:** Use measuring tools
- K3:** Define cropping
- K4:** Identify types of tools for cropping
- K5:** Discuss methods of Tweaking.
- K6:** Define use of brush for woolen garment
- K7:** Identify different types and methods of pressing machines according to the fabric and garment type
- K8:** Determine care instructions for pressing according to the fabric and garment type
- K9:** Calculate DHU (Defects Hundred Unit)
- K10:** Define clockwise inspection
- K11:** Identify quality criteria according to the product to control
- K12:** Explain product measurement
- K13:** Define spec sheet
- K14:** Define Fabric Trims
- K15:** Define Fabric Accessories
- K16:** Define Tagging
- K17:** Define Folding
- K18:** Explain method of packing Ratio
- K19:** Define Stacking
- K20:** Define use of Warehouse.
- K21:** Explain FIFO / LIFO

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Crop excess threads without damage product to maintain quality.
- Press product as per requirement.
- Inspect clockwise checking as per requirement.



- Fold product as per spec sheet including measurement
- Perform inspection report on company's standard format.

LIST OF TOOLS AND EQUIPMENT

- Iron
- Steamer / Boiler for 5 Irons
- Clippers
- Checking Table
- Iron Stand
- Iron Table
- Measurement Tape
- Calculator
- Computer
- Tag Gun
- Spot Gun
- Tape dispenser
- Brush
- Pallet
- Lifter
- Weighing balance
- Packing Table
- Glue Gun
- Racks
- Packing accessories (hangtags, price tags, poly bags, strings etc)
- Packing list



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 in process.

Competency Units	Performance Criteria
CU1. Implement safe work practices at work place	P1. Implement relevant rules and procedures of WHS at work place. P2. Comply with duty of care requirements P3. Use personal protective equipment according to safe work practices P4. Contribute to WHS consultative activities P5. Raise WHS issues with relevant personnel
CU2. Participate in hazard assessment activities a work place	P1. Identify hazards or WHS issues in the workplace to relevant personnel P2. Assess and control risks according to own level of responsibility, in line with workplace procedures P3. Report hazards or WHS issues in the workplace to relevant personnel P4. Document risk control actions as required
CU3. Follow emergency procedures at workplace	P1. Report emergencies or incidents promptly to relevant personnel P2. Deal with emergencies in line with own level of responsibility P3. Implement evacuation procedures as required
CU4. Participate in OHS consultative processes	P1. Contribute to workplace meetings, inspections or other consultative activities P2. Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks



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:

- K1:** Outline the WHS rights and responsibilities that apply to own role
- K2:** Explain the term duty of care
- K3:** Describe typical health and safety roles in the workplace
- K4:** List and describe common safety signs and symbols
- K5:** Explain procedures for reporting hazards, risks, incidents and accidents
- K6:** Identify and describe common hazards and major causes of accidents relevant to the workplace
- K7:** Explain what the term risk control means
- K8:** List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident



041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Identify workplace policy & procedures	P1. Identify the workplace policy & procedures P2. Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. P3. Assure the policies are realistic, resources and personnel to implement P4. Implement the policy & procedures that reflects the organizations commitments P5. Ensure the appropriate methods of implementation, outcomes and performance indicators
CU2. Implement workplace policy & procedures	P1. Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures P2. Implement strategies for continuous improvement in effective and efficient information
CU3. Communicate workplace policy & procedures	P1. Communicate procedures to help implement workplace policy P2. Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
CU4. Review the implementation of workplace policy & procedures	P1. Identify the trends that may require remedial actions P2. Record the trends that may require remedial actions. P3. Ensure policy and procedures as required are made for continuous improvement of performance



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:

- K1:** Legislation, regulations and codes of practice applicable to the organization
- K2:** internal and external sources of information and organizational policy & procedures
- K3:** Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.



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 the organization	<p>P1. Communicate within a department</p> <p>P2. Communicate with other departments.</p> <p>P3. Use various media to communicate effectively</p> <p>P4. Communicate orally and written</p>
CU2. Communicate outside the organization	<p>P1. Deal with vendors</p> <p>P2. Deal with clients/customers</p> <p>P3. Interact with other organisations</p> <p>P4. Use various media to communicate effectively</p> <p>P5. Work with people of different cultures / backgrounds</p>
CU3. Communicate effectively in workgroup	<p>P1. Assess the issues to provide relevant suggestion to group members</p> <p>P2. Resolve the issues/ problems /conflicts within the group</p> <p>P3. Arrange group working sessions to increase the level of participation in the group processes</p> <p>P4. Communicate messages to group members clearly to ensure interpretation is valid</p> <p>P5. Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices</p> <p>P6. Act upon constructive feedback</p>
CU4. Communicate in writing	<p>P1. Identify relevant procedures for written information</p> <p>P2. Use strategies to ensure correct communication in writing .i.e.</p> <ul style="list-style-type: none"> • correct composition • clarity • comprehensiveness • accuracy • appropriateness



	<p>P3. Draft assigned written information for approval, ensuring it is written within designated timeframes</p> <p>P4. Ensure written information meets required standards of style, format and detail</p> <p>P5. Seek assistance / feedback to aid communication skills development</p>
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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 needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).



061100858 Perform Computer Application Skills

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
<p>CU1. Prepare In-page documents as per required information</p>	<p>P1. Set keyboard preferences according to information requirements P2. Layout Page according to information requirements P3. Toggle between Languages P4. Identify the usage of tool bar P5. Insert Columns as per requirement P6. Print the document</p>
<p>CU2. Prepare Spreadsheets as per required information</p>	<p>P1. Create workbook according to information requirements P2. Insert sheet according to information requirements P3. Enter basic formulae / functions using cell referencing when required P4. Correct formulas when error messages occur P5. Use a range of common tools during spreadsheet development P6. Edit columns and rows within the spreadsheet Filter data P7. Save the spreadsheet to a folder on a storage device P8. Format spreadsheet using formatting features as required P9. Incorporate object and chart in spreadsheet P10. Print spreadsheet</p>
<p>CU3. Use MS Office as per required information</p>	<p>P1. Use Microsoft Word for documentation P2. Use Microsoft Excel for documentation P3. Use Microsoft PowerPoint for presentation P4. Perform OneNote P5. Perform Outlook for emails P6. Perform Publisher applications</p>



CU4. Perform computer graphics in basic applications	P1. Perform graphic fundamentals in basic applications P2. Draw Points and lines to make images P3. Draw Dots in space to make images P4. Draw lightening blot Shapes to make images P5. Enlarge circles and rectangles to block in forms
CU5. Create Email account for communications	P1. Make 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 email message P6. Reply to / forward a received message using available features P7. Save an attachment to the relevant folder P8. Save email message using available settings P9. Adjust email accounts to restrict and quarantine possible email security problems <ul style="list-style-type: none">• Print email message as required

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:** List basic technical terminology related to reading help files and prompts
- K2:** Explain the effect of formatting and appearance on the readability and usability of spreadsheets
- K3:** Outline log-in procedures relating to accessing a personal computer (PC)
- K4:** Describe the purpose, use and function of spreadsheet applications.
- K5:** Understand **MS Word** to create documents, flyers, publications
- K6:** Understand **MS PowerPoint** to create presentations
- K7:** Understand **MS Excel** to store, organize, and manipulate data
- K8:** Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more



K9: Understand of Publisher to create extensive publications, posters, flyers, menus

K10: Understand **Outlook** to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets



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 using available information 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. P5. Identify ways to increase income
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 personal income, 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. P6. Seek professional money management services.

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:



- K1:** Explain the abilities to plan and organize to keep records and monitor a personal budget
- K2:** Describe abilities to set and review goals
- K3:** Explain basic financial management and record keeping to enable development and management of a personal budget
- K4:** Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances
- K5:** Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.



021200683: Prepare Prototype

Overview: This competency standard covers the skills and knowledge required to make prototype according to buyer's requirement and get approval for final production.

Competency Units	Performance Criteria
CU1. Interpret order sheet	P1. Evaluate spec sheet for sample making. P2. Arrange fabric, trims and accessories as per spec sheet.
CU2. Make garment pattern	P1. Collect size set details from spec sheet P2. Develop pattern according to the spec sheet P3. Control the measurement and the matching of the pattern pieces P4. Develop the cutting pattern including all allowances e.g. shrinkage %age, seam as per product sketch, notches and drills P5. Add nomenclature (pattern piece name, size, model name, grain line and cut information)
CU3. Perform fabric cutting	P1. Apply Personal Protective Equipment (PPEs) as per job requirement. P2. Identify and select fabric for prototype. P3. Place pattern on fabric and mark as per requirement. P4. Control placement of the pattern P5. Cut fabric sample on marking for stitching including all notches and drills
CU4. Perform stitching on fabric	P1. Prepare machine for sewing. P2. Arrange material for product as per spec sheet. P3. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P4. Sew product as per requirement. P5. Check sewing result according to the requirement. P6. Take corrective measure for faults occur during sewing if required.



CU5. Perform finishing on product.	P1. Perform cropping, checking and pressing as per SOP. P2. Perform folding and packing as per requirement. P3. Prepare Quality Control (QC) report.
CU6. Obtain approval from supervisor	P1. Examine stitched sample as per spec sheet / standards. P2. Review QC report for final approval.

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. Therefore, trainee must be able to:

- K1:** Define spec sheet
- K2:** Identify different types of fabric
- K3:** Identify different kind of fabric trims and accessories.
- K4:** Determine the meaning of seam allowances.
- K5:** Define grain line
- K6:** Explain size set.
- K7:** Discuss pattern making and cutting techniques.
- K8:** Discuss garment patterns
- K9:** Define Personal Protective Equipment (PPEs)
- K10:** Identify tools used in cutting and their purpose
- K11:** Identify different types and uses of sewing machines
- K12:** Identify different types of needles
- K13:** Define stitch types and classes
- K14:** Define SPI (Stitches per inch)
- K15:** Identify different seam types & classes and their purpose
- K16:** Explain finishing procedures
- K17:** Describe measurement of sample as per spec sheet
- K18:** Enlist types of defects (fabric/sewing/processing/handling/pressing)
- K19:** Define QC Report making.



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Develop pattern including all allowances.
- Place and mark pattern on fabric and cut as per requirement.
- Sew product as per requirement.
- Perform cropping, checking and pressing.

LIST OF TOOLS AND EQUIPMENT

- L-square
- French curve
- Set square
- Yard scale
- Measuring tape
- Scissor for fabric cutting
- Scissor for paper cutting
- Clippers
- Tracing wheel
- Stitch opener
- Single needle lock stitch machine
- Five thread safety over lock machine
- Double needle lock stitch machine
- Flat lock machine
- Waist band machine
- Feed off Arm machine
- Round knife cutting machine
- Metallic gloves
- Sewing machine Tool Box
- Button hole machine
- Button Stitch machine
- Snap button attach machine
- Bartack machine
- Steam Iron with stand



- Tape dispenser
- Tag gun
- Textile spotting gun
- Calculator
- Checking Table
- Accessories for the prototype (zip, button, adhesive, lining)
- Packing accessories (hang tag, price tag, polybag etc.)



021200684: Verify Fabric Quality

Overview: This competency standard covers the skills and knowledge required to verify fabric quality by using different quality standards and equipment to maintain the product quality as per requirement.

Competency Units	Performance Criteria
CU1. Perform fabric lab testing	P1. Collect sample as per job requirement. P2. Perform following tests as per requirement: <ul style="list-style-type: none">• Count of yarn• Construction of fabric• GSM of fabric• Shrinkage %age of fabric• Blend Ratio• Shade variation• Tear strength• Color fastness tests etc. P3. Document the test results
CU2. Inspect fabric	P1. Identify and select fabric for inspection. P2. Calculate lot size as per job requirement. P3. Perform fabric inspection as per requirement (4-point system / 10-point system). P4. Measure fabric width of every roll / thaam at least three times (@start/ mid/ end) during inspection. P5. Check skew and bowing of every roll. P6. Check fabric weight (GSM) as per requirement. P7. Document test results
CU3. Verify fabric shade	P1. Cut at-least two samples from start and end of every roll for checking Start End (SE) / left-center-right (LCR) shade variation P2. Analyze cut samples in lab as per standards and note down shade change (Start/end, LCR, roll to roll) by using gray scale) P3. Prepare fabric blanket for roll to roll variation



CU4. Prepare fabric inspection report	P1. Prepare detailed fabric inspection report on given format P2. Obtain approval from supervisor
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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. Therefore, trainee must be able to:

- K1:** Explain AATCC/ISO/ASTM standard.
- K2:** Describe Fabric Color Fastness tests
- K3:** Define Lab report generation
- K4:** Explain 4 point / 10 point system of inspection
- K5:** Define fabric inspection machine and its purpose
- K6:** State light Box
- K7:** State Gray scale / Blue scale
- K8:** Describe fabric Shade variations
- K9:** Explain fabric inspection report procedure.
- K10:** Calculate lot size
- K11:** Define GSM and its calculations
- K12:** Define skew and bowing
- K13:** Explain fabric blanket for shade

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform testing as per international standards (ISO/AATCC/ASTM)
- Perform fabric inspection (4 and 10-point system)
- Check skew and bowing of every roll.
- Prepare detailed fabric inspection report on given format.



LIST OF TOOLS AND EQUIPMENT

- Grey scale
- Steamer
- Light Box
- HT machine
- Weighing balance
- Pick glass
- Yarn count tester
- GSM cutter
- Fully automatic washing machine
- Tensile strength tester
- Crock meter
- Calculator
- Inspection frame
- Measuring Tape
- Over lock stitching machine



021200685: Perform Fabric Cutting for Production

Overview: This competency standard covers the skills and knowledge required to set the marker on lay and perform fabric cutting for production. It also covers spreading the fabric, cutting, bundling and making cutting report as per requirement.

Competency Units	Performance Criteria
CU1. Perform fabric spreading	P1. Select fabric for spreading as per order sheet. P2. Mark range length as per marker on cutting table. P3. Spread calculated plies and remove rejected panels.
CU2. Perform range cutting	P1. Use PPEs as per job requirement. P2. Place and set marker on lay. P3. Prepare cutting machine for cutting. P4. Operate cutting machine as per marker. (including notches and drills) P5. Collect, segregate and store waste as per organization's policy. P6. Prepare cutting result
CU3. Perform bundling	P1. Verify all size-wise body parts on bundling table. P2. Mark numbering on garment components (Ready cut) according to size. P3. Bundle and sort with tagging. P4. Replace rejected panels as per SOP.
CU4. Prepare fabric cutting report	P1. Develop fabric cutting report as per given format by supervisor. P2. Calculate fabric rejection %age and waste %age. P3. Collect, segregate and dispose off waste as per company's policy.

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. Therefore, trainee must be:

K1: Define PPEs



- K2:** Explain fabric Cutting report.
- K3:** Define safe work environment
- K4:** Describe safety measures and precautions
- K5:** Define First Aid
- K6:** Identify different types of spreading and their uses
- K7:** Explain Lay height limit as per fabric quality
- K8:** Explain relaxation time after spreading
- K9:** Identify different types of cutting machines and their uses.
- K10:** Identify different fabric cutting techniques and their used
- K11:** Explain range cutting
- K12:** Describe usage of drilling.
- K13:** Enlist types and uses of bundling.
- K14:** Define numbering and tagging
- K15:** Enlist fabric defects
- K16:** Calculate waste %age.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Mark range length as per marker on cutting table.
- Use PPEs as per job requirement.
- Operate cutting machine as per marking.

LIST OF TOOLS AND EQUIPMENT

- Computer
- Drill machine
- First Aid Box
- Metallic gloves
- PPEs
- Cutting machine
- Bundling Table
- Numbering machine
- Spreading machine
- Cutting Table



- Calculator
- Scissors
- Clamp and Rod
- Fabric weight
- Clamp / Pin
- Measurement tools



021200686: Operate Feed of Arm Chain Stitching Machine

Overview: This competency standard covers the skills and knowledge required to perform feed of arm chain stitching machine for production of textile garment.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for feed of arm chain stitch. P2. Follow safety precautions as per SOP / manual. P3. Check machine parts as per guidelines. P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations. P6. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production.
CU2. Perform sewing operation by using feed of arm chain stitching	P1. Execute machine control exercise. P2. Perform sewing operations as per requirement. P3. Take corrective measure for faults occur during sewing if required. P4. Complete target as per given time. P5. Review sew operation randomly.
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee must be able to:

- K1:** Discuss proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Define Oil level checking of machine.
- K4:** Identify types of needles and its identification
- K5:** Classify types & classes of stitch and their purpose



- K6:** Determine thread tension according to the fabric and sewing thread in use
- K7:** Enlist tension levels
- K8:** Classify types & classes of seam and identify their purpose
- K9:** Identify folders and attachments
- K10:** Describe production and handling techniques
- K11:** Define Single cycle
- K12:** Identify Stitching defects with their causes and remedies
- K13:** Explain machine cleaning
- K14:** Explain troubleshooting for machine faults.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet.
- Perform sewing operation as per requirement.

List of Tools and Equipment

- Feed of Arm stitching machine
- Tweezers
- L key
- Tool Box
- Blower
- Folders and attachment as per requirement
- Different sewing needles
- Measurement tool



021200687: Operate Waist Band Stitching Machine

Overview: This competency standard covers the skills and knowledge required to perform waist band stitching machine for production as per requirement.

Competency Units	Performance Criteria
CU1. Prepare machine for sewing	P1. Prepare workstation for waist band stitch P2. Follow safety precautions as per SOP / manual P3. Check machine parts as per guidelines P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations P6. Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production
CU2. Perform waist band stitching	P1. Execute machine control exercise P2. Perform sewing operations as per requirement P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review sew operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee will be able to:

- K1:** Discuss proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Define Oil level checking of machine
- K4:** Identify types of needles and its identification



- K5:** Classify types & classes of stitch and their purpose
- K6:** Determine thread tension according to the fabric and sewing thread in use
- K7:** Enlist tension levels
- K8:** Classify types & classes of seam and identify their purpose
- K9:** Identify folders and attachments
- K10:** Describe production and handling techniques
- K11:** Define Single cycle
- K12:** Identify Stitching defects and their causes
- K13:** Explain machine cleaning
- K14:** Explain troubleshooting for machine faults

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Check SPI and quality on rough fabric as per spec sheet
- Perform sewing operation as per requirement

List of Tools and Equipment

- Waist band stitching machine
- Tweezers
- L key
- Tool Box
- Blower
- Folders and attachment as per requirement
- Different sewing needles
- Measurement tool



021200688: Make Button Holes

Overview: This competency standard covers the skills and knowledge required to perform button holes on garment product for buttons

Competency Units	Performance Criteria
CU1. Prepare machine for button hole.	P1. Prepare workstation for button hole machine. P2. Follow safety precautions as per SOP / manual. P3. Check machine parts as per guidelines. P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations. P6. Adjust machine according to the fabric in use (thread tension, button hole length, stitch width and number of stitch (SPI)
CU2. Make button holes	P1. Execute machine control exercise. P2. Perform button holes as per specifications. P3. Take corrective measure for faults occur during sewing if required. P4. Complete target as per given time. P5. Review button hole operation randomly.
CU3. Clean workstation	P1. Clean machine after closing the job. P2. Cover machine for safety. P3. Collect and store waste as per company's policy. P4. Put all tools in tool box.

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. Therefore, trainee must be able to:

- K1:** Discuss proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Define Oil level checking of machine.
- K4:** Identify types of needles and its identification



- K5:** Classify types & classes of stitch and their purpose
- K6:** Determine thread tension according to the fabric and sewing thread in use
- K7:** Enlist tension levels
- K8:** Classify types & classes of seam and identify their purpose
- K9:** Identify folders and attachments
- K10:** Describe production and handling techniques
- K11:** Define Single cycle
- K12:** Identify Stitching defects and their causes
- K13:** Explain machine cleaning
- K14:** Explain troubleshooting for machine faults

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform button hole operation
- Take corrective measure for faults occur during sewing if required

List of Tools and Equipment

- Button hole machine
- Blades size as per requirement
- Tool Box
- Attachment as per requirement
- Different sewing needles
- Measurement tool



021200689: Operate Button Attach Machine

Overview: This competency standard covers the skills and knowledge required to perform button attach machine for buttons in garment production.

Competency Units	Performance Criteria
CU1. Prepare machine for button attach	P1. Prepare workstation for button attach machine P2. Follow safety precautions as per SOP / manual P3. Check machine parts as per guidelines P4. Arrange material for sewing operations
CU2. Perform button attaching by using button attaching machine	P1. Execute machine control exercise P2. Sew button as per requirement P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review sew operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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. Therefore, trainee must be able to:

- K1:** Discuss proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Explain use of eye guard and needle guard
- K4:** Define Oil level checking of machine.
- K5:** Identify types of needles and its identification
- K6:** Determine thread tension according to the fabric and sewing thread in use
- K7:** Explain machine cleaning
- K8:** Explain troubleshooting for machine faults.
- K9:** Identify different types of button stitch and their use



K10: Identify different types of button attach and their use

K11: Describe Troubleshooting for machine faults.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Arrange material for button attach operation.
- Sew button as per requirement.

List of Tools and Equipment

- Button attach machine
- Tool Box
- Attachment as per requirement
- Measurement tool



021200690: Operate Bar Tack Machine

Overview: This competency standard covers the skills and knowledge required to perform bar tack machine for garment production.

Competency Units	Performance Criteria
CU1. Prepare machine for bartack	P1. Prepare workstation for button attach machine. P2. Follow safety precautions as per SOP / manual. P3. Check machine parts as per guidelines. P4. Select sewing needle and sewing thread according to the sewing operation and the fabric in use P5. Arrange material for sewing operations P6. Adjust machine according to the fabric in use (thread tension, bar tacking length, number of stitch (SPI))
CU2. Perform bartack	P1. Execute machine control exercise P2. Perform bartack operations as per spec sheet P3. Take corrective measure for faults occur during sewing if required P4. Complete target as per given time P5. Review bartack operation randomly
CU3. Clean workstation	P1. Clean machine after closing the job P2. Cover machine for safety P3. Collect and store waste as per company's policy P4. Put all tools in tool box

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:** Describe proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Explain use of eye guard and needle guard
- K4:** Discuss checking of oil level of machine
- K5:** Enlist needles and its identification



- K6:** Identify different types & classes of stitch and their purpose
- K7:** Explain threading with proper guidance Determine thread tension according to the fabric and sewing thread in use
- K8:** Define tension levels
- K9:** Define production and handling techniques
- K10:** Define Single cycle
- K11:** Identify Stitching defects
- K12:** Explain machine cleaning
- K13:** Explain troubleshooting for machine faults.
- K14:** Identify bobbins and bobbin case and their purpose
- K15:** Enlist different sizes of Bar tack
- K16:** Explain purpose of bar tack
- K17:** Explain troubleshooting for machine faults

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform bartack operations as per spec sheet.
- Take corrective measure for faults occur during sewing if required.

List of Tools and Equipment

- Bartack machine
- Tool Box
- Different sewing needles
- Measurement tool



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	P1. compile database on work-related health and safety P2. Identify measures that address legal obligations. P3. Consult with individuals/ parties to formulate measures and initiatives P4. Consult with individuals/parties to identify factors impacting on work-related health and safety P5. Participate in consultative meetings
CU2. Contribute to establish work-related health and safety measures	P1. Assist in planning of work-related health and safety measures P2. Contribute to the development of work-related health and safety measures P3. Identify to implement work-related health and safety measures i.e. <ul style="list-style-type: none">• resourcing requirements,• timelines• responsibilities P4. Assist to implement work-related health and safety measures and initiatives i.e. <ul style="list-style-type: none">• scheduling• liaison• administering resources• communication
CU3. Contribute to ensure legal requirements of WHS measures	P1. Identify WHS legal requirements P2. Apply knowledge of all aspects of WHS measures to <ul style="list-style-type: none">• Consultation• workplace policies• participation processes



	P3. Ensure, WHS measures are in accordance with legal requirements
CU4. Contribute to review WHS measures	P1. Develop effective practices to review work-related health and safety measures P2. Assist individuals and parties related to WHS measures in following activities <ul style="list-style-type: none">• preparing reports• communicating review• evaluating outcomes
CU5. Evaluate the organization's WHS system	P1. Assess ongoing compliance with OHS (Occupational Health and safety) P2. Take feedback from concerned persons regarding WHS measures. P3. Assess the overall effectiveness of WHS management practices P4. Assist the development process of WHS measures in following ways <ul style="list-style-type: none">• Suggest amendments• Document amendments• Implement amendments P5. Take feedback from concerned persons regarding WHS measures. P6. Communicate improvements in WHS Measures

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:

- K1:** Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- K2:** 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

- K3:** List factors that impact on work-related health and safety and their potential effects
- K4:** Identify internal and external sources of WHS information and data, and how to access them
- K5:** Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
- K6:** 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
- K7:** 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 needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



041700841 Comply with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Manage work timeframes	P1. Complete work tasks within deadlines in according to order of priority P2. Supervisors are informed of any delays in work times or projects
CU2. Manage to convene meeting	P1. Develop agenda in line with meeting purpose P2. Select participants and notify them accordingly P3. Carryout meeting arrangements according to the time P4. Record the minutes of the meeting
CU3. Decision making at workplace	P1. Identify the problem, challenge or opportunity P2. Generate an array of possible solutions or responses P3. Evaluate the costs and benefits associated with each option P4. Assess the impact of the decision and modify the course of action as needed
CU4. Set and meet own work priorities at instant	P1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives P2. Use technology efficiently and effectively to manage work priorities and commitments P3. Maintain appropriate work-life balance
CU5. Develop and maintain professional competence	P1. Assess personal knowledge and skills against competency P2. Participate in networks to enhance personal knowledge, skills and work relationships P3. Seek feedback from employees, clients and colleagues to develop and improve competence



CU6. Follow and implement work safety requirements	P1. Identify and report emergency incidents P2. Practice organizational policy and procedures for responding to emergency incidents P3. Identify and implement workplace procedures and work instructions for controlling risks
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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:

- K1:** Healthy work life balance
- K2:** Meeting terminologies, structures and arrangements
- K3:** Relevant organizational procedures and policies regarding meetings, chairing and minutes.
- K4:** Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments



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 task requirements. P2. Plan steps to complete tasks. P3. Review planning and organizing process. P4. Organize work.
CU3. Provide trainings at workplace	P1. Assess the need for training P2. Prepare trainees for the learning experience P3. Present training session P4. Support trainees in managing their own learning P5. Facilitate group learning P6. Provide opportunity for practice P7. Provide feedback on progress on trainees P8. Review delivery experience



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:** Explaining the training skills
- K2:** Identification of the professional skills
- K3:** Describing the advanced language skills
- K4:** Understanding of the assessment and trainees feedback methods
- K5:** Direct and indirect communication methods
- K6:** Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma



061100858 Develop Advance Computer Application Skills

Overview: This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

Competency Units	Performance Criteria
CU1. Manage Information System to complete a task	P1. Perform Data Entry in MS office P2. Manage File/folder in MS office P3. Perform Scanning of document P4. Maintain Office Record in drives P5. Perform Printing of document P6. Search required Files/Folders P7. Convert Files in required format. P8. Manage sizes of Files/Folders <ul style="list-style-type: none">• Compress• Zip /unzip
CU2. Prepare Presentation using computers	P1. Prepare presentation as per requirements, i.e. <ul style="list-style-type: none">• Open blank presentation and add text / graphics• Create a simple design for a presentation• Apply existing styles within a presentation• Use presentation template and slides to create a presentation• Use various tools to improve the look of the presentation• Save presentation to the appropriate storage device and folder with required name P2. Customize basic settings to meet user requirements P3. Format presentation as require <ul style="list-style-type: none">• Develop organizational charts• Add objects and manipulate to meet presentation purposes



	<ul style="list-style-type: none">• Modify slide layout, including text and colours, to meet presentation requirements• Save presentation in another format• Save to storage device and close presentation <p>P4. Add slide show effect into presentation as required to enhance the presentation</p> <ul style="list-style-type: none">• Incorporate pre-set Animation• Apply Multimedia effects• Record Narration• Apply hyperlink• Apply video• Rehearse Timings• Test presentation for overall effect <p>P5. Print the presentation</p> <ul style="list-style-type: none">• Select appropriate print format for presentation• Select preferred slide orientation• Add notes and slide numbers• Preview slides and run spell check before presentation• Print selected slides and submit presentation to appropriate person for feedback <p>P6. Practice verbal presentation</p> <p>P7. Practice presentation through AV Aids</p>
<p>CU3. Use Microsoft Access to manage database</p>	<p>P1. Collect the data using a standard data base package.</p> <p>P2. Start access to manage database.</p> <ul style="list-style-type: none">• identify problem statement of Data• Develop a table with fields /attributes according to database usage/ user requirements• Create a primary key and establish an index for each table• Modify table layout and field attributes as required• Create a relationship between the two tables• Add data in a table according to information requirements• delete records as required



	<ul style="list-style-type: none">• Save database to storage area• close down database to storage area• Apply criteria in the following Query• SQL view of Query• Wildcards of query• Query Criteria <p>P3. Customize basic settings:</p> <ul style="list-style-type: none">• Adjust page layout to meet user requirements• Open and view different toolbars• Format font as appropriate for the purpose of the database entries• Create reports• Design reports to present data in a logical sequence• Modify reports to include or exclude additional requirements• Distribute reports to appropriate person in a suitable format <p>P4. Create forms</p> <ul style="list-style-type: none">• Use a wizard to create a simple form• Open existing database and modify records through a simple form• Rearrange objects within the form to accommodate information requirements
<p>CU4. Develop graphics for Design</p>	<p>P1. Develop graphic design concepts based on a thorough understanding of the communication need</p> <p>P2. Use design techniques confidently to produce designs</p> <p>P3. Integrate design tools skillfully to produce designs</p> <p>P4. Evaluate the success of completed designs to meet objectives</p> <p>P5. evaluate feedback from client / peers</p>



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:** List basic technical terminology to read help files and prompts
- K2:** Outline the different types of formal and informal presentations
- K3:** Explain Power point presentation
- K4:** Segregation of Data
- K5:** Define the relation among data
- K6:** Define criteria in the query
- K7:** Creates and modify reports and forms.
- K8:** Outline basic database design principles
- K9:** Current graphic design software
- K10:** Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.

Generate employment report from given data by using Microsoft Access



041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
<p>CU1. Determine strategies for delivery of human resource services</p>	<p>P1. Analyze business strategy and operational plans to determine human resource requirements</p> <p>P2. Review external business environment that likely impact on organization’s human resource requirements</p> <p>P3. Consult line and senior managers to identify human resource needs in their areas</p> <p>P4. Review organization’s requirements for diversity in the workforce</p> <p>P5. Deliver human resource services that comply with business goals</p> <p>P6. Develop strategic action plan for delivery of human resource services</p> <p>P7. Develop roles and responsibilities of human resource team</p> <p>P8. Develop quality assurance policy</p>
<p>CU2. Manage the delivery of human resource services</p>	<p>P1. Communicate human resource strategies and services to internal and external stakeholders</p> <p>P2. Develop and negotiate service agreements between</p> <ul style="list-style-type: none"> • The human resource team, • Service providers • Client groups <p>P3. Document service specifications, performance standards and timeframes</p> <p>P4. Document /communicate service</p> <ul style="list-style-type: none"> • Specifications, • Performance standards • Timeframes <p>P5. Monitor Quality assurance processes</p>



	<p>P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans</p> <p>P7. Identify underperformance of human resource team or service providers</p>
CU3. Evaluate human resource service delivery	<p>P1. Establish Management information system for human resource services</p> <p>P2. Conduct survey to determine level of satisfaction</p> <p>P3. Analyze feedback of survey</p> <p>P4. Recommend changes to service delivery</p> <p>P5. Support agreed change processes across the organization</p>
CU4. Manage integration of business ethics in human resource practices	<p>P1. Ensure ethics in personal behavior</p> <p>P2. Ensure code of conduct is observed across the organization,</p> <p>P3. Observe confidentiality requirements in dealing with all human resource information</p> <p>P4. Deal promptly with unethical behavior</p> <p>P5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behavior</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:

- K1:** Identify the key provisions of legal and compliance requirements that apply to managing human resources
- K2:** Summarize the organization's code of conduct
- K3:** Explain human resource strategies and planning processes and their relationship to business and operational plans
- K4:** Describe performance and contract management
- K5:** Explain how feedback is used to modify the delivery of human resources.



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance Requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.



041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Develop a business plan	P1. Conduct a market survey to collect following information <ul style="list-style-type: none">• Customer /demand• Tools, equipment, machinery and furniture with rates• Raw material• Supplier• Credit / funding sources• Marketing strategy• Market trends• Overall expenses• Profit margin P2. Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses P3. Compile the information collected through the market survey, in the business plan format
CU2. Collect information regarding 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



CU3. Develop a marketing plan	P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning P2. Include the information of marketing plan in the business plan
CU4. Develop basic business communication skills	P1. Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills P2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. P3. Use specific business terms used in the market

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:

- K1:** Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning
- K2:** Describe 7Cs of business communication
- K3:** Define different modes of communication and their application in the industry
- K4:** Enlist specific business terms used in the industry
- K5:** Enlist the available funding sources
- K6:** Explain how to get loan to start a new business
- K7:** Explain market survey and its tools e.g: questionnaire, interview, observation etc
- K8:** Describe the market trends for specific product offering
- K9:** State the main elements of business plan
- K10:** Explain how to fill the business plan format



Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop Entrepreneurial Skills.

Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile

021200691: Prepare Marker for Production

Overview: This competency standard is designed to provide skills and knowledge to digitize pattern, grading and create marker for production through CAD/CAM.

Competency Units	Performance Criteria
CU1. Interpret spec sheet	<p>P1. Evaluate spec sheet as per requirement</p> <p>P2. Collect master pattern from sampling department</p>
CU2. Digitize pattern	<p>P1. Trace-out master pattern as per pattern required</p> <p>P2. Prepare drill point and notches as per requirement</p>
CU3. Perform size findings	<p>P1. Perform grading according to size chart</p> <p>P2. Review grading pattern to maintain and finalize for marker</p> <p>P3. Contact supervisor to obtain approval for marker preparation</p>
CU4. Prepare marker	<p>P1. Analyze pattern and fabric for marking (matching points, rapport of fabric design)</p> <p>P2. Perform marker according to fabric width</p> <p>P3. Finalize marker as per size ratio</p> <p>P4. Control marker and fabric consumption</p> <p>P5. Take marker print on plotter</p>



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. Therefore, trainee must be able to:

- K1:** Define spec sheet
- K2:** Explain trace point
- K3:** Discuss drill point and notches
- K4:** Define size grading
- K5:** Explain panel arrangement on marker
- K6:** Explain in detail Digitize.
- K7:** Describe fabric consumption

Critical Evidence(s) Required:

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Trace-out master pattern
- Perform grading according to size chart.
- Perform marker according to fabric width

List of Tools and Equipment

- Plotter
- Computer
- Digitizer
- CAD/CAM System
- CAD/CAM Software
- Measurement tools



021200692: Manage Sewing Production

Overview: This competency standard covers the skills and knowledge required to manage sewing production through layout, line balancing and get production in time.

Competency Units	Performance Criteria
CU1. Apply layout	P1. Plan layout for production. P2. Implement Line layout as per operation bulletin (OB).
CU2. Prepare line balance	P1. Check WIP (work in process), trims, accessories and fabric on floor as per production target. P2. Analyze efficiency and utilization as per Operation Bulletin (OB).
CU3. Monitor production	P1. Assign job as per production planning. P2. Calculate hourly efficiency and compare with target. P3. Perform RCA (Root Cause Analysis) if target is not met. P4. Generate production report as per given format (hourly and daily)

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. Therefore, trainee must be able to:

- K1:** Define PPEs
- K2:** Explain safe work environment
- K3:** Explain safety measures and precautions
- K4:** Define First Aid
- K5:** Describe proper use and handling of equipment
- K6:** Explain measuring tools
- K7:** Explain Operation Bulletin (OB)
- K8:** Identify different types of sewing machines and their use
- K9:** Define WIP (Work in process)
- K10:** Explain industrial engineering techniques in garment industry
- K11:** Define Line balancing
- K12:** Discuss RCA (Root Cause Analysis)
- K13:** Compare actual and target outputs



- K14:** Calculate Efficiency.
- K15:** Define Lean manufacturing
- K16:** Define Six sigma concept
- K17:** Define SAM (Standard Allowed Minute)
- K18:** Define SMV (Standard Minute Value)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Implement line layout as per operation bulletin (OB).
- Perform RCA (Root Cause Analysis).
- Calculate hourly efficiency and compare with target.

List of Tools and Equipment

- Calculator
- Tool Box
- Stop watch
- Computer
- White Board
- Single needle lock stitching machine
- Double needle lock stitching machine
- Over lock stitching machine
- Flat lock chain stitching machine
- Safety over lock stitching machine
- Feed of Arm chain stitching machine
- Waist band stitching machine
- Button attach machine
- Bartack machine
- Button Hole machine
- Folders and attachments
- Operation bulletin



021200693: Manage Quality during Production

Overview: This competency standard covers the skills and knowledge required to perform quality parameters for maintaining the production in time. It also covers clock wise inspection, identify defects and generate AQL reports.

Competency Units	Performance Criteria
CU1. Perform clockwise inspection.	P1. Apply clockwise inspection as per approved sample P2. Identify and segregate defects for each operator's performance P3. Calculate DHU (Defects Hundred Unit) as per industry standards P4. Generate report for finalize clockwise inspection
CU2. Maintain Acceptable Quality Level (AQL)	P1. Follow Acceptable Quality Level (AQL) as per requirement. P2. Identify lot for inspection P3. Rework if inspection of lot has failed P4. Generate AQL Report
CU3. Verify product measurement and weight	P1. Measure product as per spec sheet P2. Weigh product as per requirement P3. Select size set as per requirement P4. Generate report on company's standard format
CU4. Apply Traffic Light System	P1. Inspect seven samples randomly from product lot to maintain quality as per standards P2. Identify and report problem to supervisor as per SOP P3. Generate report as per requirement

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. Therefore, trainee must be able to:

- K1:** Explain proper use and handling of equipment
- K2:** Identify measuring tools
- K3:** Define clockwise inspection
- K4:** Enlist types of fabric defects



- K5:** Define and Measurement of DHU
- K6:** Explain AQL Chart
- K7:** Explain Measurement of product
- K8:** Explain Traffic light System
- K9:** Enlist types of sewing operations.
- K10:** Enlist MS Office functions.
- K11:** Determine quality criteria for sewing operation according to the product

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Calculate DHU (defects Hundred Unit) as per industry's standards.
- Follow AQL Chart.
- Select size set as per industry's requirement.

List of Tools and Equipment

- Calculator
- Laptop/Desktop
- Measurement Tape (Calibrated)
- Inspection Table
- Flags (Yellow, Green, Red)
- Camera
- Bar code reader
- White Board
- Weighing balance
- Measurement tools



Complete List of Tools and Equipment

List of Machines and Tools

- Single needle over lock stitching machine
- 3 thread Over lock stitching machine
- Bar code reader
- Bartack machine
- Blades size as per requirement
- Blower
- Brush
- Bundling Table
- Button Attach machine
- Button Hole machine
- Button Stitch machine
- CAD/CAM Software
- CAD/CAM System
- Calculator
- Camera
- Cell Phone
- Checking Table
- Clamp / Pin
- Clamp and Rod
- Clippers
- Computer
- Crock meter
- Cutting machine
- Cutting Table
- Digitizer
- Double needle lock stitch machine
- Drill machine
- Fabric weight
- Fax Machine



- Feed of Arm chain stitching machine
- First Aid Box
- Five thread safety over lock machine
- Flags (Yellow, Green Red)
- Flat lock chain stitching machine
- Folder and attachment as per requirement
- French curve
- Fully automatic washing machine
- Glue Gun
- Grey scale
- GSM cutter
- HT machine
- Inspection frame
- Inspection Table
- Iron
- Iron Stand
- Iron Table
- L key
- Laptop/Desktop
- Lifter
- Light Box
- L-square
- Measurement Tape
- Measurement Tape (Calibrated)
- Metallic gloves
- Numbering machine
- Over lock stitching machine
- Packing Table
- Pallet
- Pick glass
- Plotter
- PPEs
- Racks
- Round knife cutting machine



- Safety over lock stitching machine
- Scissor for fabric cutting
- Scissor for paper cutting
- Set square
- Sewing machine Tool Box
- Single needle lock stitch machine
- Snap button attach machine
- Spot Gun
- Spreading machine
- Steam Iron with stand
- Steamer
- Boiler for Steam Irons
- Stitch opener
- Stop watch
- Tag gun
- Tape dispenser
- Telephone
- Tensile strength tester
- Textile spotting gun
- Tracing wheel
- Tweezers
- Waist band machine
- Weighing balance
- White Board
- Yard scale
- Yarn count tester

