



Co-funded by the European Union



Norwegian Embassy  
Islamabad



# INDUSTRIAL GARMENT EXPERT



© TVET SSP

## CBT CURRICULUM

National Vocational Certificate Level 2

Version 1 - April, 2019



Implemented by

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**Published by**

National Vocational and Technical Training Commission  
Government of Pakistan

**Headquarter**

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan  
www.navttc.org

**Responsible**

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission  
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Layout & design**

SAP Communications

**Photo Credits**

TVET Sector Support Programme

**URL links**

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Sector Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

**Document Version**

April, 2019

**Islamabad, Pakistan**

# INDUSTRIAL GARMENT EXPERT



© TVET SSP

CBT CURRICULUM

National Vocational Certificate Level 2

Version 1 - April, 2019

---

|  |    |
|--|----|
| Introduction   | 3  |
| Description of the training programme for <i>INDUSTRIAL GARMENT EXPERT (L-2)</i>   | 3  |
| Purpose of the training programme  | 3  |
| Overall objectives of training programme   | 3  |
| Competencies to be gained after completion of course                               | 3  |
| Possible available job opportunities available immediately and later in the future | 4  |
| Trainee entry level  | 4  |
| Minimum qualification of trainer   | 4  |
| Recommended trainer : trainee ratio  | 5  |
| Medium of instruction i.e. language of instruction                                 | 5  |
| Duration of the course (Total time, Theory & Practical time)                       | 5  |
| Sequence of the modules  | 5  |
| Summary – overview of the curriculum   | 7  |
| Modules  | 9  |
| Module 1: Maintain safe work environment   | 9  |
| Module 2: Operate single needle lock stitching machine                             | 11 |
| Module 3: Operate double needle lock stitching machine                             | 14 |
| Module 4: Operate over lock stitching machine                                      | 16 |
| Module 5: Operate flat lock chain stitching machine                                | 18 |
| Module 6: Perform product finishing and packaging                                  | 20 |
| Module 7: Demonstrate communication skills   | 23 |
| General assessment guidance for Industrial Garment Expert Curriculum (Level-2)     | 26 |
| Complete list of tools and equipment   | 30 |
| List of consumable supplies  | 30 |
| Credit values  | 33 |

## **Introduction**

### **Definition/ Description of the training program for Industrial Garment Expert Level-2**

Industrial Garment Experts (Level-2) are responsible for operate different types of Stitching machines (Single needle, double needle, over lock, flat lock) and product finishing / packaging under safe working environment with good communication skills.

### **Purpose of the training program**

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 to 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 different 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.

### **Overall objectives of training program**

The overall objectives of the Industrial Garment Expert (Level-2) training program are:

- Operate stitching machines to prepare required garment.
- Selecting tools and equipment used to stitch, finishing and packaging of garment.
- Measurement of garment according to spec sheet.
- Sequencing the different stages of stitching the product.
- Stitching the garment as required by customers' orders
- Perform finishing and packaging of the garment on required parameters.
- Working safely with required standards
- Improve communication skills required for the nature of garment industry.

### **Competencies to be gained after completion of course**

At the end of the course, the trainee must have attained the following competencies:

- Maintain Safe Work Environment
- Operate Single Needle Lock Stitching Machine
- Operate Double Needle Lock Stitching Machine
- Operate Over Lock Stitching Machine
- Operate Flat Lock Chain Stitching Machine
- Make Product Finishing and Packaging
- Demonstrate Communication Skills

## **Possible available job opportunities available immediately and later in the future**

Industrial Garment Experts (Level-2) are employed in garment industries locally and internationally. Experienced Industrial Garment Experts after declared competent in Level-3 and Level-4 may advance through promotions with the same employer or by moving to more advanced positions with other employers. They can become:

- Stitching machine operator
- Quality Checker
- Line QC
- Production Supervisor
- Line Supervisor
- Production Incharge
- Quality Control Incharge
- Quality Assurance Incharge
- Pattern Master
- Sample Master
- Cutting Supervisor
- Sample Incharge
- Production Manager
- General Manager

Some experienced Industrial Garment Experts achieve a highly respected level of salaries. There are good prospects for travel both within Pakistan and abroad. The employment outlook in this occupation will be influenced by a wide variety of factors including:

- Trends and events affecting overall employment
- Location in Pakistan and abroad
- Employment turnover (work opportunities generated by people leaving existing positions)
- Occupational growth (work opportunities resulting from the creation of new positions that never existed before)
- Size of the industry
- Flexibility of the applicant (concerning location and schedule of work).

### **Trainee entry level**

The entry level of trainee for Industrial Garment Expert (Level-2) is minimum of Middle

### **Minimum qualification of trainer**

Teaching staff should have at least three years' experience in the minimum role of Stitching operator. They should also hold or be working towards a minimum formal teaching qualification with DAE in Garments technology.

Other formal qualifications or experience in the garment industry would be preferred in addition to the above.

### **Recommended trainer:trainee ratio**

The recommended maximum trainer:trainee ratio for this program is 1 trainer for 20 trainees.

### **Medium of instruction i.e. language of instruction**

Instruction will be Urdu, regional and English. For employment in the Middle East, some Arabic expressions will be helpful.

### **Duration of the course (Total time, Theory & Practical time)**

This curriculum comprises 7 modules. The recommended delivery time is 550 hours. Delivery of the course could therefore be full time, 5 days a week, for 6 months. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follow:

| Module   | Theory <sup>1</sup><br>Days/hours | Workplace <sup>2</sup><br>Days/hours | Total hours |
|--|-----------------------------------|--------------------------------------|-------------|
| Module 1: Maintain Safe Work Environment               | 20                                | 80                                   | 100         |
| Module 2: Operate single needle lock stitching machine | 20                                | 80                                   | 100         |
| Module 3: Operate double needle lock stitching machine | 16                                | 64                                   | 80          |
| Module 4: Operate over lock stitching machine          | 12                                | 48                                   | 60          |
| Module 5: Operate flat lock chain stitching machine    | 12                                | 48                                   | 60          |
| Module 6: Perform product finishing and packaging      | 16                                | 64                                   | 80          |
| Module 7: Demonstrate communication skills             | 14                                | 56                                   | 70          |

### **Sequence of the modules**

This qualification (Level-2) is made up of 7 modules. Four modules relate to operate different types of stitching machines and one for the product finishing & packaging, for example *Module 2: Operate single needle lock stitching machine*. A suggested distribution of these modules is presented overleaf. This is not prescriptive and training providers may modify this if they wish.

There is one further module relating to general skills that a Industrial Garment Expert must have: *Module 7: Demonstrate communication skills*. This is interdependent with the clear communication skills and need to be delivered in parallel. This is illustrated in the distribution table.

<sup>1</sup> Learning Module hours in training provider premises

<sup>2</sup> Training workshop, laboratory and on-the-job workplace

One further module relate to the safety skills of an Industrial Garment Expert: *Module 1: Maintain safe work environment*. The distribution table suggests that this should be delivered at the beginning of the every module.

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons (for example the Materials Required component). The detail provided by each module will contribute to a standardized approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught.

The distribution table is shown below:

|   |   |  |
|---|---|--|
| Module 1: Maintain Safe Work Environment<br>100 hours | Module 2: Operate single needle lock stitching machine<br>100 hours | Module 7: Demonstrate communication skills<br>70 hours |
|   | Module 3: Operate double needle lock stitching machine<br>80 hours  |  |
|   | Module 4: Operate over lock stitching machine<br>60 hours           |  |
|   | Module 5: Operate flat lock chain stitching machine<br>60 hours     |  |
|   | Module 6: Perform product finishing and packaging<br>80 hours       |  |



## Summary – overview of the curriculum

| Module Title and Aim   | Learning Units   | Theory Days/hours | Workplace Days/hours | Timeframe of modules |
|--|--|-------------------|----------------------|----------------------|
| <p><b>Module 1:</b> Maintain safe work environment<br/> <b>Aim:</b> The Aim of this module is to follow Occupational Safety and Health (OSH) at work place in accordance with the organization’s approved guidelines and procedures. Identify and use Personal Protective Equipment (PPE) according to the job requirement and potential hazards at workplace. The underpinning knowledge regarding OSH will be sufficient to provide the basis for your work.</p> | <p><b>LU1:</b> Identify Hazards at Workplace<br/> <b>LU2:</b> Apply Occupational Safety and Health (OSH)</p>   | 20                | 80                   | 100                  |
| <p><b>Module 2:</b> Operate single needle lock stitching machine<br/> <b>Aim:</b> The aim of this module is to cover the skills and knowledge required to prepare machine for sewing and operate Single needle lock stitching machine for production of required garments.</p>   | <p><b>LU1:</b> Prepare machine for sewing<br/> <b>LU2:</b> Perform sewing operation with single needle lock stitch machine for production<br/> <b>LU3:</b> Clean workstation</p> | 20                | 80                   | 100                  |
| <p><b>Module 3:</b> Operate double needle lock stitching machine<br/> <b>Aim:</b> This aim of this module is to cover the skills and knowledge required to prepare machine for sewing and operate double needle lock stitching machine for production of required garments.</p>  | <p><b>LU1:</b> Prepare machine for sewing<br/> <b>LU2:</b> Perform sewing operation with double needle lock stitch machine for production<br/> <b>LU3:</b> Clean workstation</p> | 16                | 64                   | 80                   |

| Module Title and Aim  | Learning Units   | Theory Days/hours | Workplace Days/hours | Timeframe of modules |
|---|--|-------------------|----------------------|----------------------|
| <p><b>Module 4:</b> Operate over lock stitching machine<br/> <b>Aim:</b> The aim of this module is to cover 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.</p> | <p><b>LU1:</b> Prepare machine for sewing<br/> <b>LU2:</b> Perform sewing operation by using over lock stitching.<br/> <b>LU3:</b> Clean workstation</p>   | 12                | 48                   | 60                   |
| <p><b>Module 5:</b> Operate flat lock chain stitching machine<br/> <b>Aim:</b> The aim of this module is to cover the skills and knowledge required to prepare machine for sewing and operate flat lock chain stitching machine for production on garments.</p>                       | <p><b>LU1:</b> Prepare machine for sewing<br/> <b>LU2:</b> Perform sewing operation by using the flat lock chain stitching<br/> <b>LU3:</b> Clean workstation</p>  | 12                | 48                   | 60                   |
| <p><b>Module 6:</b> Perform product finishing and packaging<br/> <b>Aim:</b> The aim of this module is to cover the skills and knowledge required to cropping, pressing, checking, packing and able to manage stock and able to inspect clock-wise checking of garments.</p>          | <p><b>LU1:</b> Perform cropping<br/> <b>LU2:</b> Perform pressing<br/> <b>LU3:</b> Perform checking<br/> <b>LU4:</b> Perform packing<br/> <b>LU5:</b> Manage stock</p>   | 16                | 64                   | 80                   |
| <p><b>Module 7:</b> Demonstrate Communication Skills<br/> <b>Aim:</b> The aim of this module is to cover the skills and knowledge required to adopt effective Listening, Develop Nonverbal &amp; Verbal Communication, Develop Confidence and Pick the Right Medium.</p>              | <p><b>LU1:</b> Adopt effective listening<br/> <b>LU2:</b> Develop nonverbal communication<br/> <b>LU3:</b> Develop verbal communication<br/> <b>LU4:</b> Develop confidence<br/> <b>LU5:</b> Pick the right medium</p> | 14                | 56                   | 70                   |

## Modules

### Module 1: Maintain Safe Work Environment

**Objective of the module:** This Competency Standard identifies the competencies required to apply Occupational Safety and Health (OSH) at workplace in accordance with the organization's approved guidelines and procedures. You will be expected to identify and use Personal Protective Equipment (PPE) according to the job requirement and potential hazards at workplace. The underpinning knowledge regarding OSH will be sufficient to provide the basis for your work.

**Duration:** 100 hours      **Theory:** 20 hours      **Practical:** 80 hours

| Learning Unit                                       | Learning Outcomes  | Learning Elements   | Duration   | Materials Required  | Learning Place  |
|---|--|---|--|---|---|
| <b>LU1:</b><br><b>Identify Hazards at Workplace</b> | <p><b>The trainee will be able to:</b></p> <p>Read and interpret work processes and procedures correctly to identify risk of hazards at workplace</p> <p>Recognize engineering processes, tools, equipment and consumable materials that have the potential to cause harm</p> <p>Identify any potential hazards and take appropriate action to minimize the risk</p> | <p>The importance of safety procedures at workplace at garment industry.</p> <p>Briefing the team about risks factors regarding to safety during working at garment industry especially respiratory system.</p> <p>Knowledge of tools and equipments used for safety purposes.</p> <p>Reviewing the safety precautions signs and posters placed at the walls of the garment industry.</p> | <p><b>Total</b><br/>20</p> <p><b>Theory:</b><br/>15</p> <p><b>Practical:</b><br/>5</p> | <p>First Aid box</p> <p>PPEs</p>                                  | <p>Classroom</p> <p>Training workshop for safety</p>                  |
| <b>LU2:</b><br><b>Apply Occupational Safety and</b> | <p><b>The trainee will be able to:</b></p> <p>Work safely at all times, complying with health</p>  | <p>Application of PPEs required for garment industry for protection as:</p> <ul style="list-style-type: none"> <li>- Respiratory protection</li> <li>- Eye protection</li> </ul>  | <p><b>Total</b><br/>80</p> <p><b>Theory:</b></p>                                       | <p>First Aid Box</p> <p>Fire extinguisher</p> <p>Fire blanket</p> | <p>Classroom</p> <p>Visit training places for health &amp; safety</p> |

|                            |  |   |   |   |                                  |
|----------------------------|--|---|---|---|----------------------------------|
| <p><b>Health (OSH)</b></p> | <p>and safety precautions, regulations and other relevant guidelines</p> <p>Identify health and safety hazards at the workplace, so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken</p> <p>Deal with problems which are within your control, and report those that cannot be resolved to the safety officer</p> <p>Identify, Wear, adjust and maintain Personal Protective Equipment to ensure correct fit and optimum protection in compliance with company procedures</p> <p>Keep work area clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is prevented</p> | <ul style="list-style-type: none"> <li>- Hearing protection</li> <li>- Hand protection</li> </ul> <p>Knowledge of hazards addressed by protective equipment include: physical, electrical, heat, biohazards, and airborne particulate matter.</p> <p>Communicating within team and safety officer if any unwanted thing occurs during working regarding safety measures.</p> <p>Importance and using of First Aid box in emergency situations. Knowledge of ensuring the date of expiry of medicines available in the first aid box.</p> <p>The importance of clean workplace and its advantages to the personal health. Knowledge of proper place for tools and equipment used at workplace.</p> <p>Importance and Types / classes of fire extinguisher.</p> | <p>5</p> <p><b>Practical:</b></p> <p>75</p> | <p>Fire hose reel</p> <p>Nose cover</p> <p>Equipment for contacting safety staff (Telephone)</p> <p>Smoke detecting alarm</p> | <p>purposes.</p> <p>Workshop</p> |
|----------------------------|--|---|---|---|----------------------------------|

## Module 2: Operate single needle lock stitching machine

**Objective of the module:** 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.

**Duration:** 100 hours    **Theory:** 20 hours    **Practical:** 80 hrs

| Learning Unit                         | Learning Outcomes   | Learning Elements  | Duration  | Materials Required  | Learning Place           |
|---------------------------------------|---|--|---|---|--------------------------|
| <b>LU1:Prepare machine for sewing</b> | <p><b>The trainee will be able to:</b></p> <p>Prepare workstation for single needle lock stitch.</p> <p>Follow safety precautions as per SOP / manual.</p> <p>Check machine parts as per guidelines.</p> <p>Select sewing needle and sewing thread according to the sewing operation and the fabric in use</p> <p>Select sewing guides according to sewing operation (use of various sewing feet or sewing guides)</p> <p>Arrange material for sewing operations.</p> <p>Check Stitch per Inch (SPI) and quality on</p> | <p>Importance of setting of workbench and seating up according to OH&amp;S practices.</p> <p>Cleaning of machine according to standards for operating the single needle lock stitching machine.</p> <p>Identifying the needle/needle guides and parts / attachments required for sewing the product.</p> <p>Importance of Stitches per Inch (SPI) and verify the SPI on rough fabric to ensure the correct setting of SPI for production.</p> <p>Importance of oil level on machine for proper machine running during production.</p> <p>Knowledge of machine threading and ability to adjust and thread tensions with proper guidance.</p> <p>Identifying the difference between bobbin thread and needle thread.</p> <p>Determining the Set up and wind bobbin threading and inserting the bobbin case.</p> <p>Importance of sewing guides and use of various presser foot; like high shank, low</p> | <p><b>Total</b><br/>10 hours</p> <p><b>Theory:</b><br/>2 hours</p> <p><b>Practical:</b><br/>8 hours</p> | <p>Single Needle Lock Machine</p> <p>Thread Cones</p> <p>Bobbin</p> <p>Bobbin Case.</p> <p>Needle. (DB1)</p> <p>Machine Oil</p> <p>Fabric.</p> <p>Clipper</p> <p>Tool Box</p> <p>Measuring Tape</p> | Class Room and Workshop. |

|  |  |   |   |   |  |
|--|--|---|---|---|--|
|  | rough fabric for verifying quality for production.   | shank, slant shank and Snap-On.   |   |   |  |
| <b>LU2:</b><br><b>Perform sewing operation with single needle lock stitch machine for production</b> | <p><b>The trainee will be able to:</b></p> <p>Execute machine control exercise.</p> <p>Perform sewing operations as per product requirement.</p> <p>Take corrective measure for faults occur during sewing if required.</p> <p>Complete target as per given time frame.</p> <p>Review sewing operation randomly.</p> | <p>Operational knowledge of single needle lock stitch for sewing the product with required parameters.</p> <p>Knowledge of machine speed and proper handling of machine according to the type of operations, fabrics and product type.</p> <p>Types of Stitches and stitch classes.</p> <p>Types and classes of seam and their importance.</p> <p>Understanding the single cycle.</p> <p>Conducting sewing operation as per requirement / target and compare it with standard.</p> <p>Identifying types of possible stitch defects during the operations of single needle lock stitch machine and their remedies.</p> | <p><b>Total</b><br/>85 hours</p> <p><b>Theory:</b><br/>17 hours</p> <p><b>Practical:</b><br/>68 hours</p> | <p>Single Needle Lock Machine.</p> <p>Thread Cones.</p> <p>Bobbin</p> <p>Bobbin Case.</p> <p>Needle.</p> <p>Machine Oil.</p> <p>Fabric.</p> <p>Scissor</p> <p>Clipper.</p> <p>Seam Ripper</p> | <p>Class Room</p> <p>Workshop.</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <b>LU3:</b><br><b>Clean workstation</b>  | <p><b>The trainee will be able to:</b></p> <p>Clean machine after closing the job.</p> <p>Cover machine for safety.</p> <p>Collect and store waste as per company's policy.</p> <p>Put all tools in tool box.</p>  | <p>The importance of housekeeping when the job is completed and covers the sewing machine with guided covering material.</p> <p>Ensuring all the tools and equipment are well placed in appropriate location.</p> <p>Knowledge of wastage and its proper place to dispose off.</p>  | <p><b>Total</b><br/>5 hours</p> <p><b>Theory:</b><br/>1 hours</p> <p><b>Practical:</b><br/>4 hours</p>    | <p>Duster</p> <p>Machine cover</p> <p>Dust Bin</p> <p>Cleaning Brush</p> <p>Blower</p>  | <p>Workshop.</p>   |

### Module 3: Operate double needle lock stitching machine

**Objective of the module:** 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.

**Duration:** 80 hours      **Theory:** 16 hours      **Practical:** 64 hours

| Learning Unit                                    | Learning Outcomes  | Learning Elements   | Duration  | Materials Required   | Learning Place          |
|--|--|---|---|--|-------------------------|
| <b>LU1.</b><br><b>Prepare machine for sewing</b> | <p><b>The trainee will be able to:</b></p> <p>Prepare workstation for double needle lock stitch.</p> <p>Follow safety precautions as per SOP / manual.</p> <p>Check machine parts as per guidelines.</p> <p>Select sewing needle and sewing thread according to the sewing operation and the fabric in use</p> <p>Arrange material for sewing operations.</p> <p>Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production.</p> | <p>Importance of setting of workbench and seating up according to OH&amp;S practices.</p> <p>Cleaning of machine according to standards for operating the single needle lock stitching machine.</p> <p>Identifying the needle/needle guides and parts / attachments required for sewing the product.</p> <p>Importance of Stitches per Inch (SPI) and verify the SPI on rough fabric to ensure the correct setting of SPI for production.</p> <p>Importance of oil level on machine for proper machine running during production.</p> <p>Knowledge of sewing threads and ability to adjust and thread tensions with proper guidance. Also knowledge and difference between bobbin thread and needle thread.</p> <p>Determining the Set up and wind bobbin threading and inserting the bobbin case.</p> <p>Importance of sewing guides and use of various Presser foot; like high shank, low shank, slant shank and Snap-On.</p> | <p><b>Total</b><br/>10 hours</p> <p><b>Theory:</b><br/>2 hours</p> <p><b>Practical:</b><br/>8 hours</p> | <p>Double Needle Lock Machine</p> <p>Thread Cones</p> <p>Bobbin</p> <p>Needle</p> <p>Machine Oil.</p> <p>Fabric</p> <p>Clipper</p> <p>Tool Box</p> | Classroom and Workshop. |
| <b>LU2.</b>                                      | <b>The trainee will be able</b>  | Operational knowledge of double needle  | <b>Total</b>  | Double Needle  | Classroom and           |

|  |  |   |  |  |  |
|--|--|---|--|--|--|
| <p><b>Perform sewing operation by double needle lock stitch machine for production</b></p> | <p><b>to:</b></p> <p>Execute machine control exercise.</p> <p>Perform sewing operations as per requirement.</p> <p>Take corrective measure for faults occur during sewing if required.</p> <p>Complete target as per given time.</p> <p>Review sew operation randomly.</p> | <p>lock stitch for sewing the product with required parameters.</p> <p>Knowledge of machine speed and proper handling of machine according to the type of operations, fabrics and product type.</p> <p>Types of Stitches and stitch classes.</p> <p>Types and classes of seam and their importance.</p> <p>Understand the single cycle.</p> <p>Conducting sewing operation as requirement \target and compare it with standard.</p> <p>Identifying types of possible stitch defects during the operations of flat lock chain stitch machine and their remedies.</p> | <p>65 hours</p> <p><b>Theory:</b></p> <p>13 hours</p> <p><b>Practical:</b></p> <p>52 hours</p> | <p>Lock Machine.</p> <p>Thread Cones.</p> <p>Bobbin.</p> <p>Needle.</p> <p>Machine Oil.</p> <p>Fabric.</p> <p>Scissor.</p> <p>Clipper.</p> <p>Seam Ripper.</p> | <p>Workshop.</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <p><b>LU3.</b></p> <p><b>Clean workstation</b></p>   | <p><b>The trainee will be able to:</b></p> <p>Clean machine after closing the job.</p> <p>Cover machine for safety.</p> <p>Collect and store waste as per company's policy.</p> <p>Put all tools in tool box.</p>  | <p>The importance of housekeeping when the job is completed and covers the sewing machine with guided covering material.</p> <p>Ensuring all the tools and equipment are well placed in appropriate location.</p> <p>Knowledge of waste and its proper place to dispose off.</p>  | <p><b>Total</b></p> <p>5</p> <p><b>Theory:</b></p> <p>1</p> <p><b>Practical:</b></p> <p>4</p>  | <p>Duster.</p> <p>Machine cover.</p> <p>Tool Box.</p> <p>Dust Bin.</p> <p>Cleaning Brush.</p> <p>Blower.</p>   | <p>Workshop.</p>   |



## Module 4: Operate over lock stitching machine

**Objective of the module:** 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.

**Duration:** 60 hours      **Theory:** 12 hours      **Practical:** 48 hours

| Learning Unit   | Learning Outcomes  | Learning Elements  | Duration  | Materials Required   | Learning Place                          |
|---|--|--|---|--|---|
| <b>LU1.</b><br><b>Prepare machine for sewing</b>                  | <b>The trainee will be able to:</b><br>Prepare workstation for over lock stitch.<br>Follow safety precautions as per SOP / manual.<br>Check machine parts as per guidelines.<br>Select sewing needle and sewing thread according to the sewing operation and the fabric in use<br>Arrange material for sewing operations.<br>Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production. | Importance of setting of workbench and seating up according to OH&S practices.<br>Cleaning of machine according to standards for operating the Over lock stitching machine.<br>Importance of Stitches per Inch (SPI) and verify the SPI on rough fabric to ensure the correct setting of SPI for production.<br>Importance of oil level on machine for proper machine running during production.<br>Knowledge of sewing threads and ability to adjust and thread tensions with proper guidance. Also knowledge and difference between lopper thread and needle thread.<br>Determining the Set up and proper threading.<br>Knowledge of checking SPI and control SPI. | <b>Total</b><br>10 hours<br><b>Theory:</b><br>2 hours<br><b>Practical:</b><br>8 hours | Over lock Machine.<br>Thread Cones.<br>Needle.DC27<br>Machine Oil.<br>Fabric.<br>Clipper.<br>Tool Box.<br>Tweezers | Classroom and Workshop.                 |
| <b>LU2.</b><br><b>Perform sewing operation by using over lock</b> | <b>The trainee will be able to:</b><br>Execute machine control exercise.   | Operational knowledge of Over lock stitch for sewing the product with required parameters.<br>Knowledge of machine speed and proper handling of machine according to the type of   | <b>Total</b><br>40 hours<br><b>Theory:</b>  | Over lock Machine.<br>Thread Cones.  | Classroom and Workshop<br>Visit garment |

|   |  |   |  |   |   |
|---|--|---|--|---|---|
| <b>stitching</b>                        | <p>Perform over lock stitching operations as per requirement</p> <p>Take corrective measure for faults occur during sewing if required.</p> <p>Complete target as per given time.</p> <p>Review stitch operation randomly.</p> | <p>operations, fabrics and product type.</p> <p>Types of Stitches and stitch classes.</p> <p>Types and classes of seam and their importance.</p> <p>Understanding the single cycle.</p> <p>Conducting sewing operation as requirement \target and compare it with standard.</p> <p>Identifying types of possible stitch defects during the operations of over lock stitch machine and their remedies.</p> | <p>08 hours</p> <p><b>Practical:</b></p> <p>32 hours</p>   | <p>Needle.</p> <p>Machine Oil.</p> <p>Fabric.</p> <p>Scissor.</p> <p>Clipper.</p> <p>Seam Ripper.</p> <p>Tweezers</p> | <p>industries</p> <p>Videos for related knowledge on multimedia</p> |
| <b>LU3.</b><br><b>Clean workstation</b> | <p><b>The trainee will be able to:</b></p> <p>Clan machine after closing the job.</p> <p>Cover machine for safety.</p> <p>Collect and store waste as per company's policy.</p> <p>Put all tools in tool box.</p>               | <p>The importance of housekeeping when the job is completed and covers the sewing machine with guided covering material.</p> <p>Ensuring all the tools and equipment are well placed in appropriate location.</p> <p>Knowledge of waste and its proper place to dispose off.</p>  | <p><b>Total</b></p> <p>10 hours</p> <p><b>Theory:</b></p> <p>2 hours</p> <p><b>Practical:</b></p> <p>8 hours</p> | <p>Duster.</p> <p>Machine cover.</p> <p>Tool Box.</p> <p>Dust Bin.</p> <p>Cleaning Brush.</p> <p>Blower.</p>          | <p>Workshop.</p>  |

## Module 5: Operate flat lock chain stitching machine

**Objective of the module:** 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.

**Duration:** 60 hours      **Theory:** 12 hours      **Practical:** 48 hours

| Learning Unit                                    | Learning Outcomes  | Learning Elements  | Duration  | Materials Required  | Learning Place        |
|--|--|--|---|---|-----------------------|
| <b>LU1.</b><br><b>Prepare machine for sewing</b> | <b>The trainee will be able to:</b><br>Prepare workstation for flat lock chain stitch.<br>Follow safety precautions as per SOP / manual.<br>Check machine parts as per guidelines.<br>Select sewing needle and sewing thread according to the sewing operation and the fabric in use<br>Arrange material for sewing operations.<br>Check Stitch per Inch (SPI) and quality on rough fabric for verifying quality for production. | The importance of setting of workbench and seating up according to OH&S practices.<br>Cleaning of machine according to standards for operating the single needle lock stitching machine.<br>Identifying the needle/needle guides and parts / attachments required for sewing the product.<br>The importance of Stitches per Inch (SPI) and verify the SPI on rough fabric to ensure the correct setting of SPI for production.<br>The importance of oil level on machine for proper machine running during production.<br>Knowledge of sewing threads and ability to adjust and thread tensions with proper guidance. Also knowledge and difference between lopper thread and needle thread.<br>Determining the Set up and proper threading.<br>The importance of sewing guides and use of various Presser foot like high shank, low shank, slant shank and Snap-On. | <b>Total</b><br>10 hours<br><b>Theory:</b><br>2 hours<br><b>Practical:</b><br>8 hours | Flat lock chain stitching Machine<br>Thread Cones.<br>Needle.(DV-43)<br>Machine Oil.<br>Fabric.<br>Scissor.<br>Clipper.<br>Seam Ripper. | Workshop<br>Classroom |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <p><b>LU2. Perform sewing operation by using the flat lock chain stitching</b></p> | <p><b>The trainee will be able to:</b></p> <p>Execute machine control exercise.</p> <p>Perform stitching operations as per requirement.</p> <p>Take corrective measure for faults occur during sewing if required.</p> <p>Complete target as per given time.</p> <p>Review stitching operation randomly.</p> | <p>Operational knowledge of flat lock chain stitch for sewing the product with required parameters.</p> <p>Knowledge of machine speed and proper handling of machine according to the type of operations, fabrics and product type.</p> <p>Types of Stitches and stitch classes.</p> <p>Types and classes of seam and their importance.</p> <p>Understanding the single cycle.</p> <p>Briefing the team about conduct the sewing operation under the safe environment.</p> <p>Identifying types of possible stitch defects during the operations of flat lock chain stitch machine and their remedies.</p> | <p><b>Total</b></p> <p>40 hours</p> <p><b>Theory:</b></p> <p>08 hours</p> <p><b>Practical:</b></p> <p>32 hours</p> | <p>Flat lock chain stitching Machine.</p> <p>Thread Cones.</p> <p>Needle.</p> <p>Machine Oil.</p> <p>Fabric.</p> <p>Scissor.</p> <p>Clipper.</p> <p>Seam Ripper.</p> | <p>Workshop</p> <p>Classroom</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <p><b>LU3. Clean workstation</b></p>   | <p><b>The trainee will be able to:</b></p> <p>Clean machine after closing the job.</p> <p>Cover machine for safety.</p> <p>Collect and store waste as per company's policy.</p> <p>Put all tools in tool box.</p>  | <p>The importance of housekeeping when the job is completed and covers the sewing machine with guided covering material.</p> <p>Briefing all the tools and equipment placement and their proper location to store for safety purposes.</p> <p>Knowledge of waste and its proper place to dispose off.</p>  | <p><b>Total</b></p> <p>10 hours</p> <p><b>Theory:</b></p> <p>2 hours</p> <p><b>Practical:</b></p> <p>8 hours</p>   | <p>Duster.</p> <p>Machine cover.</p> <p>Tool Box.</p> <p>Dust Bin.</p> <p>Cleaning Brush.</p> <p>Blower.</p>   | <p>Classroom</p> <p>Workshop</p>   |

=====

## Module 6: Perform product finishing and packaging

**Objective of the module:** 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.

**Duration:** 80 hours    **Theory:** 16 hours    **Practical:** 64 hours

| Learning Unit                          | Learning Outcomes  | Learning Elements  | Duration  | Materials Required  | Learning Place   |
|--|--|--|---|---|--|
| <b>LU1.</b> Perform cropping           | <p><b>The trainee will be able to:</b></p> <p>Crop excess threads without damaging the product to maintain quality.</p> <p>Suck loose threads through vacuum thread sucking machine.</p> <p>Tweak product to separate loose threads.</p> | <p>The importance of cropping the excess thread of the product as per standard to maintain the quality.</p> <p>Understanding the working principle of loose thread sucking machine.</p> <p>Knowledge and importance of tweaking.</p> | <p><b>Total</b><br/>10 hours</p> <p><b>Theory:</b><br/>02 hours</p> <p><b>Practical:</b><br/>08 hours</p> | <p>Checking Table</p> <p>Clipper</p> <p>Sample for cropping</p> <p>Vacuum sucking machine</p> | <p>Training room</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <b>LU2.</b><br><b>Perform pressing</b> | <p><b>The trainee will be able to:</b></p> <p>Prepare workstation for pressing as per requirement.</p> <p>Press product as per requirement.</p>  | <p>Briefing about preparing workstation and maintain housekeeping as per policy.</p> <p>Actively support each other to follow the OH&amp;S practices.</p> <p>Types of pressing and their requirement in different circumstances.</p> | <p><b>Total</b><br/>20 hours</p> <p><b>Theory:</b><br/>4 hours</p> <p><b>Practical:</b><br/>16 hours</p>  | <p>Steam Iron</p> <p>Pressing Table</p> <p>Rack</p>   | <p>Training room</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <b>LU3.</b> Perform checking           | <p><b>The trainee will be able to:</b></p> <p>Inspect clockwise</p>  | <p>Knowledge and understanding of clockwise inspection.</p>  | <p><b>Total</b><br/>20 hours</p>  | <p>Product sample</p> <p>DHU format</p>   | <p>Training room</p>   |

|                             |  |   |   |   |   |
|-----------------------------|--|---|---|---|---|
|                             | <p>checking for quality as per requirement.<br/>Verify product measurement as per spec sheet.</p> <p>Verify product trims and accessories as per spec sheet.</p> <p>Prepare checking report (DHU) on company's standard format.</p>  | <p>Awareness of possible defects.</p> <p>Performing inspection and record findings.</p> <p>Ensuring the product measurement as per sample.</p> <p>Ensuring all trims and accessories are as per requirement.</p> <p>Importance of applying DHU and quality report.</p>  | <p><b>Theory:</b><br/>4 hours</p> <p><b>Practical:</b><br/>16 hours</p>                                   | <p>Measurement audit sheet</p> <p>AQL Chart</p> <p>Spot Gun</p> <p>Measurement Tape</p> <p>Weighing Scale</p> <p>Camera</p> <p>Defect /Arrow Stickers</p>   | <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |
| <b>LU4. Perform packing</b> | <p><b>The trainee will be able to:</b></p> <p>Attach accessories on product as per requirement.</p> <p>Fold product as per spec sheet.</p> <p>Pack product as per spec sheet.</p> <p>Prepare packing list as per specification.</p> <p>Collect rejected product as per quality policy.</p> <p>Identify rejected accessories for dispose-off as per</p> | <p>The importance of accessories and its placement.</p> <p>Determining the folding process and its advantages.</p> <p>Knowledge of types of packing.</p> <p>Knowledge of packing list as per job requirement.</p> <p>Importance of separating rejection form A-grade goods and segregate/collect as per policy.</p> | <p><b>Total</b><br/>10 hours</p> <p><b>Theory:</b><br/>02 hours</p> <p><b>Practical:</b><br/>08 hours</p> | <p>Tag Gun</p> <p>Tag Gun Pins</p> <p>Tape Dispenser</p> <p>Tape</p> <p>Glue Gun</p> <p>Glue Stick</p> <p>Weight Scale</p> <p>Barcode Reader</p> <p>Measurement tape</p> <p>Pallets</p> <p>Packing accessories</p> <ul style="list-style-type: none"> <li>• Hangtags</li> <li>• Price tags</li> <li>• Poly bags</li> <li>• Strings</li> </ul> | <p>Workshop</p>   |

|                          |   |  |   |   |   |
|--------------------------|---|--|---|---|---|
|                          | company's policy.   |  |   |   |   |
| <b>LU5. Manage stock</b> | <p><b>The trainee will be able to:</b></p> <p>Place packed product at warehouse for shipment.</p> <p>Mark packed product for different buyers.</p> <p>Generate report for finished packed products (Bags / cartons)</p> | <p>Understanding the importance of carton stacking.</p> <p>The importance of stack and mark the cartons as per requirements.</p> <p>Generating packed goods reports as per requirements.</p> | <p><b>Total</b></p> <p>20 hours</p> <p><b>Theory:</b></p> <p>4 hours</p> <p><b>Practical:</b></p> <p>16 hours</p> | <p>Hand Lifter</p> <p>Pallets</p> <p>Tag cards for identification</p> | <p>Workshop</p> <p>Visit garment industries</p> <p>Videos for related knowledge on multimedia</p> |

## Module 7: Demonstrate Communication Skills.

### Objective of the module:

**Duration:** 70 hours      **Theory:** 14 hours      **Practical:** 56 hours

| Learning Unit                                  | Learning Outcomes  | Learning Elements   | Duration   | Materials Required              | Learning Place        |
|--|--|---|--|---------------------------------|-----------------------|
| <b>LU1.</b><br>Adopt effective Listening       | <b>The trainee will be able to:</b><br>Practice active listening.<br>Ask clarifying questions.<br>Listen and empathize with other person.  | The importance of effective listening.<br>Types of effective listening like; appreciative, critical, relationship and discriminative listening.<br>Understanding information provided by the teammates or supervisor.   | <b>Total</b><br>14 hours<br><b>Theory:</b><br>2 hours<br><b>Practical:</b><br>12 hours | Note book:20<br>Speakers:01 set | Classroom<br>Workshop |
| <b>LU2.</b><br>Develop Nonverbal Communication | <b>The trainee will be able to:</b><br>Adopt hand gestures.<br>Encourage others to speak openly with you.<br>Make eye contact with communicator.<br>Make relaxed, open stance during communication.<br>Perform friendly tone during communication. | Importance of types of non-verbal communications like; Facial expressions, Gestures, Body language, Eye contact, Appearance and Paralinguistic communications.<br>Awareness to how managers, supervisors and teammates communicate with non-verbal communications at workplace.<br>Creating friendly environment during duties performed at workplace to increase the productivity. | <b>Total</b><br>14 hours<br><b>Theory:</b><br>3 hours<br><b>Practical:</b><br>11 hours | Note book<br>Speakers           | Classroom<br>Workshop |
| <b>LU3.</b><br>Develop verbal                  | <b>The trainee will be able to:</b><br>Adopt face to face  | Types of verbal communications and their advantages.<br>Sharing information between individuals by  | <b>Total</b><br>14 hours   | Note book<br>Internet           | Classroom<br>Workshop |



|   |   |   |   |   |                                  |
|---|---|---|---|---|----------------------------------|
| communication                                   | <p>conversations</p> <p>Convey your message clearly and directly.</p> <p>Adopt phrases as simple as demonstrate</p> <p>Respect others and their ideas</p>   | <p>using speech at the workplace.</p> <p>Ensuring that the enunciation, stress and tone of voice with which the words are expresses is appropriate and respect other ideas during meetings.</p>   | <p><b>Theory:</b></p> <p>3 hours</p> <p><b>Practical:</b></p> <p>11 hours</p>                                     |   |                                  |
| <p><b>LU4.</b></p> <p>Develop Confidence</p>    | <p><b>The trainee will be able to:</b></p> <p>Make confidence when you interact others</p> <p>Adopt firm communication but in friendly tone.</p> <p>Demonstrate behavioural skills.</p> <p>Develop sound interpersonal skills</p> <p>Ensure understanding</p> | <p>Showing confidence with positiveness during performs duties at workplace.</p> <p>Knowledge of behavioral skills and adopt these skills at the workplace for creating positive environment.</p> <p>Understanding the others communications when performed duties and tasks at workplace.</p> <p>Developing sound interpersonal skills.</p>      | <p><b>Total</b></p> <p>14 hours</p> <p><b>Theory:</b></p> <p>3 hours</p> <p><b>Practical:</b></p> <p>11 hours</p> | <p>Notebook</p> <p>Internet</p>   | <p>Classroom</p> <p>Workshop</p> |
| <p><b>LU5.</b></p> <p>Pick the Right Medium</p> | <p><b>The trainee will be able to:</b></p> <p>Convey your message in few words.</p> <p>Convey message through live phone calls.</p> <p>Convey text message through phone.</p>   | <p>Types of medium used at workplace for better communications and ability of choosing right medium of communication.</p> <p>Creating teammates groups at whats'up for ideas, suggestions and relevant information.</p> <p>Using telephones, emails ,scanner,faxand text messages for communications with employers, supervisor or customers.</p> | <p><b>Total</b></p> <p>14 hours</p> <p><b>Theory:</b></p> <p>3 hours</p> <p><b>Practical:</b></p> <p>11 hours</p> | <p>Notebook:20</p> <p>Multimedia:01</p> <p>Internet</p> <p>Computer:05</p> <p>Mobile phone</p> <p>Scanner</p> | <p>Classroom</p> <p>Workshop</p> |

|  |  |   |  |                                    |  |
|--|--|---|--|------------------------------------|--|
|  | Convey message through WhatsApp.<br><br>Convey message through email.<br><br>Convey message through writing. | Conveying ideas, reports through writing skills with supervisor where it will need. |  | Fax Machine<br>Pen<br>Audio System |  |
|--|--|---|--|------------------------------------|--|

## **General assessment guidance for Industrial Garment Expert Level-2**

Good practice in Pakistan makes use of sessional and final assessments, the basis of which is described below. Good practice by vocational training providers in Pakistan is to use a combination of these sessional and final assessments, combined to produce the final qualification result.

**Sessional assessment** is going on all the time. Its purpose is to provide feedback on what students are learning:

- to the student: to identify achievement and areas for further work
- to the teacher: to evaluate the effectiveness of teaching to date, and to focus future plans.

Assessors need to devise sessional assessments for both theoretical and practical work. Guidance is provided in the assessment strategy

**Final assessment** is the assessment, usually on completion of a course or module, which says whether or not the student has "passed". It is – or should be – undertaken with reference to all the objectives or outcomes of the course, and is usually fairly formal. Considerations of security – ensuring that the student who gets the credit is the person who did the work – assume considerable importance in final assessment and declared after performance based assessment at the each module as “Competent” or “Not Yet Competent”

### **Methods of assessment**

For lessons with a high quantity of theory, written or oral tests related to learning outcomes and/ or learning content can be conducted. For workplace lessons, assessment can focus on the quality of planning the related process, the quality of executing the process, the quality of the product and/or evaluation of the process.

Methods include direct assessment, which is the most desirable form of assessment. For this method, evidence is obtained by direct observation of the student’s performance.

Examples for direct assessment of Industrial Garment Expert Level-2 include:

- Work performances, for example stitching and over lock the garment on required parameters, or preparing workstation for performing the job.
- Demonstrations, for example demonstrating the tools and equipment requires for stitching and packing the garment according to the given spec sheet.
- Direct questioning, where the assessor would ask the student why he is finishing and packing the garment in a certain way, or how the student will find out about the current and future requirements for the garment and at sales outlets.
- Paper-based tests, such as multiple choice or short answer questions on types of needles required to sew the garment on specific stitching machine, preparing the work station for stitching or developing productive working relationships with associates.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly.

Examples for indirect assessment of a Industrial Garment Expert Level-2 include:

- Work products, such as a photo or sample of stitched garment made by trainee are present at portfolio.
- Workplace documents, such as a diary of daily working that has been ready for finishing or packing.

Indirect assessment should only be a second choice. (In some cases, it may not even be guaranteed that the work products were produced by the person being assessed.)

### **Principles of assessment**

All assessments should be valid, reliable, fair and flexible:

Fairness means that there should be no advantages or disadvantages for any assessed person. For example, it should not happen that one student gets prior information about the type of work performance that will be assessed, while another candidate does not get any prior information.

Validity means that a valid assessment assesses what it claims to assess. For example, if stitching skills are to be assessed and certificated, the assessment should involve performance criteria that are directly related to that stitching activity. An interview about the types of the stitching processes on different stitching machine would not meet the performance criteria.

Reliability means that the assessment is consistent and reproducible. For example, if the work performance of cropping and finishing the garment has been assessed, another assessor (eg the future employer) should be able to see the same work performance and witness the same level of achievement.

Flexibility means that the assessor has to be flexible concerning the assessment approach. For example, if there is a power failure during the assessment, the assessor should modify the arrangements to accommodate the students' needs.

## **Assessment strategy for the Industrial Garment Expert Level-2 Curriculum**

This curriculum consists of 7 modules:

- Module 1: Maintain Safe Work Environment
- Module 2: Operate Single Needle Lock Stitching Machine
- Module 3: Operate Double Needle Lock Stitching Machine
- Module 4: Operate Over Lock Stitching Machine
- Module 5: Operate Flat Lock Chain Stitching Machine
- Module 6: Make Product Finishing and Packaging
- Module 7: Demonstrate Communication Skills

### **Sessional assessment**

The sessional assessment for all modules shall be in two parts: theoretical assessment and practical assessment. The sessional marks shall contribute to the final qualification.

Theoretical assessment for all learning modules must consist of a written paper lasting at least one hour per module. This can be a combination of multiple choice and short answer questions.

For practical assessment, all procedures and methods for the modules must be assessed on a sessional basis. Guidance is provided below under Planning for assessment.

### **Final assessment**

Final assessment shall be in two parts: theoretical assessment and practical assessment. The final assessment marks shall contribute to the final qualification.

The final theoretical assessment shall consist of one 3-hour paper. The paper shall consist of half multiple choice and half short-answer questions. This part shall cover the stitching and packing modules:

- Module 2: Operate Single Needle Lock Stitching Machine
- Module 3: Operate Double Needle Lock Stitching Machine
- Module 4: Operate Over Lock Stitching Machine
- Module 5: Operate Flat Lock Chain Stitching Machine
- Module 6: Make Product Finishing and Packaging

For the final practical assessment, each student shall be assessed over a period of two days, with two 3-hour sessions on each day. This represents a total of four sessions totaling 12 hours of practical assessment for each student. During this period, each student must be assessed on his/her ability to Stitch one complete garment as per given in assessment package as trained in different modules (Module 2 to Module 6) of the course.

Module 1: Maintain safe working environment and Module 7: Demonstrate Communication Skills shall not be assessed separately, but must be assessed during each of the practical sessions.

### **The assessment team**

The number of assessors must meet the needs of the students and the training provider. For example, where two assessors are conducting the assessment, there must be a maximum of five students per assessor. In this example, a group of 20 students shall therefore require

assessments to be carried out over a four-day period. For a group of only 10 students, assessments would be carried out over a two-day period only.

## **Planning for assessment**

Sessional assessment: assessors need to plan in advance how they will conduct sessional assessments for each module. The tables on the following pages are for assessors to use to insert how many hours of theoretical and practical assessment will be conducted and what the scheduled dates are.

Final assessment: Training providers need to decide ways to combine modules into a cohesive two-day final assessment program for each group of five students. Training providers must agree the stitching program for practical assessments in advance.

**Complete list of machines. (20 trainees for whole course)**

| Sr# | Description                          | Quantity |
|-----|--------------------------------------|----------|
| 1   | Single needle lock stitching machine | 20       |
| 2   | Double needle lock stitching machine | 20       |
| 3   | Over lock stitching machine          | 20       |
| 4   | Flat lock stitching machine          | 20       |

**Complete list of tools and equipment. (20 trainees for whole course)**

| Sr# | Description                    | Quantity |
|-----|--------------------------------|----------|
| 1   | First Aid Box                  | 2        |
| 2   | Fire Extinguishers             | 2        |
| 3   | Fire hose reel                 | 1        |
| 4   | Fire blanket                   | 2        |
| 5   | Telephone set                  | 1        |
| 6   | Smoke detecting Alarm          | 1        |
| 7   | Tool Box for stitching machine | 2        |
| 8   | Scissor                        | 25       |
| 9   | Blower                         | 2        |
| 10  | Machine cover                  | 20       |
| 11  | Tweezers                       | 25       |
| 12  | Checking table for cropping    | 2        |
| 13  | Vacuum sucking machine         | 1        |
| 14  | Steam Iron                     | 5        |
| 15  | Pressing table                 | 4        |
| 16  | Spot Gun                       | 1        |
| 17  | Weighing scale                 | 1        |
| 18  | Camera                         | 1        |

|    |                       |       |
|----|-----------------------|-------|
| 19 | Glue Gun              | 2     |
| 20 | Barcode Reader        | 1     |
| 21 | Pallets               | 10    |
| 22 | Hand Lifter           | 1     |
| 23 | Calculator            | 2     |
| 24 | Computer complete set | 5     |
| 25 | Fax machine           | 1     |
| 26 | Mobile phone          | 2     |
| 27 | Audio System          | 1     |
| 28 | Speakers              | 1 set |
| 29 | Multimedia            | 1     |

**Complete list of Consumables. (20 trainees for whole course)**

| Sr# | Description  | Quantity   |
|-----|--|------------|
| 1   | Nose Covers for respiration safety                         | 20         |
| 2   | Thread cones (for whole course)                            | 150        |
| 3   | Bobbin and bobbin case for single needle stitching machine | 50         |
| 4   | Bobbin and bobbin case for double needle stitching machine | 50         |
| 5   | Needles (DB1) for single needle stitching machine          | 150        |
| 6   | Needles (DP5) for double needle stitching machine          | 60         |
| 7   | Needles (DC27) for over lock stitching machine             | 60         |
| 8   | Needles (DV43) for flat lock stitching machine             | 60         |
| 9   | Machine Oil  | 50 liters  |
| 10  | Fabric (for whole course)                                  | 800 meters |
| 11  | Clippers   | 30         |
| 12  | Measuring Tape (60 inches of length)                       | 30         |
| 13  | Seam Ripper  | 30         |
| 14  | Duster for cleanliness                                     | 40         |
| 15  | Dust bins  | 20         |
| 16  | Cleaning Brush   | 20         |



|    |                              |           |
|----|------------------------------|-----------|
| 17 | DHU format                   | 200       |
| 18 | Measurement audit sheet      | 100       |
| 19 | AQL Chart                    | 25        |
| 20 | Defect / Arrow Stickers      | 50 sheets |
| 21 | Tape dispenser               | 2         |
| 22 | Tape dispenser rolls         | 10        |
| 23 | Glue sticks                  | 20        |
| 24 | Tag Cards for identification | 100       |
| 25 | Tag Gun pins                 | 1 packet  |
| 26 | Hangtags                     | 100       |
| 27 | Price tags                   | 2 sheets  |
| 28 | Poly bags                    | 100       |
| 29 | Strings                      | 50        |
| 30 | Note books for writing       | 20        |
| 31 | Hand gloves                  | 30        |

## Credit values

The credit value of the National Certificate Level 2 in Industrial Garment Expert is defined by estimating the amount of time/ instruction hours required to complete each competency unit and competency standard. The NVQF uses a standard credit value of 1 credit = 10 hours of learning (Following Higher Education Commission (HEC) guidelines).

The credit values are as follows:

| <b>Competency Standard</b>                      | <b>Estimate of hours</b> | <b>Credit</b> |
|---|--------------------------|---------------|
| A: Maintain Safe Work Environment               | 100                      | 10            |
| B: Operate Single Needle Lock Stitching Machine | 140                      | 14            |
| C: Operate Double Needle Lock Stitching Machine | 100                      | 10            |
| D: Operate Over Lock Stitching Machine          | 70                       | 7             |
| E: Operate Flat Lock Chain Stitching Machine    | 70                       | 7             |
| F: Make Product Finishing and Packaging         | 100                      | 10            |
| G: Demonstrate Communication Skills             | 70                       | 7             |

