

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Diploma in Bespoke Cutting and Tailoring (NVQ) (Cutting)**

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## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**K/502/1072 Health safety and security at work - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Take appropriate action in the event of fire, emergencies or accidents  **1.2** Identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located  **1.3** Demonstrate safe and appropriate use of emergency equipment  **1.4** Distinguish between different alarm sounds  **1.5** Comply with equipment operating procedures and manufacturers instructions  **1.6** Demonstrate safe handling and lifting techniques  **1.7** Demonstrate correct use and maintenance of any protective clothing and/or equipment  **1.8** Comply with personal responsibilities under the Health and Safety at Work Act / COSHH  **1.9** Identify who the nominated first aiders are |  |  |  |  |
| **2.1** Identify hazardous substances that are used in the workplace and demonstrate methods of making them safe or reducing their danger in the event of an accident  **2.2** Identify hazards posed by machinery that is used in the workplace and demonstrate methods of making safe or reducing their danger in the event of an accident  **2.3** Demonstrate how to handle and store hazardous substances including debris  **2.4** Demonstrate how to store materials and equipment  **2.5** Explain what the most likely accidents and emergencies in the workplace are and how to deal with them  **2.6** Comply with personal responsibilities under the COSHH (Control of Substances Hazardous to Health) |  |  |  |  |
| **3.1** Outline and comply with the organisation’s rules, codes, guidelines and standards relating to security  **3.2** Explain how to deal with loss of property |  |  |  |  |

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**F/601/3831 Prepare materials and trimmings for bespoke tailoring**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the names, appearance, qualities and characteristics of various  • linings  • interlinings  • sewings  • trimmings  **1.2** Explain the methods of measuring or calculating the quantities of linings, sewings and other trimmings |  |  |  |  |
| **2.1** Identify and select fabric, linings and interlinings appropriate to  • pair of trouser or skirt  • waistcoat  **2.2** Measure or calculate the quantity of fabrics, linings and interlinings for each chosen garments in  **2.3** Select the sewings and other trimmings appropriate to each garment  **2.4** Cut the lengths of fabrics, linings and interlinings for each garment |  |  |  |  |
| **3.1** Make up garment bundles for each chosen garments in  **3.2** using the appropriate job ticket system  **3.3** Ensure the correct sewings and other trimmings are included |  |  |  |  |
| **4.1** Analyse company stock control systems, to include  • Job ticket systems  • Trimmings stock control systems  • Suppliers names, addresses, delivery times, reliability and prices  • Buying policies |  |  |  |  |
| **5.1** Make accurate estimates of fabrics and materials  **5.2** Check purchase invoices on receipt of delivery |  |  |  |  |
| **6.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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**L/601/3833 Lay patterns mark-in and cut cloth for bespoke tailoring**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Evaluate the principles of garment construction in a range of garments, addressing  • Garment parts  • Position of parts  • Pockets, collars, and trouser waist finishes  • Inlays, cuts, darts and wedges |  |  |  |  |
| **2.1** Explain notations on a garment ticket that determine the fitting required  **2.2** Analyse cloth characteristics and behaviour and identify their effect on the lay / cutting process and the finished garment, including  • Tension  • Relaxation  • Distortion  **2.3** Evaluate which type of lay plan to be used for the chosen fabric  **2.4** Classify types of cloth fault and potential effects on finished garments  **2.5** Explain acceptable lay positions accounting for cloth faults |  |  |  |  |
| **3.1** Check cloth against job ticket, ensuring cloth is clean, steam cloth if required  **3.2** Lay cloth length, ensuring cloth is positioned true and flat on the cutting table  **3.3** Inspect cloth for faults and measure and mark inlay allowances if applicable  **3.4** Position the pattern pieces to ensure grain of cloth appears correctly on the finished garment  **3.5** Position the pattern pieces and/or locate inlays to achieve economic use of material and to meet company standards  **3.6** Mark in pattern pieces using chalk to produce clear accurate lines and cut cloth as marked |  |  |  |  |
| **4.1** Cut cloth as marked ensuring meeting company standards |  |  |  |  |
| **5.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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**R/601/3834 Construct patterns for bespoke tailoring**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse the procedures used to manufacture bespoke garments, addressing  • How garments are put together  • Potential problems encountered  • Shrinking and stretching  **1.2** Analyse the procedures in bespoke pattern drafting and construction in relation to style, addressing  • Block patterns  • Figure variations  • Construction of bespoke garments |  |  |  |  |
| **2.1** Demonstrate bespoke pattern drafting techniques for  • A pair of trousers or skirt  • A waistcoat  **2.2** Use pattern cutting shears to cut the pattern |  |  |  |  |
| **3.1** Interpret bespoke measurements for the production of cloth pattern pieces  **3.2** Draft bespoke patterns for a pair of trousers or a skirt and a waistcoat from a block pattern onto cloth including  • Producing sharp lines  • Achieving line and balance  • Marking figurations  **3.3** Use cloth cutting shears to cut the cloth as marked |  |  |  |  |
| **4.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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**Y/601/3835 Carry out bespoke selling**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Analyse a range of bespoke tailored styles and explain  • types and features of style  • types and features of cloth  • suitable garment users  **1.2** Identify current fashion trends within the bespoke tailoring industry |  |  |  |  | |
| **2.1** Explain the principles of selling techniques in bespoke tailoring, including  • Dealing with bespoke tailored garment customers  • Company systems and procedures  • Relevant quality standards related to the service  • Communication methods  • Recording requests and information |  |  |  |  | |
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**H/601/3840 Make handcraft / bespoke trousers or skirt and waistcoat: basting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse cloth construction, characteristics and behaviour that effect the finished garment, to include  • Tension  • Relaxation  • Distortion  • Faults  **1.2** Select appropriate cloth for  • A pair of trousers or skirt  • A waistcoat |  |  |  |  |
| **2.1** Evaluate the principles of garment construction including garment parts and figure variations when producing  • A pair of trousers or skirt  • A waistcoat |  |  |  |  |
| **3.1** Evaluate a range of hand and machine stitches and explain their appropriate use in the production of bespoke tailored garments |  |  |  |  |
| **4.1** Analysis and select appropriate specialist equipment for the production of bespoke tailored garments  **4.2** Use equipment in accordance with operating procedures and manufacturers’ instructions  **4.3** Identify common faults with equipment and how they can be rectified  **4.4** Take appropriate action when problems are identified |  |  |  |  |
| **5.1** Baste a pair of trousers or a skirt and a waistcoat using an appropriate range of stitches  • by machine  • by hand  **5.2** Make bands and pleats appropriate to  • a pair of trouser or skirt  • a waistcoat |  |  |  |  |
| **6.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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