

**Learner Unit Achievement Checklist**

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

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

## 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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**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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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.

**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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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.

**F/601/3845 Make handcraft / bespoke trousers or skirts and waistcoat: adjustments and pockets**

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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  • Shrinking and stretch |  |  |  |  |
| **2.1** Evaluate and explain the construction  • a pair of trousers or skirt  • a waistcoat |  |  |  |  |
| **3.1** Apply working practices that meet and adhere to the company’s quality standards and procedures.  **3.2** Analyse the cut garment parts and job ticket and explain  • The re-cut process  • The meaning of measures and notations on the job ticket |  |  |  |  |
| **4.1** Demonstrate a variety of sewing skills and techniques related to the production of a pair of trousers or skirt and a waistcoat, including  • Insertion of leg/skirt linings  • Pockets construction  • waistcoat front edges and fasten facings  • trouser/ skirt pleats and staying  • Re-basting |  |  |  |  |
| **5.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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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.

**L/601/3847 Make handcraft / bespoke trousers or skirts and waistcoats: completion and finishing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse a variety of fabrics and identify suitable cloths and applications for the production of  • a pair of trousers or skirt  • a waistcoat |  |  |  |  |
| **2.1** Analyse and identify appropriate threads, interfacings and pressing techniques used in the production of  • a pair of trousers or skirt  • a waistcoat |  |  |  |  |
| **3.1** Analysis and identify appropriate pressing and finishing techniques used in the production of  • a pair of trousers or skirt  • a waistcoat |  |  |  |  |
| **4.1** Evaluate and explain the principles of sewing skills and techniques used in the production of a pair of trousers or skirt and a waistcoat, including  • a range of seams  • darts  • zips  • hand stitches |  |  |  |  |
| **5.1** Demonstrate a variety of sewing skills and techniques used in the production of a pair of trouser or skirt and waistcoat, including  • hand and machine stitching  • buttons attach  • zip insertion (standard and hidden zips)  • complete pockets and necessary adjustments  • sew and insert linings  • close trousers or skirt  • blind stitch hem of skirt or trouser bottoms  • Baste and fell dress braid  • Baste in and sew waistcoat back, lining and back straps  • Stay front scyes of waistcoat |  |  |  |  |
| **6.1** Demonstrate a variety of pressing and finishing techniques used in the production of bespoke tailored garments and complete final finish and final pressing of  • a pair of trouser or skirt  • a waistcoat |  |  |  |  |
| **7.1** Apply working practices that meet and adhere to the company’s quality standards and procedures |  |  |  |  |
| **8.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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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.

**Y/601/3849 Make handcraft / bespoke coat: baste making**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Evaluate a range of hand stitches and explain their appropriate use in the production of bespoke coat making |  |  |  |  |
| **2.1** Evaluate the principles of bespoke coat constriction, including  • How the garment is assembled  • Shrinking and stretching  • Figure variations  • Construction of specialised garments |  |  |  |  |
| **3.1** Analyse and select appropriate equipment for the production of bespoke coats, including  • Specialist machinery  • Needle and thread techniques  • Scissors, shear  • Iron  • Sewing machines  **3.2** Use equipment in accordance with operating procedures and manufacturers’ instructions  **3.3** Identify common faults with equipment and how they can be rectified  **3.4** Explain sewing machine care, maintenance procedures appropriate action when problems are identified |  |  |  |  |
| **4.1** Prepare coat components for production, including  • pad canvas  • under canvas foreparts  • shrink and mould chest  **4.2** Cut linings and canvas, including • body and sleeve linings  • body canvas to rough shape  • chest pieces  • flaps in all styles  • patch pockets  • pocketing  • stays  • jetting  • welts  **4.3** Cut under collar melton and canvas  **4.4** Cut and shape facings |  |  |  |  |
| **5.1** Demonstrate the safe use of industrial machinery and equipment  **5.2** Sew and press components to the quality standards required and in the correct sequence, including  • forepart darts and centre back  • centre back including centre vents  • Stretch blades  • Cut and insert out breast welt plain and matching  • Attach stays  • Hand/machine tack welt  • Attach forepart lining to facing  • Baste front edges and hems  **5.3** Identify and summarise issues and liaise with cutter if appropriate |  |  |  |  |
| **6.1** Sew and press pocket components to the quality standards required and in the correct sequence, including  • Make flaps in desired style  • Insert jetted pockets (straight, crescent and slanted) in plain and matching  • Insert flaps  • Insert in breast and ticket pockets  • Insert hare pocket tab and button  • Make and attach patch pockets  • Make inverted pleat pockets  • Make box pleat patch pockets |  |  |  |  |
| **7.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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**R/601/3851 Make handcraft / bespoke coat: forward making**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment | |
| **1.1** Evaluate a range of hand and machine stitches and explain their appropriate use in the production of bespoke coat making |  |  |  |  | |
| **2.1** Evaluate the principles of bespoke coat constriction, including  • How the garment is assembled  • Shrinking and stretching  • Figure variations |  |  |  |  | |
| **3.1** Analyse and select appropriate equipment for the production of bespoke coats, including  • Specialist machinery  • Needle and thread techniques  • Scissors, shear  • Iron  • Sewing machines  **3.2** Use equipment in accordance with operating procedures and manufacturers’ instructions  **3.3** Identify common faults with equipment and how they can be rectified  **3.4** Explain sewing machine care, maintenance procedures appropriate action when problems are identified |  |  |  |  | |
| **4.1** Sew and press components to the quality standards required and in the correct sequence, including  • Pad lapels  • Apply canvas on edges  • Baste and fell tapes on edges  • Baste on facings, press and machine  • Press open edges and turn out  • Baste out edges  • Lash facings |  |  |  |  | |
| **5.1** Sew and press components to the quality standards required and in the correct sequence, including  • Attach back lining to back  • Close side seams  • Mark bottom and tack  • Close lining on side seam  • Making vents  • Baste on undercollar |  |  |  |  | |
| **6.1** Sew and press components to the quality standards required and in the correct sequence, including  • Sew forearm seam and press  • Cuff canvas insertion  • Vent making and tacking  • Machine seam sleeve lining  • Baste in sleeve linings  • Hind seam closing and press  • Make half turnback cuff plain and matching  • Make full turnback cuff |  |  |  |  | |
| **7.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  | |
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**Y/601/3852 Make handcraft / bespoke coat: finishing and pressing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Evaluate a range of hand and machine stitches and explain their appropriate use in the production of bespoke coat making |  |  |  |  |
| **2.1** Evaluate the principles of bespoke coat construction, including  • How the garment is assembled  • Shrinking and stretching  • Figure variations |  |  |  |  |
| **3.1** Analyse and select appropriate equipment for the production of bespoke coats, including  • Specialist machinery  • Needle and thread techniques  • Scissors, shear  • Iron  • Sewing machines  **3.2** Use equipment in accordance with operating procedures and manufacturers’ instructions  **3.3** Identify common faults with equipment and how they can be rectified  **3.4** Explain sewing machine care, maintenance procedures appropriate action when problems are identified |  |  |  |  |
| **4.1** Sew and press components to the quality standards required and in the correct sequence, including  • Fell throughout (linings and collar)  • Hand stitch edges (prick stitch and swelled edge)  • Handwork buttonholes  • Make and insert hanger  • Remove bastings  • Top Press sleeves, backs, fronts, collars and shoulders  • Press drape to armholes  • Press and block sleeve heads  • Press linings and lapels  • Sew on buttons |  |  |  |  |
| **5.1** Use working practices that are safe and conform to current legislative requirements and codes of practice |  |  |  |  |

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