

**Learner Unit Achievement Checklist**

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

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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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**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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