



Qualification Guidance

**SEG Awards Level 3 Diploma in
Apparel Footwear or Leather
Production**

Wales - C00/0233/4

About Us

At the Skills and Education Group Awards we continually invest in high quality qualifications, assessments and services for our chosen sectors. As a UK leading sector specialist we continue to support employers and skills providers to enable individuals to achieve the skills and knowledge needed to raise professional standards across our sectors.

Skills and Education Group Awards has an on-line registration system to help customers register learners on its qualifications, units and exams. In addition it provides features to view exam results, invoices, mark sheets and other information about learners already registered.

The system is accessed via a web browser by connecting to our secure website using a username and password: [Skills and Education Group Awards Secure Login](#)

Sources of Additional Information

The Skills and Education Group Awards website www.skillsandeducationgroupawards.co.uk provides access to a wide variety of information.

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6.3	June 2022	Update of qualification review date
6.4	July 2022	Addition of Welsh regulation
6.5	October 2022	New front page
6.6	July 2023	Removal of Ofqual and CCEA regulation

This guide should be read in conjunction with the Indicative Content document **version 1.1** which is available on our secure website using the link above.

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This is a live document and as such will be updated when required. It is the responsibility of the approved centre to ensure the most up-to-date version of the Qualification Guide is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Introduction

The SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production has been designed in response to the identified needs through UKFT research with employers.

This qualification will be put forward for inclusion as part of the Fashion and Textiles Apprenticeship Framework. For the status of this qualification within Apprenticeship Framework check the relevant web site.

The qualification will provide benefits to all key stakeholders including employers, providers and learners by providing a progression opportunity through educational and vocational means. It will provide learners with the opportunity of enhancing their career progression and give them the currency to enter further qualifications or employment.

Pre-requisites

There are no specific entry requirements.

Skills and Education Group Awards expects approved centres to recruit with integrity on the basis of a trainee's ability to contribute to and successfully complete all the requirements of a unit(s) or the full qualification.

Aims

The SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production aims to provide the underpinning knowledge and understanding to support the SEG Awards Level 3 Certificate in Apparel Manufacturing Technology (NVQ) and the SEG Awards Level 3 Certificate in Footwear and Leather (NVQ) which are the competence qualifications within the Apparel, Footwear and Leathergoods Pathways of the Advanced Fashion and Textiles Apprenticeship Framework.

Target Group

This qualification is designed for those learners, aged 16+, who want to be provided the opportunity to enhance their career progression and give them the currency to enter further qualifications.

Qualification Structure and Rules of Combination

Rules of Combination: Level 3 Diploma in Apparel, Footwear or Leather Production

Learners must achieve a minimum of 46 credits from the Mandatory and Optional units within the Apparel Pathway; or a minimum of 48 credits within the Footwear Pathway; or a minimum of 45 credits within the Leather Pathway.

Learners must achieve a minimum of 45 credits at level 3.

Unit	Unit Number	Level	Credit Value	GL
Apparel Pathway				
Mandatory Units				
Managing health and safety and employment rights and responsibilities within the apparel, footwear or leather industry	J/601/7833	3	7	40
Managing quality standards within apparel, footwear or leather production	Y/601/7836	3	7	40
Managing own working relationships within the apparel, footwear or leather production	H/601/7838	3	9	60
Manufacturing techniques within apparel production	M/601/7843	3	8	50
Materials used in the manufacture of apparel	D/601/7854	3	8	50
Optional Units (1 unit to be selected)				
Production management within the apparel, footwear or leather industry	Y/601/7853	3	8	50
Aspects of design within the apparel, footwear or leather industry	K/601/7856	3	7	40
Professional practice / preparation for employment within the apparel, footwear or leather industry	M/601/7857	3	7	40
Managing customer relations within the apparel, footwear or leather industry	T/601/7858	3	8	50
Buying (import/export) within the apparel, footwear or leather industry	A/601/7859	3	9	60
Supervisory management – team leadership within the apparel, footwear or leather industry	M/601/7860	3	8	50
Manage information for action within the apparel, footwear or leather industry	T/601/7861	3	8	50

Footwear Pathway				
Mandatory Units				
Managing health and safety and employment rights and	J/601/7833	3	7	40

responsibilities within the apparel, footwear or leather industry				
Managing quality standards within apparel, footwear or leather production	Y/601/7836	3	7	40
Managing own working relationships within the apparel, footwear or leather production	H/601/7838	3	9	60
Manufacturing techniques within footwear production	R/601/7852	3	9	60
Materials used in the manufacture of footwear	H/601/7855	3	9	60
Optional Units (1 unit to be selected)				
Production management within the apparel, footwear or leather industry	Y/601/7853	3	8	50
Aspects of design within the apparel, footwear or leather industry	K/601/7856	3	7	40
Professional practice / preparation for employment within the apparel, footwear or leather Industry	M/601/7857	3	7	40
Managing customer relations within the apparel, footwear or leather industry	T/601/7858	3	8	50
Buying (import/export) within the apparel, footwear or leather industry	A/601/7859	3	9	60
Supervisory management – team leadership within the apparel, footwear or leather industry	M/601/7860	3	8	50
Manage information for action within the apparel, footwear or leather industry	T/601/7861	3	8	50

Leather Pathway				
Mandatory Units				
Managing health and safety and employment rights and responsibilities within the apparel, footwear or leather industry	J/601/7833	3	7	40
Managing quality standards within apparel, footwear or leather production	Y/601/7836	3	7	40
Managing own working relationships within the apparel, footwear or leather production	H/601/7838	3	9	60
Optional Units (3 units to be selected)				
Production management within the apparel, footwear or leather industry	Y/601/7853	3	8	50
Aspects of design within the apparel, footwear or leather industry	K/601/7856	3	7	40
Professional practice / preparation for employment within the apparel, footwear or leather industry	M/601/7857	3	7	40
Managing customer relations within the apparel, footwear or leather industry	T/601/7858	3	8	50
Buying (import/export) within the apparel, footwear or leather industry	A/601/7859	3	9	60
Supervisory management – team leadership within the apparel, footwear or leather industry	M/601/7860	3	8	50
Manage information for action within the apparel, footwear or leather industry	T/601/7861	3	8	50

Practice Assessment Material

Skills and Education Group Awards confirm that there is no practice assessment material for this qualification.

Teaching Strategies and Learning Activities

Centres should adopt a delivery approach which supports the development of all individuals. The aims and aspirations of all the learners, including those with identified special needs or learning difficulties/disabilities, should be considered and appropriate support mechanisms put in place.

Progression Opportunities

This Level 3 qualification will enable progression primarily into a variety of higher level programmes and any other qualifications that have been identified strategically and mapped accordingly to the Apprenticeship Framework.

This qualification will form part of an alternative route into higher education and will encourage a wider range of learners to gain new skills and be motivated to remain within the education, training and employment sector.

Centres should be aware that Reasonable Adjustments which may be permitted for assessment may in some instances limit a trainee's progression into the sector. Centres must, therefore, inform trainees of any limits their learning difficulty may impose on future progression

Tutor/Assessor Requirements

We require those involved in the assessment process to be suitably experienced and / or qualified. In general terms, this usually means that the assessor is knowledgeable of the subject / occupational area to a level above that which they are assessing.

Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Language

These specifications and associated assessment materials are in English only.

Qualification Summary

Qualification									
SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production (Apparel) SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production (Footwear) SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production (Leather) SEG Awards Level 3 Diploma in Apparel, Footwear or Leather Production (Tailoring)									
Qualification Purpose				D. Confirm occupational competence and/or 'licence to practice' D1. Confirm competence in an occupational role to the standards required					
Age Range		Pre 16		16-18	✓	18+		19+	✓
Regulation				The above qualification is regulated by: <ul style="list-style-type: none"> Qualification Wales 					
Assessment				<ul style="list-style-type: none"> Internal assessment Internal and external moderation 					
Type of Funding Available				See LARS (Learning Aims Reference Service)					
Qualification/Unit Fee				See Skills and Education Group Awards web site for current fees and charges					
Grading				Pass To achieve a Pass, learners must complete all units as stated in the rule of combination (RoC)					
Operational Start Date				01/07/2010					
Review Date				31/12/2025					
Operational End Date									
Certification End Date									
Guided Learning (GL)				270 hours					
Total Qualification Time TQT)				450 hours					
Credit Value				45 – 48 (depending on the pathway)					
Skills and Education Group Awards Sector				Sewing and Textiles					
Qualification Wales SSA Sector				4.2 Manufacturing Technologies					
Support from Trade Associations/Stakeholder Support				UKFT					
Administering Office				See Skills and Education Group Awards website					

Unit Details

Managing Health and Safety and Employment Rights and Responsibilities within Apparel, Footwear or Leather Industry

Unit Reference	J/601/7833
Level	3
Credit Value	7
Guided Learning (GL)	40 hours
Unit Summary	This unit will enable the learner to understand the legal requirements of employers and employees with regard to health and safety and employment law. The work will cover the implications of current legislation including The Health and Safety at Work Act etc. 1974, COSHH Regulations. This unit will also cover the legal aspects of employment in respect of the individual employee and form part of the induction process to the world of work.
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.2) <i>The learner can:</i>
1. Understand the health and safety requirements for a business in their chosen sector	<p>1.1. For a business in their chosen sector, state the health and safety requirements of employers, as required by law</p> <p>1.2. State the health and safety responsibilities of employees at each level within the business as required by law</p> <p>1.3. Report how the business manages its obligations to meet current health and safety legislation</p>
2. Be able to carry out a risk assessment	<p>2.1. Carry out a risk assessment</p> <ul style="list-style-type: none"> • using appropriate documentation • identifying and recording hazards • ranking hazards identified • making recommendations to remove or minimize risk <p>2.2. Carry out an assessment for COSHH purposes</p> <ul style="list-style-type: none"> • using appropriate documentation • making recommendations to remove or minimize risk

<p>3. Understand the career progression routes available within a business in their chosen sector</p>	<p>3.1. Describe</p> <ul style="list-style-type: none"> • the structure and organisation of the business • the main job roles in the business • careers paths available
<p>4. Know about their statutory rights in employment</p>	<p>4.1. Describe their statutory rights in relation to</p> <ul style="list-style-type: none"> • Employment Law • Contracts of employment • Sick pay • Work Time regulations • Holiday entitlement • Maternal and Paternal leave • Data Protection
<p>5. Know about the expectations and relevant procedures in a business in their chosen sector</p>	<p>5.1. Describe the standards of acceptable behaviour in the business</p> <p>5.2. Explain the consequences of not meeting that standard</p> <p>5.3. Describe relevant procedures within the business to include</p> <ul style="list-style-type: none"> • Performance management • Disciplinary procedures • Grievance procedures
<p>6. Know how to obtain further information about employment issues</p>	<p>6.1. Know where to access information and advice concerning employment</p> <p>6.2. Describe the role of Trade Unions in the workplace, supporting and advising employees</p>
<p>Mapping to National Occupational Standards SKSMTPHS1 Health, safety and security at work SKSMSP1 Look after the work area SKSF3v2 Manage business processes SKSHSS6v1 Conduct a health and safety risk assessment of a workplace</p>	

Managing Quality Standards within Apparel, Footwear or Leather Production

Unit Reference	Y/601/7836
Level	3
Credit Value	7
Guided Learning (GL)	40 hours
Unit Summary	<p>This unit will enable the learner to understand the functions that go into the quality control process. The work will cover the expected quality requirements, common causes of non-standard or reject work and appropriate remedial action that may be taken. Company procedures for quality monitoring and recording information and dealing with rejects. Also covered will be the importance of suitable ways of communicating with other employees over issues of quality.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.1) <i>The learner can:</i>
1. Know the quality requirements and specifications laid down by a company for its product	<p>1.1. State the quality requirements laid down by a company for the product it sells</p> <p>1.2. Produce a quality specification for a product within the learner's chosen sector</p>
2. Know how to ensure any required changes to the product are actioned	<p>2.1. For the chosen product (1.2, above), identify</p> <ul style="list-style-type: none"> • any defects which may occur at different stages of production • how they may be caused • possible actions to rectify the fault or will it have to be rejected <p>2.2. Explain how that information would be passed on to the appropriate person</p>

3. Understand product quality control systems

- 3.1. Describe a company's methods of implementing quality control, to include
- areas of responsibility
 - examples of documentation
 - recording and analysing information as a way of identifying problem areas

Mapping to National Occupational Standards

SKSMSP2 - Maintain the quality of production working with textiles, leather and materials
SKSMSP7B - Support the quality of production- Maintain the quality of production working with textiles, leather and materials

Managing Own Working Relationships within the Apparel, Footwear or Leather Production

Unit Reference	H/601/7838
Level	3
Credit Value	9
Guided Learning (GL)	60 hours
Unit Summary	This unit will enable the learner to develop skills in managing their own time in the workplace. It will assist the learner to understand and deal with their peer group and managers above their own level of responsibility. They will explore the positive aspects of the role an individual and manager can play within a team.
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.1) <i>The learner can:</i>
1. Understand how to communicate with their colleagues within the workplace	1.1. Demonstrate the benefits of effective communication in the workplace, which may include <ul style="list-style-type: none"> • verbal • non-verbal • internal media • external media
2. Be able to minimise disruption in the workplace and deal with any problems	2.1. Discuss and deal with problems as they arise to minimise disruption in the workplace
3. Understand the role of an individual in fulfilling the aims of an organisation	3.1. Provide evidence of workplace organisation that demonstrates their own responsibility for maintaining health, safe and productive work conditions that comply with company procedures
4. Be able to undertake professional self-development	4.1. Provide examples of own CPD and action plan to achieve objectives 4.2. Discuss and verify action plan with a senior manager

<p>5. Be able to make decisions, manage their objectives and activities efficiently</p>	<p>5.1. Produce a document detailing a typical working week, to show evidence of effective time management. This may include reference to</p> <ul style="list-style-type: none"> • agreeing and prioritising own objectives • planning own time • decision making • rescheduling own activities as appropriate
<p>6. Be able to manage their resources in the workplace</p>	<p>6.1. Manage and maintain their resources in the workplace</p>

Mapping to National Occupational Standards

SKSAMTB6 – Provide leadership in your area of responsibility

SKSD2v3 – Develop productive working relationships with colleagues and stakeholders

SKSA2SK1v2 – Manage your own resources and professional development

Manufacturing Techniques within Apparel Production

Unit Reference	M/601/7843
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	This unit will enable the learner to understand the functions that go into the manufacturing process. The work will cover the stages of manufacture as well as the relationship between machines, stitches, threads and seams.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.4) <i>The learner can:</i>
1. Know the different processes and functions involved in product construction	1.1. Identify two products and produce a process chart of functions that go into the manufacturing process of each product
2. Know the different machine types and materials used in product assembly	2.1. Report on the <ul style="list-style-type: none"> • machines • needle types • seam types • stitch types • thread types used in the production of three products that are made at their own place of work
3. Understand the relationship between all the components used in product assembly and the effect they have on quality	3.1. Explain the relationship between machines, threads, stitches and needles in the production process and the effect on quality 3.2. Produce a portfolio of samples of quality defects across a range of articles, identifying the cause of the defects 3.3. Give examples of how quality defects have affected products at work 3.4. Produce a report on products that have been returned due to manufacturing issues
Mapping to National Occupational Standards SKSAMT4 – Contribute to the production of outsourced apparel products	

SKSAMT15 - Solve quality issues for sample apparel production

SKSAMT26 - Make up and assemble apparel samples

SKSMSP2 - Maintain the quality of production working with textiles, leather and materials

Materials Used in the Manufacture of Apparel

Unit Reference	D/601/7854
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	<p>This unit will ensure that the learner has an understanding of the fibres, yarns and fabrics that they will encounter during their working experience. They will acquire the skills to recognise materials, their performance characteristics and to evaluate their suitability for end use.</p> <p>This unit will also cover aspects of fabric faults and the relationship of materials, cost and end use.</p>
Learning Outcomes (1 to 5) <i>The learner will:</i>	Assessment Criteria (1.1 to 5.1) <i>The learner can:</i>
1. Know the origin of natural and man-made fibres	<p>1.1. Identify the origin of</p> <ul style="list-style-type: none"> • natural • man-made fibres
2. Understand the processes involved in fabric production	<p>2.1. Identify the fabrics, by name, that are primarily used in the sector that the learner is working in</p> <p>2.2. Recognise and describe fabric construction for these fabrics (in 2.1)</p> <p>2.3. Identify all the stages, from fibre through to finished fabric, for a range of fabrics from their place of work</p>
3. Understand the suitability of fabrics for specific uses	<p>3.1. Select a number of products from work and explain the fabric choice made for each including considerations of</p> <ul style="list-style-type: none"> • characteristics • cost • performance

4. Understand fabric faults	4.1. Identify a range of fabric faults and evaluate how they should be dealt with during product manufacture
5. Know about use of care labels and their suitability to end-use	5.1. Select a number of products from their place of work and for each describe how the product will have to be labelled to meet current legislation
<p>Mapping to National Occupational Standards</p> <p>SKSAMT2 - Monitor compliance with requirements in garment construction</p> <p>SKSAMT4 – Contribute to the production of outsourced apparel products</p> <p>SKSAMT5 – Assess and develop given apparel designs</p> <p>SKSAMT15 - Solve quality issues for sample apparel production</p>	

Production Management within the Apparel, Footwear or Leather Industry

Unit Reference	Y/601/7853
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	This unit will enable the learner to understand the principles and practice of product construction and the common systems used in modern production situations. The learner will understand the application and uses of different systems and be able to make value judgements as to the appropriate methods that should be used based on product and cost.
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.1) <i>The learner can:</i>
1. Understand the various production systems used in the manufacturing industry	1.1. Describe the various production systems in use across the manufacturing industry 1.2. Explain the relationship between product and system
2. Understand how systems work and interpret them based on product and cost	2.1. Analyse the type of production system used in their own place of work and describe why this choice has been made in relation to product, cost and its suitability for purpose
3. Know the functions that go into pre-production, production and post-production processes	3.1. Identify the functions that go into pre-production, production and post-production
4. Know about labour costs associated with manufacturing systems	4.1. Identify the labour costs associated with manufacturing systems
5. Understand the relationship between product and quality	5.1. Describe the quality system used in their own place of work and its appropriateness

6. Understand how cost principles are used in product manufacture

6.1. Explain how cost principles are used in product manufacture

Mapping to National Occupational Standards

SKSMSP2 - Maintain the quality of production working with textiles, leather and materials

SKSMSP7B - Support the quality of production

SKSL3v2 - Respond to production quality problems

SKSL4v2 - Improve production methods and processes

Aspects of Design within the Apparel, Footwear or Leather Industry

Unit Reference	K/601/7856
Level	3
Credit Value	7
Guided Learning (GL)	40 hours
Unit Summary	This unit covers the various stages in the design process. Learners will learn how mood boards, market research and customer profiling can be used to help develop designs. They will also learn how to communicate their ideas through a variety of drawing and other techniques, and will have the opportunity to develop a number of designs based on the analysis of their own research.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.1) <i>The learner can:</i>
1. Understand the sector market and how trends are predicted	1.1. Demonstrate how to predict trends of the sector's market, including <ul style="list-style-type: none"> • seasonal trends • design functions
2. Be able to communicate ideas and technical information through different media	2.1. Use different media to communicate ideas and technical information, including <ul style="list-style-type: none"> • a research sketch book • mood/story boards • design development sheets • information technology
3. Be able to select and use a wide range of media to produce a range of fashion illustrations	3.1. Present final designs, including <ul style="list-style-type: none"> • presentation drawings • working drawings
Mapping to National Occupational Standards	
SKSFL4v2 - Design products using CAD systems	
SKSFL5v2 - Create digitised patterns using CAM systems	
SKSFL6v1 - Create basic patterns for footwear / leathersgoods / saddlery products	
SKSAMT5 – Assess and develop given apparel designs	
SKSAMT19 – Investigate markets, materials and styles	

Professional Practice / Preparation for Employment within the Apparel, Footwear or Leather Industry

Unit Reference	M/601/7857
Level	3
Credit Value	7
Guided Learning (GL)	40 hours
Unit Summary	<p>This unit is designed to help prepare learners for a role within apparel/footwear/leather or other related business. The work will cover current professional practices and the uses of computer-based technology to produce high quality paper based personal presentations.</p> <p>The work will cover the production of detailed reports and the methods used to present oneself in a business situation.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.1) <i>The learner can:</i>
1. Understand the workings of a company specific to the sector the learner is working/intends to work in	1.1. Produce a report giving an overview of their chosen company
2. Be able to produce a report to meet a specific task	2.1. Produce a report which <ul style="list-style-type: none"> • details an item of professional practice in the specific area of expertise investigated by the learner • includes any suggested opportunities for improvement which could be made
3. Be able to produce business contextualised paperwork, giving information about oneself	3.1. Produce a range of paper based items to be used in a business context, including <ul style="list-style-type: none"> • computer generated CV • business card • letter of application for a real or fictional position
Mapping to National Occupational Standards	
SKSA2SK1v2 – Manage your own resources and professional development	
SKSB1v2 – Develop and implement operational plans for your area of responsibility	

Managing Customer Relations within the Apparel, Footwear or Leather Industry

Unit Reference	T/601/7858
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	This unit will enable the learner to understand the different ways in which customers need to be handled within the working environment. The unit will cover all types of customer from trade to retail and in face-to-face situations as well as remotely.
Learning Outcomes (1 to 7) <i>The learner will:</i>	Assessment Criteria (1.1 to 7.1) <i>The learner can:</i>
1. Know the legal requirements and related Acts in respect of sales	1.1. Describe the legal requirements and related Acts in respect of sales
2. Be able to respond to customer enquiries by telephone and in person	2.1. Respond to customer enquiries by telephone and in person
3. Be able to deal with customers face-to-face	3.1. Demonstrate how to communicate with customers face-to-face
4. Know the products and services that are on offer across the business	4.1. Identify the products and services that their company offers
5. Be able to conduct presentations of products to clients	5.1. Plan and carry out a presentation of products to a peer group 5.2. Respond to customer questions concerning products
6. Know how to deal with customer/client complaints	6.1. Identify strategies which may be used when dealing with difficult customers making complaints about the products and service the company offers

7. Be able to carry out a complete sale to a range of customers

- 7.1. Conduct a complete sale to a range of customers.
For each sale
- prepare a breakdown of the selling techniques used
 - explain how it was modified according to the type of customer

Mapping to National Occupational Standards

SKSF3v2 – Manage business processes

SKSFL25v2 - Organise the delivery of reliable customer service

SKSFL32v2 - Monitor and solve customer service problems

Buying (Import/Export) within the Apparel, Footwear or Leather Industry

Unit Reference	A/601/7859
Level	3
Credit Value	9
Guided Learning (GL)	60 hours
Unit Summary	This unit will enable the learner to understand the principles of buying external goods and services particularly related to outsourced products and production.
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.1) <i>The learner can:</i>
1. Understand cost principles and its application to apparel / footwear / leather manufacture	1.1. Define cost principles and its application to apparel / footwear / leather manufacture
2. Know how to research outsourced manufacturing capabilities using various methods	2.1. Identify methods of finding outsourced manufacturing capabilities
3. Be able to evaluate the costs and logistics of outsourced production	3.1. Demonstrate how to outsource a product as if it were being outsourced to another country for manufacture
4. Know about social and cultural diversity of differing locations	4.1. Identify the cultural issues that could surround the manufacturing of the product in this country
5. Understand the legal requirements of importing and exporting products	5.1. Describe the legal requirements of <ul style="list-style-type: none"> • importing products • exporting products
6. Know how to maintain quality control procedures for outsourced products and services	6.1. Describe how to maintain quality control procedures for outsourced products and services

Mapping to National Occupational Standards

SKSAMT2 - Monitor compliance with requirements in garment construction

SKSAMT19 – Investigate markets, materials and styles

SKSAMTC4 – Maximise product sales in a retail environment

SKSAMTB8 – Ensure compliance with legal, regulatory, ethical and social requirements

Supervisory Management – Team Leadership within the Apparel, Footwear or Leather Industry

Unit Reference	M/601/7860
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	This unit will provide the learner with the principles and practices needed to provide leadership to a team. Topics covered include communication, setting of objectives, different styles of leadership, motivating and supporting, and the importance and benefits of encouraging others.
Learning Outcomes (1 to 5) <i>The learner will:</i>	Assessment Criteria (1.1 to 5.1) <i>The learner can:</i>
1. Know about the different ways of communications with the team	1.1. Describe the different ways of communicating effectively with the team
2. Know how to set objectives	2.1. Explain the importance of objective setting, and of setting unobtainable objectives and the implications that were involved
3. Know about different styles of leadership	3.1. Assess the appropriateness of different leadership styles and methods of communication that applies in a business environment
4. Know how to motivate, support and encourage team members	4.1. Evaluate the methods and the benefits to be obtained by motivating people within a team
5. Understand the benefits of encouraging others	5.1. Describe the importance and benefits of encouraging others within the team
Mapping to National Occupational Standards SKSD2v3 – Develop productive working relationships with colleagues and stakeholders SKSF3v2 – Manage business processes SKSAMTF12 – Improve organisational performance SKSD5v3 - Allocate and check work in your team	

Manage Information for Action within the Apparel, Footwear or Leather Industry

Unit Reference	T/601/7861
Level	3
Credit Value	8
Guided Learning (GL)	50 hours
Unit Summary	This unit will enable the learner to understand the efficient management of information within a given area of responsibility. It covers the gathering of information needed, providing information needed by a team leader, advice to others and the holding of meetings.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.3) <i>The learner can:</i>
1. Understand the importance to a team leader of gathering all types of valid information	1.1. For a given situation, detail the information that would need to be gathered before any action is taken. This should include <ul style="list-style-type: none"> • the location • type • validity • any problems envisaged in obtaining the documentation
2. Understand the importance of effectively communicating the types of information and advice which other people may require	2.1. Demonstrate to employees the principles involved in effective communication to be used in a workplace (shop-floor or office)
3. Understand the factors to be considered when organising, leading and recording the outcomes of meetings	3.1. Set up, organise and chair a meeting 3.2. Produce details of the meeting, including <ul style="list-style-type: none"> • notice of meeting • agenda • minutes • actions 3.3. Produce a critical self-appraisal as to the choice of the leadership style used and the effectiveness of the meeting

Mapping to National Occupational Standards

SKSAMTB6 – Provide leadership in your area of responsibility

SKSD2v3 – Develop productive working relationships with colleagues and stakeholders

SKSF3v2 – Manage business processes

SKSAMTF12 – Improve organisational performance

Manufacturing Techniques within Footwear Production

Unit Reference	R/601/7852
Level	3
Credit Value	9
Guided Learning (GL)	60 hours
Unit Summary	This unit will inform the learner of a range of footwear constructions, basic foot anatomy, and methods of joining the component parts of footwear together.
Learning Outcomes (1 to 5) <i>The learner will:</i>	Assessment Criteria (1.1 to 5.3) <i>The learner can:</i>
1. Understand the development of the foot from infancy to maturity and the implications in the manufacture of footwear	<p>1.1. Identify the anatomy of the foot</p> <p>1.2. Describe</p> <ul style="list-style-type: none"> • how the foot develops from infancy to maturity • the implications of the development of the foot for the manufacture of footwear
2. Know the processes required to manufacture a range of uppers typical to the learner's area of employment	2.1. Produce a closing specification for at least three different styles of uppers
3. Know the adhesives used in footwear manufacture	<p>3.1. Identify commonly used adhesives, and explain</p> <ul style="list-style-type: none"> • their uses • steps to ensure a good bond • possible causes of bond failure • health and safety issues relating to use
4. Know about different stitch types	<p>4.1. Identify the different stitch formations used in footwear manufacture</p> <p>4.2. Explain when each stitch formation (in 4.1) would be used and give reasons why</p>
5. Understand the processes involved in the manufacture of footwear	<p>5.1. Describe the processes involved in the manufacture of footwear by the following constructions</p> <ul style="list-style-type: none"> • stuck-on cemented • direct moulded PVC • direct moulded PU

	<ul style="list-style-type: none"> • direct moulded vulcanised • goodyear welted • veldtschoen <p>5.2. Describe the processes involved in the manufacture of footwear by the following methods of lasting</p> <ul style="list-style-type: none"> • sewn in sock • string lasted <p>5.3. Describe in detail the process and operation involved in the production of footwear, utilising one of the styles in 5.1</p>
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Mapping to National Occupational Standards

SKSFL2v2 - Contribute to production flow by carrying out complex footwear / leathersgoods / saddlery product operations

SKSFL3 - Create complex patterns for footwear / leathersgoods / saddlery products

SKSFW3v2 - Carry out multiple operations in footwear manufacture

SKSFW4v2 - Carry out upper making / leathersgoods / saddlery closing / machining and associated operations

SKSMSP2 - Maintain the quality of production working with textiles, leather and materials

Materials used in the Manufacture of Footwear

Unit Reference	H/601/7855
Level	3
Credit Value	9
Guided Learning (GL)	60 hours
Unit Summary	<p>This unit will ensure that the learner has an understanding of the materials used in the production of footwear that they will encounter during their working experience. This unit will also cover aspects of the relationship of materials, cost and end use. Learners will acquire the skills to recognise materials, their performance characteristics and to evaluate their suitability for end use.</p>
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.1) <i>The learner can:</i>
1. Know about the production and characteristics of materials used in shoe manufacture	<p>1.1. Describe the production of upper leather</p> <p>1.2. Describe the production of coated fabrics, and compare their shoe making and wear properties with those of leather</p> <p>1.3. Describe fabric manufacturing processes, relating fabric structure to properties</p> <p>1.4. Describe the main types of soling materials in common use</p>
2. Understand the manufacturing processes and properties of various shoe threads	<p>2.1. Identify the manufacturing processes and properties of various shoe threads</p> <p>2.2. Compare the manufacturing processes and properties of various shoe threads</p>
3. Understand the manufacture and properties of insole boards and their suitability for use	<p>3.1. Identify the manufacture and properties of insole boards and their suitability for use in the production of footwear</p> <p>3.2. Compare the manufacture and properties of insole boards and their suitability for use in the production of footwear</p>

4. Know about the main types of toe puff and heel stiffener, and their suitability for use	4.1. Identify the main types of toe puff and heel stiffener, and evaluate their suitability for use in the production of footwear
5. Understand the design features of grindery used in footwear construction	5.1. Explain the design features of grindery used in footwear construction
6. Understand the selection process of materials for footwear production	6.1. Select a number of products from their workplace and explain the materials choice made for each including considerations of <ul style="list-style-type: none"> • characteristics • cost • performance
<p>Mapping to National Occupational Standards</p> <p>SKSMSP7B - Support the quality of production</p> <p>SKSFW1v2 - Carry out basic operations within footwear</p> <p>SKSFW2v2 - Carry out ancillary footwear operations</p> <p>SKSFW3v2 - Carry out multiple operations in footwear manufacture</p> <p>SKSFW5v2 - Carry out lasting, making and associated operations</p> <p>SKSFW8v2 - Carry out component moulding operations</p> <p>SKSFW10v1 - Carry out complex lasting, making and associated operations in handcraft bespoke / orthopaedic footwear</p> <p>SKSFDT1 - Footwear Product Development</p>	

Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies

Skills and Education Group Awards policy enables learners to avoid duplication of learning and assessment in a number of ways:

- Recognition of Prior Learning (RPL) – a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.
- Exemption - Exemption applies to any certificated achievement which is deemed to be of equivalent value to a unit within a Skills and Education Group Awards qualification but which does not necessarily share the exact learning outcomes and assessment criteria. It is the assessor's responsibility, in conjunction with the Internal Moderator, to map this previous achievement against the assessment requirements of the Skills and Education Group Awards qualification to be achieved in order to determine its equivalence.

Any queries about the relevance of any certificated evidence, should be referred in the first instance to your centre's internal moderator and then to Skills and Education Group Awards.

It is important to note that there may be restrictions upon a learner's ability to claim exemption or credit transfer which will be dependent upon the currency of the unit/qualification and a learner's existing levels of skill or knowledge.

Where past certification only provides evidence that could be considered for exemption of part of a unit, learners must be able to offer additional evidence of previous or recent learning to supplement their evidence of achievement.

- Credit Transfer – Skills and Education Group Awards may attach credit to a qualification, a unit or a component. Credit transfer is the process of using certificated credits achieved in one qualification and transferring that achievement as a valid contribution to the award of another qualification. Units/Components transferred must share the same learning outcomes and assessment criteria along with the same unit number. Assessors must ensure that they review and verify the evidence through sight of:
 - original certificates OR
 - copies of certificates that have been signed and dated by the internal moderator confirming the photocopy is a real copy and make these available for scrutiny by the External Moderator
- Equivalencies – opportunities to count credits from the unit(s) from other qualifications or from unit(s) submitted by other recognised organisations towards the place of mandatory or optional unit(s) specified in the rule of combination. The unit must have the same credit value or greater than the unit(s) in question and be at the same level or higher.

Skills and Education Group Awards encourages its centres to recognise the previous achievements of learners through Recognition of Prior Learning (RPL), Exemption, Credit Transfer and Equivalencies. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Centres should provide advice and

guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.

Further guidance can be found in 'Delivering and Assessing Qualifications' which can be downloaded from the website.

Exemptions

There are no identified exemptions for these qualifications.

Equivalencies

There are no identified equivalencies for these qualifications.

Certification

Learners will be certificated for all units and qualifications that are achieved and claimed.

Skills and Education Group Awards policies and procedures are available on the website.

Glossary of Terms

GL (Guided Learning)

GLH is where the learner participates in education or training under the immediate guidance or supervision of a tutor (or other appropriate provider of education or training). It may be helpful to think – ‘Would I need to plan for a member of staff to be present to give guidance or supervision?’

GLH is calculated at qualification level and not unit/component level.

Examples of Guided Learning include:

- Face-to-face meeting with a tutor
- Telephone conversation with a tutor
- Instant messaging with a tutor
- Taking part in a live webinar
- Classroom-based instruction
- Supervised work
- Taking part in a supervised or invigilated assessment
- The learner is being observed.

TQT (Total Qualification Time)

‘The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.’ The size of a qualification is determined by the TQT.

TQT is made up of the Guided Learning Hours (GLH) plus all other time taken in preparation, study or any other form of participation in education or training but not under the direct supervision of a lecturer, supervisor or tutor.

TQT is calculated at qualification level and not unit/component level.

Examples of unsupervised activities that could contribute to TQT include:

- Researching a topic and writing a report
- Watching an instructional online video at home/e-learning
- Watching a recorded webinar
- Compiling a portfolio in preparation for assessment
- Completing an unsupervised practical activity or work
- Rehearsing a presentation away from the classroom
- Practising skills unsupervised
- Requesting guidance via email – will not guarantee an immediate response.