

**Learner Unit Achievement Checklist**

**SEG Awards Level 1 Certificate in Fashion and Textiles (Sewing and Textiles)**

**500/4330/4**

###### SEG Awards Level 1 Certificate in Fashion and Textiles (Sewing and Textiles)

## 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/501/7930 Design principles in the fashion and textiles industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Explain the function of colour in design |  |  |  |  |
| **3.1** Demonstrate a knowledge of the importance of the historical development of design, present developments and future trends  **3.2** Use source material within own work |  |  |  |  |
| **4.1** Work to a design brief  **4.2** Carry out a range of design exercises  • Line  • Form  • Balance  • Proportion  • Texture |  |  |  |  |
| **5.1** Present drawings, source material and written information to a given brief in a concise and readable manner |  |  |  |  |

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**A/501/7933 Soft furnishing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Use a straight stitch sewing machine |  |  |  |  |
| **3.1** Measure and record the exact size required for various curtains and cushions  **3.2** Calculate the amount of fabric required and cost the items  **3.3** Demonstrate awareness of pattern matching and pattern repeat |  |  |  |  |
| **4.1** Mark out, cut and sew a pair of unlined curtains  **4.2** Demonstrate methods of attaching curtain headings |  |  |  |  |
| **5.1** Use a decorative technique on the cushion |  |  |  |  |
| **6.1** Make a pattern for a cushion showing awareness of alternative cushion closures  **6.2** Produce samples of two edge finishes to cushions |  |  |  |  |
| **7.1** Produce a cushion demonstrating  • Appropriate closure  • Decorative technique  • Edge finish |  |  |  |  |

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**J/501/7935 Surface patterning**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Carry out basic print techniques  **2.2** Carry out simple dyeing techniques |  |  |  |  |
| **3.1** Show awareness of modern print processes in industry  **3.2** Show awareness of modern dyeing processes in industry |  |  |  |  |
| **4.1** Use basic hand stitches  **4.2** Use the sewing machine to produce embroidered effects |  |  |  |  |
| **5.1** Produce and transfer a design and use to decorate a finished article using at least two different media |  |  |  |  |

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**M/501/7928 Garment construction (industrial)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Position, handle and sew together cut parts to a specified quality standard. |  |  |  |  |
| **3.1** Operate industrial sewing machinery to produce a minimum of 6 samples in woven and knitted fabrics e.g.  • Overlock seam  • Flat seam  • Buttonhole  • Zip insertion  • Hems  • Reinforced seam |  |  |  |  |
| **4.1** Identify suitable threads and needles for sewing various fabrics |  |  |  |  |
| **5.1** Recognise stitching faults and the action to be taken accordingly |  |  |  |  |
| **6.1** Demonstrate competence in the basic principles of top-pressing and under-pressing |  |  |  |  |
| **7.1** Produce two simple pre-cut garments from a making specification sheet and working drawing:  • a simple skirt with a waistband/facing and a zip  • a garment with inserted sleeves  **7.2** Use appropriate interfacing |  |  |  |  |

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**T/501/7929 Pattern construction**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Demonstrate knowledge of standard measurements |  |  |  |  |
| **3.1** Relate 2-dimensional patterns to the 3-dimensional figure |  |  |  |  |
| **4.1** Display knowledge of pattern cutting techniques, principles and practice |  |  |  |  |
| **5.1** Using standard blocks make 3 simple adaptations for each of the following:  • Skirts  • Bodices  • Sleeves  • Collars |  |  |  |  |
| **6.1** Take one adaptation through to a finished pattern in full scale  **6.2** Present the pattern with appropriate markings and information |  |  |  |  |
| **7.1** Produce an economical lay plan |  |  |  |  |

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**L/501/7936 Garment construction (craft)**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use sewing and pressing equipment safely |  |  |  |  |
| **2.1** Complete top pressing  **2.2** Remove tackings  **2.3** Attach any fasteners |  |  |  |  |
| **3.1** Identify suitable threads for sewing the fabrics  **3.2** Identify suitable needle size for sewing the fabrics |  |  |  |  |
| **4.1** Recognise stitching faults  **4.2** Correct the fault to achieve a good stitch |  |  |  |  |
| **5.1** Stitch sample seams in order to select the correct one  **5.2** Produce sample hem finishes to aid selection |  |  |  |  |
| **6.1** Demonstrate under pressing  **6.2** Demonstrate top pressing |  |  |  |  |
| **7.1** Select patterns for chosen garments  **7.2** Choose appropriate fabric for each garment |  |  |  |  |
| **8.1** Prepare the pattern  **8.2** Prepare the fabric  **8.3** Lay the pattern on fabric economically  **8.4** Cut out accurately |  |  |  |  |
| **9.1** Position, handle and tack together cut parts to an accurate standard  **9.2** . Use a sewing machine to construct garments  **9.3** Demonstrate use of hand stitching |  |  |  |  |
| **10.1** Try on garments  **10.2** Adjust for a good fit |  |  |  |  |

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**M/501/7931 Upholstery**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Identify and name materials, and, where applicable, components used in upholstering a chair or stool |  |  |  |  |
| **3.1** Measure and cut materials and fabrics to specified dimensions. |  |  |  |  |
| **4.1** Demonstrate how to web and canvas a frame |  |  |  |  |
| **5.1** Cover an item either in vinyl or fabric using staples, adhesive and stitching |  |  |  |  |

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**F/501/7934 Soft toy making**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Demonstrate competence in positioning, handling and sewing together of cut parts to a specified quality standard |  |  |  |  |
| **3.1** Identify and use various threads and needles required in tacking and stitching |  |  |  |  |
| **4.1** Identify appropriate materials for:  • Making soft toys  • Eyes, nose, mouth and ears  • Fillings |  |  |  |  |
| **5.1** Produce a soft toy from a pre-designed pattern selecting and using appropriate materials |  |  |  |  |

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**A/505/1046 Fashion Design: Illustration Techniques**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Create front and back view figure templates in own style from observational drawings and illustrations.  **1.2** Create figure templates that have specified proportions. |  |  |  |  |
| **2.1** Create an illustration to convey colour, surface appearance and drape of specified fabrics.  **2.2** Illustrate a small collection of different garments to a specified format. |  |  |  |  |
| **3.1** Use illustrations to design a storyboard to a specified format. |  |  |  |  |

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**A/505/2035 Industrial sewing operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Use a lock stitch machine to producestraight lines slow curves simple lines on single fabric seams using double fabric straight hem twin stitch seam  **2.2** Use appropriate stitch tension and formation to achieve a quality finish |  |  |  |  |
| **3.1** Use an overlocker to producestraight lines curves joints of 2 pieces of fabric a variety of shapes  **3.2** State how to adjust an overlocked stitch if it is too tight or too loose  **3.3** Use appropriate stitch tension and formation to achieve a satisfactory finish |  |  |  |  |

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**L/505/2038 Inspection of finished sewn products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** State where and from whom goods are received for inspection  **2.2** Identify the main stages of the inspection process  **2.3** List the tools, machinery and methods used to quality control a garment  **2.4** Identify what happens to an item after inspection in the following circumstanceshaving passed quality control failed quality control  **2.5** Identify the relevant documents used in the inspection process |  |  |  |  |
| **3.1** Inspect a finished sewn product following the main stages of the inspection process  **3.2** Use appropriate tools and equipment to correctly carry out your inspection  **3.3** Complete relevant documents correctly  **3.4** Feedback information to relevant people  **3.5** Pass on the inspected products as appropriate |  |  |  |  |

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**J/505/2037 Using industrial sewing machinery**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Identify the main parts of a flat bed straight stitch machine  **2.2** Identify the main parts of an overlocker |  |  |  |  |
| **3.1** Thread a machine correctly  **3.2** Wind and position a bobbin on the machine correctly  **3.3** Check the tension on the machine and adjust as necessary  **3.4** Demonstrate the following sewing tests on a straight stitch machinestraight lines spirals curves boxes |  |  |  |  |
| **4.1** Using scissors correctly safely cut fabric marked on a lay  **4.2** Using snips clean a sewn item correctly and safely |  |  |  |  |
| **5.1** Check oil levels  **5.2** Remove, replace and discard machine needles  **5.3** Clean and replace a bobbin case  **5.4** Clean machinery and equipment using correct procedure |  |  |  |  |
| **6.1** Thread 3, 4 and 5 thread overlockers correctly  **6.2** Thread a Baby overlocker correctly  **6.3** Adjust tension for lockers  **6.4** Overlock the followingstraight edge curved edge |  |  |  |  |

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**H/506/4812 Fabric Inspection**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** List the main properties ofnatural fabrics man-made fabrics  **2.2** Identify common faults for both natural and man-made fabrics  **2.3** Describe a critical and non-critical fabric fault  **2.4** Propose a solution for a critical and non-critical fabric fault  **2.5** List the appropriate equipment needed to identify shading and colour continuity |  |  |  |  |
| **3.1** Make sure that own work area, equipment and tools are free from lubricants and debris  **3.2** Inspect the fabric in accordance with organisation's rules, codes, guidelines and standards  **3.3** Explain types of faults which may occur, how they are identified and how they should be dealt with  **3.4** Explain why it is important to record details of faults and the potential consequences of not recording them  **3.5** Complete the relevant paperwork and attach a fabric swatch for reference |  |  |  |  |

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**K/506/4813 Fabric Laying**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Explain the characteristics of a range of knitted fabrics  **2.2** Explain the characteristics of a range of woven fabrics  **2.3** Identify fabrics that require special attention when lay planning  **2.4** List the paperwork needed for lay planning |  |  |  |  |
| **3.1** Describe the roles within a team laying fabric manually  **3.2** Describe the lay planning processManual CAD/CAM  **3.3** Select the correct lay plan forstretch fabric nap check  **3.4** Demonstrate and explain how to "Mark in" ensuring the correct positioning and placing of patterns for economic use of material  **3.5** Manually lay up fabric within tolerance in accordance with organisational rules, codes, guidelines and standards  **3.6** Identify acceptable material faults and mark for future identification |  |  |  |  |

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**M/506/4814 Principles of Fabric Cutting**

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| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Check that the work area, equipment and tools are free from lubricants and debris  **2.2** Check and confirm fabrics, components and lay plan meet the specification  **2.3** Demonstrate relaxing of the fabric  **2.4** Explain why this is important  **2.5** Calculate length of lay, depth of lay and cutting size and ratios  **2.6** List the paperwork needed for cutting |  |  |  |  |
| **3.1** Select the correct cutting tools  **3.2** Explain how to cut safely with scissors  **3.3** Explain how to cut safely with:straight knife hand held rotary knife CAD/CAM  **3.4** Identify faulty equipment and take action within the limits of own responsibility |  |  |  |  |
| **4.1** Explain why the bundle production system is used  **4.2** Organise bundlesby size for machinists by components for machinists |  |  |  |  |

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**T/506/4815 Hand Pressing of Sewn Products**

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| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Ensure that equipment and operating surfaces are clean and free of contamination  **2.2** Identify the correct temperature, pressure and steam to be used for a range ofnatural fabrics man-made fabrics  **2.3** Define an equipment fault and how it should be dealt with safely  **2.4** State how to maintain pressing equipment |  |  |  |  |
| **3.1** Identify appropriate equipment for the garment to be pressed to achieve specified results usingdry iron steam iron  **3.2** Compare test pressing to the specificationshine stretch shrinkage fabric reaction  **3.3** Explain why it is important to check the product against the specification |  |  |  |  |
| **4.1** Demonstrate the basic principles of top-pressing and under-pressing |  |  |  |  |
| **5.1** Explain why performing quality checks in the pressing area can contribute to production targets  **5.2** Inspect a pressed garment in accordance with organisational rules, codes, guidelines and standards |  |  |  |  |

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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.

**J/506/4818 Introduction to Finishing Procedures for Sewn Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate and follow safe working practices in the workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Identify and describe what actions should be taken forpuckered or distorted seam skipped stitches and loose threads  **2.2** Explain the differences in the Quality Control guidelines between the followingcritical fault non-critical fault |  |  |  |  |
| **3.1** Explain what is AQL (acceptable quality level) for two different clients  **3.2** List minimum requirements for inspection of a product for two different clients  **3.3** Explain the tolerance allowance percentage for two different clients forminor fault major fault critical fault  **3.4** List the quality inspection checklist for two different clients and use the correct documents for recording |  |  |  |  |
| **4.1** Inspect product/s and carry outcritical measurement against the size chart  **4.2** Use and complete the correct documents (4.1) in accordance with organisational procedures  **4.3** Explain how the information would be passed on to the appropriate person |  |  |  |  |
| **5.1** Describe the correct method of setting up pressing equipment relative to three different garments  **5.2** Identify what constitutes a well pressed garment/s  **5.3** Explain why the garment/s are to be hung up after pressing |  |  |  |  |
| **6.1** List the different types of packing/storage systems and reasons for their usages  **6.2** Explain the final delivery instructions of garments from manufacturers to the client's warehouse |  |  |  |  |

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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/506/4820 Quality Control of a Sewn Product**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate and follow safe working practices in the workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Describe where and from whom goods are received for inspection  **2.2** Participate in pre-production process  **2.3** Identify the main stages of the inspection listing the tool, machinery used to quality control a garment fortop of the lay in work checks  **2.4** Identify the relevant documents used in the inspection process fortop of the lay in work checks |  |  |  |  |
| **3.1** Inspect a finished sewn product following the main stages of inspection process, identifyingminor faults major faults critical faults  **3.2** Explain why performing inspection checks can contribute to production targets  **3.3** Complete relevant documents correctly and generate a M.D.A. (merchandise delivery authorisation)  **3.4** Report your findings to the appropriate person |  |  |  |  |

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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/506/4819 Industrial Apparel Machine Maintenance**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices in a workroom  **1.2** Use workroom equipment safely |  |  |  |  |
| **2.1** Name and select the necessary tools, equipment, component and component parts fora flat bed machine a 3 thread overlocker a 4 thread overlocker a 5 thread overlocker coverstitch machine felling machine  **2.2** List and select the cleaning substances and lubricants to be used |  |  |  |  |
| **3.1** Ensure the work area is free from obstruction and isolated  **3.2** Locate the isolator switch  **3.3** Visually check the overhead cable  **3.4** Carry out a test run to identify problems  **3.5** Remove and reattach the needle and presser foot  **3.6** Clean the machine and produce a flow chart of the processes used  **3.7** Explain a broken needle policy, identifying the procedures  **3.8** Demonstrate replacement of a broken needle, completing organisation reporting procedures  **3.9** Check the oil level and maintain the correct level  **3.10** Show how to drain and replace the oil |  |  |  |  |
| **4.1** Ensure the work area is free from contamination  **4.2** Dismantle, replace and re-assemble specific parts following manufacturers' instructions  **4.3** Replace the bobbin and threader  **4.4** Adjust the tension and settings for a specific fabric  **4.5** Complate a final test run  **4.6** Store all tools, equipment, materials and chemicals safely  **4.7** Complete a report card accurately |  |  |  |  |
| **5.1** Report your findings to the appropriate person |  |  |  |  |

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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/504/2583 Health and safety in a workshop**

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| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify potential risks and hazards  **1.2** State the harm that can be caused by the risks and hazards identified  **1.3** State ways to reduce the risks identified  **1.4** Identify safety signs used |  |  |  |  |
| **2.1** Describe the function of PPE required  **2.2** State why safe working practice is essential  **2.3** State the action to be taken if faulty or damaged equipment are found |  |  |  |  |
| **3.1** Demonstrate the correct use of PPE  **3.2** Demonstrate correct manual handling techniques  **3.3** Demonstrate safe use of access equipment |  |  |  |  |
| **4.1** Identify the key aspects of Health and Safety legislation in construction  **4.2** State the main health and safety responsibilities of employees  **4.3** State the main health and safety responsibilities of employees |  |  |  |  |

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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.

**A/618/0186 Introduction to Footwear**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Follow safe working practices.  **1.2** Use workroom equipment safely. |  |  |  |  |
| **2.1** Provide a brief outline of the history of footwear.  **2.2** Explain the purposes of footwear. |  |  |  |  |
| **3.1** Demonstrate a basic understanding of the foot.  **3.2** Outline the basic materials involved in footwear construction: Skins Leather, Suede, Nubuck Natural materials cotton, linen Manmade materials vinyl, rubber Toe puffs, stiffeners, insoles, shanks. |  |  |  |  |
| **4.1** Understand sizing in the UK and EU.  **4.2** Explain the basic principles of taking measurements. |  |  |  |  |
| **5.1** Outline footwear manufacture techniques: Skiving Closing Lasting Attaching the sole Finishing the footwear Quality. |  |  |  |  |
| **6.1** Design a slipper/shoe.  **6.2** Make a prototype of the slipper/shoe.  **6.3** Understand a specification and its purpose. |  |  |  |  |

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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/618/0144 Fabric Care**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify 3 types of different stains.  **1.2** Describe the methods to remove identified stains.  **1.3** Explain the consequences of using incorrect stain removal techniques on the identified stains. |  |  |  |  |
| **2.1** State the differences between manmade fibres and natural fibres.  **2.2** Identify 2 manmade and 2 natural fibres.  **2.3** Identify garments commonly produced using the fabric created from each fibre type identified. |  |  |  |  |
| **3.1** State why it is important to understand care labels.  **3.2** Identify common symbols that are found on care labels and their meaning.  **3.3** State the consequences of not following the wash label correctly. |  |  |  |  |

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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.

**R/618/0145 Sorting Fabrics**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** List 3 risks associated with the sorting process and PPE needed.  **1.2** Describe the procedure you would follow if you found any risks.  **1.3** Explain the consequences of not following the correct safety procedures. |  |  |  |  |
| **2.1** List 3 factors you would sort fabrics on.  **2.2** Explain the procedure to be followed if you identify damaged items.  **2.3** State the importance of the weight of the washing load.  **2.4** Explain the consequences if correct sorting procedures are not followed. |  |  |  |  |
| **3.1** List 3 types of equipment used in the sorting process.  **3.2** Explain the importance of reporting faulty equipment.  **3.3** State who to contact for equipment failure. |  |  |  |  |

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