Skills & Education Group Awards

Qualification Guidance Document

SEG Awards Level 3 Certificate in Fashion and Textiles

England – 500/4448/5

About Us

At 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 have 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 provides access to a wide variety of information.

Copyright

Specification Code

The specification code is C2100-03, C2070-03, C2080-03, C2090-03.

Issue	Date	Details of change
8.3	June 2022	Update of qualification review date
8.4	October 2022	New front page

8.5	July 2023	Qualification guide split from the Level 3 Award
8.6	December 2024	Updated UKFT logo in header
8.7	August 2025	Updated review date to 31/12/2028
8.8	October 2025	Updated to new branding

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

Contents

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 Specification is in use. Any amendments will be published on our website and centres are encouraged to check this site regularly.

Qualification Summary

SEG Awards Level 3 Certificate in Fashion and Textiles – 500/4448/5 SEG Awards Level 3 Certificate in Fashion and Textiles (Pattern Technology) – 500/4448/5 SEG Awards Level 3 Certificate in Fashion and Textiles (Garment Technology) – 500/4448/5 SEG Awards Level 3 Certificate in Fashion and Textiles (Tailoring) – 500/4448/5								
Qualification Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area B1. Prepare for further learning or training, B2. Develop knowledge and/or skills in a subject area							
Age Range	Pre 16		16-18	✓	18+		19+	✓
Regulation	The above qualification(s) is/are regulated by: > Ofqual > CCEA in Northern Ireland							
Assessment	> Internal assessment > Internal and external moderation							
Type of Funding Available	See FaLA (Find a Learning Aim)							
Grading	Pass/Fail To achieve a Pass grade, learners **must** achieve all the Learning Outcomes and Assessment Criteria in all the units completed and as stated in the rule of combination (RoC).							
Operational Start Date	01/09/2008							
Review Date	31/12/2028							
Operational End Date								
Certification End Date								
Guided Learning (GL)	180 hours							
Total Qualification Time (TQT)	240 hours							
Credit Value	24							

Skills and Education Group Awards Sector	Sewing and Textiles
Regulator Sector	4.2 Manufacturing Technologies
Support from Trade Associations	UKFT

Introduction

The SEG Awards Level 3 Certificate in Fashion and Textiles form part of a suite of qualifications in Fashion and Textiles at Levels 1, 2 and 3. They are a result of employer feedback identifying a demand for programmes of learning in particular specialist areas and the development of technical skills in specific occupational areas.

Pre-requisites

There are no specific entry requirements for this qualification.

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.

Qualification Structure and Rules of Combination

Rules of Combination: SEG Awards Level 3 Certificate in Fashion and Textiles

Learners must achieve 24 credits from one pathway.

Unit Title	Unit Number	Level	Credit Value	GL
Pattern Technology Pathway – Learners must achieve 24 credits from the following units:				
Manual lay planning	Y/501/7986	3	8	60
Manual grading techniques	D/501/7987	3	8	60
Manual pattern drafting	Y/501/8037	3	8	60

Garment Technology Pathway – Learners must achieve 24 credits from the following units:				
Introduction to garment technology processes	M/501/8027	3	8	60
Garment review process	T/501/8028	3	8	60
Garment production techniques	F/501/8050	3	8	60
Tailoring Pathway – Learners must achieve a minimum of 24 credits from units selected below:				
Using Industrial Sewing Machinery	J/505/2037	3	8	60
Handcraft tailoring techniques	D/501/8041	3	8	60
Basic blocks: hand craft tailoring	H/501/8042	3	8	60
Pattern cutting and construction techniques: handcraft tailored trousers	T/501/8045	3	8	60
Pattern cutting techniques: handcraft tailored jackets	A/501/8032	3	8	60
Construction techniques: handcraft tailored jackets	K/501/8043	3	8	60
Producing tailored components	M/501/8044	3	8	60
Pattern cutting and construction techniques: production tailored skirts and trousers	A/501/8046	3	8	60
Construction techniques: production tailored jackets	F/501/8047	3	8	60
Unendorsed Pathway – Learners must achieve a minimum of 24 credits from units selected below:				
Manual lay planning	Y/501/7986	3	8	60
Manual grading techniques	D/501/7987	3	8	60
Manual pattern drafting	Y/501/8037	3	8	60
CAD lay planning	T/501/8000	3	4	30

CAD grading	F/501/8002	3	4	30
Advanced pattern cutting technology	H/501/8008	3	8	60
Computer aided pattern development	K/501/8009	3	8	60
Producing patterns by modelling	D/501/8010	3	8	60
Introduction to pattern technology for garment technologists (CAD)	J/501/8020	3	8	60
Introduction to garment technology processes	M/501/8027	3	8	60
Garment review process	T/501/8028	3	8	60
Garment production techniques	F/501/8050	3	8	60
Quality testing materials in the fashion industry	L/501/8018	3	8	60
Creating virtual samples-draping	R/501/8019	3	8	60
Handcraft tailoring techniques	D/501/8041	3	8	60
Basic blocks: hand craft tailoring	H/501/8042	3	8	60
Pattern cutting and construction techniques: handcraft tailored trousers	T/501/8045	3	8	60
Pattern cutting techniques: handcraft tailored jackets	A/501/8032	3	8	60
Construction techniques: handcraft tailored jackets	K/501/8043	3	8	60
Producing tailored components	M/501/8044	3	8	60
Pattern cutting and construction techniques: production tailored skirts and trousers	A/501/8046	3	8	60
Construction techniques: production tailored jackets	F/501/8047	3	8	60

Fashion design: illustration techniques	A/505/1032	3	3	21
Fashion design: development	H/505/1042	3	3	21
Fashion design: presentation	K/505/1043	3	3	21

Aim

The SEG Awards Level 3 Certificate in Fashion and Textiles has been developed with the primary aim of enabling learners to acquire the depth of skills and underpinning knowledge to support progress into further education/training or employment within the fashion and textile Industries. Additionally, the qualification supports transfer across specialist sectors within the fashion and textiles industries. This qualification is designed to provide the opportunities for incremental learning. The different size qualifications add depth and breadth to the specialism being studied without duplicating the learning covered by each qualification.

Target Group

The SEG Awards Level 3 Certificate in Fashion and Textiles enable 16+ learners to access appropriately sized vocationally relevant programmes of accredited learning.

Assessment

Internal assessment, internal and external moderation. Specific requirements and restrictions may apply to individual units within qualifications. Please check unit and qualification details for specific information.

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.

Resources

Skills and Education Group Awards provides the following additional resources for this qualification:

- Purpose Statement

- Learner Unit Achievement Checklist
- Indicative Content
- Fact Sheet

Practice Assessment Material

Skills and Education Group Awards confirm that there are 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

The SEG Awards suite of qualifications in Fashion and Textiles at Levels 1, 2 and 3. provides a flexible range of progression pathways from level 1 through to level 3 offering preparation for entering these roles within industry and progression with those roles as Pattern Cutters (Manual / CAD), Lay Planners (Manual / CAD), Garment Technologists, Designers, Sewing Machinists and Tailors.

Successful achievement of the SEG Awards Level 3 Certificate in Fashion and Textiles provides an introduction and a stepping stone to further specific training and skills development in either apprenticeships or other forms of further education.

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

Skills and Education Group Awards require those involved in the teaching and assessment process to be suitably experienced and / or qualified. Assessors should also be trained and qualified to assess or be working towards appropriate qualifications.

Those responsible for Internal Quality Assurance (IQA) must be knowledgeable of the subject/occupational area to a suitable level to carry out accurate quality assurance practices and processes.

Language

This specification and associated assessment materials are in English only.

Unit Details

Manual Lay Planning		
Unit Reference	Y/501/7986	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	Learners will focus on practicing a range of manual lay planning skills and develop an understanding of the basic principles of lay planning techniques in relation to successful garment realisation.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.1)**	
The learner will	**The learner can**	
1. Understand the basic principles of lay planning	1.1	Utilise manual lay planning techniques for > laying up > meeting production requirements > costings > maximising utilisation
2. Be able to create efficient manual lay plans for complex fabrics	2.1	Analyse and compare characteristics of the following fabrics > one way > checks > tubular > mixed > striped > stretch fabrics
	2.2	Create lay plans for a minimum of two of the fabrics above, considering > balance marks/notches > drill holes > seam allowance > grain line > component name

	2.3 2.4 2.5	Create a single size lay plan to specification Create a multi size lay plan to specification Compare costings from single size to multi size lay plans and select the most economical version
3. Be able to produce a final lay plan	3.1	Plan and place pattern pieces and trace (mark in) demonstrating economical efficiency
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech1, AMTech3		

Manual Grading Techniques		
Unit Reference	D/501/7987	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	In this unit, learners will demonstrate their understanding of the basic principles of grading by using manual pattern grading techniques in practical situations. The emphasis of this unit is for learners to demonstrate competence in a range of techniques.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.2)**	
The learner will	**The learner can**	
1. Understand safe workroom practices related to handcraft tailoring	1.1	Identify potential risks to self and others
	1.2	Demonstrate safe use of industrial machinery and tools
2. Understand the basic principles of grading	2.1	Utilise manual pattern grading techniques
	2.2	Identify the significance of critical body measurement points for grading
	2.3	Select grading methods appropriate to product type, size,fit and proportion
3. Be able to grade patterns which are compatible with appropriate standards for sizing range and production methods	3.1	Analyse size specification
	3.2	Apply incremental values (X and Y coordinates)
	3.3	Produce nested grade to size chart measurements
	3.4	Trace off a pattern for two sizes above or below the base size

4. Be able to produce a full-scale garment pattern	4.1 4.2	Ensure accuracy of fit and balance of garment Evidence appropriate technical information using relevant equipment, techniques and methods for example > balance marks/notches > drill holes > seam allowance > grain line > component name > size
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 HS1, AMTech6, AMTech7		

Manual Pattern Drafting		
Unit Reference	Y/501/8037	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	Learners will focus on developing a range of manual pattern cutting skills and develop an understanding of the basic principles of pattern construction techniques in relation to successful garment realization.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.2)**	
The learner will	**The learner can**	
1. Understand how body size charts can be used to make basic block patterns	1.1	Identify and use the requisite measurements for basic blocks
	1.2	Produce an accurate set of skirt, bodice, sleeve and trouser blocks
2. Be able to select and use appropriate block patterns to produce skirt, bodice, sleeve and trouser adaptations	2.1	Select appropriate blocks dependant on style being produced
	2.2	Produce a range of common style adaptations from skirt, bodice, sleeve and trouser blocks
3. Understand the use of a technical working drawing (flat) in pattern production	3.1	Produce a technical working drawing (flat) for a design
	3.2	Analyse and interpret the instructions and extract relevant information from the working drawing (flat) into a finished pattern
4. Be able to produce finished patterns which incorporate technical data for production purposes	4.1	Produce a finished pattern to a given design

	4.2	Evidence appropriate technical information using relevant equipment, techniques and methods for example > balance marks/notches > drill holes > seam allowance > grain line > component name
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech6, AMTech7, AMTech8		

CAD Lay Planning		
Unit Reference	T/501/8000	
Level	3	
Credit Value	4	
Guided Learning (GL)	30 hours	
Unit Summary	Using integrated technology systems, this unit will develop the learners' skills through applying a range of specialist CAD/CAM techniques and will encourage a methodical and disciplined approach to the lay planning and grading processes.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Understand the basic principles of lay planning	1.1	Utilise CAD/CAM technology and manual lay planning techniques for > laying up > meeting production requirements > costings > maximising utilization
2. Know how to create CAD/CAM generated lay plans	2.1	Create a single size lay plan to specification
	2.2	Create a multi size lay plan to specification
	2.3	Compare costings from single size to multi size lay plans
	2.4	Adapt lay plans for different fabrics > one way > checks > tubular > mixed > mark to avoid > stretch fabrics
3. Be able to produce a final lay plan	3.1	Set parameters for plotting
	3.2	Select format required > single

		> double > size
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech6, AMTech7, AMTech8		

CAD Grading		
Unit Reference	F/501/8002	
Level	3	
Credit Value	4	
Guided Learning (GL)	30 hours	
Unit Summary	Using integrated technology systems, this unit will develop the learners' skills through applying a range of specialist CAD / CAM techniques and will encourage a methodical and disciplined approach to the lay planning and grading processes.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.4)**	
The learner will	**The learner can**	
1. Understand the basic principles of grading	1.1	Utilise CAD / CAM technology and manual pattern grading techniques
	1.2	Identify the significance of critical body measurement points for grading
	1.3	Select grading methods appropriate to product type, size, fit and proportion
2. Be able to grade patterns which are compatible with appropriate standards for sizing range and production methods	2.1	Analyse size specification
	2.2	Apply incremental values (X and Y coordinates)
	2.3	Produce graded patterns to size chart measurements
	2.4	Ensure accuracy of fit and balance of garment
3. Be able to produce final set of graded patterns	3.1	Set parameters for plotting
	3.2	Select format required > garment > pattern pieces (single) > size

	3.3 3.4	Plot patterns / garment to check for accuracy and fit Assemble individual graded pattern pieces in to cohesive garment mode
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech6, AMTech7, AMTech8		

Advanced Pattern Cutting Technology		
Unit Reference	H/501/8008	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit focuses on a progressive approach to pattern cutting technology, with particular attention to pattern cutting for outerwear, 3D modelling and pattern cutting for stretch fabrics.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.2)**	
The learner will	**The learner can**	
1. Be able to utilise a range of fabrics and show an understanding of body measurements and size charts	1.1	Identify fabrics for pattern cutting development
	1.2	Apply body measurements in relation to stretch fabrics
2. Understand the differences between stretch and woven fabrics	2.1	Identify possibilities and limitations in the use of stretch fabrics
	2.2	Asses fabric performance by draping/modelling on the stand
	2.3	Analyse specialist finishing techniques and machinery
3. Demonstrate an understanding of pattern cutting techniques required in relation to stretch fabrics	3.1	Adapt standard blocks for the use of stretch fabric taking into account > tolerance > ease > drafting > complex style lines
4. Produce patterns for complete styles, which are compatible with the intended industrial production methods	4.1	Apply industrial production methods and techniques to create final pattern

	4.2	Evidence appropriate technical information using relevant equipment, techniques and methods for example > balance marks/notches > drill holes > seam allowance > grain line > component name
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech3, AMTech10, AMTech14		

Computer Aided Pattern Development		
Unit Reference	K/501/8009	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit develops specialist skills in computer-aided technology for pattern production. Emphasis will be placed on making learners aware of the role of CAD/CAM systems in the fashion design and technology industry.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Prepare to use the pattern cutting functions of CAD/CAM software	1.1	Identify systems and software, for the purpose of industry context
	1.2	Setup storage areas for individual patterns pieces / finished garment
	1.3	Digitise block patterns
2. Integrate CAD/CAM technology to produce finished patterns which incorporate technical data for production purposes	2.1	Utilise CAD/CAM technology and manual pattern cutting techniques
	2.2	Create skirt, trouser and bodice patterns with the use of appropriate programmes.
	2.3	Evidence appropriate technical information using relevant equipment, techniques and methods for example > balance marks / notches > drill holes > seam allowance > grain line > component name
	2.4	Assemble individual pattern pieces into cohesive garment mode

3. Be able to produce final pattern	3.1	Set parameters for plotting (e.g. quarter / fifth / full)
	3.2	Select format required > garment > pattern pieces (single)
	3.3	Plot patterns/garment to check for accuracy and fit
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech3, AMTech10, AMTech14		

Producing Patterns by Modelling		
Unit Reference	D/501/8010	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit will enable learners to prepare the workroom stand for modelling, model a basic toile, model a draped toile and demonstrate pattern copying.	
Learning Outcomes (1 to 7)	**Assessment Criteria (1.1 to 7.1)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a workroom	1.1	Follow safe working practices in a workroom
	1.2	Use workroom equipment safely
2. Understand how to prepare a dress stand	2.1	Identify body measurement locations on a dress stand
	2.2	Tape appropriate locations on a dress stand
3. Know how to model a basic block on the workroom stand	3.1	Model a basic bodice and skirt block (back and front) in calico on the prepared workroom stand
	3.2	Incorporate the appropriate ease in blocks
	3.3	Incorporate appropriate darts
4. Be aware of styles for which modelling is preferable to flat pattern making	4.1	Select an appropriate style to at least hip length for modelling
	4.2	Select a suitable fabric to model the toile
5. Know how to model a toile on a workroom stand	5.1	Model a toile on a workroom stand, identifying grain lines

6. Know how to present modelled toile	6.1	Present modelled toile with > a list of measurements (body or workroom stand) > a sketch of the design > photographic evidence if possible
7. Understand how to take a pattern from a finished garment	7.1	Demonstrate how to take a pattern from a finished garment
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 HS1, AMTech9, AMTech10		

Introduction to Pattern Technology for Garment Technologists (CAD)		
Unit Reference	J/501/8020	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit places a large emphasis on developing the use of CAD / CAM technology within the pattern creation process.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.2)**	
The learner will	**The learner can**	
1. Integrate CAD / CAM technology to produce finished patterns which incorporate technical data for production purposes	1.1	Utilise CAD / CAM technology and manual pattern cutting techniques
	1.2	Create skirt, trouser and bodice patterns with the use of appropriate programmes
	1.3	Evidence appropriate technical information using relevant equipment, techniques and methods for example > balance marks / notches > drill holes > seam allowance > grain line > component name
	1.4	Assemble individual pattern pieces into cohesive garment mode
2. Understand how to assess final pattern to the specific garment requirements	2.1	Evaluate outcomes against pattern and garment requirements
3. Understand the basic principles of lay planning	3.1	Utilise CAD / CAM technology and manual lay planning techniques for > laying up > meeting production requirements > costings > maximising utilisation

	3.2	Analyse lay planning techniques for different fabrics > one way > checks > tubular > mixed > mark to avoid > stretch fabrics
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech6, AMTech7, AMTech8		

Introduction to Garment Technology Processes		
Unit Reference	M/501/8027	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit develops a considered and logical approach to the many facets involved in the garment technology process. Learners will learn and apply a range of industry practices involved in sample garment production.	
Learning Outcomes (1 to 6)	**Assessment Criteria (1.1 to 6.3)**	
The learner will	**The learner can**	
1. Understand safe workroom practices related to industrial machinery and equipment	1.1	Identify potential risks to self and others
	1.2	Record evidence of safe workroom practices related to industrial machinery and equipment
	1.3	Demonstrate safe use of industrial machinery and equipment
2. Understand seam types for specific fabric finishes	2.1	Analyse various seam types in the production process > overlock > twin needle cover seam > 3 / 4 / 5 thread overlock > binder > ribbing
3. Utilise appropriate machinery and equipment to produce seam samples	3.1	Classify specialist industrial machinery appropriate to fabric type / finishing > overlocker > industrial flat beds > twin needle cover seam > press
	3.2	Construct seam samples to industry standards including pressing and finishing

4. Understand industry production methods and standards	4.1	Evaluate garment components > type > number > suitability > grain line > component name
	4.2	Develop an order of assembly for garment manufacture
5. Be able to produce a garment to industry standard	5.1	Manufacture a garment to industry standard in the order of assembly requirements
6. Understand the review process of design, pattern and garment technology	6.1	Review and revise manufactured garment for issues in relation to design / pattern / order of assembly
	6.2	Diagnose garment issues in relation to design / pattern / order of assembly
	6.3	Summarise garment issues in relation to design / pattern / order of assembly
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 HS1, AMTech6, AMTech10, AMTech16, AMTech17		

Garment Review Process		
Unit Reference	T/501/8028	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit focuses on developing the learners' knowledge of garment technology processes in relation to industry standard manufacturing principles and garment assembly techniques.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Conduct and participate in fit sessions in a professional manner	1.1	Manage and participate in formal fitting sessions in relation to specific industry roles
	1.2	Review a manufactured garment for issues in relation to design / pattern / order of assembly
	1.3	Diagnose garment issues in relation to design / pattern / order of assembly
	1.4	Summarise garment issues in relation to design / pattern / order of assembly
2. Record all terminology from observations to ensure quality assurance	2.1	Record feedback and actions of examined garments in relation to specific industry roles
3. Be able to relate fit issues to pattern amendments, garment specifications and size charts	3.1	Rectify make and fit issues whilst considering garment style and cost implications
	3.2	Develop and produce a garment production specification including > working drawing > graded size chart / Tolerances > trimmings / cut sizes

		> threads > fabrics
	3.3	Revise and produce a final order of assembly for production
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech11, AMTech12, AMTech20		

Garment Production Techniques		
Unit Reference	F/501/8050	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	During this unit learners will experience sample production in an industry context, whilst gaining proficiency in cutting, sewing and finishing for successful garment assembly.	
Learning Outcomes (1 to 5)	**Assessment Criteria (1.1 to 5.1)**	
The learner will	**The learner can**	
1. Understand safe workroom practices related to industrial machinery and equipment	1.1	Identify potential risks to self and others
	1.2	Record evidence of safe workroom practices related to industrial machinery and equipment
	1.3	Demonstrate safe use of industrial machinery and equipment
2. Use fabrics, linings, facings and threads appropriate to garment style	2.1	Analyse various fabric/trimming types prior to production process > function > properties > handling > performance > aesthetics
3. Interpret specification information in relation to specific industry roles	3.1	Analyse and interpret specification sheets
	3.2	Analyse and interpret an order of assembly
	3.3	Analyse and interpret working drawings into realisation
4. Utilise appropriate machinery and equipment	4.1	Classify specialist industrial machinery appropriate to fabric type / finishing > overlocker

to produce component samples		> industrial flat beds > twin needle cover seam > press > button-hole > bar tack
	4.2	Construct component samples to industry standards > collar > cuff > placket > waistband > fastenings
5. Understand the importance of sequence of assembly and quality assurance	5.1	Apply efficient, sequential operations to industry standards to produce two technically correct garments > working within time allocated > maintaining cost effective production > addressing cloth / garment faults in the production process > working to correct seam allowances > selecting correct stitch type
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 HS1, AMTech16, AMTech18		

Quality Testing Materials in the Fashion Industry		
Unit Reference	L/501/8018	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	In this unit, learners will explore the appropriateness of materials for specific purposes. The emphasis is on practical work testing of materials. They will plan, organise and implement wearer trials, and report their findings.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.4)**	
The learner will	**The learner can**	
1. Understand characteristics of materials	1.1	Appraise material types in relation to appropriate end use
	1.2	Determine appropriate tests to confirm suitability for purpose
2. Understand how to test materials	2.1	Determine rationale and criteria for testing specific materials to meet customer needs in accordance with national and international textile testing legislation governing commercial activity
	2.2	Conduct testing processes using appropriate techniques and equipment
	2.3	Record and analyse findings to assess suitability for intended use
	2.4	Explain the purpose of wearer trials
3. Know how to conduct wearer trials	3.1	Plan, organise and implement wearer trials addressing > performance > wash care > garment life span > fit customer expectations

		> price
	3.2	Record and analyse findings to assess suitability for intended use
	3.3	Identify a range of garment defects and correctly classify each one using appropriate language and terminology
	3.4	Report findings to the appropriate person/s
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 AMTech15, AMTech18, AMTech19		

Creating Virtual Samples-Draping		
Unit Reference	R/501/8019	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	This unit provides the learner with specialist skills in computer aided design technology for product design development (virtual sampling). Emphasis will be placed on advancing learners awareness of the role of CAD systems in the fashion and textile industry.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.2)**	
The learner will	**The learner can**	
1. Understand and apply the principals of selecting appropriate digital imagery most suited for use for virtual sampling to include manipulation of image	1.1	Select and prepare suitable product or garment digital images that are fit for use to alter > image resolution > brightness, contrast and Hue
	1.2	Select, scan and save suitable digital images
2. Be able to prepare to use the design sampling functions of the CAD software	2.1	Identify the context of design systems and software for the purpose of the industry
	2.2	Identify and prepare (scan / store / edit) appropriate images for developing virtual samples
	2.3	Set up storage areas for target / recipient sample images, texture atlases and colour palettes
3. Be able to utilise CAD technology techniques to produce virtual samples	3.1	Exploit CAD technology to prepare images in sections for 'mapping' textures onto a 3-D surface to include > sliced masks / selection areas

		> texture maps (surface grid / wireframe / 3-D mesh) > colour palettes and texture atlases
	3.2	Apply colours and / or textures in order to render virtual samples of a range of appropriate products
	3.3	Organise and assemble completed images into a presentation catalogue of designs
4. Be able to produce a marketing catalogue of rendered design images (virtual samples)	4.1	Produce generic client layouts for sample images and appropriate data to produce > catalogues / client boards / presentations which will include > colour/texture swatches, completed virtual design appropriate text or data
	4.2	Print and / or electronically send virtual sample catalogues to client
Mapping to National Occupational Standards This unit relates to Apparel Manufacturing Technology NOS October 2008 D12, AMTech6, AMTech7, AMTech8		

Handcraft Tailoring Techniques		
Unit Reference	D/501/8041	
Level	3	
Credit Value	8	
Guided Learning (GL)	60 hours	
Unit Summary	In this unit the learners will demonstrate an understanding of fabric qualities and faults.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.4)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a workroom	1.1	Follow safe working practices in a workroom
	1.2	Use workroom equipment safely
2. Understand the inspection process of manufacturing a sewn product	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 for: > top of the lay > in work checks
	2.4	Identify the relevant documents used in the inspection process for: > top of the lay > in work checks
3. Be able to carry out an inspection of a finished sewn product	3.1	Inspect a finished sewn product following the main stages of inspection process, identifying: > minor 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

Industrial Apparel Machine Maintenance		
Unit Reference	L/506/4819	
Level	1	
Credit Value	10	
Guided Learning (GL)	100 hours	
Unit Summary	In this unit the learners will demonstrate an understanding of machine maintenance.	
Learning Outcomes (1 to 5)	**Assessment Criteria (1.1 to 5.1)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a workroom	1.1	Follow safe working practices in a workroom
	1.2	Use workroom equipment safely
2. Be able to prepare for servicing apparel machinery	2.1	Name and select the necessary tools, equipment, component and component parts for: > a flatbed machine > a 3 thread overlocker > a 4 thread overlocker > a 5 thread overlocker > cover stitch machine > felling machine
	2.2	List and select the cleaning substances and lubricants to be used
3. Be able to carry out routine maintenance on a flatbed machine	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. Be able to carry out quality checks on a flatbed machine	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	Complete a final test run
	4.6	Store all tools, equipment, materials and chemicals safely
	4.7	Complete a report card accurately
5. Be able to present information to the appropriate person	5.1	Report your findings to the appropriate person

Health and Safety in a Workshop		
Unit Reference	H/504/2583	
Level	1	
Credit Value	3	
Guided Learning (GL)	27 hours	
Unit Summary	This unit aims to provide learners with a basic introduction to workshop safety and personal safety in the workshop.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.3)**	
The learner will	**The learner can**	
1. Know about the potential risks and hazards in a workshop environment	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. Know about safe working procedures in a workshop environment	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 is found
3. Be able to work safely in a workshop environment	3.1	Demonstrate the correct use of PPE
	3.2	Demonstrate correct manual handling techniques
	3.3	Demonstrate safe use of access equipment
4. Know health and safety rights and responsibilities	4.1	Identify the key aspects of Health and Safety legislation in a workshop

	4.2 4.3	State the main health and safety responsibilities of employees State the main health and safety responsibilities of employers

Introduction to Footwear		
Unit Reference	A/618/0186	
Level	1	
Credit Value	6	
Guided Learning (GL)	60 hours	
Unit Summary	In this unit learners will develop knowledge of the footwear industry, the history of the industry and the various types of footwear. They will understand the construction of the foot and how to measure it accurately. The basic construction techniques involved in the shoe industry and how to design and construct a prototype product.	
Learning Outcomes (1 to 6)	**Assessment Criteria (1.1 to 6.3)**	
The learner will	**The learner can**	
1. Understand safe working procedures for footwear manufacture	1.1	Follow safe working practices
	1.2	Use workroom equipment safely
2. Understand the history of footwear	2.1	Provide a brief outline of the history of footwear
	2.2	Explain the purposes of footwear
3. Know about the foot and the basic materials involved in footwear construction	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, etc > Manmade materials; Vinyl, Rubber etc > Toe puffs, stiffeners, insoles, shanks
4. Know about standard sizing	4.1	Understand sizing in the UK and EU

	4.2	Explain the basic principles of taking measurements
5. Understand the different techniques involved in footwear manufacture	5.1	Outline footwear manufacture techniques: > Skiving > Closing > Lasting > Attaching the sole > Finishing the footwear > Quality
6. Be able to design and make a slipper/shoe	6.1 6.2 6.3	Design a slipper/shoe Make a prototype of the slipper/shoe Understand a specification and its purpose

Fabric Care		
Unit Reference	L/618/0144	
Level	1	
Credit Value	1	
Guided Learning (GL)	7 hours	
Unit Summary	The unit covers the different fabric types, staining and care labels.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Identify different types of staining	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. Understand the different fibre types	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. Understand care labels	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

Sorting Fabrics		
Unit Reference	R/618/0145	
Level	1	
Credit Value	1	
Guided Learning (GL)	7 hours	
Unit Summary	In this unit, learners will cover the sorting and classification of fabrics for washing.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Identify risk within the sorting process	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. Understand sorting classification	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. Understand equipment used in the sorting process	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

Health and Safety in a Textile Manufacturing Business		
Unit Reference	T/650/5072	
Level	1	
Credit Value	3	
Guided Learning (GL)	30 hours	
Unit Summary	This unit aims to provide learners with a basic introduction to safety in the textile manufacturing industry.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.3)**	
The learner will	**The learner can**	
1. Know about the potential risks and hazards associated with a textile production facility	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. Know about safe working procedures in a textile production environment	2.1	Describe the function of PPE required in a mill/factory
	2.2	State why safe working practice is essential at work
	2.3	State the action to be taken if faulty or damaged equipment is found
3. Be able to work safely in a textile production environment	3.1	Demonstrate the correct use of PPE
	3.2	Demonstrate correct manual handling techniques
	3.3	Demonstrate safe use of tools, equipment and machinery

4. Know health and safety rights and responsibilities	4.1	Identify the key aspects of Health and Safety legislation in the workplace
	4.2	State the main health and safety responsibilities of employees
	4.3	State the main health and safety responsibilities of employers

Manufacturing Processes in Textile Production		
Unit Reference	Y/650/5073	
Level	1	
Credit Value	5	
Guided Learning (GL)	50 hours	
Unit Summary	This unit aims to provide learners with a basic introduction to textile manufacturing processes using a range of textile machinery.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.3)**	
The learner will	**The learner can**	
1. Understand the textile manufacturing processes within the mill	1.1	Read work instructions and know how to carry out basic processes
	1.2	Use equipment in line with safe operating procedures
2. Know how to accurately identify machines and machine parts, and the role these machines play in textile production	2.1	Identify the main parts of a piece of textile manufacturing equipment
	2.2	Outline the key components of manufacturing and the types of machinery used in production
3. Be able to operate basic textile machinery	3.1	Work with colleagues to plan and prepare machines for production
	3.2	Undertake pre-production machinery checks
	3.3	Work with colleagues to load/unload machines in line with appropriate work expectations
4. Be able to perform basic machinery housekeeping and maintenance techniques on equipment	4.1	Clean down machines prior to production
	4.2	Know how to check and complete maintenance records

	4.3	Carry out scheduled maintenance in line with operating procedures and work instructions

Inspection and Quality Checks in Textile Production		
Unit Reference	A/650/5074	
Level	1	
Credit Value	5	
Guided Learning (GL)	50 hours	
Unit Summary	This unit aims to provide learners with a basic introduction to textile inspection and what to look for when carrying out quality checks on textile products.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.4)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a textile testing area	1.1	Follow safe working practices in a textile laboratory, quality control area or testing and inspection space
	1.2	Use inspection and testing equipment safely and in line with appropriate instructions
2. Know the basic methods of testing that are used in textile production	2.1	List the main properties of natural and man-made fibres, yarns and fabrics
	2.2	Identify common faults that occur during textile production
	2.3	Describe the differences between critical and non-critical faults
	2.4	Know the documentary evidence to be completed when identifying faults
3. Be able to carry out a basic test in a controlled environment	3.1	Prepare and appropriately maintain the work area for testing
	3.2	Inspect the textile product in accordance with organisation's rules, codes, guidelines, and standards

	3.3 3.4	Explain types of faults that could occur, how they are identified and how they are handled Explain how records of faults are maintained

Laundering Items		
Unit Reference	R/650/8871	
Level	1	
Credit Value	4	
Guided Learning (GL)	37 hours	
Unit Summary	This unit will give learners an introduction to laundering items. Learners will understand the basic operation of a washing machine.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.7)**	
The learner will	**The learner can**	
1. Understand the wash process	1.1	List the four parameters that impact the wash cycle
	1.2	Explain how each parameter is controlled by the operative/machine programme
	1.3	Explain the main consequences of inaccurate: > Temperature > Chemistry > Time > Mechanical Action
2. Be able to prepare loads and machine for washing	2.1	Receive items after sorting
	2.2	Make accurate size loads from the pre-sorted items
	2.3	Work with colleagues to prioritise loads for washing
	2.4	Check the machine inputs are at appropriate levels: > Power > Water > Detergents

3. Be able to operate the washing machine	3.1	Demonstrate how to load the machine using correct manual handling methods
	3.2	Check the machine is ready for operation
	3.3	Select the correct wash programme for the load
	3.4	Run a wash cycle on the machine
	3.5	Demonstrate how to unload the machine using the correct manual handling methods
	3.6	Progress the washed load on to the next process
	3.7	Explain the emergency shut down procedure of the machine

Drying Items		
Unit Reference	T/650/8872	
Level	1	
Credit Value	4	
Guided Learning (GL)	37 hours	
Unit Summary	This unit will teach learners about different methods of drying fabrics and garments, including the benefits and drawbacks of each method, and how to identify which method to use for specific items. Learners will also gain practical skills in drying items using non-mechanical methods and operating a tumble dryer.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.5)**	
The learner will	**The learner can**	
1. Understand different drying methods	1.1	Name three different drying methods
	1.2	Describe the main benefits and drawbacks of each drying method
	1.3	Explain the main consequences of using the wrong drying method on a fabric or garment
2. Identify which drying method should be used for specific items	2.1	Identify at least three items suitable for tumble drying
	2.2	Identify at least three items suitable for hang/line drying
	2.3	Identify at least three items which have to be lay flat dried
3. Be able to dry items by non-mechanical methods	3.1	Hang laundered items and confirm when they are dry
	3.2	Lay flat laundered items and confirm when they are dry

4. Use mechanical methods to dry items	4.1	Perform machine pre-checks
	4.2	Make up appropriate load to be tumble dried
	4.3	Load machine with appropriate load
	4.4	Select appropriate drying programme/parameters on the machine
	4.5	Unload items from the machine after drying has been completed

Inspecting Returned Items		
Unit Reference	Y/650/8873	
Level	1	
Credit Value	4	
Guided Learning (GL)	37 hours	
Unit Summary	This unit will teach learners how to manage returns of items by understanding the procedures for receipting and knowing where items will move to after being accepted. Additionally, learners will be able to identify and remove stains from items and inspect them for faults.	
Learning Outcomes (1 to 3)	**Assessment Criteria (1.1 to 3.3)**	
The learner will	**The learner can**	
1. Understand and carry out the procedures for accepting returned items	1.1	Know where the items will be returned from
	1.2	Be able to receipt items in accordance with the company procedures
	1.3	Keep the work area clean and tidy while processing returned items
	1.4	Know where items will move to once the returned item has been accepted
2. Be able to identify and remove stains or contaminants from items	2.1	Identify three different types of stains or contaminants that can be removed from items without laundry/dry cleaning.
	2.2	Remove stains from items using the appropriate method.
3. Inspect items for faults	3.1	Inspect items for faults in line with the company standard
	3.2	Record identified faults in line with company procedures

	3.3	Move the faulty items to the appropriate location for ongoing processing

Introduction to Leather		
Unit Reference	T/651/1273	
Level	1	
Credit Value	1	
Guided Learning (GL)	10 hours	
Unit Summary	In this unit the Learners will demonstrate an understanding of leather as a material: how it is produced and used, and the sustainability and ethics around production and use. They will gain knowledge of the range of careers available within leather manufacturing and craft sectors.	
Learning Outcomes (1 to 5)	**Assessment Criteria (1.1 to 5.1)**	
The learner will	**The learner can**	
1. Understand the variety of uses of leather and the different types of the material	1.1	Outline differences between vegetable and chrome tanned leather
	1.2	Describe the types of animal skins that are commonly tanned and used as leather
	1.3	State how different types of leather may be used
2. Understand the sustainability and ethics of making and using leather	2.1	Identify examples of why leather can be considered a sustainable material
	2.2	Outline key ethical issues and arguments around leather
3. Understand the tanning and currying processes	3.1	Describe the difference between the tanning and currying processes
4. Understand leather storage and selection	4.1	State how leather should be: > inspected (e.g., for blemishes and flaws) > stored > treated before use > treated and stored once in use

5. Understand career and education opportunities in the leather sectors	5.1	List examples of career and/or educational pathways in one or more sectors of interest

Leather Preparation Skills		
Unit Reference	Y/651/1274	
Level	1	
Credit Value	5	
Guided Learning (GL)	50 hours	
Unit Summary	In this unit Learners will be introduced to the foundation skills needed to prepare leather. They will be able to work in a safe manner to select and use tools, prepare a strip of leather, and seam leather.	
Learning Outcomes (1 to 4)	**Assessment Criteria (1.1 to 4.3)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a workroom	1.1	Explain how to safely follow working practices in a workroom
	1.2	Use workroom equipment safely
2. Be able to select, use, and maintain tools safely	2.1	List tools which may be found in a basic leatherworking tool kit
	2.2	Describe a safe working environment
	2.3	Select the safe use of tools suitable for key skills
	2.4	Demonstrate the safe use of tools suitable for key skills
	2.5	Explain the reasons why tools must be properly used and maintained
	2.6	Describe how to maintain, tune/sharpen a given tool
3. Understand how to safely skive and edge leather	3.1	Show how to safely skive a strip of leather
	3.2	Finish the edges of the leather strip

4. Understand how to seam leather	4.1	Identify the following methods of seaming > Straight stitch > Top stitch > Double stitch > Cross stitch
	4.2	Demonstrate the following methods of seaming > Straight stitch > Top stitch > Double stitch > Cross stitch
	4.3	Explain when each method may be used

Bond and Stitch Leather		
Unit Reference	A/651/1275	
Level	1	
Credit Value	6	
Guided Learning (GL)	60 hours	
Unit Summary	This unit will introduce the Learner to techniques and components of bonding and stitching so that they can make a simple and useable leather item.	
Learning Outcomes (1 to 6)	**Assessment Criteria (1.1 to 6.2)**	
The learner will	**The learner can**	
1. Understand the safe working procedures within a workroom	1.1	Explain how to safely follow working practices in a workroom
	1.2	Use workroom equipment safely
2. Know how to mark a pattern and cut leather for the intended use	2.1	Understand a straightforward product specification
	2.2	Describe how to mark a pattern using an existing template and understand how and why to reduce waste
	2.3	Show how to safely cut: > a strip of leather > a component part with one curved edge > soft leather to a pattern
3. Demonstrate essential skills in hand-stitching leather	3.1	Prepare the leather for stitching by: > showing safe use of the pricking iron, mallet, and stitching awl > explaining the choice of needle and thread required for materials
	3.2	Demonstrate safe hand stitching using a clam or stitching pony, including how to:

		> fold, glue, and bond > secure stitching > carry out a quality assessment of work
	3.3	Explain consequences of faulty stitching
4. Demonstrate how to combine leather and other materials	4.1	Identify different types of leather and material in a given leather item and explain the properties of each material and how it functions as part of the whole
	4.2	Explain the key methods of combining leathers
	4.3	Produce one sample piece each from two of the listed processes below to demonstrate combination of materials to a specified quality standard: > Lining > Piping > Reinforcing > Padding
5. Understand the inspection process and recognise faults	5.1	Demonstrate a quality inspection by: > identifying faults > describing methods to put the faults right > stating the consequences of failing to do so
6. Have knowledge of fixtures, fittings, and glues used to produce useable leather items	6.1	Describe suitable methods of bonding or fastening leather for a given leather item
	6.2	Describe suitable fixtures and fittings for a given leather item

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 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 Skills and Education Group Awards Qualifications' which can be downloaded from skillsandeducationgroupawards.co.uk/for-centres

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.

Exemptions

This qualification contains no exemptions. For further details see Recognition of Prior Learning (RPL), Exemptions, Credit Transfers and Equivalencies.

Glossary of Terms

GL (Guided Learning)
GL 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?'

GL 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 formative assessment
- The learner is being observed as part of a formative assessment.

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 (GL) 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.