

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products (Sewn Products)**

**610/1052/2**

###### SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products (Sewn Products)

## 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.

**R/650/2949 Health Safety and Security at Work - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Take appropriate action in the event of fire, emergencies or accidents  **1.2** Identify where alarms, emergency exits, escape routes, emergency equipment and assembly points are located  **1.3** Demonstrate safe and appropriate use of emergency equipment  **1.4** Discriminate between different alarm sounds  **1.5** Comply with equipment operating procedures and manufacturer’s instructions  **1.6** Demonstrate safe handling and lifting techniques  **1.7** Demonstrate correct use and maintenance of any protective clothing and/or equipment  **1.8** Comply with personal responsibilities under the Health and Safety at Work Act / COSHH  **1.9** Identify who the nominated first aiders are |  |  |  |  |
| **2.1** Identify hazardous substances that are used in the workplace  **2.2** Demonstrate methods of making them safe or reducing their danger in the event of an accident  **2.3** Identify hazards posed by machinery that is used in the workplace  **2.4** Demonstrate methods of making safe or reducing their danger in the event of an accident  **2.5** Demonstrate how to handle and store hazardous substances including debris  **2.6** Demonstrate how to store materials and equipment  **2.7** Explain what the most likely accidents and emergencies in the workplace are and how to deal with them |  |  |  |  |
| **3.1** Outline and comply with the organisation’s rules, codes, guidelines and standards relating to security  **3.2** Explain how to deal with loss of property |  |  |  |  |

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**A/650/2950 Organise and Maintain Own Work Area in Manufacturing - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Handle tools and equipment safely and correctly  **1.2** Use equipment in accordance with operating procedures and manufacturer’s instructions  **1.3** Locate sources of information regarding maintenance procedures  **1.4** Explain why it is important to conduct running maintenance  **1.5** Identify common faults with equipment and how they can be rectified  **1.6** Carry out running maintenance within agreed schedules  **1.7** Identify hazards likely to be encountered when conducting running maintenance  **1.8** Identify parameters of own responsibility, colleagues’ responsibility and those of line manager  **1.9** Report unsafe equipment and other dangerous occurrences  **1.10** Refer and report the need for maintenance outside your responsibility  **1.11** Make appropriate referral and take appropriate action when problems are identified |  |  |  |  |
| **2.1** Maintain a clean and hazard free working area  **2.2** Keep the work area free from waste, lubricants and obstructions  **2.3** Identify and employ different ways of minimising waste  **2.4** Dispose of waste safely in a designated location  **2.5** Demonstrate cleaning safely according to schedules and limits of responsibility  **2.6** Use cleaning equipment and methods appropriate for the work to be carried out in a safe manner  **2.7** Identify different types of cleaning equipment and their use  **2.8** Store cleaning equipment safely after use |  |  |  |  |
| **3.1** Work in a comfortable position with good posture  **3.2** Use and maintain personal protective clothing and/or equipment  **3.3** Comply with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **3.4** Use correct lifting and handling procedures |  |  |  |  |

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**D/650/2951 Contribute to Achieving Product Quality**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify different techniques and methods used to detect faults  **1.2** Identify the inspection methods appropriate to the work  **1.3** Use organisational recording and reporting systems  **1.4** Carry out quality checks at specified intervals according to instructions  **1.5** Record information accurately  **1.6** Identify faults in materials and products and take appropriate action  **1.7** Identify potential solutions to rectify faults  **1.8** Follow reporting procedures where the cause of faults cannot be identified  **1.9** Report faults outside personal responsibility to the appropriate person |  |  |  |  |
| **2.1** Identify different types of faults likely to be encountered and the ways of rectifying them  **2.2** Differentiate between correctable and non-correctable faults  **2.3** Explain how to compare types of faults with possible causes and solutions (equipment, materials, process)  **2.4** Describe acceptable solutions for particular faults  **2.5** Explain the types of adjustments that are suitable for specific types of faults  **2.6** Make adjustments promptly to return product to specification  **2.7** Monitor rectified faults to ensure the problems have been solved |  |  |  |  |
| **3.1** Explain why product checks are important  **3.2** Identify potential consequences of not rectifying problems  **3.3** Explain the importance of recording details of non established adjustments  **3.4** Explain the consequences of not monitoring adjustments made |  |  |  |  |
| **4.1** Describe own responsibilities at work during production  **4.2** Prioritise the fault rectification process to maintain production requirements  **4.3** Identify quality and production targets and the effect of not meeting these on self and/or your team |  |  |  |  |

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**F/650/2952 Cut Materials for Manufacturing Sewn Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Make sure that own work area, equipment and tools are free from lubricants and debris  **1.2** Check and confirm materials, components and lay plans meet the specification / order  **1.3** Identify materials, components and lay plans that do not meet specification and record and refer in accordance with organisation’s rules, codes, guidelines and standards  **1.4** Organise work to be carried out according to instructions  **1.5** Identify the characteristics of different types of materials and the implications of this for cutting  **1.6** ‘Mark in’ ensuring the correct positioning and placing of patterns for economic use of material  **1.7** ‘Lay up’ material length required, ensuring material is positioned true and flat on the cutting table within acceptable tolerances and to the quantity of specification using the correct marker  **1.8** Identify problems that can affect the lay plan or the ‘marking in’ of material, reposition and remark the patterns if required, to achieve economic use of material  **1.9** Identify acceptable material faults and mark for future identification  **1.10** Identify parts rolls that colour match and integrate into the complete job if appropriate  **1.11** Store unused part rolls in the designated location  **1.12** Check and confirm that marked components are free from major flaws |  |  |  |  |
| **2.1** Perform machine checks, identifying faulty equipment and act within limits of own responsibility  **2.2** Perform emergency stop test procedures on machinery  **2.3** Prepare to cut components in accordance with health and safety regulations  **2.4** Use cutting equipment safely deploying safety guards  **2.5** Accurately cut components to marked size and shape within given tolerances  **2.6** Identify problems in cutting components and take action in accordance with organisation’s rules, codes, guidelines and standards  **2.7** Inspect cut components against specifications / tolerances  **2.8** Accurately mark components and pass to the next process according to instructions  **2.9** Identify materials remaining from the cutting process which can be re used are placed in the designated location  **2.10** Dispose of waste safely in the designated location in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **3.1** Explain why performing quality checks in the cutting room can contribute to production targets  **3.2** Describe the impact of components that are not cut to specification  **3.3** Identify types of faults which may occur, how they are identified and how they should be dealt with  **3.4** Explain why cut items should be kept free of contamination  **3.5** Explain why it is important to segregate and mark rejects  **3.6** Explain the consequences of cutting components out of sequence and how to prevent it occurring  **3.7** Identify two potential consequences of not rectifying problems  **3.8** Explain why it is important to record details of adjustments and the potential consequences of not recording them |  |  |  |  |

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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/650/2953 Carry Out the Sewing Process**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure the work area is clean, clear and tidy from lubricants and debris  **1.2** Perform machine, needle, foot and spool checks  **1.3** Perform emergency stop test procedures on machinery  **1.4** Identify the characteristics of different types of materials and the implications of this for sewing  **1.5** Explain when to carry out test sews and the reasons for them  **1.6** Prepare equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.7** Organise work in accordance with order of assembly requirements  **1.8** Confirm components are to specification and are free from defects and faults  **1.9** Identify and report difficulties in meeting the specification  **1.10** Identify, report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Identify types of seams to be used and the purposes they serve  **2.2** Accurately sew components in sequence to marked size and shape within given tolerances outlined in the order of assembly  **2.3** Monitor sewn products against shape and size requirements and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.4** Inspect sewn components against specifications/tolerances  **2.5** Register, bundle and arrange sewn work for passing on to the next stage of the production process  **2.6** Identify, mark and place rejects in the designated location  **2.7** Describe the storage requirements of different types of sewn items |  |  |  |  |
| **3.1** Explain why performing quality checks in the sewing room can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Describe the effect of seams not sewn to specification  **3.4** Identify types of stitch faults which may occur and how they should be dealt with  **3.5** Explain why sewn items should be kept free of contamination  **3.6** Explain why it is important to segregate and mark rejects  **3.7** Explain the consequences of sewing components out of sequence and how to prevent it occurring  **3.8** Identify two potential consequences of not rectifying problems  **3.9** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.10** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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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/650/2954 Carry Out the Seam Sealing Process**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure the work area is clean, clear and tidy from lubricants and debris  **1.2** Identify specific hazards likely to be encountered in the workplace when sealing is being undertaken and how they can be avoided  **1.3** Identify the characteristics of different materials and types of seals used and the implications of this on the sealing process  **1.4** Describe the adhering properties of two-layer membrane / adhesive and three layer knit / membrane / adhesive tapes and their effect on temperature control  **1.5** Explain why it is important to ensure sufficient quantity of material and tape is available  **1.6** Explain when to carry out test seals and the reasons for them  **1.7** Describe the operating principles of sealing machines  **1.8** Prepare sealing equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.9** Identify faults which may occur with sealing equipment and how they are rectified  **1.10** Organise work in accordance with order of assembly requirements  **1.11** Confirm components are to specification and are free from defects and faults  **1.12** Identify and report difficulties in meeting the specification  **1.13** Identify report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Check that roller pressure, temperature, speed and air flow are satisfactory  **2.2** Perform emergency stop test procedures on machinery  **2.3** Prepare to seal components in accordance with health and safety regulations  **2.4** Operate tape sealing machinery safely and in accordance with organisation’s rules, codes, guidelines and standards  **2.5** Monitor sealed products against shape and size requirements and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.6** Monitor and adjust machine performance during sealing process to maintain quality standards and production targets  **2.7** Register, bundle and arrange sealed work for passing on to the next stage of the production process  **2.8** Identify, mark and place rejects in the designated location  **2.9** Describe the pre/storage requirements of different types of sealed items |  |  |  |  |
| **3.1** Explain why performing quality checks in the taping area can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of stitch faults and the potential effects on sealing components  **3.4** Explain why sealed items should be kept free of contamination  **3.5** Explain why it is important to segregate and mark rejects  **3.6** Explain the importance of tape and fabric compatibility when sealing  **3.7** Explain the consequences of sealing components out of sequence and how to prevent it occurring  **3.8** Identify two potential consequences of not rectifying problems  **3.9** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.10** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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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.

**K/650/2955 Carry Out Pressing in the Sewing Room**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure that equipment and operating surfaces are clean and free of contamination  **1.2** Interpret instructions to inform, organise and prioritise work to be carried out and to meet production schedule  **1.3** Explain the importance of checking products against specification  **1.4** Identify difficulties in carrying out instructions and report them promptly  **1.5** Select appropriate pressing equipment for the sewn product to be pressed  **1.6** Identify the characteristics of differing materials and when to carry out temperature, pressure and steam test  **1.7** Select and use the appropriate type of equipment for the pressing process Dry iron Steam iron Vacuum buckto achieve specified results  **1.8** Undertake equipment adjustment and maintenance to achieve required results  **1.9** Carry out test pressing to confirm that shine, stretch, shrinkage and fabric reaction is within agreed tolerances |  |  |  |  |
| **2.1** Press material using method, sequence and time to achieve product specification  **2.2** Achieve product specification by adjustment of equipment and manipulation of material  **2.3** Set equipment to appropriate operating temperatures, time and pressures to achieve requirements  **2.4** Operate pressing equipment safely and correctly according to material type  **2.5** Ensure that the quality and quantity of pressed items complies with specifications and production targets  **2.6** Register pressed items to aid future identification  **2.7** Demonstrate how to protect pressed items and progress to the next stage of the production process  **2.8** Ensure that the completed product conforms to size and visual requirements |  |  |  |  |
| **3.1** Explain why performing quality checks in the pressing area can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of stitch faults and the potential effects on the pressing process  **3.4** Explain why pressed items should be kept free of contamination  **3.5** Explain why it is important to segregate and mark rejects  **3.6** Explain the consequences of pressing components out of sequence and how to prevent it occurring  **3.7** Identify two potential consequences of not rectifying problems  **3.8** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.9** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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**L/650/2956 Dye Fabric and Sewn Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the dyeing process fabric preparation dyeing finishing  **1.2** Ensure that the work area is suitable and free from any hazards and obstructions  **1.3** Describe safe chemical handling procedures  **1.4** Identify specific hazards likely to be encountered in the dyeing process and how they can be avoided  **1.5** Identify the characteristics of different fabric types and the qualities of pre-dyed materials  **1.6** Identify different colours across the full spectrum  **1.7** Explain the differences between different types of equipment  **1.8** Identify materials / chemicals used in different processes and explain what happens to them as they are processed  **1.9** Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production  **1.10** Prepare equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.11** Organise work in accordance with instructions  **1.12** Confirm sufficient raw material and support services are available to commence processing  **1.13** Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products  **1.14** Confirm components are in line with the specification and are free from defects and faults  **1.15** Identify and report difficulties in meeting the specification  **1.16** Identify, report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Confirm machinery / equipment is safe, clean and ready to use  **2.2** Perform emergency stop test procedures on machinery  **2.3** Check liquor levels and ratios, temperatures, pressures and timings  **2.4** Prepare to dye fabrics and sewn products in accordance with health and safety regulations  **2.5** Perform the dyeing process operating machinery / equipment safely and in accordance with organisation’s rules, codes, guidelines and standards  **2.6** Monitor and adjust machine performance during the dyeing process to maintain quality standards and production targets  **2.7** Monitor fabric feel and appearance throughout the dyeing process and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.8** Identify, mark and place rejects in the designated location  **2.9** Awareness of machine loading procedures after wet processing  **2.10** Carry out cleaning of machinery before dyeing the next batch, to avoid colour contamination |  |  |  |  |
| **3.1** Explain why performing quality checks can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of faults which may occur in the dyeing process and the potential effects on quality  **3.4** Explain why it is important to segregate and mark rejects  **3.5** Identify two potential consequences of not rectifying problems  **3.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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**M/650/2957 Print Fabric**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the rotary printing processes, to include: screen mesh sizes and the relationship to fabric type and colours used fixation processes required for different dye classes  **1.2** Ensure that the work area is suitable and free from any hazards and obstructions  **1.3** Describe safe chemical handling procedures  **1.4** Identify specific hazards likely to be encountered in the rotary printing processes and how they can be avoided  **1.5** Identify the characteristics of different fabric types and the qualities of pre-dyed materials  **1.6** Identify different colours across the full spectrum  **1.7** Explain the differences between different types of equipment  **1.8** Identify materials used in different processes and explain what happens to them as they are processed  **1.9** Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production  **1.10** Prepare equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.11** Organise work in accordance with instructions  **1.12** Confirm sufficient raw material and support services are available to commence processing  **1.13** Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products  **1.14** Confirm components are in line with the specification and are free from defects and faults  **1.15** Identify and report difficulties in meeting the specification  **1.16** Identify, report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Confirm machinery / equipment is safe, clean and ready to use  **2.2** Perform emergency stop test procedures on machinery  **2.3** Check paste consistency / viscosity, roller pressure, bed height and drying temperature  **2.4** Prepare to carry out rotary fabric printing in accordance with health and safety regulations  **2.5** Perform the rotary fabric printing process operating machinery / equipment safely and in accordance with organisation’s rules, codes, guidelines and standards  **2.6** Monitor and adjust machine performance during the rotary fabric printing process to maintain quality standards and production targets  **2.7** Monitor fabric feel and appearance throughout the rotary fabric printing process and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.8** Identify, mark and place rejects in the designated location  **2.9** Carry out cleaning of machinery before printing the next batch, to avoid colour contamination |  |  |  |  |
| **3.1** Explain why performing quality checks can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of faults which may occur in the rotary fabric printing process and the potential effects on quality  **3.4** Explain why it is important to segregate and mark rejects  **3.5** Identify two potential consequences of not rectifying problems  **3.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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**R/650/2958 Screen Printing Individual Items**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the screen printing process, to include: preparing images supplied by the customer technical considerations setting up screens for printing inks setting up the manual carousel curing the printed image  **1.2** Ensure that the work area is suitable and free from any hazards and obstructions  **1.3** Describe safe chemical handling procedures  **1.4** Identify specific hazards likely to be encountered in the screen printing process and how they can be avoided  **1.5** Identify the characteristics of different fabric types and the qualities of pre-dyed materials  **1.6** Identify different colours across the full spectrum  **1.7** Explain the differences between different types of equipment  **1.8** Identify materials / chemicals used in different processes and explain what happens to them as they are processed  **1.9** Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production  **1.10** Prepare equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.11** Organise work in accordance with instructions  **1.12** Confirm sufficient raw material and support services are available to commence processing  **1.13** Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products  **1.14** Confirm components are in line with the specification and are free from defects and faults  **1.15** Identify and report difficulties in meeting the specification  **1.16** Identify, report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Confirm machinery / equipment is safe, clean and ready to use  **2.2** Perform emergency stop test procedures on machinery  **2.3** Check paste consistency / viscosity, mesh blockages, screen faults, item security on bed and drying temperature  **2.4** Prepare to screen print in accordance with health and safety regulations  **2.5** Perform the screen printing process, including preparing images supplied by the customer any technical considerations setting up screens for printing setting up the manual carousel curing the printed image operating the machinery / equipment safely and in accordance with organisation’s rules, codes, guidelines and standards  **2.6** Monitor and adjust machine performance during the screen printing process to maintain quality standards and production targets  **2.7** Monitor fabric feel and appearance throughout the screen printing process and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.8** Identify, mark and place rejects in the designated location  **2.9** Carry out cleaning of machinery before printing the next batch, to avoid colour contamination |  |  |  |  |
| **3.1** Explain why performing quality checks can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of faults which may occur in the screen printing process and the potential effects on quality  **3.4** Explain why it is important to segregate and mark rejects  **3.5** Identify two potential consequences of not rectifying problems  **3.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

If chosen for sampling, Internal/External Moderators must complete the following:

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| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
| EXTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |

Please ensure these forms are copied and distributed to each learner.

## 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.

**T/650/2959 Support Textile Production Operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the operating principles of processing equipment, including shut down processes  **1.2** Ensure that the work area is suitable and free from any hazards and obstructions  **1.3** Identify specific hazards likely to be encountered in the textile manufacturing operations and how they can be avoided  **1.4** Identify the characteristics of different types of materials and explain the implications of this for processing  **1.5** Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production  **1.6** Prepare equipment for use according to instructions, characteristics of material and organisation’s rules, codes, guidelines and standards  **1.7** Organise work in accordance with instructions  **1.8** Confirm sufficient raw material and support services are available to commence processing  **1.9** Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products  **1.10** Confirm components are in line with the specification and are free from defects and faults  **1.11** Identify and report difficulties in meeting the specification  **1.12** Identify, report and refer deviations from specification in accordance with organisation’s rules, codes, guidelines and standards |  |  |  |  |
| **2.1** Confirm machinery / equipment is safe, clean and ready to use  **2.2** Perform emergency stop test procedures on machinery  **2.3** Prepare to carry out textile manufacturing operations in accordance with health and safety regulations, including choosing correct equipment to transfer materials safe loading levels / weights of machinery specific safe working practices for lifting and moving materials  **2.4** Demonstrate how to operate the appropriate machinery / equipment safely and in accordance with organisation’s rules, codes, guidelines and standards  **2.5** Monitor and adjust machine performance during the process to maintain quality standards and production targets  **2.6** Monitor fabric feel and appearance throughout the process and report deviations in accordance with organisation’s rules, codes, guidelines and standards  **2.7** Identify, mark and place rejects in the designated location  **2.8** Carry out cleaning of equipment / machinery for further use |  |  |  |  |
| **3.1** Explain why performing quality checks can contribute to production targets  **3.2** Inspect products against specifications  **3.3** Identify types of faults which may occur in the process and the potential effects on quality  **3.4** Explain why it is important to segregate and mark rejects  **3.5** Identify two potential consequences of not rectifying problems  **3.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **3.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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| **TUTOR COMMENTS:**  **Name: Signature: Date:** |

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## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**D/650/2960 Repair and Alter Textile Items**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Outline characteristics of different materials  **1.2** Describe characteristics of items needing repair or altering  **1.3** Explain appropriate methods of repairing and altering items  **1.4** Identify a sequence of work in line with organisational procedures  **1.5** Explain equipment required to repair and alter items  **1.6** Describe how to use equipment safely |  |  |  |  |
| **2.1** Identify items required for repair and alteration  **2.2** Select appropriate equipment to use  **2.3** Ensure that equipment and operating surfaces are clean and free of contamination  **2.4** Organise work in accordance with order of assembly requirements  **2.5** Identify difficulties in carrying out instructions and report them to the appropriate person  **2.6** Undertake equipment adjustment and maintenance to ensure they are safe and ready to use |  |  |  |  |
| **3.1** Operate equipment safely and correctly according to requirements  **3.2** Repair and alter items according to instructions, using the appropriate method for the fabric type  **3.3** Ensure the quality of the repair complies with instructions and organisational procedures  **3.4** Demonstrate how to protect items and progress to the next stage of the production process |  |  |  |  |
| **4.1** Explain the process of inspecting items against instructions and organisational procedures  **4.2** Explain the importance of performing quality checks  **4.3** Identify potential faults that may occur, explain how they are identified, and how they should be dealt with  **4.4** Explain the importance of recording details of adjustments and the potential consequences of not recording them |  |  |  |  |

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| INTERNAL MODERATOR COMMENTS:  **Name: Signature: Date:** |
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