

**Learner Unit Achievement Checklist**

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

**610/1052/2**

###### SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products (Textile 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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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/650/2951 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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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**F/650/2961 Maintain Production Machinery and Equipment**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify and locate component parts of machinery/equipment  **1.2** Identify routine maintenance activities to be undertaken on component parts of machinery/equipment within parameters of own responsibility  **1.3** Implement routine maintenance procedures and schedules in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **1.4** Dispose of waste materials in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **2.1** Identify common faults and problems with textile machinery  **2.2** Identify different techniques and methods used to detect faults  **2.3** Select and employ inspection method/s and fault-finding techniques appropriate to the work  **2.4** Carry out quality checks at specified intervals according to instructions  **2.5** Diagnose potential causes of identified faults  **2.6** Identify and report potential solutions to rectify faults  **2.7** Identify and secure the resources and materials required to rectify faults that full within limits of own responsibility from approved sources within the organisation  **2.8** Report faults outside personal responsibility to the appropriate person  **2.9** Follow reporting procedures where the cause of faults cannot be identified  **2.10** Use organisational recording and reporting systems  **2.11** Record information accurately and completely |  |  |  |  |
| **3.1** Identify ways of rectifying different types of faults likely to be encountered  **3.2** Differentiate between correctable and non-correctable faults  **3.3** Demonstrate how to compare types of faults with possible causes and solutions  **3.4** Implement acceptable solutions for particular faults  **3.5** Implement the types of adjustments that are suitable for specific types of faults  **3.6** Make adjustments promptly to ensure minimum disruption to production  **3.7** Test the running of the machinery/equipment to ensure it is operating correctly and safely after rectifying faults  **3.8** Monitor rectified faults to ensure the problems have been solved  **3.9** Complete records of maintenance and corrective procedures according in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **4.1** Explain why maintenance checks are important  **4.2** Identify potential consequences of not rectifying problems  **4.3** Explain the importance of recording details of non-established adjustments  **4.4** Explain the consequences of not monitoring adjustments made |  |  |  |  |
| **5.1** Describe own responsibilities at work during production  **5.2** Prioritise the fault rectification process to maintain production requirements  **5.3** Identify quality and production targets and the effect of not meeting these on self and/or your team |  |  |  |  |

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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/650/2962 Monitor Quality Control Procedures in Textile Industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify working examination/testing techniques to be undertaken on textile products within parameters of own responsibility  **1.2** Demonstrate how to handle materials and products appropriately when undertaking quality control examinations/tests  **1.3** Implement working examination/testing techniques and schedules in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **2.1** Compare the quality of the product with the requirements of the specification to identify any non-conformance  **2.2** Identify common faults and irregularities in textile products  **2.3** Identify common faults and irregularities that are linked to the characteristics of the materials used  **2.4** Identify different techniques and methods used to detect faults  **2.5** Select and employ inspection/testing method/s and fault-finding techniques appropriate to the work  **2.6** Carry out quality checks/tests at specified intervals according to instructions  **2.7** Diagnose potential causes of identified faults  **2.8** Identify and report corrective actions to provide potential solutions to rectify faults and return production to required standards  **2.9** Identify and secure the resources and materials required to rectify faults that full within limits of own responsibility from approved sources within the organisation  **2.10** Report faults outside personal responsibility to the appropriate person  **2.11** Follow reporting procedures where the cause of faults cannot be identified  **2.12** Record information accurately and completely and store securely in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **3.1** Identify ways of rectifying different types of faults likely to be encountered  **3.2** Differentiate between correctable and non-correctable faults  **3.3** Demonstrate how to compare types of faults with possible causes and solutions  **3.4** Implement acceptable solutions for particular faults  **3.5** Implement the types of adjustments that are suitable for specific types of faults  **3.6** Make adjustments promptly to ensure minimum disruption to production  **3.7** Test the running of the machinery/equipment to ensure it is operating correctly and safely after rectifying faults  **3.8** Monitor rectified faults to ensure the problems have been solved  **3.9** Complete records of maintenance and corrective procedures according in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **4.1** Explain why quality control is important  **4.2** Identify potential consequences of not rectifying problems  **4.3** Explain the importance of recording details of non-established adjustments  **4.4** Explain the consequences of not monitoring adjustments made |  |  |  |  |
| **5.1** Describe own responsibilities at work during production  **5.2** Prioritise the fault rectification process to maintain production requirements  **5.3** Identify quality and production targets and the effect of not meeting these on self and/or your team |  |  |  |  |

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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/650/2963 Prepare for Textile Manufacturing Operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Check and confirm that own immediate work area is free from waste and obstructions and is ready for textile operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **1.2** Arrange the work area and equipment to ensure efficiency during work operations  **1.3** Explain why it is important to comply with organisational procedures to maintain own work area |  |  |  |  |
| **2.1** Identify tools, equipment and/or machinery that meet the requirements for the intended textile production process  **2.2** Check and confirm that tools, equipment and/or machinery are free from waste and obstructions and that they are ready for operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.3** Perform required safety checks on tools, equipment and/or machinery  **2.4** Identify any faults and act within limits of own responsibility  **2.5** Identify any tools, equipment and/or machinery that do not conform to the specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.6** Confirm that tools, equipment and/or machinery are appropriate and ready for use to meet textile production requirements  **2.7** Organise tools, equipment and/or machinery are ready for work to be carried out according to instructions |  |  |  |  |
| **3.1** Identify and secure the resources required for the textile operation as prescribed in the work-instructions/specification provided  **3.2** Check and confirm that resources are appropriate, available, sufficient, and ready for use in order to meet textile production requirements  **3.3** Identify any resources that do not conform to the work instructions/specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **3.4** Organise resources ready for work to be carried out according to work instructions  **3.5** Explain the characteristics of the materials to be processed and the implications for handling them  **3.6** Demonstrate how to handle materials appropriately for the textile operation/s  **3.7** Explain and demonstrate how to protect resources from damage and contamination within parameters of own responsibility  **3.8** Confirm and report completion of required preparation activities in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures |  |  |  |  |

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**K/650/2964 Produce Textile Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Check and confirm that own immediate work area is free from waste and obstructions and is ready for textile operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **1.2** Arrange the work area and equipment to ensure efficiency during work operations  **1.3** Explain why it is important to comply with organisational procedures to maintain own work area |  |  |  |  |
| **2.1** Identify equipment and/or machinery that meet the requirements for the intended manufacturing textile process  **2.2** Check and confirm that tools, equipment and/or machinery are free from waste and obstructions and that they are ready for operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.3** Perform required safety checks on equipment and/or machinery  **2.4** Identify any faults and act within limits of own responsibility  **2.5** Identify any equipment and/or machinery that does not conform to the specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.6** Confirm that equipment and/or machinery are appropriate and ready for use  **2.7** Organise equipment and/or machinery ready for work to be carried out according to instructions |  |  |  |  |
| **3.1** Check and confirm that the materials and components are as prescribed prior to starting the manufacturing textile process  **3.2** Check and confirm that materials and components are appropriate, available, and sufficient before undertaking the manufacturing textile process  **3.3** Identify any materials or components that do not conform to the work instructions/specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **3.4** Confirm and report completion of required preparation activities and any actions required, in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **3.5** Organise and assemble resources ready for the manufacturing textile process to be carried out according to work instructions/specification |  |  |  |  |
| **4.1** Describe and demonstrate how the characteristics of the materials and components to be processed impact upon the way in which they should be handled and assembled during the manufacturing textile process  **4.2** Describe and demonstrate how to assemble the components to meet the quality and quantity requirements, within the parameters of their own responsibility as outlined in the work pattern during the manufacturing textile process  **4.3** Demonstrate how to assemble materials and components to achieve maximum operating efficiency during the manufacturing textile process  **4.4** Explain and demonstrate how to protect the manufactured output from damage and contamination within parameters of own responsibility |  |  |  |  |
| **5.1** Monitor and maintain safety and efficiency of work patterns during the manufacturing textile process to ensure timely identification of faults minimisation of down time minimisation of wastage maintenance of the flow of materials and production maintenance of productivity levels maintenance of quality of output to meet specification  **5.2** Identify and implement adjustments to the work pattern as required to maintain production targets  **5.3** Explain why it is important to maintain safe, efficient and effective work patterns and work methods to meet specification within agreed time schedules  **5.4** Prepare and provide essential information and instructions at changeover points during production  **5.5** Prepare and maintain detailed and accurate production records in accordance with organisation’s rules, codes, guidelines, standards and procedures in timescales to minimise downtime |  |  |  |  |
| **6.1** Explain why it is important to perform quality checks that can contribute to production targets  **6.2** Inspect products against specifications  **6.3** Identify types of faults which may occur in process and the potential effects on quality  **6.4** Explain why it is important to segregate and mark rejects  **6.5** Identify two potential consequences of not rectifying problems  **6.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **6.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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**L/650/2965 Perform Manual Textile Operations**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Check and confirm that own immediate work area is free from waste and obstructions and is ready for manual textile operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **1.2** Arrange the work area and equipment to ensure efficiency during manual textile operations  **1.3** Explain why it is important to comply with organisational procedures to maintain own work area |  |  |  |  |
| **2.1** Identify equipment and/or tools that meet the requirements for the intended manual textile operations  **2.2** Check and confirm that tools and equipment are free from waste and obstructions and that they are ready for manual textile operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.3** Perform required safety checks on tools and equipment  **2.4** Identify any faults and act within limits of own responsibility  **2.5** Identify any equipment or tools that do not conform to the specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **2.6** Confirm that equipment and tools are appropriate and ready for use  **2.7** Organise equipment and tools ready for work to be carried out according to instructions |  |  |  |  |
| **3.1** Check and confirm that the materials and components are as prescribed prior to starting manual textile operations  **3.2** Check and confirm that materials and components are appropriate, available, and sufficient before undertaking manual textile operations  **3.3** Identify any materials or components that do not conform to the work instructions/specification and refer in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **3.4** Confirm and report completion of required preparation activities and any actions required, in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedure  **3.5** Organise and assemble resources ready for manual textile operations to be carried out according to work instructions/specification |  |  |  |  |
| **4.1** Describe and demonstrate how the characteristics of the materials and components to be processed impact upon the way in which they should be handled and assembled  **4.2** Describe and demonstrate how to process the components to meet the quality and quantity requirements, within the parameters of their own responsibility as outlined in the work pattern  **4.3** Demonstrate how to process materials and components to achieve maximum operating efficiency  **4.4** Explain and demonstrate how to protect the processed output from damage and contamination within parameters of own responsibility |  |  |  |  |
| **5.1** Monitor and maintain safety and efficiency of work patterns during manual textile operations to ensure timely identification of faults minimisation of down time minimisation of wastage maintenance of the flow of materials and production maintenance of productivity levels maintenance of quality of output to meet specification  **5.2** Identify and implement adjustments to the work pattern as required to maintain production targets  **5.3** Explain why it is important to maintain safe, efficient and effective work patterns and work methods to meet specification within agreed time schedules  **5.4** Prepare and provide essential information and instructions at changeover points during production  **5.5** Prepare and maintain detailed and accurate production records in accordance with organisation’s rules, codes, guidelines, standards and procedures in timescales to minimise downtime |  |  |  |  |
| **6.1** Explain why it is important to perform quality checks that can contribute to production targets  **6.2** Inspect products against specifications  **6.3** Identify types of faults which may occur in process and the potential effects on quality  **6.4** Explain why it is important to segregate and mark rejects  **6.5** Identify two potential consequences of not rectifying problems  **6.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **6.7** Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with |  |  |  |  |

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**M/650/2966 Control the Efficiency of Textile Production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Ensure that own immediate work area remains free from waste and obstructions during textile operations in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **1.2** Monitor and maintain safe and efficient arrangement of work area and equipment during work operations to ensure: timely identification of faults minimisation of down time minimisation of wastage maintenance of productivity levels maintenance of quality of output to meet specification |  |  |  |  |
| **2.1** Maintain cleanliness and efficiency of tools, machinery and equipment during textile operations in accordance with organisation’s rules, codes, guidelines, standards and procedures to timescales that minimise downtime  **2.2** Monitor and maintain efficiency of equipment during processing to ensure timely identification of faults minimisation of down time minimisation of wastage maintenance of productivity levels maintenance of quality of output to meet specification  **2.3** Refer issues with machinery, tools, equipment or resource within or outside areas of own responsibility in accordance with organisation’s rules, codes, guidelines, standards and procedures in timescales to minimise downtime  **2.4** Organise tools and machinery ready for work to be carried out according to instructions |  |  |  |  |
| **3.1** Monitor and maintain safety and efficiency of work patterns during processing to ensure timely identification of faults minimisation of down time minimisation of wastage maintenance of the flow of materials and production maintenance of productivity levels maintenance of quality of output to meet specification  **3.2** Identify and implement adjustments to the work pattern as required to maintain production targets  **3.3** Explain why it is important to maintain safe, efficient and effective work patterns and work methods to meet specification within agreed time schedules  **3.4** Prepare and provide essential information and instructions at changeover points during production  **3.5** Prepare and maintain detailed and accurate production records in accordance with organisation’s rules, codes, guidelines, standards and procedures in timescales to minimise downtime |  |  |  |  |
| **4.1** Explain why it is important to perform quality checks that can contribute to production targets  **4.2** Inspect products against specifications  **4.3** Identify types of faults which may occur in process and the potential effects on quality  **4.4** Explain why it is important to segregate and mark rejects  **4.5** Identify two potential consequences of not rectifying problems  **4.6** Explain why it is important to record details of adjustments and the potential consequences of not recording them  **4.7** 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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## 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/650/2967 Receive Store and Issue Yarn**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Interpret requirements of delivery documents to confirm expectations of delivery  **1.2** Record receipt of deliveries to be used in processing/manufacture in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **1.3** Label received goods ready for storage in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **1.4** Notify the relevant person of any non-conformances with goods received in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **1.5** Identify and isolate non-compliant goods in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **1.6** Record and communicate details of receipt of goods in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability |  |  |  |  |
| **2.1** Identify the key characteristics and differences between raw textile materials/yarn or textile components that are used in processing/manufacture  **2.2** Confirm the quality and quantity of delivered goods matches those characteristics specified on the order within the parameters of own responsibility |  |  |  |  |
| **3.1** Describe and demonstrate how to handle and store – manually or using equipment - raw textile materials or textile components in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **3.2** Select correct location to store raw textile materials or textile components and organise goods accordingly  **3.3** Check and confirm that storage area is clean, free from waste and obstructions and is ready to store raw textile materials or textile components in accordance with organisation’s rules, codes, guidelines, standards and agreed timescales following agreed procedures  **3.4** Arrange the storage area to protect goods from damage and ensure efficiency during work operations  **3.5** Explain why it is important to comply with organisational procedures to maintain own work area  **3.6** Complete stock takes to agreed schedule and record stock levels in accordance with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability  **3.7** Maintain stocks to ensure efficiency during work operations |  |  |  |  |
| **4.1** Interpret requirements of booking documents to confirm requirements are appropriate for their intended use in the processing/manufacturing process  **4.2** Select and supply correct raw textile materials/yarn or textile components as specified on the booking within parameters of own responsibility  **4.3** Confirm the quality and quantity of booked-out goods matches those characteristics specified on the order within the parameters of own responsibility |  |  |  |  |

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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.

**T/650/2968 Package Manufactured Products**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to interpret and follow packaging instructions  **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 within the packaging operations and how they can be avoided  **1.4** Prepare equipment and tools for use according to instructions and with the organisation’s rules, codes, guidelines and standards  **1.5** Explain the checks needed to ensure the product/s for packaging is/are correct for quality and quantity  **1.6** Identify and select the type of packaging to be used for the product/s  **1.7** Organise work in accordance with instructions  **1.8** Explain how to protect products from damage and contamination during packaging  **1.9** Identify, report and refer deviations from specification in accordance with organisation’s rules’ codes, guidelines and standards |  |  |  |  |
| **2.1** Demonstrate how to interpret and follow packaging instructions on the product specification  **2.2** Demonstrate how to operate the appropriate machinery / equipment and in accordance with organisation’s rules, codes, guidelines and standards  **2.3** Ensure that the product/s to be packed are protected from dirt and damage  **2.4** Demonstrate how to handle product/s with care in accordance with agreed procedures  **2.5** Demonstrate how to pack and label the product/s according to packaging instructions following agreed procedures  **2.6** Identify and isolate imperfect products and packaging following agreed procedures  **2.7** Confirm that the finished product/s is/are correct to specification  **2.8** Demonstrate how to progress packaged product/s safely to the next location following approved procedures  **2.9** Carry out cleaning of machinery / equipment 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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