



Qualification Guidance

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

England/Northern Ireland - 610/1052/2

Wales - C00/4634/2

About Us

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

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

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

Sources of Additional Information

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

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Specification Code, Date and Issue Number

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Version	Date	Details of change
1.0	September 2022	New qualification guide
1.1	October 2022	New front page
1.2	December 2024	Updated logo in header

This guide should be read in conjunction with the Indicative Content document **version 1.0** which is available on our secure website using the link above.

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

Introduction

SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products has been developed in association with UKFT.

It is a work-based qualification that assesses the skills and knowledge people need to perform their job role effectively. The qualification is based on current national occupational standards, which define what employees, or potential employees, must be able to do and know, how well they must do these things, and the circumstances in which they have to use the skills or carry out the activities.

There are two pathways within this qualification: Sewn Products pathway and Textile Products pathway.

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

Pre-requisites

No formal requirements other than the learner will need to be in employment as this qualification needs to be delivered and assessed in the work place.

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

Aims

The main aim of the SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products is to enhance the skills and knowledge of those who work in the sub-sectors of sewing and textiles. A need for rigorous, employer-led qualifications to support workforce development activity has been identified and this qualification addresses skills gaps identified by the Sector Skills Council. It also satisfies a demand among employers for a general upskilling of the workforce.

Learners must show their competence by applying their knowledge and skills while carrying out a range of work activities that are less routine and predictable than would be expected at Level 1.

Target Group

This qualification is designed for those who work in the sub-sectors of sewing and textiles. It is anticipated that at Level 2, a learner's job role will involve some autonomy and responsibility and the ability to work as part of a team.

Qualification Structure and Rules of Combination

Rules of Combination: Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products

Learners must achieve 8 credits from the mandatory units.

A minimum of 10 credits must be achieved from the Sewn Products Pathway.

OR

A minimum of 19 credits must be achieved from the Textile Product Pathway.

Unit	Unit Number	Level	Credit Value	GL
Mandatory Units				
Health, safety and security at work	R/650/2949	2	3	20
Organise and maintain own work area in manufacturing	A/650/2950	2	5	30
Sewn Products Pathway				
Contribute to achieving product quality	D/650/2951	2	5	30
Cut materials for manufacturing sewn products	F/650/2952	2	5	30
Carry out the sewing process	H/650/2953	2	5	30
Carry out the seam sealing process	J/650/2954	2	5	30
Carry out pressing in the sewing room	K/650/2955	2	5	30
Dye fabric and sewn products	L/650/2956	2	5	30
Print fabric	M/650/2957	2	5	30
Screen printing individual items	R/650/2958	2	5	30
Support textile manufacturing operations	T/650/2959	2	5	30
Repair and alter textile items	D/650/2960	2	5	30
Textile Products Pathway				
Contribute to achieving product quality	D/650/2951	2	5	30

Maintain production machinery and equipment	F/650/2961	2	7	50
Monitor quality control procedures in textile industry	H/650/2962	2	7	50
Prepare for manufacturing operations	J/650/2963	2	7	50
Produce textile products	K/650/2964	2	7	50
Perform manual textile operations	L/650/2965	2	7	50
Control the efficiency of textile production	M/650/2966	2	7	50
Receive, store and issue yarn	R/650/2967	2	7	50
Package manufactured products	T/650/2968	2	7	50

Practice Assessment Material

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

Teaching Strategies and Learning Activities

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

Progression Opportunities

Learners who successfully complete SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products have the opportunity to progress to the SEG Awards Level 3 Certificate in Apparel Manufacturing Technology (NVQ) or onto an alternative, related qualification.

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

Tutor/Assessor Requirements

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

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

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

Language

These specifications and associated assessment materials are in English only.

Qualification Summary

Qualification								
SEG Awards Level 2 NVQ Certificate in Manufacturing Textile and Sewn Products – 610/1052/2								
Qualification Purpose	D. Confirm occupational competence and/or 'licence to practice' D1. Confirm competence in an occupational role to the standards required							
Age Range	Pre 16		16-18	✓	18+		19+	✓
Regulation	The above qualification is regulated by: <ul style="list-style-type: none"> • Ofqual • Qualification Wales • CCEA in Northern Ireland 							
Assessment	<ul style="list-style-type: none"> • Internal assessment • Internal and external moderation 							
Type of Funding Available	See LARS (Learning Aims Reference Service)							
Qualification/Unit Fee	See Skills and Education Group Awards web site for current fees and charges							
Grading	Pass To achieve a Pass, learners must complete all units as stated in the rule of combination (RoC)							
Operational Start Date	01/09/2022							
Review Date	31/08/2025							
Operational End Date								
Certification End Date								
Guided Learning (GL)	Sewn Products Pathway: 110 hours Textile Products Pathway: 180 hours							
Total Qualification Time TQT)	Sewn Products Pathway: 180 hours Textile Products Pathway: 270 hours							
Credit Value	Sewn Products Pathway: 18 Textile Products Pathway: 27							
Skills and Education Group Awards Sector	Sewing and Textiles							
Ofqual SSA Sector	4.2 Manufacturing Technologies							
Support from Trade Associations/Stakeholder Support	UKFT							
Administering Office	See Skills and Education Group Awards website							

Unit Details

Health, Safety and Security at Work

Unit Reference	R/650/2949
Level	2
Credit Value	3
Guided Learning (GL)	20 hours
Unit Summary	This unit is for those who take responsibility for their own health, safety and security in the workplace, and monitor the workplace for hazards. The job role involves contributing to the safety and security in the workplace, taking action in the event of an incident, raising the alarm, following correct procedures for shut down and evacuation, using emergency equipment correctly and safely, and monitoring the workplace for hazards.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.2) <i>The learner can:</i>
1. Be able to work safely	<ul style="list-style-type: none"> 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

<p>2. Be able to monitor the workplace for hazards</p>	<p>2.1. Identify hazardous substances that are used in the workplace</p> <p>2.2. Demonstrate methods of making them safe or reducing their danger in the event of an accident</p> <p>2.3. Identify hazards posed by machinery that is used in the workplace</p> <p>2.4. Demonstrate methods of making safe or reducing their danger in the event of an accident</p> <p>2.5. Demonstrate how to handle and store hazardous substances including debris</p> <p>2.6. Demonstrate how to store materials and equipment</p> <p>2.7. Explain what the most likely accidents and emergencies in the workplace are and how to deal with them</p>
<p>3. Be able to contribute to workplace security</p>	<p>3.1. Outline and comply with the organisation's rules, codes, guidelines and standards relating to security</p> <p>3.2. Explain how to deal with loss of property</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020</p>	

Organise and Maintain Own Work Area in Manufacturing

Unit Reference	A/650/2950
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who carry out ongoing routine maintenance of tools and equipment, recognising potential problems and dealing with them within the limit of their personal responsibility. The job role involves looking after tools and equipment and keeping the work area clean and tidy.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.4) <i>The learner can:</i>
1. Be able to maintain tools and equipment	<ul style="list-style-type: none"> 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. Be able to maintain cleanliness of own work area	<p>2.1. Maintain a clean and hazard free working area</p> <p>2.2. Keep the work area free from waste, lubricants and obstructions</p> <p>2.3. Identify and employ different ways of minimising waste</p> <p>2.4. Dispose of waste safely in a designated location</p> <p>2.5. Demonstrate cleaning safely according to schedules and limits of responsibility</p> <p>2.6. Use cleaning equipment and methods appropriate for the work to be carried out in a safe manner</p> <p>2.7. Identify different types of cleaning equipment and their use</p> <p>2.8. Store cleaning equipment safely after use</p>
3. Be able to maintain own wellbeing	<p>3.1. Work in a comfortable position with good posture</p> <p>3.2. Use and maintain personal protective clothing and/or equipment</p> <p>3.3. Comply with statutory and organisational rules, codes, good practice guidelines and standards relating to health, safety, security and sustainability</p> <p>3.4. Use correct lifting and handling procedures</p>
<p>Mapping to National Occupational Standards This unit relates to Footwear, Leather Production and Leathergoods NOS 2020 (UKFTFLG25)</p>	

Contribute to Achieving Product Quality

Unit Reference	D/650/2951
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who monitor their own production activities; helping to achieve production targets, keeping up the rate of production, organise their work activities to make sure that agreed production targets and instructions are met; identify and find out the cause of faults; correct faults; make a variety of decisions; use appropriate methods not only to rectify any faults but to prevent any repetition of the fault. The job role involves inspecting materials and products, finding the cause of faults in materials and products, correcting faults and recording details.
Learning Outcomes (1 to 4) <i>The learner will:</i>	Assessment Criteria (1.1 to 4.3) <i>The learner can:</i>
1. Be able to check for faults	<ul style="list-style-type: none"> 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

<p>2. Be able to rectify faults</p>	<p>2.1. Identify different types of faults likely to be encountered and the ways of rectifying them</p> <p>2.2. Differentiate between correctable and non-correctable faults</p> <p>2.3. Explain how to compare types of faults with possible causes and solutions (equipment, materials, process)</p> <p>2.4. Describe acceptable solutions for particular faults</p> <p>2.5. Explain the types of adjustments that are suitable for specific types of faults</p> <p>2.6. Make adjustments promptly to return product to specification</p> <p>2.7. Monitor rectified faults to ensure the problems have been solved</p>
<p>3. Understand the impact of faults on the production process</p>	<p>3.1. Explain why product checks are important</p> <p>3.2. Identify potential consequences of not rectifying problems</p> <p>3.3. Explain the importance of recording details of non-established adjustments</p> <p>3.4. Explain the consequences of not monitoring adjustments made</p>
<p>4. Recognise own place within the production process</p>	<p>4.1. Describe own responsibilities at work during production</p> <p>4.2. Prioritise the fault rectification process to maintain production requirements</p> <p>4.3. Identify quality and production targets and the effect of not meeting these on self and/or your team</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP39)</p>	

Cut Materials for Manufacturing Sewn Products

Unit Reference	F/650/2952
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those involved in cutting materials to form components for the manufacture of sewn products, addressing manual, machine and computer aided operations. This includes preparing the work area and equipment for use, obtaining and preparing materials for marking out. Recognising and correcting faults that may occur in planning and marking out materials for cutting. Laying up and cutting materials to form components and contributing to meeting production targets.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.8) <i>The learner can:</i>
1. Be able to prepare for cutting	<ul style="list-style-type: none"> 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

	<p>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</p> <p>1.9. Identify acceptable material faults and mark for future identification</p> <p>1.10. Identify parts rolls that colour match and integrate into the complete job if appropriate</p> <p>1.11. Store unused part rolls in the designated location</p> <p>1.12. Check and confirm that marked components are free from major flaws</p>
<p>2. Be able to cut components</p>	<p>2.1. Perform machine checks, identifying faulty equipment and act within limits of own responsibility</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Prepare to cut components in accordance with health and safety regulations</p> <p>2.4. Use cutting equipment safely deploying safety guards</p> <p>2.5. Accurately cut components to marked size and shape within given tolerances</p> <p>2.6. Identify problems in cutting components and take action in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.7. Inspect cut components against specifications / tolerances</p> <p>2.8. Accurately mark components and pass to the next process according to instructions</p> <p>2.9. Identify materials remaining from the cutting process which can be re used are placed in the designated location</p> <p>2.10. Dispose of waste safely in the designated location in accordance with organisation's rules, codes, guidelines and standards</p>

<p>3. Know how to perform quality checks within the production process</p>	<ul style="list-style-type: none"> 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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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP40)

Carry Out the Sewing Process

Unit Reference	H/650/2953
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who prepare to sew materials for clothing or related products. In this unit the individual identifies and sorts the components for the correct sewing sequence. Sewing material to specification within tolerance and forwarding sewn components to the next process recording details.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.10) <i>The learner can:</i>
1. Be able to prepare for sewing components	<ol style="list-style-type: none"> 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

	<p>1.10. Identify, report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to sew components</p>	<p>2.1. Identify types of seams to be used and the purposes they serve</p> <p>2.2. Accurately sew components in sequence to marked size and shape within given tolerances outlined in the order of assembly</p> <p>2.3. Monitor sewn products against shape and size requirements and report deviations in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.4. Inspect sewn components against specifications/tolerances</p> <p>2.5. Register, bundle and arrange sewn work for passing on to the next stage of the production process</p> <p>2.6. Identify, mark and place rejects in the designated location</p> <p>2.7. Describe the storage requirements of different types of sewn items</p>
<p>3. Know how to perform quality checks within the production process</p>	<p>3.1. Explain why performing quality checks in the sewing room can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Describe the effect of seams not sewn to specification</p> <p>3.4. Identify types of stitch faults which may occur and how they should be dealt with</p> <p>3.5. Explain why sewn items should be kept free of contamination</p> <p>3.6. Explain why it is important to segregate and mark rejects</p> <p>3.7. Explain the consequences of sewing components out of sequence and how to prevent it occurring</p> <p>3.8. Identify two potential consequences of not rectifying problems</p>

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| | <p>3.9. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.10. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p> |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP41)

Carry Out the Seam Sealing Process

Unit Reference	J/650/2954
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who prepare machinery and equipment to seal products using a manually controlled tape sealing machine to produce either clothing or related items, prepare their own work area and machine, obtain and prepare items for sealing, use a manually controlled tape sealing machine, seal materials to specification, forward the items to the next process and record details.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.10) <i>The learner can:</i>
1. Be able to prepare for sealing components	<ol style="list-style-type: none"> 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

	<p>organisation's rules, codes, guidelines and standards</p> <p>1.9. Identify faults which may occur with sealing equipment and how they are rectified</p> <p>1.10. Organise work in accordance with order of assembly requirements</p> <p>1.11. Confirm components are to specification and are free from defects and faults</p> <p>1.12. Identify and report difficulties in meeting the specification</p> <p>1.13. Identify report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to seal components</p>	<p>2.1. Check that roller pressure, temperature, speed and air flow are satisfactory</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Prepare to seal components in accordance with health and safety regulations</p> <p>2.4. Operate tape sealing machinery safely and in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.5. Monitor sealed products against shape and size requirements and report deviations in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.6. Monitor and adjust machine performance during sealing process to maintain quality standards and production targets</p> <p>2.7. Register, bundle and arrange sealed work for passing on to the next stage of the production process</p> <p>2.8. Identify, mark and place rejects in the designated location</p> <p>2.9. Describe the pre/storage requirements of different types of sealed items</p>

<p>3. Know how to perform quality checks within the production process</p>	<p>3.1. Explain why performing quality checks in the taping area can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of stitch faults and the potential effects on sealing components</p> <p>3.4. Explain why sealed items should be kept free of contamination</p> <p>3.5. Explain why it is important to segregate and mark rejects</p> <p>3.6. Explain the importance of tape and fabric compatibility when sealing</p> <p>3.7. Explain the consequences of sealing components out of sequence and how to prevent it occurring</p> <p>3.8. Identify two potential consequences of not rectifying problems</p> <p>3.9. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.10. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP42)

Carry Out Pressing in the Sewing Room

Unit Reference	K/650/2955
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who prepare their own work area, select and prepare the appropriate equipment, prepare the material for pressing, hand press sewn products using dry iron, steam iron and vacuum buck pressing methods, ensure product quality by remedial work and adjustments.
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.9) <i>The learner can:</i>
1. Be able to prepare for pressing	<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • Dry iron • Steam iron • Vacuum buck to achieve specified results 1.8. Undertake equipment adjustment and maintenance to achieve required results

	<p>1.9. Carry out test pressing to confirm that shine, stretch, shrinkage and fabric reaction is within agreed tolerances</p>
<p>2. Be able to press sewn products</p>	<p>2.1. Press material using method, sequence and time to achieve product specification</p> <p>2.2. Achieve product specification by adjustment of equipment and manipulation of material</p> <p>2.3. Set equipment to appropriate operating temperatures, time and pressures to achieve requirements</p> <p>2.4. Operate pressing equipment safely and correctly according to material type</p> <p>2.5. Ensure that the quality and quantity of pressed items complies with specifications and production targets</p> <p>2.6. Register pressed items to aid future identification</p> <p>2.7. Demonstrate how to protect pressed items and progress to the next stage of the production process</p> <p>2.8. Ensure that the completed product conforms to size and visual requirements</p>
<p>3. Know how to perform quality checks within the production process</p>	<p>3.1. Explain why performing quality checks in the pressing area can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of stitch faults and the potential effects on the pressing process</p> <p>3.4. Explain why pressed items should be kept free of contamination</p> <p>3.5. Explain why it is important to segregate and mark rejects</p> <p>3.6. Explain the consequences of pressing components out of sequence and how to prevent it occurring</p> <p>3.7. Identify two potential consequences of not rectifying problems</p>

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| | <p>3.8. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.9. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p> |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP43)

Dye Fabric and Sewn Products

Unit Reference	L/650/2956
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	<p>This unit is for those who dye fabrics and sewn products using appropriate machinery or equipment. The job role will involve preparing the work area for dyeing, establishing order requirements and specification, setting up the processing operation, starting up the processing operation, monitoring and controlling the quality of the process, completing the processing operation, ensuring the dyed fabrics are to customer specification and protecting the quality of the product during transfer or storage.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.7) <i>The learner can:</i>
<p>1. Be able to prepare to dye fabric and sewn products</p>	<p>1.1. Explain the dyeing process</p> <ul style="list-style-type: none"> • fabric preparation • dyeing • finishing <p>1.2. Ensure that the work area is suitable and free from any hazards and obstructions</p> <p>1.3. Describe safe chemical handling procedures</p> <p>1.4. Identify specific hazards likely to be encountered in the dyeing process and how they can be avoided</p> <p>1.5. Identify the characteristics of different fabric types and the qualities of pre-dyed materials</p> <p>1.6. Identify different colours across the full spectrum</p> <p>1.7. Explain the differences between different types of equipment</p> <p>1.8. Identify materials / chemicals used in different processes and explain what happens to them as they are processed</p>

	<p>1.9. Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production</p> <p>1.10. Prepare equipment for use according to instructions, characteristics of material and organisation's rules, codes, guidelines and standards</p> <p>1.11. Organise work in accordance with instructions</p> <p>1.12. Confirm sufficient raw material and support services are available to commence processing</p> <p>1.13. Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products</p> <p>1.14. Confirm components are in line with the specification and are free from defects and faults</p> <p>1.15. Identify and report difficulties in meeting the specification</p> <p>1.16. Identify, report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to dye fabric and sewn products</p>	<p>2.1. Confirm machinery / equipment is safe, clean and ready to use</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Check liquor levels and ratios, temperatures, pressures and timings</p> <p>2.4. Prepare to dye fabrics and sewn products in accordance with health and safety regulations</p> <p>2.5. Perform the dyeing process operating machinery / equipment safely and in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.6. Monitor and adjust machine performance during the dyeing process to maintain quality standards and production targets</p> <p>2.7. Monitor fabric feel and appearance throughout the dyeing process and report deviations in accordance</p>

	<p>with organisation's rules, codes, guidelines and standards</p> <p>2.8. Identify, mark and place rejects in the designated location</p> <p>2.9. Awareness of machine loading procedures after wet processing</p> <p>2.10. Carry out cleaning of machinery before dyeing the next batch, to avoid colour contamination</p>
<p>3. Know how to perform quality checks within the fabric and sewn product dyeing process</p>	<p>3.1. Explain why performing quality checks can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of faults which may occur in the dyeing process and the potential effects on quality</p> <p>3.4. Explain why it is important to segregate and mark rejects</p> <p>3.5. Identify two potential consequences of not rectifying problems</p> <p>3.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP44)</p>	

Print Fabric

Unit Reference	M/650/2957
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	<p>This unit is for those who use rotary printing techniques to print onto rolls of fabric.</p> <p>The job role will involve preparing the work area for printing onto rolls of fabric, setting up the processing operation, starting up the processing operation, monitoring and controlling the quality of the process, completing the rotary printing processing operation, ensuring the printed product is to customer specification, protecting the quality of the product during transfer or storage.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.7) <i>The learner can:</i>
<p>1. Be able to prepare to carry out rotary fabric printing</p>	<p>1.1. Explain the rotary printing processes, to include:</p> <ul style="list-style-type: none"> • screen mesh sizes and the relationship to fabric type and colours used • fixation processes required for different dye classes <p>1.2. Ensure that the work area is suitable and free from any hazards and obstructions</p> <p>1.3. Describe safe chemical handling procedures</p> <p>1.4. Identify specific hazards likely to be encountered in the rotary printing processes and how they can be avoided</p> <p>1.5. Identify the characteristics of different fabric types and the qualities of pre-dyed materials</p> <p>1.6. Identify different colours across the full spectrum</p> <p>1.7. Explain the differences between different types of equipment</p>

	<p>1.8. Identify materials used in different processes and explain what happens to them as they are processed</p> <p>1.9. Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production</p> <p>1.10. Prepare equipment for use according to instructions, characteristics of material and organisation's rules, codes, guidelines and standards</p> <p>1.11. Organise work in accordance with instructions</p> <p>1.12. Confirm sufficient raw material and support services are available to commence processing</p> <p>1.13. Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products</p> <p>1.14. Confirm components are in line with the specification and are free from defects and faults</p> <p>1.15. Identify and report difficulties in meeting the specification</p> <p>1.16. Identify, report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to carry out rotary fabric printing</p>	<p>2.1. Confirm machinery / equipment is safe, clean and ready to use</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Check paste consistency / viscosity, roller pressure, bed height and drying temperature</p> <p>2.4. Prepare to carry out rotary fabric printing in accordance with health and safety regulations</p> <p>2.5. Perform the rotary fabric printing process operating machinery / equipment safely and in accordance with organisation's rules, codes, guidelines and standards</p>

	<p>2.6. Monitor and adjust machine performance during the rotary fabric printing process to maintain quality standards and production targets</p> <p>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</p> <p>2.8. Identify, mark and place rejects in the designated location</p> <p>2.9. Carry out cleaning of machinery before printing the next batch, to avoid colour contamination</p>
<p>3. Know how to perform quality checks within the rotary fabric printing process</p>	<p>3.1. Explain why performing quality checks can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of faults which may occur in the rotary fabric printing process and the potential effects on quality</p> <p>3.4. Explain why it is important to segregate and mark rejects</p> <p>3.5. Identify two potential consequences of not rectifying problems</p> <p>3.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP45)</p>	

Screen Printing Individual Items

Unit Reference	R/650/2958
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	<p>This unit is for those who screen print onto individual items or pre-sewn products.</p> <p>The job role will involve preparing the work area to prepare and screen print onto individual items and pre-sewn products, setting up the processing operation, starting up the processing operation, monitoring and controlling the quality of the process, completing the processing operation, ensuring the printed item/product is to customer specification, protecting the quality of the product during transfer or storage.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.7) <i>The learner can:</i>
1. Be able to prepare to screen print individual items	1.1. Explain the screen printing process, to include: <ul style="list-style-type: none"> • 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

	<p>1.8. Identify materials / chemicals used in different processes and explain what happens to them as they are processed</p> <p>1.9. Identify why processed and part-processed materials, excess materials and recoverable by-products should be separated out during production</p> <p>1.10. Prepare equipment for use according to instructions, characteristics of material and organisation's rules, codes, guidelines and standards</p> <p>1.11. Organise work in accordance with instructions</p> <p>1.12. Confirm sufficient raw material and support services are available to commence processing</p> <p>1.13. Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products</p> <p>1.14. Confirm components are in line with the specification and are free from defects and faults</p> <p>1.15. Identify and report difficulties in meeting the specification</p> <p>1.16. Identify, report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to screen print individual items</p>	<p>2.1. Confirm machinery / equipment is safe, clean and ready to use</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Check paste consistency / viscosity, mesh blockages, screen faults, item security on bed and drying temperature</p> <p>2.4. Prepare to screen print in accordance with health and safety regulations</p> <p>2.5. Perform the screen printing process, including</p> <ul style="list-style-type: none"> • preparing images supplied by the customer • any technical considerations • setting up screens for printing • setting up the manual carousel • curing the printed image

	<p>operating the machinery / equipment safely and in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.6. Monitor and adjust machine performance during the screen printing process to maintain quality standards and production targets</p> <p>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</p> <p>2.8. Identify, mark and place rejects in the designated location</p> <p>2.9. Carry out cleaning of machinery before printing the next batch, to avoid colour contamination</p>
<p>3. Know how to perform quality checks within the screen printing process</p>	<p>3.1. Explain why performing quality checks can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of faults which may occur in the screen printing process and the potential effects on quality</p> <p>3.4. Explain why it is important to segregate and mark rejects</p> <p>3.5. Identify two potential consequences of not rectifying problems</p> <p>3.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP45)</p>	

Support Textile Production Operations

Unit Reference	T/650/2959
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	<p>This unit is for those who prepare their own work area, prepare the appropriate manufacturing equipment, prepare the material for processing; transfer materials, inspect materials when processing and forward materials to the next process.</p> <p>The job role will involve being able to prepare for textile manufacturing operations, being able to transfer materials safely, knowing how to perform quality checks within the production process.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.7) <i>The learner can:</i>
1. Be able to prepare to support textile manufacturing operations	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

	<p>1.8. Confirm sufficient raw material and support services are available to commence processing</p> <p>1.9. Confirm suitable containment and storage facilities are available for processed, part-processed materials, excess materials and recoverable by-products</p> <p>1.10. Confirm components are in line with the specification and are free from defects and faults</p> <p>1.11. Identify and report difficulties in meeting the specification</p> <p>1.12. Identify, report and refer deviations from specification in accordance with organisation's rules, codes, guidelines and standards</p>
<p>2. Be able to support textile manufacturing operations</p>	<p>2.1. Confirm machinery / equipment is safe, clean and ready to use</p> <p>2.2. Perform emergency stop test procedures on machinery</p> <p>2.3. Prepare to carry out textile manufacturing operations in accordance with health and safety regulations, including</p> <ul style="list-style-type: none"> • choosing correct equipment to transfer materials • safe loading levels / weights of machinery • specific safe working practices for lifting and moving materials <p>2.4. Demonstrate how to operate the appropriate machinery / equipment safely and in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.5. Monitor and adjust machine performance during the process to maintain quality standards and production targets</p> <p>2.6. Monitor fabric feel and appearance throughout the process and report deviations in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.7. Identify, mark and place rejects in the designated location</p> <p>2.8. Carry out cleaning of equipment / machinery for further use</p>

<p>3. Know how to perform quality checks when supporting textile manufacturing operations</p>	<p>3.1. Explain why performing quality checks can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of faults which may occur in the process and the potential effects on quality</p> <p>3.4. Explain why it is important to segregate and mark rejects</p> <p>3.5. Identify two potential consequences of not rectifying problems</p> <p>3.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP9)</p>	

Repair and Alter Textile Items

Unit Reference	D/650/2960
Level	2
Credit Value	5
Guided Learning (GL)	30 hours
Unit Summary	This unit is for those who repair and alter items. This covers preparing their own work area, preparing the equipment and materials, and inspecting once the item has been repaired/altered.
Learning Outcomes (1 to 4) <i>The learner will:</i>	Assessment Criteria (1.1 to 4.4) <i>The learner can:</i>
1. Know how to repair and alter textile items	<ul style="list-style-type: none"> 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. Be able to prepare for the repair and alteration of textile items	<ul style="list-style-type: none"> 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

	<p>2.6. Undertake equipment adjustment and maintenance to ensure they are safe and ready to use</p>
<p>3. Be able to repair and alter textile items</p>	<p>3.1. Operate equipment safely and correctly according to requirements</p> <p>3.2. Repair and alter items according to instructions, using the appropriate method for the fabric type</p> <p>3.3. Ensure the quality of the repair complies with instructions and organisational procedures</p> <p>3.4. Demonstrate how to protect items and progress to the next stage of the production process</p>
<p>4. Know how to perform quality checks when repairing and altering textile items</p>	<p>4.1. Explain the process of inspecting items against instructions and organisational procedures</p> <p>4.2. Explain the importance of performing quality checks</p> <p>4.3. Identify potential faults that may occur, explain how they are identified, and how they should be dealt with</p> <p>4.4. Explain the importance of recording details of adjustments and the potential consequences of not recording them</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020</p>	

Maintain Production Machinery and Equipment

Unit Reference	F/650/2961
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	This unit is for those who are responsible for the basic day to day maintenance of production machinery and equipment and identification of faults and problems.
Learning Outcomes (1 to 5) <i>The learner will:</i>	Assessment Criteria (1.1 to 5.3) <i>The learner can:</i>
1. Be able to undertake basic maintenance of machinery/equipment	<p>1.1. Identify and locate component parts of machinery/equipment</p> <p>1.2. Identify routine maintenance activities to be undertaken on component parts of machinery/equipment within parameters of own responsibility</p> <p>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</p> <p>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</p>
2. Be able to check machinery/equipment for faults	<p>2.1. Identify common faults and problems with textile machinery</p> <p>2.2. Identify different techniques and methods used to detect faults</p> <p>2.3. Select and employ inspection method/s and fault-finding techniques appropriate to the work</p> <p>2.4. Carry out quality checks at specified intervals according to instructions</p> <p>2.5. Diagnose potential causes of identified faults</p>

	<p>2.6. Identify and report potential solutions to rectify faults</p> <p>2.7. Identify and secure the resources and materials required to rectify faults that fall within limits of own responsibility from approved sources within the organisation</p> <p>2.8. Report faults outside personal responsibility to the appropriate person</p> <p>2.9. Follow reporting procedures where the cause of faults cannot be identified</p> <p>2.10. Use organisational recording and reporting systems</p> <p>2.11. Record information accurately and completely</p>
<p>3. Be able to rectify faults in machinery/equipment</p>	<p>3.1. Identify ways of rectifying different types of faults likely to be encountered</p> <p>3.2. Differentiate between correctable and non-correctable faults</p> <p>3.3. Demonstrate how to compare types of faults with possible causes and solutions</p> <p>3.4. Implement acceptable solutions for particular faults</p> <p>3.5. Implement the types of adjustments that are suitable for specific types of faults</p> <p>3.6. Make adjustments promptly to ensure minimum disruption to production</p> <p>3.7. Test the running of the machinery/equipment to ensure it is operating correctly and safely after rectifying faults</p> <p>3.8. Monitor rectified faults to ensure the problems have been solved</p> <p>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</p>
<p>4. Understand the impact of faults on the production process</p>	<p>4.1. Explain why maintenance checks are important</p>

	<p>4.2. Identify potential consequences of not rectifying problems</p> <p>4.3. Explain the importance of recording details of non-established adjustments</p> <p>4.4. Explain the consequences of not monitoring adjustments made</p>
<p>5. Recognise own place within the production process</p>	<p>5.1. Describe own responsibilities at work during production</p> <p>5.2. Prioritise the fault rectification process to maintain production requirements</p> <p>5.3. Identify quality and production targets and the effect of not meeting these on self and/or your team</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP16)</p>	

Monitor Quality Control Procedures in Textile Industry

Unit Reference	H/650/2962
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	This unit is for those who examine/test and check the quality of products as they are being manufactured. Learners will monitor quality by means of regular checks; make recommendations for remedial action to return production to the required quality.
Learning Outcomes (1 to 5) <i>The learner will:</i>	Assessment Criteria (1.1 to 5.3) <i>The learner can:</i>
1. Be able to undertake basic quality checks on textile products	<p>1.1. Identify working examination/testing techniques to be undertaken on textile products within parameters of own responsibility</p> <p>1.2. Demonstrate how to handle materials and products appropriately when undertaking quality control examinations/tests</p> <p>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</p>
2. Be able to check textile products for faults	<p>2.1. Compare the quality of the product with the requirements of the specification to identify any non-conformance</p> <p>2.2. Identify common faults and irregularities in textile products</p> <p>2.3. Identify common faults and irregularities that are linked to the characteristics of the materials used</p> <p>2.4. Identify different techniques and methods used to detect faults</p> <p>2.5. Select and employ inspection/testing method/s and fault-finding techniques appropriate to the work</p>

	<ul style="list-style-type: none"> 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 fall 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
<p>3. Be able to rectify faults during textile production</p>	<ul style="list-style-type: none"> 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. Understand the impact of faults on the production process	<p>4.1. Explain why quality control is important</p> <p>4.2. Identify potential consequences of not rectifying problems</p> <p>4.3. Explain the importance of recording details of non-established adjustments</p> <p>4.4. Explain the consequences of not monitoring adjustments made</p>
5. Recognise own place within the production process	<p>5.1. Describe own responsibilities at work during production</p> <p>5.2. Prioritise the fault rectification process to maintain production requirements</p> <p>5.3. Identify quality and production targets and the effect of not meeting these on self and/or your team</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP7)</p>	

Prepare for Textile Manufacturing Operations

Unit Reference	J/650/2963
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	<p>This unit is for those involved in all forms of textile processing and manufacture.</p> <p>The job role will include preparing for work operations, gathering resources and ensuring equipment is in good working order.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.8) <i>The learner can:</i>
1. Prepare work environment ready for textile production processes	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. Prepare machinery, tools and equipment for the textile production	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

	<p>2.4. Identify any faults and act within limits of own responsibility</p> <p>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</p> <p>2.6. Confirm that tools, equipment and/or machinery are appropriate and ready for use to meet textile production requirements</p> <p>2.7. Organise tools, equipment and/or machinery are ready for work to be carried out according to instructions</p>
<p>3. Be able to gather resources in preparation for textile operations</p>	<p>3.1. Identify and secure the resources required for the textile operation as prescribed in the work-instructions/specification provided</p> <p>3.2. Check and confirm that resources are appropriate, available, sufficient, and ready for use in order to meet textile production requirements</p> <p>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</p> <p>3.4. Organise resources ready for work to be carried out according to work instructions</p> <p>3.5. Explain the characteristics of the materials to be processed and the implications for handling them</p> <p>3.6. Demonstrate how to handle materials appropriately for the textile operation/s</p> <p>3.7. Explain and demonstrate how to protect resources from damage and contamination within parameters of own responsibility</p> <p>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</p>

Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products NOS 2020 (UKFTMTSP11)

Produce Textile Products

Unit Reference	K/650/2964
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	This unit is for those involved in the processing of textiles products through putting together the various components of the products using different products.
Learning Outcomes (1 to 6) <i>The learner will:</i>	Assessment Criteria (1.1 to 6.7) <i>The learner can:</i>
1. Be able to perform pre-production checks on work area prior to textile manufacture	<p>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</p> <p>1.2. Arrange the work area and equipment to ensure efficiency during work operations</p> <p>1.3. Explain why it is important to comply with organisational procedures to maintain own work area</p>
2. Be able to perform pre-production checks on machinery and equipment prior to textile manufacture	<p>2.1. Identify equipment and/or machinery that meet the requirements for the intended manufacturing textile process</p> <p>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</p> <p>2.3. Perform required safety checks on equipment and/or machinery</p>

	<p>2.4. Identify any faults and act within limits of own responsibility</p> <p>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</p> <p>2.6. Confirm that equipment and/or machinery are appropriate and ready for use</p> <p>2.7. Organise equipment and/or machinery ready for work to be carried out according to instructions</p>
<p>3. Be able to undertake pre-production checks on materials and components prior to the manufacturing textile process</p>	<p>3.1. Check and confirm that the materials and components are as prescribed prior to starting the manufacturing textile process</p> <p>3.2. Check and confirm that materials and components are appropriate, available, and sufficient before undertaking the manufacturing textile process</p> <p>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</p> <p>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</p> <p>3.5. Organise and assemble resources ready for the manufacturing textile process to be carried out according to work instructions/specification</p>
<p>4. Be able to assemble and handle components during the manufacturing textile process</p>	<p>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</p> <p>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</p>

	<p>4.3. Demonstrate how to assemble materials and components to achieve maximum operating efficiency during the manufacturing textile process</p> <p>4.4. Explain and demonstrate how to protect the manufactured output from damage and contamination within parameters of own responsibility</p>
<p>5. Maintain and ensure efficiency of work patterns during the manufacturing textile process</p>	<p>5.1. Monitor and maintain safety and efficiency of work patterns during the manufacturing textile process to ensure</p> <ul style="list-style-type: none"> • 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 <p>5.2. Identify and implement adjustments to the work pattern as required to maintain production targets</p> <p>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</p> <p>5.4. Prepare and provide essential information and instructions at changeover points during production</p> <p>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</p>
<p>6. Know how to perform quality checks within the manufacturing textile process</p>	<p>6.1. Explain why it is important to perform quality checks that can contribute to production targets</p> <p>6.2. Inspect products against specifications</p> <p>6.3. Identify types of faults which may occur in process and the potential effects on quality</p> <p>6.4. Explain why it is important to segregate and mark rejects</p> <p>6.5. Identify two potential consequences of not rectifying problems</p>

	<p>6.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>6.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products 2020 (UKFTMTSP13)

Perform Manual Textile Operations

Unit Reference	L/650/2965
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	This unit is for those who carry out textile operations by hand, handle materials and components and maintain the workflow.
Learning Outcomes (1 to 6) The learner will:	Assessment Criteria (1.1 to 6.7) The learner can:
1. Be able to perform pre-production checks on work area prior to carrying out manual textile operations	<p>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</p> <p>1.2. Arrange the work area and equipment to ensure efficiency during manual textile operations</p> <p>1.3. Explain why it is important to comply with organisational procedures to maintain own work area</p>
2. Be able to perform pre-production checks on tools and equipment prior to manual textile operations	<p>2.1. Identify equipment and/or tools that meet the requirements for the intended manual textile operations</p> <p>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,</p>

	<p>standards and agreed timescales following agreed procedures</p> <p>2.3. Perform required safety checks on tools and equipment</p> <p>2.4. Identify any faults and act within limits of own responsibility</p> <p>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</p> <p>2.6. Confirm that equipment and tools are appropriate and ready for use</p> <p>2.7. Organise equipment and tools ready for work to be carried out according to instructions</p>
<p>3. Be able to undertake pre-production checks on materials and components prior to manual textile operations</p>	<p>3.1. Check and confirm that the materials and components are as prescribed prior to starting manual textile operations</p> <p>3.2. Check and confirm that materials and components are appropriate, available, and sufficient before undertaking manual textile operations</p> <p>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</p> <p>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</p> <p>3.5. Organise and assemble resources ready for manual textile operations to be carried out according to work instructions/specification</p>
<p>4. Be able to process and handle components</p>	<p>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</p> <p>4.2. Describe and demonstrate how to process the components to meet the quality and quantity</p>

	<p>requirements, within the parameters of their own responsibility as outlined in the work pattern</p> <p>4.3. Demonstrate how to process materials and components to achieve maximum operating efficiency</p> <p>4.4. Explain and demonstrate how to protect the processed output from damage and contamination within parameters of own responsibility</p>
<p>5. Maintain and ensure efficiency of work patterns during manual textile operations</p>	<p>5.1. Monitor and maintain safety and efficiency of work patterns during manual textile operations to ensure</p> <ul style="list-style-type: none"> • 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 <p>5.2. Identify and implement adjustments to the work pattern as required to maintain production targets</p> <p>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</p> <p>5.4. Prepare and provide essential information and instructions at changeover points during production</p> <p>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</p>
<p>6. Know how to perform quality checks within the production process</p>	<p>6.1. Explain why it is important to perform quality checks that can contribute to production targets</p> <p>6.2. Inspect products against specifications</p> <p>6.3. Identify types of faults which may occur in process and the potential effects on quality</p> <p>6.4. Explain why it is important to segregate and mark rejects</p> <p>6.5. Identify two potential consequences of not rectifying problems</p>

	<p>6.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>6.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products 2020 (UKFTMTSP14)

Control the Efficiency of Textile Production

Unit Reference	M/650/2966
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	<p>This unit is for those involved in all forms of textile production.</p> <p>The job role will include preparing for work operations, gathering resources and ensuring equipment is in good working order and monitoring the production process.</p>
Learning Outcomes (1 to 4) The learner will:	Assessment Criteria (1.1 to 4.7) The learner can:
<p>1. Maintain efficient work environment during textile production processes</p>	<p>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</p> <p>1.2. Monitor and maintain safe and efficient arrangement of work area and equipment during work operations to ensure:</p> <ul style="list-style-type: none"> • timely identification of faults • minimisation of down time • minimisation of wastage • maintenance of productivity levels • maintenance of quality of output to meet specification

<p>2. Maintain and ensure efficiency of machinery, tools and equipment during textile production process</p>	<p>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</p> <p>2.2. Monitor and maintain efficiency of equipment during processing to ensure</p> <ul style="list-style-type: none"> • timely identification of faults • minimisation of down time • minimisation of wastage • maintenance of productivity levels • maintenance of quality of output to meet specification <p>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</p> <p>2.4. Organise tools and machinery ready for work to be carried out according to instructions</p>
<p>3. Maintain and ensure efficiency of work patterns during textile production process</p>	<p>3.1. Monitor and maintain safety and efficiency of work patterns during processing to ensure</p> <ul style="list-style-type: none"> • 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 <p>3.2. Identify and implement adjustments to the work pattern as required to maintain production targets</p> <p>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</p> <p>3.4. Prepare and provide essential information and instructions at changeover points during production</p> <p>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</p>

<p>4. Know how to perform quality checks within the production process</p>	<p>4.1. Explain why it is important to perform quality checks that can contribute to production targets</p> <p>4.2. Inspect products against specifications</p> <p>4.3. Identify types of faults which may occur in process and the potential effects on quality</p> <p>4.4. Explain why it is important to segregate and mark rejects</p> <p>4.5. Identify two potential consequences of not rectifying problems</p> <p>4.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>4.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>
<p>Mapping to National Occupational Standards This unit relates to Manufacturing Textile and Sewn Products 2020 (UKFTMTSP12)</p>	

Receive, Store and Issue Yarn

Unit Reference	R/650/2967
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	This unit is for those who receive, store and issue materials such as yarn or other textile materials for processing. Learners are likely to be involved in issuing materials for the manufacturing process.
Learning Outcomes (1 to 4) <i>The learner will:</i>	Assessment Criteria (1.1 to 4.3) <i>The learner can:</i>
1. Be able to receive deliveries of raw textile materials/yarn or textile components	<p>1.1. Interpret requirements of delivery documents to confirm expectations of delivery</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p>

<p>2. Be able to check quality of delivered raw textile materials/yarn or textile components</p>	<p>2.1. Identify the key characteristics and differences between raw textile materials/yarn or textile components that are used in processing/manufacture</p> <p>2.2. Confirm the quality and quantity of delivered goods matches those characteristics specified on the order within the parameters of own responsibility</p>
<p>3. Be able to maintain stores of textile materials to be used for processing</p>	<p>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</p> <p>3.2. Select correct location to store raw textile materials or textile components and organise goods accordingly</p> <p>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</p> <p>3.4. Arrange the storage area to protect goods from damage and ensure efficiency during work operations</p> <p>3.5. Explain why it is important to comply with organisational procedures to maintain own work area</p> <p>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</p> <p>3.7. Maintain stocks to ensure efficiency during work operations</p>
<p>4. Be able to book out yarn and/or other raw textile materials and components</p>	<p>4.1. Interpret requirements of booking documents to confirm requirements are appropriate for their intended use in the processing/manufacturing process</p>

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| | <p>4.2. Select and supply correct raw textile materials/yarn or textile components as specified on the booking within parameters of own responsibility</p> <p>4.3. Confirm the quality and quantity of booked-out goods matches those characteristics specified on the order within the parameters of own responsibility</p> |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products 2020 (UKFTMTSP33)

Package Manufactured Products

Unit Reference	T/650/2968
Level	2
Credit Value	7
Guided Learning (GL)	50 hours
Unit Summary	<p>This unit is for those who pack products before they are stored and dispatched; ensuring the correct packaging is used; checking that the packaged goods meet specifications; forwarding them following agreed procedures.</p> <p>The job role will involve preparing to pack finished products and carrying out packing operations.</p>
Learning Outcomes (1 to 3) <i>The learner will:</i>	Assessment Criteria (1.1 to 3.7) <i>The learner can:</i>
<p>1. Be able to prepare for packaging manufactured products</p>	<p>1.1. Explain how to interpret and follow packaging instructions</p> <p>1.2. Ensure that the work area is suitable and free from any hazards and obstructions</p> <p>1.3. Identify specific hazards likely to be encountered within the packaging operations and how they can be avoided</p> <p>1.4. Prepare equipment and tools for use according to instructions and with the organisation's rules, codes, guidelines and standards</p> <p>1.5. Explain the checks needed to ensure the product/s for packaging is/are correct for quality and quantity</p> <p>1.6. Identify and select the type of packaging to be used for the product/s</p> <p>1.7. Organise work in accordance with instructions</p> <p>1.8. Explain how to protect products from damage and contamination during packaging</p> <p>1.9. Identify, report and refer deviations from specification in accordance with organisation's rules' codes, guidelines and standards</p>

<p>2. Be able to package manufactured products</p>	<p>2.1. Demonstrate how to interpret and follow packaging instructions on the product specification</p> <p>2.2. Demonstrate how to operate the appropriate machinery / equipment and in accordance with organisation's rules, codes, guidelines and standards</p> <p>2.3. Ensure that the product/s to be packed are protected from dirt and damage</p> <p>2.4. Demonstrate how to handle product/s with care in accordance with agreed procedures</p> <p>2.5. Demonstrate how to pack and label the product/s according to packaging instructions following agreed procedures</p> <p>2.6. Identify and isolate imperfect products and packaging following agreed procedures</p> <p>2.7. Confirm that the finished product/s is/are correct to specification</p> <p>2.8. Demonstrate how to progress packaged product/s safely to the next location following approved procedures</p> <p>2.9. Carry out cleaning of machinery / equipment for further use</p>
<p>3. Know how to perform quality checks within the packaging process</p>	<p>3.1. Explain why performing quality checks can contribute to production targets</p> <p>3.2. Inspect products against specifications</p> <p>3.3. Identify types of faults which may occur in the process and the potential effects on quality</p> <p>3.4. Explain why it is important to segregate and mark rejects</p> <p>3.5. Identify two potential consequences of not rectifying problems</p> <p>3.6. Explain why it is important to record details of adjustments and the potential consequences of not recording them</p> <p>3.7. Identify two equipment faults that may occur, explain how they are identified and how they should be dealt with</p>

Mapping to National Occupational Standards

This unit relates to Manufacturing Textile and Sewn Products 2020 (UKFTMTSP8)

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

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

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

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

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

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

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

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

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

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

Exemptions

There are no identified exemptions for these qualifications.

Equivalencies

There are no identified equivalencies for these qualifications.

Certification

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

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

Glossary of Terms

GL (Guided Learning)

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

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

Examples of Guided Learning include:

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

TQT (Total Qualification Time)

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

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

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

Examples of unsupervised activities that could contribute to TQT include:

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