

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Certificate in Fashion and Textiles Production (Sewn Products)**

**610/1053/4**

###### SEG Awards Level 2 Certificate in Fashion and Textiles Production (Sewn Products)

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

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

**R/650/3055 Introduction and History of the Sewn Products Footwear Leather or Textiles Industry - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Present a brief history of their chosen industry in Britain  **1.2** Describe the current state of the industry in Britain  **1.3** Describe its current activities worldwide |  |  |  |  |
| **2.1** Produce a report on their chosen industry to include its production activities its selling activities, locally, nationally and internationally the range of local employment opportunities in the industry the qualifications, training and experience necessary for different types of employment in the industry a record of the various resources used to compile the report |  |  |  |  |
| **3.1** Identify own skills, abilities, achievements and experiences  **3.2** Identify areas for improvement |  |  |  |  |
| **4.1** Collate information to produce a personal CV |  |  |  |  |

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

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

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

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

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

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

**Y/650/3057 Understanding Health and Safety and Associated Employer Rights and Responsibilities within the Sewn Products Footwear Leather or Textile Industry - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the main principles and facts about the current Health and Safety at Work legislation |  |  |  |  |
| **2.1** Identify the responsibilities for health and safety in their job description  **2.2** Identify any risk assessment and supplier’s instructions for the safe use of machines, tools, equipment and substances that may be used in their job role |  |  |  |  |
| **3.1** Identify the types of personal protective equipment available  **3.2** Select appropriate personal protective equipment for specific tasks  **3.3** Follow instructions for the correct use and maintenance of personal protective equipment |  |  |  |  |
| **4.1** Identify and explain the correct methods for lifting and handling of heavy loads |  |  |  |  |
| **5.1** Describe the action that needs to be taken in an emergency  **5.2** Identify the person to report to in the case of an emergency |  |  |  |  |
| **6.1** Describe the organisation’s procedures for recording and reporting accidents |  |  |  |  |
| **7.1** Identify their own statutory rights and responsibilities in employment  **7.2** Explain the standards of behaviour expected within the business |  |  |  |  |
| **8.1** Identify the procedures and documentation within the organisation and where it may be found |  |  |  |  |
| **9.1** Explain the role of Trade Unions (where applicable), including the legal actions and training resources they can implement and advise on |  |  |  |  |

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

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

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

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

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

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

**T/650/3056 Developing Working Relationships within the Sewn Products Footwear Leather or Textile Industry - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain how to promote a good working environment by developing positive working relationships with colleagues – the effect on morale, productivity and company image |  |  |  |  |
| **2.1** Describe the importance of accepting other people’s views and opinions |  |  |  |  |
| **3.1** Explain the importance of making and honouring realistic commitments and deadlines to colleagues |  |  |  |  |
| **4.1** Produce an organisation chart showing the lines of communication within the workplace |  |  |  |  |
| **5.1** Explain how to use suitable and effective communication skills when responding to and interacting with other people |  |  |  |  |
| **6.1** Describe how they adapt written and spoken communication methods when interacting with people at work |  |  |  |  |

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

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

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

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

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

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

**J/650/2972 Recognise and Maintain Quality Standards in Sewn Products Footwear Leather or Textile Production - Mandatory Unit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the quality standard expected by their company for their chosen operation |  |  |  |  |
| **2.1** Identify non-standard work from the previous operation |  |  |  |  |
| **3.1** Recognise the possibility of continuing with non-standard work |  |  |  |  |
| **4.1** Describe what adjustments may be made to the process to maintain the quality of work being done |  |  |  |  |
| **5.1** Explain the procedure for dealing with rejected work produced |  |  |  |  |
| **6.1** Outline the organisation’s policies on ethical production and sustainability  **6.2** Describe the effects of wastage on operations and sustainability |  |  |  |  |
| **7.1** Describe the system for monitoring quality for a chosen department |  |  |  |  |

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

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

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

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

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

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

**K/650/2973 Sewn Products Manufacturing Techniques – The Production Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe how a pattern is developed  **1.2** Explain how the development impacts on the production |  |  |  |  |
| **2.1** Describe terminology used within the workplace |  |  |  |  |
| **3.1** Explain where each operation fits into the production line |  |  |  |  |
| **4.1** Produce a factory plan to show where each manufacturing process takes place |  |  |  |  |

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

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

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

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

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

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

**L/650/2974 Sewn Products Manufacturing Techniques – Sewing and Making-up Operations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the basic sewing skills required  **1.2** Identify a range of stitch types used in making up sewn products |  |  |  |  |
| **2.1** Describe the different types of sewing machine used in sewing and making up operations  **2.2** Explain about the extra equipment which may be used for specific operations |  |  |  |  |
| **3.1** Describe different types of trimmings and where they can be applied  **3.2** Describe different types of interfacing  **3.3** Explain when and where to use interfacing |  |  |  |  |
| **4.1** Describe what is meant by an alteration (not correcting a fault)  **4.2** Explain why and when an alteration is carried out |  |  |  |  |
| **5.1** Describe the limits for tolerance or waste  **5.2** Explain the production need for imposed limits on waste |  |  |  |  |
| **6.1** Identify the different skills and competence requirements for each manufacturing process |  |  |  |  |
| **7.1** Identify the types of faults that may occur with own machine  **7.2** Explain the standards of maintenance which are expected |  |  |  |  |

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

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

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

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

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

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

**M/650/3054 Materials used in Manufacture of Sewn Products**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the main materials used in the manufacture of sewn products  **1.2** Explain the suitability of cloth types for particular sewn products or parts of a product |  |  |  |  |
| **2.1** Explain how to identify the right side  **2.2** Describe the correct way to lay cloth in preparation for cutting |  |  |  |  |
| **3.1** Describe how a material is constructed  **3.2** Explain what gives the cloth its particular qualities |  |  |  |  |
| **4.1** Explain cloth sizing and length conversions |  |  |  |  |
| **5.1** Explain the consequences of using the wrong fabric |  |  |  |  |
| **6.1** Describe different cloth weights  **6.2** Provide examples of the wrong stitch being used on various cloth samples |  |  |  |  |
| **7.1** Describe different techniques for handling and pressing functions for a range of cloth types |  |  |  |  |
| **8.1** Identify the reasons for fabric faults  **8.2** Describe any actions that may be taken with fabric faults |  |  |  |  |

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

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

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

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