

**Learner Unit Achievement Checklist**

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

**610/1053/4**

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

## 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**

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| 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 |  |  |  |  |

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

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| 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 |  |  |  |  |

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

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| 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 |  |  |  |  |

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

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| 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 |  |  |  |  |

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**K/600/1737 Manufacturing footwear techniques - production of uppers**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate the relationship between commonly used size scales**1.2** Explain how to convert from one scale to another |  |  |  |  |
| **2.1** Describe how to measure a foot |  |  |  |  |
| **3.1** Describe the main features of a last**3.2** Explain the functions of the parts of a last**3.3** Compare lasts used for different purposes |  |  |  |  |
| **4.1** Demonstrate the main functions in the production of uppers**4.2** Describe each operation briefly |  |  |  |  |

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**K/600/1740 Manufacturing footwear techniques - lasting and making processes**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Choose a familiar product and identify the processes involved in its production from the closed upper stage to the finished product**1.2** Describe each process, including• Lasting• Making• Finishing• Shoe Room and Despatch |  |  |  |  |

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**R/600/1747 Materials used in the manufacture of footwear**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the main materials used in the manufacture of footwear uppers |  |  |  |  |
| **2.1** For each of the upper materials, describe the type of footwear they may be used for |  |  |  |  |
| **3.1** Describe the main components used in footwear manufacture |  |  |  |  |
| **4.1** Identify the reasons for footwear manufacture faults**4.2** Describe any actions that may be taken with footwear manufacture faults |  |  |  |  |

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