

**Learner Unit Achievement Checklist**

**SEG Awards Level 3 Diploma in Textiles Technology**

**610/1055/8**

###### SEG Awards Level 3 Diploma in Textiles Technology

## 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.

**H/502/6299 Managing health and safety and employment rights and responsibilities within the textile industry - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** For a business in their chosen sector, state the health and safety requirements of employers, as required by current law  **1.2** State the health and safety responsibilities of employees at each level within the business as required by law  **1.3** Report how the business manages its obligations to meet current health and safety legislation |  |  |  |  |
| **2.1** Carry out a risk assessmentusing appropriate documentation identifying and recording hazards ranking hazards identified making recommendations to remove or minimise risk  **2.2** Carry out assessment for COSHH purposesusing appropriate documentation making recommendations to remove or minimise risk |  |  |  |  |
| **3.1** Describethe structure and organisation of the business the main job roles in the business career paths available |  |  |  |  |
| **4.1** Describe their current statutory rights in relation toEmployment Law Contracts of Employment Sick pay Work Time regulations Holiday entitlement Maternal and Paternal leave Data Protection |  |  |  |  |
| **5.1** Describe the standards of acceptable behaviour in the business  **5.2** Explain the consequences of not meeting that standard  **5.3** Describe relevant procedures within the business to includePerformance management Disciplinary procedures Grievance procedures |  |  |  |  |
| **6.1** Know where to access information and advice concerning employment  **6.2** Describe the role of Trade Unions in the work place, supporting and advising employees |  |  |  |  |

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**R/502/2264 General textile technology - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the yarns and fabrics produced in the following areas  • North America  • South America  • Europe  • Asia  • Africa  • Pacific rim  **1.2** Identify the main types of traditional textile production in the UK and the main regional centres for each type of production |  |  |  |  |
| **2.1** Identify the major types of natural and manufactured fibres  **2.2** Identify the major fibre properties  **2.3** For each fibre type identified in  **2.4** , analyse its physical and chemical properties and the factors affecting these |  |  |  |  |
| **3.1** Identify the production methods used to produce natural and manufactured fibres  **3.2** Explain the general principles of staple fibre yarn manufacture  **3.3** Describe the manufacture of manufactured fibre yarns  **3.4** Explain yarn count numbering  **3.5** Explain yarn twist |  |  |  |  |
| **4.1** Describe the following post-yarn spinning processes  • yarn winding  • yarn twisting (Doubling or plying)  • fancy yarn manufacture  **4.2** Explain how yarns are prepared for fabric production |  |  |  |  |
| **5.1** Define and explain  • woven fabric structures  • weaving loom motions  **5.2** Define and explain Weft knitting  **5.3** Define and explain Warp knitting  **5.4** Define and explain the principles of lace manufacture  **5.5** Define and explain Narrow fabrics • raschel-crochet  • weaving  • braided  **5.6** Identify the manufacturing systems used to produce non woven structures and explain their end uses  **5.7** Define and explain Carpet production  • woven - Wilton and Axminster  • tufted  • bonded  • knitted |  |  |  |  |
| **6.1** Define and explain the following finishing processes for textiles  • Wet finishing  • Dry finishing  • Chemical/ functional finishes  **6.2** Define and explain the following areas of dimensional stability  • methods used for setting fabrics  • dimensional stability  **6.3** Define and explain the following areas of textile colouration  • Dyehouse services  • Dyeing techniques  • Dyeing machinery  • Printing |  |  |  |  |
| **7.1** Classify garment production  • production sequencing and make-up |  |  |  |  |
| **8.1** Identify the major technical textiles and explain their uses |  |  |  |  |
| **9.1** Identify the areas where to ensure effective production planning  • customer liaison  • planning systems |  |  |  |  |

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**K/650/2982 Managing Quality Standards – Textile Production - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain quality management systems and relevant procedures  **1.2** Interpret and apply relevant Quality Standards  **1.3** Explain a company’s methods of monitoring product or process quality and taking corrective action |  |  |  |  |
| **2.1** Explain the reasons for performing quality tests  **2.2** Identify standard test methods |  |  |  |  |
| **3.1** Calibrate equipment for testing  **3.2** Select appropriate textile products, prepare samples and perform the following tests safely fibre ID and regain tests fibre diameter and fibre length tests yarn tests – count, twist and strength fabric tests – fabric analysis tensile, pilling, abrasion, crease resistance and colour fastness tests  **3.3** Identify test methods for flammability  **3.4** Record and analyse test results |  |  |  |  |
| **4.1** Explain the organisation’s policies on ethical production and sustainability  **4.2** Evaluate the effects of wastage on operations and sustainability |  |  |  |  |

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**H/502/2267 Fibre and yarn processing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Classify natural and manufactured textile yarn types, to include  • singles  • folded  • fancy yarns  • Continuous Filament  **1.2** Identify the main characteristics of natural and manufactured fibres |  |  |  |  |
| **2.1** Explain the production systems for the staple fibre yarns listed below to include preliminary processes, cleaning of fibres, blending, carding, combing, preparation for spinning  • cotton  • worsted  • semi-worsted  • flax and jute  • silk  • specialiality hair fibres  **2.2** Describe fibre and yarn production for major manufactured fibres  • regenerated  • synthetic  **2.3** Explain the reasons for blending fibres of the same type and those of different origin and type |  |  |  |  |
| **3.1** Describe and explain fault finding principles  **3.2** Describe sample analysis techniques used in the industry  **3.3** Undertake tests on natural and manufactured fibre yarns for  • strength  • twist  • count  **3.4** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy |  |  |  |  |
| **4.1** Identify machine components and explain their functions |  |  |  |  |
| **5.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **5.2** Explain the planned maintenance processes for machinery  **5.3** Analyse the advantages and disadvantages of these processes  **5.4** Describe and explain machine fault finding principles and techniques  **5.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**M/502/2269 Weft knitting**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the manufacturing process and production cycle to include  • Preparation of yarn for knitting  • Basic knitting and control elements  • Basic operating procedures  • Basic knitting systems  • Variations to basic knitting  **1.2** Identify and explain the production sequences from yarn to finished product for  • fine gauge hosiery  • coarse gauge hosiery  • circular knitwear  • flat bed knitwear  **1.3** Explain the yarn path from yarn supply to fabric take off for  • double jersey fabric machines  • fine gauge hosiery machines  • flat bed knitwear machines  **1.4** Explain factors influencing handling characteristics of materials during processing |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on at least 2 natural and 2 manufactured yarns for  • strength  • twist  • count  **2.4** Analyse two weft knitted structures and for each  a) produce fabric notations  b) measure fabric parameters  c) carry out calculations  **2.5** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**H/502/2270 Warp knitting and lace**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the manufacturing process and production cycle to include:  • Preparation of yarn for knitting  • Basic knitting and control elements  • Basic operating skills  • Basic production systems  • Variations to basic knitting  **1.2** Identify and explain the production sequences from yarn to finished product for  • tricot warp knitting  • Raschel warp knitting  • Leavers lace  **1.3** Explain the yarn path from yarn supply to fabric take off for  • tricot warp knitting machines  • Raschel warp knitting machines  • compound warp knitting machines  • Leavers lace machines  **1.4** Explain factors influencing handling characteristics of materials during processing  **1.5** Describe how production resource requirements are calculated |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on at least 2 natural and 2 manufactured yarns for  • strength  • twist  • count  **2.4** Analyse two weft knitted structures and for each  a) produce fabric notations  b) measure fabric parameters  c) carry out calculations  **2.5** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**K/502/2271 Weaving**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the manufacturing process and production cycle of woven fabrics to include:  • Preparation of yarn for weaving  • Setting up to specification  • Basic operating skills  • Basic production systems  • Variations to basic weaving  **1.2** Explain machine capabilities and their characteristics  **1.3** Describe the compatibility of machines and materials  **1.4** Explain factors influencing handling characteristics of materials during production  **1.5** Describe how production resource requirements are calculated |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on natural and manufactured fibre yarns for  • strength  • twist  • count  **2.4** Analyse two woven fabrics and for each  • produce fabric notations  • measure fabric parameters  • carry out calculations  **2.5** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**M/502/2272 Narrow fabric manufacture**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify and explain the production sequences from yarn to finished product for  • woven narrow fabric  • raschel-crochet knitted narrow fabric  • braided narrow fabric  **1.2** Explain machine capabilities and their characteristics  **1.3** Describe the compatibility of machines and materials  **1.4** Explain factors influencing handling characteristics of materials during production  **1.5** Describe how production resource requirements are calculated |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on at least 2 natural and 2 manufactured yarns for  • strength  • twist  • count  **2.4** Analyse two narrow fabrics and for each  • produce fabric notations  • measure fabric parameters  • carry out calculations  **2.5** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**A/502/2274 Carpet manufacturing processes**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify and explain the production sequences from yarn to finished product for  • Wilton woven carpet production  • Axminister woven carpet production  • tufted carpet production  **1.2** Explain factors influencing handling characteristics of materials during production  **1.3** Explain quality control procedures  **1.4** Describe how production resource requirements are calculated |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on at least 2 natural and 2 manufactured yarns for  • strength  • twist  • count  **2.4** Examine the following yarns in a natural, manufactured fibre and blended fibre form to identify faults and provide explanations for the causes of each of them  • single  • folded  • fancy  **2.5** Analyse two carpet structures and for each  • produce fabric notations  • measure fabric parameters  • carry out calculations |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**F/502/2275 Non woven fabric production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify the four main methods of non-woven fabric production and explain the advantages and disadvantages of each method  **1.2** Explain the production processes from fibre/yarn to non-woven structure for the following a) needle punch non-wovens production b) hydro-entanglement non-wovens production c) stitch bonded non-wovens production d) thermal bonded non-wovens production  **1.3** Explain factors influencing handling characteristics of materials during production |  |  |  |  |
| **2.1** Describe and explain fault finding principles  **2.2** Describe sample analysis techniques used in the industry  **2.3** Undertake tests on natural and manufactured fibre yarns for  • strength  • twist  • count  **2.4** Analyse a minimum of 3 non woven fabrics and for each  • produce fabric notations  • measure fabric parameters  • carry out calculations |  |  |  |  |
| **3.1** Identify machine components and explain their functions |  |  |  |  |
| **4.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **4.2** Explain the planned maintenance processes for machinery  **4.3** Analyse the advantages and disadvantages of these processes  **4.4** Describe and explain machine fault finding principles and techniques  **4.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**J/502/2276 Textiles dyeing and printing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the basic principles of dyeing, including after-treatments where applicable for 2 natural and 2 manufactured fibres  **1.2** Explain the processing sequences from substrate preparation to dyed textiles products for the following  • winch dyeing  • jig dyeing  • pad-steam dyeing  • cone yarn dyeing  • hank dyeing  • fibre dying  **1.3** Create recipes and carry out dyeing for 2 textile products made of different fibre types |  |  |  |  |
| **2.1** Explain the processes and methods involved in printing  **2.2** Explain the processing sequences from substrate preparation to printed textiles products for the following  • rotary screen printing  • transfer printing  • block printing  • roller printing  • digital printing  **2.3** Create recipes and carry out printing for 2 textile products made of different fibre types |  |  |  |  |
| **3.1** Identify and explain dyeing and printing faults in:  • Fabric  • fibres  • garment  • hosiery  **3.2** Explain how to prevent dyeing and printing faults |  |  |  |  |
| **4.1** Outline the possible environmental contamination that may occur from dyeing and printing textiles  **4.2** Identify the current legislation designed to protect the environment from contamination from these processes and analyse what this means for the industry |  |  |  |  |
| **5.1** Identify machine components and explain their functions |  |  |  |  |
| **6.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **6.2** Explain the planned maintenance processes for machinery  **6.3** Analyse the advantages and disadvantages of these processes  **6.4** Describe and explain machine fault finding principles and techniques  **6.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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**R/502/2278 Textile finishing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe the following preparatory processes to finishing and explain their purposes  • Perching  • Measuring; weighing and numbering fabric  • Burling and mending  **1.2** Explain the production cycles and purposes of the following finishing processes  • Crabbing  • Scouring  • Hydro-extracting  • Milling  • Blowing  • Decatising  • Potting  • Stentering and Heat setting  • Raising  • Cropping  **1.3** Explain the processing sequences from substrate preparation to finished textile products for the following  • dry/mechanical finishing  • wet/ chemical finishing  **1.4** Explain the path for materials to be finished from feeder source to finished textile products for the following:  • wet processing including proofing, softening, resin treatments  • dry processes including raising, cropping, singeing, calandering  **1.5** Select and justify the most appropriate finishes for the following textile products  • woven woollen fabric  • woven cotton fabric  • cotton yarn  • polyester warp knitted  • weft knitted product |  |  |  |  |
| **2.1** Identify and explain finishing faults in:  • Woven products  • Knitted products  • Non-woven products  **2.2** Explain how to prevent faults in textile finishing processes |  |  |  |  |
| **3.1** Outline the possible environmental contamination that may occur from textile finishing processes  **3.2** Identify the current legislation designed to protect the environment from contamination from these processes and analyse what this means for the industry |  |  |  |  |
| **4.1** Identify machine components and explain their functions |  |  |  |  |
| **5.1** Identify and explain the type and use of the main lubricants and tools used to maintain machinery  **5.2** Explain the planned maintenance processes for machinery  **5.3** Analyse the advantages and disadvantages of these processes  **5.4** Describe and explain machine fault finding principles and techniques  **5.5** Select four machine faults and carry out a fault analysis safely |  |  |  |  |

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

**Y/502/2279 Knitted fabric design**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse the trends and influences impacting on design development  **1.2** Describe the different types of design repeat and their application  **1.3** Explain the processes of design from initial idea to finished product to include:  • Research  • Interpretation of design brief  • Customer requirements  • Costings  • Design specification,  • Sample requirements  • Sample production  • Production Specification |  |  |  |  |
| **2.1** Explain the principles of technical drafting for each of the following  • Weft knitting  • Warp knitting  • Lace  **2.2** Draw a technical draft for two designs to be knitted on two different types of machine |  |  |  |  |
| **3.1** Describe CAD – Computer Aided Design techniques and processes  **3.2** Produce a design for a knitted fabric using CAD – Computer Aided Design |  |  |  |  |
| **4.1** Describe sample analysis techniques for  • Fibre type  • Yarn type and count  • Type of fabric  **4.2** Analyse two knitted fabrics of different construction and for each of the following  • produce fabric notations  • measure fabric parameters  • carry out calculations |  |  |  |  |
| **5.1** Explain the production sequences from yarn supply to fabric take-off for the following  • tricot warp knit fabrics  • Raschel warp knit fabrics  • Leavers lace  • circular weft knit fabrics  • flat weft knit fabrics  **5.2** Identify the types of faults which can occur in  • yarns  • machines  • fabrics and explain what causes them |  |  |  |  |

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

**R/502/2281 Woven fabric design**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse the factors impacting on design development  **1.2** Describe the different types of repeat and their application  **1.3** Explain the processes of design from initial idea to finished product to include:  • Research  • Interpretation of design brief  • Customer requirements  • Costings  • Design specification,  • Sample requirements  • Sample production  • Production Specification |  |  |  |  |
| **2.1** Explain the principles of technical drafting for each of the following  • Plain fabric  • twill  • Satin and sateen weaves  **2.2** Draw a technical draft for two designs to be woven on two different types of machine |  |  |  |  |
| **3.1** Describe CAD – Computer Aided Design techniques and processes  **3.2** Produce a design for a woven fabric using CAD – Computer Aided Design |  |  |  |  |
| **4.1** Describe sample analysis techniques for  • Fibre type  • Yarn type and count  • Type of fabric  **4.2** Analyse two woven fabrics of different construction and for each of the following  • produce fabric notations  • measure fabric parameters  • carry out calculations |  |  |  |  |
| **5.1** Describe the primary motions of weaving  **5.2** Explain the manufacturing processes and production cycle of woven fabrics  **5.3** Explain factors influencing handling characteristics of materials during processing |  |  |  |  |

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

**Y/502/2282 Knitwear and hosiery design and make-up**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Analyse the factors and processes involved in design development for knitwear and hosiery  **1.2** Explain how to research trends and develop design images  **1.3** Explain the steps involved in producing a prototype design and evaluating it  **1.4** Describe the components of a product specification |  |  |  |  |
| **2.1** Describe the process of developing knitted garments and products  **2.2** Describe the processes involved in knitwear design development  **2.3** Explain and demonstrate the use of CAD – Computer Aided Design in the knitwear and hosiery design process  **2.4** Analyse two knitted fabrics of different construction and for each  • produce fabric notations  • measure fabric parameters  • carry out calculations |  |  |  |  |
| **3.1** Describe product/garment production sequences for the following:  • Fully fashioned/shaped knitwear  • Cut and sew knitwear  • Whole garment knitting  • Dress wear from piece goods knitted fabric  • Underwear  • Fine gauge hosiery  • Coarse gauge hosiery  • Socks  **3.2** Describe knitting machine capabilities, characteristics and mechanisms  **3.3** Produce calculations and costings for 2 knitted products |  |  |  |  |

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

**D/502/2283 Textile testing**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Describe basic procedures for textile testing  **1.2** Explain the different systems for calculating and presenting test results  **1.3** Identify the tests required for four products. Prepare samples an and carry out tests on them  **1.4** Record and validate the data produced from the tests  **1.5** Carry out calculations |  |  |  |  |
| **2.1** 2 1 Explain the procedures and routines for calibrating equipment  **2.2** Describe the methods of calibration for three types of testing equipment  **2.3** Carry out calibration procedures on two pieces of testing equipment complying with health and safety requirements.  **2.4** Maintain records of calibration activities |  |  |  |  |
| **3.1** Identify and explain the type and use of the main lubricants and tools used to maintain equipment  **3.2** Explain the planned maintenance processes for equipment  **3.3** Analyse the advantages and disadvantages of these processes  **3.4** Produce a checklist for a planned equipment maintenance routine  **3.5** Describe and explain fault finding principles and techniques  **3.6** Select a minimum of four equipment faults in testing equipment. Identify the causes and carry out methods of rectification safely |  |  |  |  |

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

**M/502/6399 Managing own relationships within textile production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate the benefits of effective communication in the workplace, which may includeverbal non-verbal internal media external media |  |  |  |  |
| **2.1** Discuss and deal with problems as they arise to minimise disruption in the workplace |  |  |  |  |
| **3.1** Provide evidence of workplace organisation that demonstrates their own responsibility for maintaining health, safe and productive work conditions that comply with company procedures |  |  |  |  |
| **4.1** Provide examples of own CPD and action plan to achieve objectives  **4.2** Discuss and verify action plan with a senior manager |  |  |  |  |
| **5.1** Produce a document detailing a typical working week, to show evidence of effective time management. This may include reference toAgreeing and prioritising own objectives Planning own time Decision making Reschedulingown activities as appropriate |  |  |  |  |
| **6.1** Manage and maintain their resources in the workplace |  |  |  |  |

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

**A/502/2291 Leading teams within textile technologies**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the role of the team leader  **1.2** Analyse the characteristics of different leadership styles and approaches  **1.3** Analyse effective team leader communication procedures |  |  |  |  |
| **2.1** Explain the importance of team development for the business and the individual  **2.2** Evaluate the monitoring systems used in a chosen organisation to enhance team and individual performance |  |  |  |  |
| **3.1** Analyse the types of meetings that a textile company holds, looking at  • their purpose  • whether formal or informal  • the types of papers are produced  • the effectiveness of the meetings  **3.2** Evaluate the communication strategies needed by a chairperson to achieve the meeting’s objectives  **3.3** Plan and conduct a production meeting  **3.4** Review the effectiveness of the meeting in relation to its objectives achieved |  |  |  |  |

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

**Y/502/6400 Aspects of design within the textile industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate how to predict trends of the sector's market includingseasonal trends design functions |  |  |  |  |
| **2.1** Use different media to communicate ideas and technical information, includinga research sketch book mood/story boards design/development sheets information technology |  |  |  |  |
| **3.1** Present final designs, includingpresentation drawings working drawings |  |  |  |  |

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

**D/502/6401 Professional practice/preparation for employment within the textile industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Produce a report giving an overview of their chosen company |  |  |  |  |
| **2.1** Produce a report whichdetails an item of professional practice in the specific area of expertise investigating by the learnerincludes any suggested opportunities for improvement which could be made |  |  |  |  |
| **3.1** Produce a range of paper based items to be used in a business context, includingcomputer generated CV business card letter of application for a real fictional position |  |  |  |  |

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

**H/502/6402 Buying including import/export within the textile industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define cost principles and its application to textile manufacture |  |  |  |  |
| **2.1** Identify methods of finding outsourced manufacturing capabilities |  |  |  |  |
| **3.1** Demonstrate how to outsource a product as if it were being outsourced to another country for manufacture |  |  |  |  |
| **4.1** Identify the cultural issues that could suround the manufacturing of a product in this country |  |  |  |  |
| **5.1** Describe the legal requirements ofimporting products exporting products |  |  |  |  |
| **6.1** Describe how to maintain quality control procedures for outsourced products and services |  |  |  |  |

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

**K/502/6403 Manage information for action within the textile industry**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** For a given situation, detail the information that would need to be gathered before any action is taken. This should includethe location type validity any problems envisaged in obtaining the documentation |  |  |  |  |
| **2.1** Demonstrate to employees the principles involved in effective communication to be used in a workplace (shop floor or office) |  |  |  |  |
| **3.1** Set up, organise and chair a meeting  **3.2** Produce details of the meeting, includingnotice of meeting agenda minutes actions  **3.3** Produce a critical self-appraisal as to the choice of the leadership style used and the effectiveness of the meeting |  |  |  |  |

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

**F/502/2292 Planning for textile production**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain the importance of specifications and scheduling  **1.2** Describe the principles of production planning  **1.3** Explain the processes involved in production planning  **1.4** Develop a specification to cover customer and production requirements |  |  |  |  |
| **2.1** Describe the process of carrying out production planning calculations  **2.2** Calculate the machine capacity for a given textile machine  **2.3** Evaluate the advantages and disadvantages of JIT, KANBAN and OPT  **2.4** Produce a production plan for a given textile product/order |  |  |  |  |
| **3.1** Identify the production planning systems used in textile companies  **3.2** Assess the advantages and disadvantages of the various production systems  **3.3** Identify any potential problems that can occur in planning and the possible solutions  **3.4** Identify the financial implications involved in production planning and the control systems needed |  |  |  |  |

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