



Qualification Guidance

**SEG Awards Level 3 NVQ Diploma in
Textiles Manufacture**

Wales - C00/4634/3

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

The specification code is D2161-W3.

| Version | Date | Details of change |
|---------|----------------|--|
| 1.0 | September 2022 | New qualification guide |
| 1.1 | October 2022 | New front page |
| 2.0 | April 2024 | Qualification end date inputted (England only) Amended so only showing available in Wales |
| 2.1 | Dec 2024 | Updated UKFT logo |

This guide should be read in conjunction with the Indicative Content document **version 2.0** 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

The SEG Awards Level 3 NVQ Diploma in Textiles Manufacture provides learners with the technical and practical skills that businesses need. This work-based qualification will enable the learner to specialise in the following job roles: Textile operative, Quality control inspector, Sewing machinist, Knitting operative, Textile technologist, Textile dyeing technician, Team leader/Supervisor.

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

There are no specific entry requirements for this qualification. Learners will need to have access to the real work environment.

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 SEG Awards Level 3 NVQ Diploma in Textiles Manufacture aims to provide the knowledge and understanding to support the new SEG Awards Level 3 Diploma in Textiles Technology within the Textile Pathway of the Skillset Advanced Fashion and Textiles Apprenticeship Framework.

Target Group

This qualification is designed for those learners who are working within the Fashion and Textile industry producing textiles.

Qualification Structure and Rules of Combination

Rules of Combination: Level 3 NVQ Diploma in Textiles Manufacture

Learners must achieve a minimum of 37 credits, 12 credits must come from the mandatory units in Group A. A minimum of 21 credits must come from Group B, with the remaining 4 credits coming from Groups B or C.

| Unit | Unit Number | Level | Credit Value | GL |
|---|--------------------|--------------|---------------------|-----------|
| Group A - Mandatory Units | | | | |
| Health, safety and security at work | R/650/2949 | 2 | 3 | 20 |
| Contribute to the continuous improvement of operations | M/650/2975 | 3 | 9 | 55 |
| Group B - Optional Units | | | | |
| Configure production machinery | R/650/2976 | 3 | 8 | 50 |
| Monitor and sustain textile machinery and equipment performance | T/650/2977 | 3 | 8 | 50 |
| Service textile machinery and equipment | R/502/6122 | 3 | 8 | 50 |
| Provide technical input to bulk production | Y/502/6123 | 3 | 8 | 50 |
| Perform sample analysis | Y/650/2978 | 3 | 8 | 50 |
| Produce prototype samples | H/502/6125 | 3 | 8 | 50 |
| Conduct pre-production trials | K/502/6126 | 3 | 8 | 50 |
| Develop designs for textile products | D/502/6138 | 3 | 8 | 50 |
| Develop colour recipes for initial colour samples | K/502/6143 | 3 | 8 | 50 |
| Prove colour recipes | A/650/2979 | 3 | 8 | 50 |
| Develop finishing processes | H/650/2980 | 3 | 8 | 50 |
| Prove finishing routines for bulk production | L/502/6152 | 3 | 8 | 50 |
| Control textile testing procedures | D/502/6155 | 3 | 8 | 50 |
| Calibrate production equipment | J/650/2981 | 3 | 8 | 50 |
| Ensure compliance with legal, regulatory, ethical and social requirements | H/600/9609 | 4 | 5 | 25 |
| Plan, allocate and monitor work of a team | Y/600/9669 | 3 | 5 | 25 |
| Group C - Optional Units | | | | |

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|---|------------|---|---|----|
| Develop and evaluate operational plans for own area of responsibility | Y/600/9588 | 5 | 6 | 25 |
| Provide leadership and direction for own area of responsibility | T/600/9601 | 4 | 5 | 30 |
| Develop working relationships with colleagues and stakeholders | K/600/9661 | 4 | 4 | 20 |

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 this competence qualification could complete the new SEG Awards Level 3 Diploma in Textiles Technology as part of the new Advanced Fashion and Textile Apprenticeship Framework for Skillset.

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

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|---|---|--|-------|---|-----|--|-----|---|
| Qualification | | | | | | | | |
| SEG Awards Level 3 NVQ Diploma in Textiles Manufacture – 610/1054/6 | | | | | | | | |
| Qualification Purpose | B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area B1. Prepare for further learning or training, B2. Develop knowledge and/or skills in a subject area | | | | | | | |
| Age Range | Pre 16 | | 16-18 | ✓ | 18+ | | 19+ | ✓ |
| Regulation | The above qualification is regulated by: <ul style="list-style-type: none"> Qualification Wales | | | | | | | |
| 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 | 30/04/2024 (England only) | | | | | | | |
| Certification End Date | 01/05/2024 (England only) | | | | | | | |
| Guided Learning (GL) | 220 hours | | | | | | | |
| Total Qualification Time TQT) | 370 hours | | | | | | | |
| Credit Value | 37 | | | | | | | |
| 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

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|---|---|
| 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 manufacturers 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 |

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| <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 Sewn Products NOS 2020</p> | |

Contribute to the Continuous Improvement of Operations

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|--|--|
| Unit Reference | M/650/2975 |
| Level | 3 |
| Credit Value | 9 |
| Guided Learning (GL) | 55 hours |
| Unit Summary | <p>This unit is for those who identify ways in which to improve work activities; contribute to overcoming operational problems; be responsible for taking corrective action themselves; making recommendations for changes and improvements to work activities and processes.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • identifying opportunities for improving operations • making recommendations to resolve them. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.3) <i>The learner can:</i> |
| 1. Be able to deal with operational problems | <p>1.1. Identify common problems and their causes which may occur with work operations</p> <p>1.2. Report problems in operations to appropriate people in line with organisational procedures, suggesting possible solutions</p> <p>1.3. Take appropriate corrective action within limits of their own authority to resolve common problems</p> |
| 2. Be able to make a contribution to activities to improve operations | <p>2.1. Identify potential improvements to the efficiency of operations</p> <p>2.2. Make recommendations for improvements to operations to appropriate people in accordance with organisational procedures to include</p> <ul style="list-style-type: none"> • reasons for recommendations • resources needed to implement them • possible implementation plans <p>2.3. Contribute to the implementation of an improvement plan</p> |
| Mapping to National Occupational Standards | |
| This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP17) | |

Configure Production Machinery

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| Unit Reference | R/650/2976 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those technicians who plan and set up machine configurations to meet production requirements; ensure the manufactured output matches specification requirements; provide all relevant information prior to the start of production. The job role will involve:</p> <ul style="list-style-type: none"> • planning and setting up machine configurations • preparing machine for production |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.7) <i>The learner can:</i> |
| 1. Be able to set up and plan machine configurations | <p>1.1. Set up machinery to meet production requirements in accordance with approved procedures</p> <p>1.2. Assess downtime and set-up time accurately so that it fits into the production schedule</p> <p>1.3. Obtain all relevant data and resources to prove machinery</p> <p>1.4. Clean and maintain plant during set up</p> <p>1.5. Ensure that the initial machine settings conform to the production specification</p> <p>1.6. Carry out checks to ensure the machine configuration is safe</p> |
| 2. Be able to prepare machinery for production | <p>2.1. Conduct trial runs of machinery to check that the settings achieve the required production rate</p> <p>2.2. Check processed product against specification to ensure conformity</p> <p>2.3. Make adjustments to machine settings to meet quality requirements as necessary</p> |

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| | <ul style="list-style-type: none">2.4. Under normal production conditions, check that the machinery is running to meet specification requirements and ensure conformity by taking samples and inspecting them against specification2.5. Obtain authority to proceed with production in accordance with organisational procedures2.6. Log and store all relevant finalised information following approved organisational procedures2.7. Provide relevant information and instructions to appropriate people to permit production to begin in accordance with organisational procedures |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP18)

Monitor and Sustain Textile Machinery and Equipment Performance

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|---|---|
| Unit Reference | T/650/2977 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is designed for those who are responsible for planning and setting up machine configurations to meet production requirements. The job role will involve</p> <ul style="list-style-type: none"> • Monitoring production • Contributing to quality control requirements • Diagnosing and faults in textile production. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.5) <i>The learner can:</i> |
| 1. Be able to monitor textile production | <p>1.1. Monitor production to identify any irregularities in processing operations</p> <p>1.2. Make necessary adjustments following agreed procedures to minimise disruption to production</p> <p>1.3. Ensure any adjustments are within process control limits and within the limits of their own authority</p> <p>1.4. Receive and process all relevant information promptly</p> <p>1.5. Use organisational recording and reporting systems</p> |
| 2. Be able to contribute to textile production quality control requirements | <p>2.1. Interpret quality requirements and ensure adjustments are made to meet these in terms of quality and quantity</p> <p>2.2. Make recommendations on how to return process to requirements informing appropriate people</p> <p>2.3. Check that quality standards are maintained during production</p> <p>2.4. Deal with defective products following agreed procedures</p> |

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| | 2.5. Report any problems in the production process and in the quality of the product to appropriate people |
| 3. Be able to diagnose and rectify faults in textile production | 3.1. Analyse faults and their causes using standard fault finding procedures 3.2. Rectify faults and resolve problems within limits of own authority, with minimum disruption to production, following agreed procedures 3.3. Report faults that are outside their area of responsibility to the appropriate person 3.4. Making recommendations to prevent repetition of problems 3.5. Return machinery and equipment to full production after rectifying faults ensuring that all appropriate people are informed |
| Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP19) | |

Service Textile Machinery and Equipment

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|---|---|
| Unit Reference | R/502/6122 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who plan and set up servicing procedures for textile machinery, including the dismantling, replacing and re-assembling of component parts; prove and test machinery after servicing; declare fit to return to production.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • planning and preparing for servicing of machinery and equipment • dismantling, replacing and assembling components and component parts • testing the running of the machine and parts. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.8) <i>The learner can:</i> |
| 1. Be able to plan and prepare for servicing of machinery and equipment | <p>1.1. Assemble necessary tools, equipment, components and component parts</p> <p>1.2. Check that all replacement parts meet specification</p> <p>1.3. Agree appropriate action with the appropriate people when specified replacements are not available in accordance with organisational procedures</p> <p>1.4. Interpret and apply information correctly using relevant machine manuals and drawings</p> <p>1.5. Secure and isolate area where equipment is to be serviced</p> |
| 2. Be able to carry out servicing operations | <p>2.1. Identify problems using logical fault finding methods</p> <p>2.2. Identify and examine relevant equipment, components and component parts</p> |

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| | <ul style="list-style-type: none">2.3. Select appropriate tools, and using cost-effective methods to repair equipment, replace parts and reassemble equipment2.4. Dismantle, replace and re-assemble equipment and components parts according to manufacturers instructions to meet specification and to cause minimum disruption to production2.5. Carry out test runs after servicing or replacement of parts2.6. Return the machine to production procedures ensuring that all appropriate people are informed in accordance with organisational procedures2.7. Monitor new components and component parts over an agreed period and record results2.8. Complete and store all relevant finalised information in accordance with organisational procedures |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP20)

Provide Technical Input to Bulk Production

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|---|--|
| Unit Reference | Y/502/6123 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who provide technical information and support during the production process; contribute to identifying effective working procedures; recommend ways to improve the process; produce specifications for bulk production to ensure quality requirements are met. The job role will involve</p> <ul style="list-style-type: none"> • contributing to the implementation and control of bulk production • identifying and rectifying problems in bulk production. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.7) <i>The learner can:</i> |
| 1. Be able to contribute to the implementation and control of bulk production | <p>1.1. Contribute to planning and controlling cost effective bulk production</p> <p>1.2. Contribute to the selection of appropriate working methods and procedures to meet quality and quantity requirements</p> <p>1.3. Identifying the resources needed to meet production requirements and informing the appropriate people of them</p> <p>1.4. Contribute to the development of appropriate support systems</p> <p>1.5. Identify when adjustments to procedures are needed and take appropriate action within the limits of own responsibility</p> <p>1.6. Complete, maintain and store all relevant records in accordance with organisational procedures</p> |

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| <p>2. Be able to identify and rectify problems in bulk production</p> | <ul style="list-style-type: none"> 2.1. Monitor the bulk production process and identifying problems 2.2. Identify the nature of faults and defects and their likely causes 2.3. Make adjustments to processes and materials to rectify faults and defects 2.4. Monitor output against specification to ensure conformity 2.5. Alter instructions and specifications following adjustments 2.6. Revise quality requirements as required 2.7. Record information ensuring that all appropriate people are informed in accordance with organisational procedures |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP21)

Perform Sample Analysis

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|---|--|
| Unit Reference | Y/650/2978 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who analyse samples and evaluate the production implications of producing the same or similar products; the identification of materials and components; recommendation of appropriate machinery and equipment to re-produce the sample product; evaluation of the sample when it has been produced.</p> <p>The job role will involve:</p> <ul style="list-style-type: none"> • carrying out sample analysis • contributing to sample production • evaluating the prototype sample. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.6) <i>The learner can:</i> |
| 1. Be able to carry out sample analysis | <p>1.1. Prepare the sample for analysis, checking that the required equipment is available</p> <p>1.2. Analyse the sample to determine its structure following agreed procedures</p> <p>1.3. Determine what the sample is made of</p> <p>1.4. Record results of analysis in accordance with organisational procedures</p> <p>1.5. Evaluate the sample against production capabilities considering</p> <ul style="list-style-type: none"> • Resource requirements • Components of a product specification • Technical aspects of product development • Impact of customer requirements on production • Compatibility of machine and product <p>1.6. Present your recommendations to the appropriate people and contribute to the decision making process</p> |

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| <p>2. Be able to contribute to sample production</p> | <p>2.1. Produce a sample prototype specification</p> <p>2.2. Make recommendations for the most cost-effective methods of sample production to the appropriate people</p> <p>2.3. Check that machinery is set up in accordance with requirements and that the correct materials and components are available for sample production</p> <p>2.4. Ensure that samples are produced following approved procedures within agreed timescales</p> <p>2.5. Make recommendations to overcome problems in sample production</p> |
| <p>3. Be able to evaluate the prototype sample</p> | <p>3.1. Check that the sample meets specification requirements</p> <p>3.2. Make recommendations for modifications to sample specifications and samples to meet requirements</p> <p>3.3. Contribute to procedures to approve the sample product with appropriate people</p> <p>3.4. Complete and store records in accordance with organisational procedures</p> <p>3.5. Ensure that the sample product and relevant information are available to the appropriate people and are stored in accordance with organisational procedures</p> <p>3.6. Make recommendations to appropriate people about the most cost-effective methods of bulk production for the new product</p> |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP22)</p> | |

Produce Prototype Samples

| | |
|---|--|
| Unit Reference | H/502/6125 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who are responsible for the production of samples; involved in the process of interpreting specifications; selecting appropriate production methods; setting up machinery and equipment for the production of samples; making adjustments to ensure requirements are met; maintaining accurate records and prototype samples safely according to agreed procedures.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> contributing to the production of prototype samples finalising the sample making process. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.6) <i>The learner can:</i> |
| 1. Be able to contribute to the production of prototype samples | <p>1.1. Interpret instructions and sample specifications accurately</p> <p>1.2. Evaluate and select the most efficient way of producing samples to meet requirements</p> <p>1.3. Prepare to produce samples by</p> <ul style="list-style-type: none"> setting up and configuring machinery to produce samples ensuring the materials and components for sample production are available and meet requirements informing the appropriate people about the sample making process <p>1.4. Produce samples within the required timescales which meet specification</p> <p>1.5. Check and evaluate samples against specification and adjust machinery to meet requirements</p> <p>1.6. Identify problems in production, materials and components and rectify these</p> |

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| | <p>1.7. Complete and store records in accordance with organisational procedures</p> |
| <p>2. Be able to finalise the sample making process</p> | <p>2.1. Confirm that the prototype sample meets requirements and is correct to specification in accordance with organisational procedures</p> <p>2.2. Label finalised sample and store in accordance with organisational procedures</p> <p>2.3. Inform relevant people of any special requirements and problems which occurred during sample production</p> <p>2.4. Record any amendments to the prototype sample specification in accordance with organisational procedures</p> <p>2.5. Contribute to the finalisation of the prototype sample specification</p> <p>2.6. Make recommendations to relevant people about the most effective and cost-effective methods of bulk production for the product</p> |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP23)</p> | |

Conduct Pre-Production Trials

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| Unit Reference | K/502/6126 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who are involved in the process of carrying out trials; monitoring the critical path of trial production prior to bulk production; check the outcomes of trial production against specifications; select materials and components; make recommendations as to which machinery and equipment should be used to produce the new product; assess against specification; amend until all requirements have been met and a final specification is produced.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • contributing to the pre-production process • evaluating the results of trials • providing information for bulk production. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.6) <i>The learner can:</i> |
| 1. Be able to contribute to the pre-production process | <p>1.1. Contribute to the planning and scheduling of pre-production trials with the appropriate people</p> <p>1.2. Contribute to producing a critical path of activities at each stage of the pilot</p> <p>1.3. Provide accurate information, complete specifications and relevant samples to the appropriate people in accordance with organisational procedures</p> <p>1.4. Ensure that authority has been given for pre-production trials and is communicated to the relevant people</p> <p>1.5. Monitor the progress of products during the piloting process</p> <p>1.6. Co-ordinate and record results from the piloting process in accordance with organisational procedures</p> |

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| <p>2. Be able to evaluate the results of trials</p> | <p>2.1. Check that products made in pre-production trials meet specification</p> <p>2.2. Make sure that all stages of the piloting process have been completed and recorded accurately</p> <p>2.3. Evaluate the outcomes of pre-production trials</p> <p>2.4. Identify problems and recommend solutions to appropriate people to take corrective action</p> <p>2.5. Provide information and trial results to appropriate people</p> <p>2.6. Contribute to the modification of specifications and products to meet requirements</p> <p>2.7. Check trial results and products after pre-production methods have been amended</p> <p>2.8. Check the amended product and record final pre-production results</p> |
| <p>3. Be able to provide information for bulk production</p> | <p>3.1. Contribute to drawing up the final product specification</p> <p>3.2. Recommend methods of establishing efficient and cost-effective methods of bulk production and contribute to establishing bulk production methods</p> <p>3.3. Provide accurate technical information and recommendations to meet production requirements</p> <p>3.4. Confirm production requirements and materials usage as a contribution to the costing process</p> <p>3.5. Recommend ways of improving production efficiency to appropriate people</p> <p>3.6. Ensure samples and trial products are approved and authority given for bulk production to commence</p> |

Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP24)

Develop Designs for Textile Products

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| Unit Reference | D/502/6138 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who develop designs for textile products from initial conception to final sample; interpret the customer's requirements; work to a design brief; produce a visual interpretation of the design and adapt this to meet customer requirements until approval is given; agree cost effective methods of producing the first sample; produce accurate information, samples and specifications as required.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • identifying customer requirements • developing the design sample • finalising the design. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.5) <i>The learner can:</i> |
| 1. Be able to identify customer requirements | <p>1.1. Identify customer requirements and assess how they can be met</p> <p>1.2. Conduct research and gather relevant information to enable customer requirements to be met</p> <p>1.3. Interpret and incorporate customer requirements into the initial design and select an appropriate method to visually present it</p> <p>1.4. Produce a visual interpretation of the design for presentation to the customer and obtain customer approval to proceed with development</p> <p>1.5. Gather and collate relevant information for design development from appropriate people</p> <p>1.6. Record customer requirements in accordance with organisational procedures</p> |
| 2. Be able to develop a design sample | 2.1. Identify and select appropriate materials and components to meet requirements |

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| | <ul style="list-style-type: none"> 2.2. Provide information on sources of supply materials and components to the appropriate people in line with organisational procedures 2.3. Develop designs which take into account customer cost constraints 2.4. Provide accurate information and prototype design specification for sample production 2.5. Ensure materials and components to be used in sample development are available 2.6. Monitor the development of samples and modify design specifications to meet requirements 2.7. Ensure the sample meets the specification requirements and approve it 2.8. Identify the approved sample and store in accordance with organisational procedures 2.9. Complete records and store in accordance with organisational procedures |
| <p>3. Be able to finalise a design</p> | <ul style="list-style-type: none"> 3.1. Contribute to customer approval procedures and inform relevant people when the design is approved in accordance with organisational procedures 3.2. Ensure samples are tested to ensure that they meet customer requirements 3.3. Make sure that approved samples and final specifications are complete, are accurately identified and are available to the appropriate people in accordance with organisational procedures 3.4. Make sure that customer sampling requirements are met within agreed timescales 3.5. Complete and safely store specifications and sample products in accordance with organisational procedures |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP25)</p> | |

Develop Colour Recipes for Initial Colour Samples

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| Unit Reference | K/502/6143 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who develop colour recipes and samples; assess customer requirements; use colour matching procedures; select suitable colorants for the substrates and establish colour fastness; formulate a trial recipe; produce the first sample; seek customer approval; maintain accurate records of the process.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • making colour assessments • formulating a trial recipe • producing initial colour sample. |
| 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 make colour assessments | <p>1.1. Assess requirements against production facilities</p> <p>1.2. Match colours against customer standards using appropriate colour methods</p> <p>1.3. Establish colour fastness and consistency in different types of light</p> <p>1.4. Collect colour data and evaluate it to make the colour assessment</p> <p>1.5. Keep colour evaluation data safe in an appropriate format in accordance with organisational procedures</p> |
| 2. Be able to formulate a trial colour recipe | <p>2.1. Assess relevant technical information to formulate colour recipe</p> <p>2.2. Make adjustments as necessary to achieve customer requirements</p> <p>2.3. Select colorants and auxiliary materials which are suitable for the substrate and end use of the product</p> |

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| | <p>2.4. Formulate the colour recipe</p> <p>2.5. Assess shade requirements and substrate characteristics accurately to identify production requirements</p> |
| <p>3. Be able to produce an initial colour sample</p> | <p>3.1. Select coloration equipment and a sample production cycle which are compatible with bulk production methods</p> <p>3.2. Confirm that the nature and condition of substrate are suitable for processing</p> <p>3.3. Produce accurate and complete coloration instructions and supply them to the appropriate people</p> <p>3.4. Assess the sample produced against the required standard using relevant colour matching methods</p> <p>3.5. Make adjustments as necessary to achieve the required shade</p> <p>3.6. Seek customer approval as appropriate</p> <p>3.7. Complete records to enable final recipe to be formulated in accordance with organisational procedures</p> |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP26)</p> | |

Prove Colour Recipes

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|--|---|
| Unit Reference | A/650/2979 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who prove the recipe ready for bulk production. It involves selecting suitable dyestuffs and auxiliaries; scaling up quantities accurately; making adjustments to the formulation; establishing quality requirements; contributing to production specifications; producing the pre-bulk colour sample.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • producing a pre-bulk colour sample • testing the formulation against customer requirements • contributing to a production specification. |
| 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 produce a pre-bulk colour sample | <p>1.1. Make an accurate assessment of the machine processing capabilities and select an appropriate method</p> <p>1.2. Check that the substrate is suitable for processing and take remedial action if problems occur</p> <p>1.3. Select dyestuffs and auxiliary materials which are compatible with the process to be used</p> <p>1.4. Scale up the quantities of materials accurately in the specified proportions</p> <p>1.5. Assess the sample against customer specifications and make the necessary adjustments to achieve shade</p> <p>1.6. Complete instructions for production accurately and supply them to the appropriate people</p> |
| 2. Be able to test the formulation against customer requirements | 2.1. Assess test methods and select relevant ones to confirm the formulation and report any problems to appropriate people |

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| | <ul style="list-style-type: none"> 2.2. Confirm that tests are carried out and ensure that bulk production conditions meet specification 2.3. Make necessary adjustments to the formulation to meet the specification 2.4. Feedback results to customer and obtain customer approval within the required timescale 2.5. Complete formulation records in accordance with organisational procedures |
| <p>3. Be able to contribute to the product specification</p> | <ul style="list-style-type: none"> 3.1. Compile production specification from collated information 3.2. Incorporate standing operating procedures into the specification 3.3. Compile instructions which incorporate all relevant information 3.4. Incorporate relevant quality assurance procedures into the production specification in accordance with organisational procedures |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP27)</p> | |

Develop Finishing Processes

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|---|---|
| Unit Reference | H/650/2980 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who develop finishing processes and produce samples; select appropriate finishing methods to produce the required effect and to this end assess the substrate; identify finishing processes which are suitable for the substrate and required end uses; select the appropriate equipment and testing methods to ensure requirements are met.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • formulating trial routines for finishing processes • producing and assessing finish samples. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.7) <i>The learner can:</i> |
| 1. Be able to formulate trial routines for finishing process | <p>1.1. Assess requirements against production facilities</p> <p>1.2. Assess relevant technical information to formulate production process</p> <p>1.3. Select suitable finishing processes for the substrate and end uses</p> <p>1.4. Check that the substrate is suitable for processing and report any problems to the appropriate people</p> <p>1.5. Identify the most appropriate production processes to achieve customer requirements</p> |
| 2. Produce and assess finish samples | <p>2.1. Select finishing equipment and sample production cycle which is compatible with bulk production methods</p> <p>2.2. Confirm that the nature and condition of the substrate are suitable for processing</p> <p>2.3. Complete finishing instructions accurately and supply them to the appropriate people</p> |

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| | <ul style="list-style-type: none">2.4. Assess the sample produced against the required standard2.5. Make adjustments as necessary to achieve requirements2.6. Seek customer approval as appropriate2.7. Complete and store records in accordance with organisational procedures |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP28)

Prove Finishing Routines for Bulk Production

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| Unit Reference | L/502/6152 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who work with processes involved in producing a finish sample prior to bulk production in order to determine the most appropriate processing methods to meet requirements; making adjustments to formulations and establishing quality requirements; testing procedures; seeking customer approval; contributing to the creation of the production specification.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • producing a pre-production finish sample • testing processing methods against customer requirements • contributing to the production specification. |
| 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 produce a pre-production finish sample | <p>1.1. Make an accurate assessment of the machine processing capabilities and select an appropriate method</p> <p>1.2. Check that the substrate is suitable for processing and take remedial action if problems occur</p> <p>1.3. Select finishing methods to meet requirements</p> <p>1.4. Assess the sample against customer specifications and make the necessary adjustments to achieve shade</p> <p>1.5. Complete instructions for production accurately and supply them to the appropriate people in accordance with organisational procedures</p> |
| 2. Be able to test processing methods against customer requirements | <p>2.1. Select relevant test methods to ensure the sample meets requirements</p> <p>2.2. Ensure tests are carried out and confirm that bulk production conditions meet specification</p> |

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| | <ul style="list-style-type: none"> 2.3. Make necessary adjustments to the formulation to meet the specification 2.4. Feedback results to customer and obtain customer approval within the required timescale 2.5. Complete formulation records in accordance with organisational procedures |
| <p>3. Be able to contribute to the production specification</p> | <ul style="list-style-type: none"> 3.1. Contribute to the development of the production from collated information 3.2. Incorporate relevant standard operating procedures into the specification 3.3. Compile instructions which incorporate all relevant information 3.4. Incorporate relevant quality assurance procedures into the production specification in accordance with organisational procedures |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP29)</p> | |

Control Textile Testing Procedures

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| Unit Reference | D/502/6155 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who plan and monitor testing procedures; evaluate and present results and validate data; select and monitor testing routines; ensure that results are valid before presenting results; report abnormal occurrences; ensure that environmental, health and safety requirements are met; make recommendations to customers.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> • planning textile testing procedures • monitoring textile testing procedures • validating and presenting results. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.6) <i>The learner can:</i> |
| 1. Be able to plan textile testing procedures | <p>1.1. Plan and prioritise testing routines to be carried out within agreed timescales based on received instructions and samples for testing from customers</p> <p>1.2. Plan to ensure environmental, health and safety requirements are met</p> <p>1.3. Identify hazards and assess risk</p> |
| 2. Be able to monitor textile testing procedures | <p>2.1. Ensure textile testing procedures are followed accurately to meet customer requirements</p> <p>2.2. Identify and organise additional testing as required</p> <p>2.3. Evaluate the results of additional testing</p> <p>2.4. Ensure that equipment is within calibration and maintain calibration records</p> <p>2.5. Ensure waste disposal methods are in accordance with organisational procedures</p> |

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| | <p>2.6. Recommend adjustments to testing routines to meet requirements</p> <p>2.7. Investigate problems in testing and recommend corrective action as required</p> |
| <p>3. Be able to validate and present results</p> | <p>3.1. Ensure the results of testing are valid and reliable</p> <p>3.2. Ensure data is checked against required outcomes</p> <p>3.3. Identify and resolve deviations following agreed procedures</p> <p>3.4. Apply approved tolerances using approved interpretive techniques as required</p> <p>3.5. Ensure valid conclusions are drawn from processed data in accordance with organisational procedures</p> <p>3.6. Complete and present results and reports in the required format to appropriate people within agreed timescales in accordance with organisational procedures</p> |
| <p>Mapping to National Occupational Standards This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP30)</p> | |

Calibrate Production Equipment

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| Unit Reference | J/650/2981 |
| Level | 3 |
| Credit Value | 8 |
| Guided Learning (GL) | 50 hours |
| Unit Summary | <p>This unit is for those who carry out routine calibrations at prescribed intervals in order to keep equipment in calibration; record the results.</p> <p>The job role will involve</p> <ul style="list-style-type: none"> performing calibration reporting on, and recording, calibration. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.7) <i>The learner can:</i> |
| 1. Be able to perform calibration on textile production equipment | <p>1.1. Carry out calibration using appropriate equipment at specified intervals according to standard operating procedures</p> <p>1.2. Interpret calibration results and decide if equipment remains serviceable</p> <p>1.3. Inform relevant personnel if calibration reveals results that are not within specified operational limits</p> <p>1.4. Identify the factors affecting the performance of calibrated equipment and minimise any adverse effects</p> <p>1.5. Take appropriate action in the event of an abnormal occurrence or malfunction to minimise hazards, loss of materials or data and report the occurrence</p> <p>1.6. Comply with safety, health and environmental requirements</p> |
| 2. Report on and record calibration on textile production equipment | <p>2.1. Label equipment clearly and accurately to indicate status</p> <p>2.2. Clean, store and dispose of calibration equipment and materials according to standard operating procedures</p> |

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| | <ul style="list-style-type: none">2.3. Update calibration records accurately and legibly in accordance with organisational procedures2.4. Identify equipment which cannot be calibrated to standard operating specifications and label them appropriately2.5. Take appropriate action to inform others of equipment which cannot be calibrated2.6. Comply with safety, health and environmental requirements2.7. Investigate problems in testing and recommend corrective action as required |
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Mapping to National Occupational Standards

This unit relates to Manufacturing Sewn Products NOS 2020 (UKFTMTSP31)

Ensure Compliance with Legal, Regulatory, Ethical and Social Requirements

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| Unit Reference | H/600/9609 |
| Level | 4 |
| Credit Value | 5 |
| Guided Learning (GL) | 25 hours |
| Unit Summary | This unit is for those who monitor the operational compliance of procedures in meeting legal, regulatory, ethical and social requirements. They will also be able to identify and make recommendations on areas of non-compliance. |
| Learning Outcomes (1 to 2) <i>The learner will:</i> | Assessment Criteria (1.1 to 2.3) <i>The learner can:</i> |
| 1. Be able to monitor the operational compliance of procedures in meeting legal, regulatory, ethical and social requirements | 1.1. Monitor the operational compliance of procedures in meeting legal, regulatory, ethical and social requirements |
| 2. Be able to identify and make recommendations on areas of non-compliance with procedures for legal, regulatory, ethical and social requirements relating to own area of responsibility | 2.1. Identify areas of non-compliance with legal, regulatory, ethical and social procedures 2.2. Examine reasons for non-compliance with procedures 2.3. Make recommendations for corrections to ensure compliance with procedures |
| Mapping to National Occupational Standards This unit relates to NOS SFLBW5 2022 | |

Plan, Allocate and Monitor Work of a Team

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| Unit Reference | Y/600/9669 |
| Level | 3 |
| Credit Value | 5 |
| Guided Learning (GL) | 25 hours |
| Unit Summary | This unit is for those who plan, allocate and manage work for a team. They will also be able to monitor and evaluate the performance of team members and improve the performance of a team. |
| 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 plan work for a team | 1.1. Agree team objectives with own manager 1.2. Develop a plan for a team to meet agreed objectives, taking into account capacity and capabilities of the team |
| 2. Be able to allocate work across a team | 2.1. Discuss team plans with a team 2.2. Agree work allocation and SMART (Specific, Measurable, Achievable, Realistic and Time-bound) objectives with team members 2.3. Agree standard of work required by team |
| 3. Be able to manage team members to achieve team objectives | 3.1. Support all team members in order to achieve team objectives |
| 4. Be able to monitor and evaluate the performance of team members | 4.1. Assess team members' work against agreed standards and objectives 4.2. Identify and monitor conflict within a team 4.3. Identify causes for team members not meeting team objectives |
| 5. Be able to improve the performance of a team | 5.1. Identify ways of improving team performance |

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| | <p>5.2. Provide constructive feedback to team members to improve their performance</p> <p>5.3. Implement identified ways of improving team performance</p> |
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Mapping to National Occupational Standards

This unit relates to NOS SKSGS8 2019

Develop and Evaluate Operational Plans for own Area of Responsibility

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|---|---|
| Unit Reference | Y/600/9588 |
| Level | 5 |
| Credit Value | 6 |
| Guided Learning (GL) | 25 hours |
| Unit Summary | This unit is for those who align objectives of their own area of responsibility with those of their own organisation. They will be able to implement, monitor and evaluate operational plans in their own area of responsibility. |
| 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 align objectives of own area of responsibility with those of own organisation | 1.1. Identify operational objectives within own area of responsibility 1.2. Analyse objectives of own area of responsibility in relation to those of own organisation |
| 2. Be able to implement operational plans in own area of responsibility | 2.1. Assess risks associated with operational plans and include contingency arrangements 2.2. Identify support from relevant stakeholders 2.3. Implement operational plan within own area of responsibility |
| 3. Be able to monitor and evaluate operational plans in own area of responsibility | 3.1. Monitor procedures within the operational plan 3.2. Evaluate operational plans and implement any necessary actions |
| Mapping to National Occupational Standards This unit relates to NOS INSBA007 2021 | |

Provide Leadership and Direction for own Area of Responsibility

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|---|---|
| Unit Reference | T/600/9601 |
| Level | 4 |
| Credit Value | 5 |
| Guided Learning (GL) | 30 hours |
| Unit Summary | This unit is for those who lead and set objectives in their own area of responsibility. They will be able to communicate the direction for their own area of responsibility and collect feedback to inform improvement and assess their own leadership performance. |
| Learning Outcomes (1 to 4) <i>The learner will:</i> | Assessment Criteria (1.1 to 4.2) <i>The learner can:</i> |
| 1. Be able to lead in own area of responsibility | 1.1. Identify own strengths and ability to lead in a leadership role 1.2. Evaluate strengths within own area of responsibility |
| 2. Be able to provide direction and set objectives in own area of responsibility | 2.1. Outline direction for own area of responsibility 2.2. Implement objectives with colleagues that align with those of the organisation |
| 3. Be able to communicate the direction for own area of responsibility and collect feedback to inform improvement | 3.1. Communicate the agreed direction to individuals within own area of responsibility 3.2. Collect feedback to inform improvement |
| 4. Be able to assess own leadership performance | 4.1. Assess feedback on own leadership performance 4.2. Evaluate own leadership performance |
| Mapping to National Occupational Standards This unit relates to NOS INSML007 2021 | |

Develop Working Relationships with Colleagues and Stakeholders

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|--|---|
| Unit Reference | K/600/9661 |
| Level | 4 |
| Credit Value | 4 |
| Guided Learning (GL) | 20 hours |
| Unit Summary | This unit is for those who need to know how to identify stakeholders and their relevance to an organisation. They will understand how to establish working relationships with colleagues and stakeholders and be able to create an environment of trust and mutual respect with them. |
| Learning Outcomes (1 to 3) <i>The learner will:</i> | Assessment Criteria (1.1 to 3.2) <i>The learner can:</i> |
| 1. Know how to identify stakeholders and their relevance to an organisation | 1.1. Identify an organisation's stakeholders 1.2. Evaluate the roles, responsibilities, interests and concerns of stakeholders 1.3. Assess the importance of identified stakeholders |
| 2. Understand how to establish working relationships with colleagues and stakeholders | 2.1. Clarify how to agree a common sense of purpose with colleagues and stakeholders 2.2. Summarise how to create an environment of trust and mutual respect with colleagues and stakeholders |
| 3. Be able to create an environment of trust and mutual respect with colleagues and stakeholders | 3.1. Review and revise the needs and motivations of colleagues and stakeholders 3.2. Demonstrate interaction with colleagues and stakeholders that allows respect for the views and actions of others |
| Mapping to National Occupational Standards This unit relates to NOS INSML031 2021 | |

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.