

# TRAINING REGULATIONS



## DRESSMAKING NC II

### GARMENTS SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

East Service Road, South Superhighway, Taguig City, Metro Manila

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# TRAINING REGULATIONS FOR DRESSMAKING

## SECTION 1. DRESSMAKING NC II QUALIFICATION

The DRESSMAKING NC II Qualification consists of competencies that a person must achieve to enable him/her to draft and cut pattern; lay-out pattern on the material/fabric, sew material/fabric and apply finishing touches on the ladies casual apparel of the Garment sector. Casual Apparel consists of casual dress, blouse, skirt, trouser, shorts and culottes.

This Qualification is packaged from the competency map of the Garment Industry as shown in Annex A

The Units of Competency comprising this Qualification include the following:

| <b>Code No.</b> | <b>BASIC COMPETENCIES</b>                          |
|-----------------|----------------------------------------------------|
| 500311105       | Participate in workplace communication             |
| 500311106       | Work in a team environment                         |
| 500311107       | Practice career professionalism                    |
| 500311108       | Practice occupational health and safety procedures |
|                 |                                                    |
| <b>Code No,</b> | <b>COMMON COMPETENCIES</b>                         |
| GRM743203       | Carry out measurements and calculation             |
| GRM743204       | Set up and operate machine/s                       |
| GRM743205       | Perform basic maintenance                          |
| GRM743206       | Apply quality standards                            |
|                 |                                                    |
| <b>Code No.</b> | <b>CORE COMPETENCIES</b>                           |
| GRM743301       | Draft and cut pattern of casual apparel            |
| GRM743302       | Prepare and cut materials of casual apparel        |
| GRM743303       | Sew casual apparel                                 |
| GRM743304       | Apply finishing touches on casual apparel          |

A person who has achieved this Qualification is competent to be:

- Dressmaker
- Garment Sewer

## SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in DRESSMAKING NC II.

### BASIC COMPETENCIES

**UNIT OF COMPETENCY :** PARTICIPATE IN WORKPLACE COMMUNICATION

**UNIT CODE :** 500311105

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

| ELEMENT                                              | PERFORMANCE CRITERIA<br><i>Italicized</i> terms are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Obtain and convey workplace information           | 1.1 Specific and relevant information is accessed from <b>appropriate sources</b><br>1.2 Effective questioning , active listening and speaking skills are used to gather and convey information<br>1.3 Appropriate <b>medium</b> is used to transfer information and ideas<br>1.4 Appropriate non- verbal communication is used<br>1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed<br>1.6 Defined workplace procedures for the location and <b>storage</b> of information are used<br>1.7 Personal interaction is carried out clearly and concisely |
| 2. Participate in workplace meetings and discussions | 2.1 Team meetings are attended on time<br>2.2 Own opinions are clearly expressed and those of others are listened to without interruption<br>2.3 Meeting inputs are consistent with the meeting purpose and established <b>protocols</b><br>2.4 <b>Workplace interactions</b> are conducted in a courteous manner<br>2.5 Questions about simple routine workplace procedures & matters concerning working conditions of employment are asked and responded to<br>2.6 Meetings outcomes are interpreted and implemented                                                                                 |
| 3. Complete relevant work related documents          | 3.1 Range of <b>forms</b> relating to conditions of employment are completed accurately and legibly<br>3.2 Workplace data is recorded on standard workplace forms and documents<br>3.3 Basic mathematical processes are used for routine calculations<br>3.4 Errors in recording information on forms/ documents are identified and properly acted upon<br>3.5 Reporting requirements to supervisor are completed according to organizational guidelines                                                                                                                                               |

## RANGE OF VARIABLES

| VARIABLE                  | RANGE                                                                                                                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Appropriate sources    | 1.1 Team members<br>1.2 Suppliers<br>1.3 Trade personnel<br>1.4 Local government<br>1.5 Industry bodies                                                                                             |
| 2. Medium                 | 2.1 Memorandum<br>2.2 Circular<br>2.3 Notice<br>2.4 Information discussion<br>2.5 Follow-up or verbal instructions<br>2.6 Face to face communication                                                |
| 3. Storage                | 3.1 Manual filing system<br>3.2 Computer-based filing system                                                                                                                                        |
| 4. Forms                  | 4.1 Personnel forms, telephone message forms, safety reports                                                                                                                                        |
| 5. Workplace interactions | 5.1 Face to face<br>5.2 Telephone<br>5.3 Electronic and two way radio<br>5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams |
| 6. Protocols              | 6.1 Observing meeting<br>6.2 Compliance with meeting decisions<br>6.3 Obeying meeting instructions                                                                                                  |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical Aspects of Competency</p>       | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Prepared written communication following standard format of the organization</li> <li>1.2 Accessed information using communication equipment</li> <li>1.3 Made use of relevant terms as an aid to transfer information effectively</li> <li>1.4 Conveyed information effectively adopting the formal or informal communication</li> </ul>                                                                                                                                                                      |
| <p>2. Underpinning Knowledge and Attitudes</p> | <ul style="list-style-type: none"> <li>2.1 Effective communication</li> <li>2.2 Different modes of communication</li> <li>2.3 Written communication</li> <li>2.4 Organizational policies</li> <li>2.5 Communication procedures and systems</li> <li>2.6 Technology relevant to the enterprise and the individual's work responsibilities</li> </ul>                                                                                                                                                                                                                                                               |
| <p>3. Underpinning Skills</p>                  | <ul style="list-style-type: none"> <li>3.1 Follow simple spoken language</li> <li>3.2 Perform routine workplace duties following simple written notices</li> <li>3.3 Participate in workplace meetings and discussions</li> <li>3.4 Complete work related documents</li> <li>3.5 Estimate, calculate and record routine workplace measures</li> <li>3.6 Basic mathematical processes of addition, subtraction, division and multiplication</li> <li>3.7 Ability to relate to people of social range in the workplace</li> <li>3.8 Gather and provide information in response to workplace Requirements</li> </ul> |
| <p>4. Resource Implications</p>                | <ul style="list-style-type: none"> <li>4.1 Fax machine</li> <li>4.2 Telephone</li> <li>4.3 Writing materials</li> <li>4.4 Internet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>5. Methods of Assessment</p>                | <ul style="list-style-type: none"> <li>5.1 Direct Observation</li> <li>5.2 Oral interview and written test</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>6. Context of Assessment</p>                | <ul style="list-style-type: none"> <li>6.1 Competency may be assessed individually in the actual workplace or through accredited institution</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**UNIT OF COMPETENCY: WORK IN TEAM ENVIRONMENT**

**UNIT CODE : 500311106**

**UNIT DESCRIPTOR :** This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

| <b>ELEMENT</b>                                      | <b>PERFORMANCE CRITERIA</b><br><i>Italicized</i> terms are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Describe team role and scope                     | 1.1 The <b><i>role and objective of the team</i></b> is identified from available <b><i>sources of information</i></b><br>1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources                                                                                                                                                                                                                                                                                                                        |
| 2. Identify own role and responsibility within team | 2.1 Individual role and responsibilities within the team environment are identified<br>2.2 Roles and responsibility of other team members are identified and recognized<br>2.3 Reporting relationships within team and external to team are identified                                                                                                                                                                                                                                                                                                                                   |
| 3. Work as a team member                            | 3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives<br>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and <b><i>workplace context</i></b><br>3.3 Observed protocols in reporting using standard operating procedures<br>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members. |

## RANGE OF VARIABLES

| VARIABLE                      | RANGE                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Role and objective of team | 1.1 Work activities in a team environment with enterprise or specific sector<br><br>1.2 Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment                                                                                                               |
| 2. Sources of information     | 2.1 Standard operating and/or other workplace procedures<br><br>2.2 Job procedures<br><br>2.3 Machine/equipment manufacturer's specifications and instructions<br><br>2.4 Organizational or external personnel<br><br>2.5 Client/supplier instructions<br><br>2.6 Quality standards<br><br>2.7 OHS and environmental standards |
| 3. Workplace context          | 3.1 Work procedures and practices<br><br>3.2 Conditions of work environments<br><br>3.3 Legislation and industrial agreements<br><br>3.4 Standard work practice including the storage, safe handling and disposal of chemicals<br><br>3.5 Safety, environmental, housekeeping and quality guidelines                           |

## EVIDENCE GUIDE

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>      | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Operated in a team to complete workplace activity</li> <li>1.2 Worked effectively with others</li> <li>1.3 Conveyed information in written or oral form</li> <li>1.4 Selected and used appropriate workplace language</li> <li>1.5 Followed designated work plan for the job</li> <li>1.6 Reported outcomes</li> </ul>                       |
| <p>2. Underpinning Knowledge and Attitude</p> | <ul style="list-style-type: none"> <li>2.1 Communication process</li> <li>2.2 Team structure</li> <li>2.3 Team roles</li> <li>2.4 Group planning and decision making</li> </ul>                                                                                                                                                                                                                                                                 |
| <p>3. Underpinning Skills</p>                 | <ul style="list-style-type: none"> <li>3.1 Communicate appropriately, consistent with the culture of the workplace</li> </ul>                                                                                                                                                                                                                                                                                                                   |
| <p>4. Resource Implications</p>               | <p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2. Materials relevant to the proposed activity or tasks</li> </ul>                                                                                                                                                                   |
| <p>5. Methods of Assessment</p>               | <p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Observation of the individual member in relation to the work activities of the group</li> <li>5.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal</li> <li>5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork</li> </ul> |
| <p>6. Context for Assessment</p>              | <ul style="list-style-type: none"> <li>6.1 Competency may be assessed in workplace or in a simulated workplace setting</li> <li>6.2 Assessment shall be observed while task are being undertaken whether individually or in group</li> </ul>                                                                                                                                                                                                    |

**UNIT OF COMPETENCY: PRACTICE CAREER PROFESSIONALISM**

**UNIT CODE : 500311107**

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

| <b>ELEMENT</b>                                             | <b>PERFORMANCE CRITERIA</b><br><i>Italicized</i> terms are elaborated in the Range of Variables                                                                                                                                                                                                                                                                |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Integrate personal objectives with organizational goals | 1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession<br>1.2 Intra- and interpersonal relationships <del>is</del> are maintained in the course of managing oneself based on performance <b>evaluation</b><br>1.3 Commitment to the organization and its goal is demonstrated in the performance of duties |
| 2. Set and meet work priorities                            | 2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives.<br>2.2 <b>Resources</b> are utilized efficiently and effectively to manage work priorities and commitments<br>2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures                 |
| 3. Maintain professional growth and development            | 3.1 <b>Trainings and career opportunities</b> are identified and availed of based on job requirements<br>3.2 <b>Recognitions</b> are -sought/received and demonstrated as proof of career advancement<br>3.3 <b>Licenses and/or certifications</b> relevant to job and career are obtained and renewed                                                         |

## RANGE OF VARIABLES

| VARIABLE                              | RANGE                                                                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Evaluation                         | 1.1 Performance Appraisal<br>1.2 Psychological Profile<br>1.3 Aptitude Tests                                                                                                                     |
| 2. Resources                          | 2.1 Human<br>2.2 Financial<br>2.3 Technology<br>2.3.1 Hardware<br>2.4 Software                                                                                                                   |
| 3. Trainings and career opportunities | 3.1 Participation in training programs<br>3.1.1 Technical<br>3.1.2 Supervisory<br>3.1.3 Managerial<br>3.1.4 Continuing Education<br>3.2 Serving as Resource Persons in conferences and workshops |
| 4. Recognitions                       | 4.1 Recommendations<br>4.2 Citations<br>4.3 Certificate of Appreciations<br>4.4 Commendations<br>4.5 Awards<br>4.6 Tangible and Intangible Rewards                                               |
| 5. Licenses and/or certifications     | 5.1 National Certificates<br>5.2 Certificate of Competency<br>5.3 Support Level Licenses<br>5.4 Professional Licenses                                                                            |

## EVIDENCE GUIDE

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Attained job targets within key result areas (KRAs)</li> <li>1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation</li> <li>1.3 Completed trainings and career opportunities which are based on the requirements of the industries</li> <li>1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification</li> </ul> |
| 2. Underpinning Knowledge         | <ul style="list-style-type: none"> <li>2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.)</li> <li>2.2 Company policies</li> <li>2.3 Company-operations, procedures and standards</li> <li>2.4 Fundamental rights at work including gender sensitivity</li> <li>2.5 Personal hygiene practices</li> </ul>                                                                                                                                                                                                                |
| 3. Underpinning Skills            | <ul style="list-style-type: none"> <li>3.1 Appropriate practice of personal hygiene</li> <li>3.2 Intra and Interpersonal skills</li> <li>3.3 Communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |
| 4. Resource Implications          | <p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Workplace or assessment location</li> <li>4.2 Case studies/scenarios</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |
| 5. Methods of Assessment          | <p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Portfolio Assessment</li> <li>5.2 Interview</li> <li>5.3 Simulation/Role-plays</li> <li>5.4 Observation</li> <li>5.5 Third Party Reports</li> <li>5.6 Exams and Tests</li> </ul>                                                                                                                                                                                                                                                                   |
| 6. Context of Assessment          | <ul style="list-style-type: none"> <li>6.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |

**UNIT OF COMPETENCY**  
:

**PRACTICE OCCUPATIONAL HEALTH AND  
SAFETY PROCEDURES**

**UNIT CODE**  
:

**500311108**

**UNIT DESCRIPTOR** :

This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

| <b>ELEMENT</b>                | <b>PERFORMANCE CRITERIA</b><br><i>Italicized</i> terms are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Identify hazards and risks | 1.1 <b>Safety regulations</b> and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures<br>1.2 <b>Hazards/risks</b> in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures<br>1.3 <b>Contingency measures</b> during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures |
| 2. Evaluate hazards and risks | 2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV)<br>2.2 Effects of the hazards are determined<br>2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation                                                                                                                                                                  |

| <b>ELEMENT</b>               | <b>PERFORMANCE CRITERIA</b><br><i>Italicized</i> terms are elaborated in the<br>Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Control hazards and risks | <p>3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed</p> <p>3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies</p> <p>3.3 <b>Personal protective equipment (PPE)</b> is correctly used in accordance with organization OHS procedures and practices</p> <p>3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol</p> |
| 4. Maintain OHS awareness    | <p>4.1 <b>Emergency-related drills and trainings</b> are participated in as per established organization guidelines and procedures</p> <p>4.2 <b>OHS personal records</b> are completed and updated in accordance with workplace requirements</p>                                                                                                                                                                                                                                                                                                        |

## RANGE OF VARIABLES

| VARIABLE                | RANGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Safety regulations   | May include but are not limited to:<br>1.1 Clean Air Act<br>1.2 Building code<br>1.3 National Electrical and Fire Safety Codes<br>1.4 Waste management statutes and rules<br>1.5 Philippine Occupational Safety and Health Standards<br>1.6 DOLE regulations on safety legal requirements<br>1.7 ECC regulations                                                                                                                                                                                                                                               |
| 2. Hazards/Risks        | May include but are not limited to:<br>2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation<br>2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects<br>2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors<br>2.4 Ergonomics<br>2.5 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles<br>2.6 Physiological factors – monotony, personal relationship, work out cycle |
| 3. Contingency measures | May include but are not limited to:<br>3.1 Evacuation<br>3.2 Isolation<br>3.3 Decontamination<br>3.4 (Calling designed) emergency personnel                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4. PPE                  | May include but are not limited to:<br>4.1 Mask<br>4.2 Gloves<br>4.3 Goggles<br>4.4 Hair Net/cap/bonnet<br>4.5 Face mask/shield<br>4.6 Ear muffs<br>4.7 Apron/Gown/coverall/jump suit<br>4.8 Anti-static suits                                                                                                                                                                                                                                                                                                                                                 |

| VARIABLE                                 | RANGE                                                                                                                                                                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Emergency-related drills and training | 5.1 Fire drill<br>5.2 Earthquake drill<br>5.3 Basic life support/CPR<br>5.4 First aid<br>5.5 Spillage control<br>5.6 Decontamination of chemical and toxic<br>5.7 Disaster preparedness/management |
| 6. OHS personal records                  | 6.1 Medical/Health records<br>6.2 Incident reports<br>6.3 Accident reports<br>6.4 OHS-related training completed                                                                                   |

## EVIDENCE GUIDE

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical Aspects of Competency</p>      | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Explained clearly established workplace safety and hazard control practices and procedures</li> <li>1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures</li> <li>1.3 Recognized contingency measures during workplace accidents, fire and other emergencies</li> <li>1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV.</li> <li>1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace</li> <li>1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices</li> <li>1.7 Completed and updated OHS personal records in accordance with workplace requirements</li> </ul> |
| <p>2. Underpinning Knowledge and Attitude</p> | <ul style="list-style-type: none"> <li>2.1 OHS procedures and practices and regulations</li> <li>2.2 PPE types and uses</li> <li>2.3 Personal hygiene practices</li> <li>2.4 Hazards/risks identification and control</li> <li>2.5 Threshold Limit Value -TLV</li> <li>2.6 OHS indicators</li> <li>2.7 Organization safety and health protocol</li> <li>2.8 Safety consciousness</li> <li>2.9 Health consciousness</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>3. Underpinning Skills</p>                 | <ul style="list-style-type: none"> <li>3.1 Practice of personal hygiene</li> <li>3.2 Hazards/risks identification and control skills</li> <li>3.3 Interpersonal skills</li> <li>3.4 Communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>4. Resource Implications</p>               | <p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>4.1 Workplace or assessment location</li> <li>4.2 OHS personal records</li> <li>4.3 PPE</li> <li>4.4 Health records</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>5. Methods of Assessment</p>               | <p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Portfolio Assessment</li> <li>5.2 Interview</li> <li>5.3 Case Study/Situation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>6. Context for Assessment</p>              | <ul style="list-style-type: none"> <li>6.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## COMMON COMPETENCIES

**UNIT OF COMPETENCY:** CARRY OUT MEASUREMENTS & CALCULATIONS  
**UNIT CODE:** GRM743203  
**UNIT DESCRIPTOR:** This unit covers the knowledge and skills required in taking accurate measurements of the client and calculating/estimating the materials, requirements cost.

| ELEMENT                            | PERFORMANCE CRITERIA<br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Obtain measurements             | 1.1 Measurements are obtained to job instructions using <b><i>measuring devices</i></b><br>1.2 <b><i>Type of measurement</i></b> to be used is identified.                                                                                                                                                                       |
| 2. Perform simple calculations     | 2.1 <b><i>Simple calculations</i></b> are carried out based on the requirements of the situation<br>2.2 Correctness of calculations verified based on production requirements                                                                                                                                                    |
| 3. Estimate approximate quantities | 3.1 Measurements or quantities are estimated on job requirements<br>3.2 <b><i>Measurements</i></b> are identified/recorded without error<br>3.3 Quantities of materials suitable for work undertaken are calculated and recorded according to job instructions<br>3.4 Costs for simple project are estimated to within + or 10%. |

## RANGE OF VARIABLES

| VARIABLE                                                 | RANGE                                                                 |
|----------------------------------------------------------|-----------------------------------------------------------------------|
| 1. Measuring device                                      | 1.1 Tape measure<br>1.2 Meter stick                                   |
| 2. Type of measurement                                   | 2.1 English system<br>2.2 Metric system                               |
| 3. Four fundamental operations                           | 3.1 Addition<br>3.2 Subtraction<br>3.3 Multiplication<br>3.4 Division |
| 4. Points of measurement for different types of garments | 4.1 Casual<br>4.2 Formal<br>4.3 High fashion                          |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>       | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Use of measuring devices effectively</li> <li>1.2 Took and recorded accurate measurements</li> <li>1.3 Performed simple calculations according to specifications</li> <li>1.4 Estimated quantities and costs according to requirement</li> <li>1.5 Communicate effectively to enable accurate calculations and measurements</li> </ul> |
| <p>2. Underpinning knowledge and attitudes</p> | <ul style="list-style-type: none"> <li>2.1 Drawings and specifications</li> <li>2.2 Materials relevant to the construction processes</li> <li>2.3 Basic operation in measurement and calculations</li> <li>2.4 Costing relative to the construction process</li> </ul>                                                                                                                                                                    |
| <p>3. Underpinning skills</p>                  | <ul style="list-style-type: none"> <li>3.1 Read and interpret drawings</li> <li>3.2 Measure and calculate manually</li> <li>3.3 Record measurement</li> <li>3.4 Operate electronic calculating devices</li> <li>3.5 Communicate effectively</li> </ul>                                                                                                                                                                                    |
| <p>4. Resource implications</p>                | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment may take place</li> <li>4.2 Materials relevant to the proposed activity or task</li> </ul>                                                                                                                                                             |
| <p>5. Methods of assessment</p>                | <ul style="list-style-type: none"> <li>5.1 Direct observation of work activities related to drafting and cutting of casual apparel pattern</li> </ul>                                                                                                                                                                                                                                                                                     |
| <p>6. Context for assessment</p>               | <ul style="list-style-type: none"> <li>6.1 Competency assessment may occur in workplace or any appropriately simulated environment</li> </ul>                                                                                                                                                                                                                                                                                             |

**UNIT OF COMPETENCY: SET UP AND OPERATE MACHINE/S**  
**UNIT CODE: GRM743204**  
**UNIT DESCRIPTOR:** This unit covers the knowledge and skills required in setting up and operating machines.

| <b>ELEMENT</b>                                    | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                   |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Set machines                                   | 1.1 Product specifications are interpreted in relation to machine setting requirements<br><br>1.2 Type of sewing machine to be set up is identified in accordance with the job requirement<br><br>1.3 <b>Machine</b> is set in accordance with product specifications, machine manufacturer's instructions and company procedures |
| 2. Conduct sample run                             | 2.1 Materials to be used for sampling are obtained<br><br>2.2 Machine is operated in accordance with manufacturer's and company instructions to produce a specified sample                                                                                                                                                        |
| 3. Test machine output                            | 3.1 <b>Machine outputs</b> are tested or organized in accordance with company procedures to ensure required standards of quality are met                                                                                                                                                                                          |
| 4. Re-adjust machine setting to meet requirements | 4.1 Test results are interpreted to determine adjustment requirements<br><br>4.2 Adjustment changes are assessed in accordance with product and machine specifications<br><br>4.3 Appropriate production personnel are informed of the availability of the newly set up machine in accordance with workplace procedures           |
| 5. Maintain records                               | 5.1 Records are maintained and reports prepared in accordance with the company procedures                                                                                                                                                                                                                                         |

## RANGE OF VARIABLES

| <b>VARIABLE</b>          | <b>RANGE</b>                                                                                                                  |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Machines used | 1.1 Single needle lockstitch machine<br>1.2 Double needle lockstitch machine<br>1.3 Edging machine<br>1.4 Button hole machine |
| 2. Machine output        | 2.1 Product sample<br>2.2 Service samples<br>2.3 Machine operation                                                            |

## EVIDENCE GUIDE

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Interpreted product specifications in relation to machine setting requirements</li> <li>1.2 Obtained materials to be used for sampling</li> <li>1.3 Operated machines</li> <li>1.4 Tested or organized sample to ensure quality standards are met</li> <li>1.5 Interpreted test results</li> <li>1.6 Assessed adjustment changes</li> <li>1.7 Maintained records and prepared reports</li> </ul> |
| <p>2. Underpinning knowledge</p>         | <ul style="list-style-type: none"> <li>2.1 Setting up and adjustment requirements for the range of machines and equipment used in the company</li> <li>2.2 Quality requirements</li> <li>2.3 Machine manufacturer's specifications</li> <li>2.4 Safety and environmental aspects of relevant company activities</li> <li>2.5 Workplace procedures and reporting processes</li> <li>2.6 Relevant OH&amp;S legislation and codes of practice</li> </ul>                                               |
| <p>3. Underpinning skills</p>            | <ul style="list-style-type: none"> <li>3.1 Set and operate machines</li> <li>3.2 Test and analyze samples</li> <li>3.3 Apply all relevant safety practices when working in the industry</li> <li>3.4 Communicate effectively with individuals, work groups and supervisors</li> <li>3.5 Maintain records and document and transfer information</li> <li>3.6 Interpret and carry out established procedures</li> </ul>                                                                               |
| <p>4. Resource implications</p>          | <p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 Materials relevant to the proposed activity or task</li> </ul>                                                                                                                                                                                                                  |
| <p>5. Methods of assessment</p>          | <ul style="list-style-type: none"> <li>5.1 Direct observation of work activities related to drafting and cutting of casual apparel pattern</li> <li>5.2 Authenticated transcript of relevant education/training</li> </ul>                                                                                                                                                                                                                                                                          |
| <p>6. Context for assessment</p>         | <ul style="list-style-type: none"> <li>6.1 Competency assessment may occur in the workplace or any appropriately simulated environment</li> <li>6.2 Assessment shall be done while task are being undertaken</li> </ul>                                                                                                                                                                                                                                                                             |

**UNIT OF COMPETENCY      PERFORM BASIC MAINTENANCE**

:

**UNIT CODE:                      GRM743205**

**UNIT DESCRIPTOR:**      This unit covers the knowledge and skills required in performing minor maintenance of the machines used by dressmaker/tailor.

| <b>ELEMENT</b>                                | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Operate machine and assess its performance | 1.1 Machine is started and stopped in accordance with manufacturer's and enterprise requirements<br><br>1.2 Machine operation is monitored to ensure that correct procedures are assessed and product meets quality standards<br><br>1.3 Problem with machine is identified and reported in accordance with company procedures |
| 2. Clean and lubricate machine                | 2.1 Machine is cleaned and lubricated in accordance with workplace requirements and manufacturer's cleaning and lubricating instructions<br><br>2.2 Machine operation is monitored to ensure correct procedures are carried out and work meets quality standards.                                                              |
| 3. Check machine operation                    | 3.1 Machine is checked to ensure correct operation<br><br>3.2 Problems encountered and similar observations are documented and referred to supervisor or appropriate personnel                                                                                                                                                 |

**RANGE OF VARIABLES**

| <b>VARIABLE</b>         | <b>RANGE</b>                                                                        |
|-------------------------|-------------------------------------------------------------------------------------|
| 1. Minor machine faults | 1.1 Loose threads<br>1.2 Broken needle<br>1.3 Machine control                       |
| 2. Major machine faults | 2.1 Electric motor defect<br>2.2 Timing (not synchronized)<br>2.3 Broken body parts |

## EVIDENCE GUIDE

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Started and stopped machine</li> <li>1.2 Monitored machine operations</li> <li>1.3 Identified and reported machine problems</li> <li>1.4 Identified and corrected minor machine and associated equipment/tools faults</li> <li>1.5 Identified and documented major machine or product faults</li> <li>1.6 Recorded and documented machine maintenance</li> <li>1.7 Cleaned and lubricated machine</li> </ul> |
| <p>2. Underpinning knowledge</p>         | <ul style="list-style-type: none"> <li>2.1 Procedures and guidelines for safe operation of machines</li> <li>2.2 Typical fault conditions and related fault finding procedures</li> <li>2.3 Basic machine maintenance and repair techniques</li> <li>2.4 Safety policies and procedures</li> <li>2.5 Quality standard procedures</li> <li>2.6 Workplace recording and reporting procedures</li> </ul>                                                                                                           |
| <p>3. Underpinning skills</p>            | <ul style="list-style-type: none"> <li>3.1 Assess operating performance of machine</li> <li>3.2 Start and stop machine according to specifications</li> <li>3.3 Monitor machine operations</li> <li>3.4 Recognize fault conditions</li> <li>3.5 Rectify minor machine faults or problems</li> </ul>                                                                                                                                                                                                             |
| <p>4. Resource implications</p>          | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 Materials relevant to the proposed activity or task</li> </ul>                                                                                                                                                                                                                                   |
| <p>5. Methods of assessment</p>          | <ul style="list-style-type: none"> <li>5.1 Direct observation of work activities related to drafting and cutting of casual apparel pattern</li> <li>5.2 Authenticated transcript of relevant education/training</li> </ul>                                                                                                                                                                                                                                                                                      |
| <p>6. Context for assessment</p>         | <ul style="list-style-type: none"> <li>6.1 Competency assessment may occur in workplace or any appropriately simulated environment</li> <li>6.2 Assessment shall be done while task are being undertaken</li> </ul>                                                                                                                                                                                                                                                                                             |

**UNIT OF COMPETENCY: APPLY QUALITY STANDARDS****UNIT CODE: GRM743206****UNIT DESCRIPTOR:** This unit covers the knowledge and skills required in applying quality standards to work operations in the industry.

| <b>ELEMENT</b>                                | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Assess own work                            | 1.1 Completed work is checked against workplace standards relevant to the operations being undertaken<br>1.2 An understanding is demonstrated on how the work activities and completed work relate to the next production process and to the final appearance of the product<br>1.3 Faulty pieces or final products are identified and isolated in accordance with company policies and procedures<br>1.4 Faults and any identified causes are recorded and reported in accordance with workplace procedures |
| 2. Assess quality of received component parts | 2.1 Received materials, component parts or final product are <i>checked</i> against workplace standards and specifications<br>2.2 Causes of any identified faults are identified and corrective actions are taken in accordance with workplace procedures                                                                                                                                                                                                                                                    |
| 3. Measure parts                              | 3.1 Materials, component parts or products are measured using the appropriate measuring instruments in accordance with workplace procedures                                                                                                                                                                                                                                                                                                                                                                  |
| 4. Record information                         | 4.1 Basic information on the quality performance is recorded in accordance with workplace procedures<br>4.2 Records of work quality are maintained according to the requirements of the company                                                                                                                                                                                                                                                                                                              |
| 5. Study causes of quality deviations         | 5.1 Causes of deviations from final products are investigated and reported in accordance with workplace procedures<br>5.2 Suitable preventive action is recommended based on workplace <b>quality standards</b> and identified causes of deviation from specified quality standards of materials or final product                                                                                                                                                                                            |

### **RANGE OF VARIABLES**

| <b>VARIABLES</b>      | <b>RANGE</b>                                                                                                                                                 |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Quality check      | 1.1 Visual inspection<br>1.2 Physical measurements<br>1.3 Check against patterns                                                                             |
| 2. Quality standards  | 2.1 Materials<br>2.2 Component parts<br>2.3 Final product<br>2.4 Production processes                                                                        |
| 3. Quality parameters | 3.1 Finish<br>3.2 Fit<br>3.3 Size<br>3.4 Durability<br>3.5 Product variations<br>3.6 Materials<br>3.7 Alignment<br>3.8 Color<br>3.9 Damage and imperfections |

## EVIDENCE GUIDE

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p> | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Checked completed work continuously against workplace standard</li> <li>1.2 Identified and isolated faulty pieces or final product</li> <li>1.3 Checked received materials, component parts or final product against workplace standards</li> <li>1.4 Identified and applied corrective actions on the causes of identified faults</li> <li>1.5 Measured materials, component parts or products</li> <li>1.6 Recorded basic information regarding quality performance</li> <li>1.7 Investigated causes of deviations of materials against standard</li> <li>1.8 Recommended suitable preventive actions</li> </ul> |
| <p>2. Underpinning knowledge</p>         | <ul style="list-style-type: none"> <li>2.1 Relevant quality standards, policies and procedures</li> <li>2.2 Characteristics of materials used</li> <li>2.3 Safety environment aspects of production processes</li> <li>2.4 Relevant measurement techniques and quality checking procedures</li> <li>2.5 Workplace procedures</li> <li>2.6 Reporting procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                             |
| <p>3. Underpinning skills</p>            | <ul style="list-style-type: none"> <li>3.1 Interpret work instructions, specifications, standards and patterns appropriate to the assessee's work</li> <li>3.2 Carry out relevant visual inspections of materials, component parts and final products</li> <li>3.3 Carry out relevant physical measurements</li> <li>3.4 Maintain accurate work records in accordance with procedures</li> <li>3.5 Meet work specifications</li> <li>3.6 Communicate effectively within defined workplace procedures</li> </ul>                                                                                                                                                                                                       |
| <p>4. Resource implications</p>          | <p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 Materials relevant to the proposed activity or task</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>5. Methods of assessment</p>          | <ul style="list-style-type: none"> <li>5.1 Direct observation of work activities related to drafting and cutting of casual apparel pattern</li> <li>5.2 Authenticated transcript of relevant education/training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>6. Context for assessment</p>         | <ul style="list-style-type: none"> <li>6.1 Competency assessment may occur in workplace or in any appropriately simulated environment</li> <li>6.2 Assessment shall be done while task are being undertaken</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## CORE COMPETENCIES

**UNIT OF COMPETENCY: DRAFT AND CUT PATTERN FOR CASUAL APPAREL**

**UNIT CODE: GRM743301**

**UNIT DESCRIPTOR** : This unit covers the outcomes required in drafting and cutting basic/block patterns for casual apparel. It includes the requirements for planning garment design, taking body measurement, drafting basic/block pattern and cutting final pattern.

| <b>ELEMENT</b>                     | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Plan garment design             | 1.1 Customer's <b><i>job requirements</i></b> are determined in accordance with company's practice<br>1.2 Garment design is prepared in accordance with the client's requirements<br>1.3 Design and <b><i>fabric</i></b> are discussed and selected according to client's specifications<br>1.4 <b><i>Special needs</i></b> of the client are incorporated into the design based on procedures |
| 2. Take client's body measurements | 2.1 <b><i>Measuring tools</i></b> are prepared in accordance with job requirements.<br>2.2 Body measurements are taken based on procedures<br>2.3 <b><i>Body measurements</i></b> of client are taken in sequence according to job requirements and standard body measurement<br>2.4 Body measurements are recorded in line with company requirements/practice                                 |
| 3. Draft basic/block pattern       | 3.1 <b><i>Drafting pattern tools</i></b> are selected in accordance with job requirements<br>3.2 <b><i>Basic/Block pattern</i></b> is drafted using appropriate equipment and customer's specifications<br>3.3 Drafted basic/block pattern is checked for accuracy based on customer's specification                                                                                           |

|                              |                                                                                                                                                                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Manipulate pattern</p> | <p>4.1 Block pattern is laid out in accordance with company procedures</p> <p>4.2 Block pattern is manipulated in accordance with customer's specifications</p> <p>4.3 Final pattern is labeled, filled and secured as per standard operating procedures (SOPs)</p> |
| <p>5. Cut final pattern</p>  | <p>5.1 Tools for <b>cutting pattern</b> are selected in accordance with job requirements</p> <p>5.2 Pattern is cut in accordance with customer's specifications/measurements</p>                                                                                    |

## RANGE OF VARIABLES

| VARIABLE                     | RANGE                                                                                                                                                                                                                                                          |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Job requirements          | Include but not limited to:<br>1.1 Casual Dress<br>1.2 Blouse<br>1.3 Skirt<br>1.4 Trouser<br>1.5 Shirt<br>1.6 Shorts<br>1.7 Cullottes                                                                                                                          |
| 2. Fabric                    | 2.1 Cotton<br>2.2 Polyester<br>2.3 Chaliz<br>2.4 Rayon<br>2.5 Satin                                                                                                                                                                                            |
| 3. Special needs             | Kinds of:<br>3.1 pocket<br>3.2 stitch<br>3.3 collar<br>3.4 sleeve<br>3.5 skirt<br>3.6 cut                                                                                                                                                                      |
| 4. Measuring tools           | 4.1 Tape measure<br>4.2 Hip curve rule<br>4.3 L-square<br>4.4 Meter stick                                                                                                                                                                                      |
| 5. Standard body measurement | 5.1 Shoulder<br>5.2 Neck circumference<br>5.3 Chest width and bust circumference<br>5.4 Bust height and width<br>5.5 Figure (front and back)<br>5.6 Waistline<br>5.7 Hips<br>5.8 Length of sleeve, blouse, skirt and casual dress<br>5.9 Armhole circumference |

|                        |                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Drafting tools      | 6.1 Tailor's chalk<br>6.2 Pattern paper<br>6.3 Ruler with grid<br>6.4 Triangle (45°- 90°)<br>6.5 Hip curve<br>6.6 French curve<br>6.7 Pencil |
| 7. Basic/block pattern | 7.1 Blouse<br>7.2 Skirt<br>7.3 Trouser<br>7.4 Short<br>7.5 Cullottes<br>7.6 Shirt                                                            |
| 8. Cutting tools       | 8.1 Scissors                                                                                                                                 |
| 9. Pattern cutting     | 9.1 With seam allowance<br>9.2 Without seam allowance                                                                                        |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>       | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Determined job requirements in accordance with company's practice</li> <li>1.2 Prepared design in accordance with client's requirements</li> <li>1.3 Prepared/selected measuring, drafting and cutting tools in accordance with job requirements</li> <li>1.4 Followed correct position and sequence in taking body measurements</li> <li>1.5 Drafted basic/block pattern in accordance with customer's specifications</li> <li>1.6 Cut final pattern with/without seam allowance and in accordance with customer's specifications</li> </ul> |
| <p>2. Underpinning knowledge and attitudes</p> | <ul style="list-style-type: none"> <li>2.1 Types of measuring, drafting and cutting tools and their uses</li> <li>2.2 Sequence and position in taking body measurement</li> <li>2.3 Pattern preparation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>3. Underpinning skills</p>                  | <ul style="list-style-type: none"> <li>3.1 Position in taking body measurement</li> <li>3.2 Drafting basic/block pattern</li> <li>3.3 Cutting pattern with seam allowance</li> <li>3.4 Communicating effectively with client</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>4. Resource implications</p>                | <p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>4.2 Materials and equipment relevant to the proposed activity or task</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| <p>5. Methods of assessment</p>                | <p>Competency must be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge</li> <li>5.2 Portfolio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>6. Context for assessment</p>               | <p>Competency may be assessed individually in the actual workplace or simulated environment or in TESDA accredited assessment center</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**UNIT OF COMPETENCY: PREPARE AND CUT MATERIALS FOR CASUAL APPAREL**

**UNIT CODE: GRM743302**

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required in preparing and cutting of materials for casual apparel. It details the requirements for preparing materials, lay-outing and marking of pattern on material and cutting of materials.

| <b>ELEMENT</b>                          | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Prepare materials (fabric)           | 1.1 Fabric is collected and checked in accordance with job specification<br>1.2 Fabric width and quality are checked according to instructions and if needed appropriate action is taken in accordance with work requirements<br>1.3 Fabric is checked for quality, faults, width, selvages, dye lot and marking requirement according to workplace procedures<br>1.4 Fabric is soaked/drip dried and pressed in accordance with <b>standard fabric care</b><br>1.5 <b>Accessories and accents</b> are selected and prepared in accordance with specified garment style/design<br>1.6 Measuring tools are prepared in accordance with job requirements<br>1.7 Equipment and tools are prepared according to procedure |
| 2. Lay-out and mark pattern on material | 2.1 Cutting table is prepared and set-up in accordance with company procedures<br>2.2 Patterns are prepared and checked in accordance with company's specifications<br>2.3 Patterns are laid out and pinned on the fabric in accordance with fabric grain line<br>2.4 Fabric is laid-up and alignment with pattern is checked as per procedure<br>2.5 Pattern pieces are positioned manually in accordance with company's procedures<br>2.6 Seam allowances are marked on the fabric in accordance with job requirements<br>2.7 Darts and pocket locations are traced/marked on the fabric in accordance with specified garment style or design<br>2.8 Markings is placed in accordance with company's procedures     |

|                  |                                                                                                                                                                                                                                                                                        |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Cut materials | 3.1 Garment style or design is interpreted in accordance with customer's specification<br>3.2 Fabric is cut to meet design requirements and measurements of the pattern<br>3.3 <b>Garment parts</b> are checked for completeness in accordance with specified garment design or styles |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## RANGE OF VARIABLES

| VARIABLE                  | RANGE                                                                                  |
|---------------------------|----------------------------------------------------------------------------------------|
| 1. Fabric specification   | 1.1 Cotton<br>1.2 Chaliz<br>1.3 Polyester<br>1.4 Gabardine<br>1.5 Rayon                |
| 2. Material checked       | 2.1 Quality<br>2.2 Faults<br>2.3 Width<br>2.4 Selvedges<br>2.5 Soaked/drip dried       |
| 3. Standard fabric care   | 3.1 Dry cleaning<br>3.2 Soaking and drying<br>3.3 Machine washed<br>3.4 Tumble - dried |
| 4. Accessories and accent | 4.1 Zipper<br>4.2 Buttons<br>4.3 Bias tape<br>4.4 Hook and eye<br>4.5 Snaps            |
| 5. Tracing/Marking tools  | 5.1 Tracing wheel<br>5.2 Tracing paper<br>5.3 Tailor's chalk                           |
| 6. Garment parts          | 6.1 Collar<br>6.2 Pocket<br>6.3 Sleeves<br>6.4 Waistband<br>6.5 Figure                 |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>       | <p>Assessment requires evidence that the candidate:</p> <p>1.1 Checked fabric for quality, faults, width, selvages and marking requirements</p> <p>1.2 Soaked, drip dried and pressed fabric in accordance with standard fabric care</p> <p>1.3 Selected and prepared accessories and accent of the garment in accordance with specified garment design or style</p> <p>1.4 Prepared tools and equipment in accordance with job specifications</p> <p>1.5 Laid-out and pinned patterns on the fabric in accordance with fabric grain line</p> <p>1.6 Marked seam allowances on the fabric in accordance with job requirements</p> <p>1.7 Traced/marked darts and pocket locations on the fabric in accordance with specified garment style or design</p> <p>1.8 Interpreted garment design or style in accordance with customer's specifications</p> <p>1.9 Cut fabric in accordance with the required standard allowances</p> |
| <p>2. Underpinning knowledge and attitudes</p> | <p>2.1 Types of pattern</p> <p>2.2 Fabric properties such as weight, shrinkage, pile, grain and pattern shapes</p> <p>2.3 Soaking and drying procedures</p> <p>2.4 Market trends on garment style</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>3. Underpinning skills</p>                  | <p>3.1 Measuring, marking/tracing and cutting skills</p> <p>3.2 Manipulating prepared pattern</p> <p>3.3 Laying-up and cutting operations skills</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>4. Resource implications</p>                | <p>The following resources MUST be provided:</p> <p>4.1 Access to relevant workplace or appropriately simulated environment where assessment may take place</p> <p>4.2 Materials relevant to the proposed activity or task</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>5. Methods of assessment</p>                | <p>Competency must be assessed through:</p> <p>5.1 Direct observation/demonstration of application of tasks and questioning related to underpinning knowledge</p> <p>5.2 Portfolio</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>6. Context for assessment</p>               | <p>Competency may be assessed individually in the actual workplace of simulated environment or in any TESDA accredited assessment center</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**UNIT OF COMPETENCY: SEW CASUAL APPAREL**

**UNIT CODE: GRM743303**

**UNIT DESCRIPTOR** : This unit covers the knowledge and skills required in preparing and assembling cut parts, preparing sewing machine for operation, sewing garments and components using basic sewing techniques and altering completed garments

| <b>ELEMENT</b>                          | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Prepare cut parts                    | 1.1 Cut parts are prepared in accordance with the specified garment design/style<br>1.2 Cut parts are pressed in accordance with fabric specifications<br>1.3 Cut parts are pinned together in accordance with garment design or style<br>1.4 Accessories and accents are prepared in accordance with garment design or style                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. Prepare sewing machine for operation | 2.1 <b>Machine parts</b> are cleaned and lubricated in accordance with company's requirements and manufacturer's cleaning and lubricating instructions<br>2.2 Machines are set-up and adjusted in accordance with work specifications<br>2.3 Machines are threaded in accordance with company procedures<br>2.4 Machine is started and stopped in accordance with manufacturer's and company's requirements<br>2.5 Speed of machines and work handling are controlled in accordance with company's procedures<br>2.6 Minor <b>machine problem or fault</b> is identified and repaired in accordance with manufacturer's manual<br>2.7 Machine operation is monitored as per procedures<br>2.8 Company's health and safety policies and procedures are followed as per standard operating procedures (SOPs) |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3. Sew and assemble garment parts</p> | <p>3.1 Garment parts are assembled in accordance with garment assembly instructions and pattern specifications</p> <p>3.2 Garments are sewn in conformance with sewing standard procedures and company's timeframes</p> <p>3.3 <b>Sleeves, collars and pockets</b> are identified and sewn according to customer's specification</p> <p>3.4 Pocket flaps are sewn with clean corners and no raw edges</p> <p>3.5 Zipper is sewn without puckered according to sewing instructions</p> <p>3.6 Seams edges are finished in accordance with job requirements</p> <p>3.7 Waistband width are evenly sewn from end to end according to standard operating procedure (SOPs)</p> |
| <p>4. Alter completed garment</p>        | <p>4.1 Alterations/modifications are done in accordance with the client's specifications</p> <p>4.2 Final fitting is conducted to ensure client's satisfaction</p> <p>4.3 Garment alteration is completed as per client's satisfaction</p>                                                                                                                                                                                                                                                                                                                                                                                                                                |

## RANGE OF VARIABLES

| VARIABLE                     | RANGE                                                                             |
|------------------------------|-----------------------------------------------------------------------------------|
| 1. Parts of sewing machine   | 1.1 Feed dog<br>1.2 Bobbin case and spool<br>1.3 Needle<br>1.4 Lever<br>1.5 Wheel |
| 2. Machine problem or faults | 2.1 Puckering<br>2.2 Uneven stitch<br>2.3 Loose threads<br>2.4 Skipping stitch    |
| 3. Types of sleeves          | 3.1 Puff sleeve<br>3.2 Tailored sleeve<br>3.3 Cup sleeve                          |
| 4. Types of collar           | 4.1 Sports collar<br>4.2 Baby collar<br>4.3 Flat collar<br>4.4 Tailored collar    |
| 5. Types of pocket           | 5.1 Patch<br>5.2 Flap<br>5.3 Welt<br>5.4 Piped<br>5.5 Bellows or Pouch            |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>       | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Prepared pressed and pinned cut parts together in accordance with the specified garment design/style</li> <li>1.2 Set-up and adjusted machines in accordance with work specifications</li> <li>1.3 Assembled, sewn garments in conformance with sewing standard procedures and company's timeframes</li> <li>1.4 Sewn sleeves are fitted and well hung from the edge of the shoulder and around the arm as per specifications</li> <li>1.5 Sewn seated collar at the neckline and corners evenly and sharply sewn</li> <li>1.6 Cleaned pocket flaps corners with no raw edges</li> <li>1.7 Sewn zipper without puckered</li> <li>1.8 Nicked and flattened seams without wrinkles</li> <li>1.9 Evenly sewn waistband width from end to end evenly</li> <li>1.10 Completed garment alteration</li> </ul> |
| <p>2. Underpinning knowledge and attitudes</p> | <ul style="list-style-type: none"> <li>2.1 Types of sewing machines</li> <li>2.2 Garment parts</li> <li>2.3 Characteristics of fabrics, threads and other materials used in basic garment assembly</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>3. Underpinning skills</p>                  | <ul style="list-style-type: none"> <li>3.1 Sewing machine operations</li> <li>3.2 Threading procedures</li> <li>3.3 Apply basic sewing techniques</li> <li>3.4 Carry out work in accordance with OH&amp;S policies and procedures</li> <li>3.5 Interpret and apply defined procedures</li> <li>3.6 Apply safety precautions relevant to the task</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>4. Resource implications</p>                | <p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>4.1 Access to relevant workplace or appropriately simulated environment where assessment may take place</li> <li>4.2 Materials and equipment relevant to the proposed activity or task</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>5. Methods of assessment</p>                | <p>Competency must be assessed through:</p> <ul style="list-style-type: none"> <li>5.1 Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge</li> <li>5.2 Portfolio</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>6. Context for assessment</p>               | <p>Competency may be assessed individually in the actual workplace or simulated environment or in any TESDA accredited assessment center.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**UNIT OF COMPETENCY :**    **APPLY FINISHING TOUCHES ON CASUAL APPAREL**

**UNIT CODE:**                    **GRM743304**

**UNIT DESCRIPTOR**        :    This unit covers the knowledge, skills and attitudes required in applying finishing touches and detailing on the requirements such as attaching the needed accessories and accent, trimming of excess threads, pressing finished garment and packaging of finished garment.

| <b>ELEMENT</b>             | <b>PERFORMANCE CRITERIA</b><br><i>Italicized terms</i> are elaborated in the Range of Variables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Apply finishing touches | 1.1 <b><i>Finishing touches</i></b> are checked in accordance with garment design/style specifications<br>1.2 Accessories' and accents' positions are marked and attached in accordance with garment design/style specification<br>1.3 Accessories and accents are sewn by hand or by machine in accordance with garment design/style specifications<br>1.4 Finishing operations are performed in accordance with customer's specifications and company's procedures<br>1.5 Garment is checked for loose threads, missing buttons and attachments.<br>1.6 Bodice hem allowances and sleeves are folded and pinned in accordance with customer's specifications.<br>1.7 Hemline allowances are sewn in accordance with the given stitch/seam specifications |
| 2. Trim excess threads     | 2.1 Trimming tools are prepared in accordance with company's procedures<br>2.2 Garments are trimmed of excess threads in accordance with sewing procedures<br>2.3 Garments are reversed and hanged in accordance with company's procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3. Press finished garment</p>   | <p>3.1 Fabric and <b>pressing tools</b> are prepared according to standard operating procedures</p> <p>3.2 Pressing machines are setup, cleaned and checked in accordance with company's procedures</p> <p>3.3 <b>Faults, spots and marks</b> are identified and appropriate actions are taken in accordance with company's procedures</p> <p>3.4 <b>Heat/Pressure</b> is applied in accordance with product requirements, fabric specifications and company's procedures</p> <p>3.5 Pressing is sequenced in accordance with work specifications and company's procedures</p> |
| <p>4. Package finished garment</p> | <p>4.1 Finished garments are packed in accordance with <b>packaging standards/procedures</b></p> <p>4.2 <b>Garment packages</b> are labeled in accordance with company's requirements</p>                                                                                                                                                                                                                                                                                                                                                                                      |

## RANGE OF VARIABLES

| VARIABLE                   | RANGE                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. Finishing Touches       | 1.1 Closures<br>1.2 Hemming<br>1.3 Accessories and accent<br>1.4 Stitches                                   |
| 2. Pressing Tools          | 2.1 Flat iron<br>2.2 Ironing board<br>2.3 Sleeve board<br>2.4 Press mitt<br>2.5 Tailor's ham                |
| 3. Faults, spots and marks | 3.1 Grease/Oil<br>3.2 Puckering<br>3.3 Loose threads<br>3.4 Missing buttons<br>3.5 Uneven stitches          |
| 4. Heat/Pressure           | 4.1 Level 1 – Silk<br>4.2 Level 2 – Cotton<br>4.3 Level 3 – Maong                                           |
| 5. Packaging procedures    | 5.1 Sorting of garments according to:<br>5.1.1 Style<br>5.1.2 Color<br>5.1.3 Size<br>5.2 Putting label tags |
| 6. Garment packages        | 6.1 Blouse<br>6.2 Skirt<br>6.3 Trouser<br>6.4 Culottes<br>6.5 Shirt<br>6.6 Short                            |

## EVIDENCE GUIDE

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Critical aspects of competency</p>       | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Checked finishing touches in accordance with garment design/style specifications</li> <li>1.2 Marked and attached accessories and accent positions in accordance with garment design/style specifications</li> <li>1.3 Performed finishing operations in accordance with customer's specifications and company procedures</li> <li>1.4 Folded and pinned bodice hem allowances and sleeves in accordance with customer's design/style specifications</li> <li>1.5 Sewn hemline allowances in accordance with the given stitch/seam specifications</li> <li>1.6 Trimmed garments of excess threads in accordance with company's procedures</li> <li>1.7 Identified faults, spots and marked and appropriate actions were taken in accordance with company's procedures</li> <li>1.8 Pressed finished garment in accordance with product requirements, fabric specifications and company's procedures</li> <li>1.9 Packed and labeled finished garments in accordance with packaging standards/procedures</li> </ul> |
| <p>2. Underpinning knowledge and attitudes</p> | <ul style="list-style-type: none"> <li>2.1 Types of trimming and ironing tools</li> <li>2.2 Fabric and Styles</li> <li>2.3 Characteristics of typical fabric and other materials used in garment industry</li> <li>2.4 Pressing requirements procedure</li> <li>2.5 Pressing equipment functions</li> <li>2.6 Quality standards and fabric/garment handling procedures</li> <li>2.7 Types of hemming</li> <li>2.8 Finishing touches procedure</li> <li>2.9 Labeling requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>3. Underpinning skills</p>                  | <ul style="list-style-type: none"> <li>3.1 Pressing operation/instruction</li> <li>3.2 Hand/machine sewing of accessories and accents</li> <li>3.3 Packaging finished garments</li> <li>3.4 Marking and attaching accessories and accents</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                           |                                                                                                                                                                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Resource implications  | <p>The following resources MUST be provided:</p> <p>4.1 Access to relevant workplace or appropriately simulated environment where assessment may take place</p> <p>4.2 Materials and equipment relevant to the proposed activity or task</p> |
| 5. Methods of assessment  | <p>Competency must be assessed through:</p> <p>5.1 Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge</p> <p>5.2 Portfolio</p>                                          |
| 6. Context for assessment | <p>Competency may be assessed individually in the actual workplace or simulated environment or in any TESDA accredited assessment center</p>                                                                                                 |

## SECTION 3 TRAINING STANDARDS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for Dressmaking NC II.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; and trainers qualification.

### 3.1 CURRICULUM DESIGN

Course Title: **DRESSMAKING**

NC Level: **NC II**

Nominal Training Duration: 18 Hours (Basic)  
17 Hours (Common)

Course Description:

This course is designed to enhance the knowledge, skills and attitude of Dressmaker in accordance with industry standards. It covers the basic, common and core competencies.

To obtain this, all units prescribed for this qualification must be achieved.

### BASIC COMPETENCIES

| Unit of Competency                         | Learning Outcomes                                                                                                                                     | Methodology                           | Assessment Approach                                        |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------|
| 1. Participate in workplace communication  | 1.1 Obtain and convey workplace information.<br>1.2 Complete relevant work related documents.<br>1.3 Participate in workplace meeting and discussion. | Group discussion<br><br>Interaction   | Demonstration<br>Observation<br>Interviews/<br>questioning |
| 2. Work in a team environment              | 2.1 Describe and identify team role and responsibility in a team.<br>2.2 Describe work as a team member.                                              | Discussion<br><br>Interaction         | Demonstration<br>Observation<br>Interviews/<br>questioning |
| 3. Practice career professionalism         | 3.1 Integrate personal objectives with organizational goals.<br>3.2 Set and meet work priorities.<br>3.3 Maintain professional growth and development | Discussion<br><br>Interaction         | Demonstration<br>Observation<br>Interviews/<br>questioning |
| 4. Practice occupational health and safety | 4.1 Evaluate hazard and risks<br>4.2 Control hazards and risks<br>4.3 Maintain occupational health and safety awareness                               | Discussion<br>Plant tour<br>Symposium | Observation<br>Interview                                   |

## COMMON COMPETENCY

**Sector:** GARMENTS

| Unit of Competency                       | Learning Outcomes                                                                                                                                                                                                                                                                                               | Methodology                                 | Assessment Approach                                                |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------|
| 1. Carry Out Measurements & Calculations | 1.1 Read and interpret drawings<br>1.2 Obtain measurements<br>1.3 Perform simple calculation<br>1.4 Estimate approximate quantities                                                                                                                                                                             | Group discussion<br><br>Practical Exercises | Observation<br><br>Written Exam.                                   |
| 2. Apply Quality Standards               | 2.1 Assess own work base on workplace standard<br>2.2 Assess quality of component parts and take corrective actions<br>2.3 Measure parts using appropriate instrument<br>2.4 Record information in accordance to workplace procedures<br>2.5 Study causes of quality deviations and recommend preventive action | Group discussion<br><br>Interaction         | Observation<br><br>Demonstration<br><br>Interviews/<br>Questioning |
| 3. Perform Basic Maintenance             | 3.1 Operate machine and assess its performance<br>3.2 Clean and lubricate machine<br>3.3 Check machine operation                                                                                                                                                                                                | Group discussion<br><br>Interaction         | Observation<br><br>Demonstration<br><br>Interviews/<br>Questioning |
| 4. Set up and operate machines           | 4.1 Set machines<br>4.2 Conduct sample run<br>4.3 Test machine output<br>4.4 Re- adjust machine setting to meet requirements<br>4.5 Maintain records and prepare report.                                                                                                                                        | Group discussion<br>Interaction             | Observation<br><br>Demonstration<br><br>Interviews/<br>Questioning |

## CORE COMPETENCIES

Course Title: **DRESSMAKING\_**

NC Level: **NC II**

Nominal Training Duration: **240** Hrs.

Course Description:

This course is designed to enhance the knowledge, skills and attitude of Dressmaker in accordance with industry standards. It covers specialized competencies on drafting and cutting pattern, preparing and cutting materials, sewing, and applying finishing touches for casual apparels.

To obtain this, all units prescribed for this qualification must be achieved.

| <b>Unit of Competency</b>                       | <b>Learning Outcomes</b>                | <b>Methodology</b>          | <b>Assessment Approach</b>   |
|-------------------------------------------------|-----------------------------------------|-----------------------------|------------------------------|
| 1. Draft and cut pattern for casual apparel     | 1.1 Plan garment design                 | Discussion                  | Sketching/Actual Designing   |
|                                                 | 1.2 Take clients body measurement       | Discussion<br>Demonstration | Demonstration<br>Observation |
|                                                 | 1.3 Draft basic/block pattern           | Discussion<br>Demonstration | Demonstration<br>Observation |
|                                                 | 1.4 Manipulate pattern                  | Demonstration & Questioning | Demonstration                |
|                                                 | 1.5 Cut final pattern                   | Demonstration & Questioning | Demonstration                |
| 2. Prepare and cut materials for casual apparel | 2.1 Prepare materials (fabric)          | Discussion                  | Demonstration                |
|                                                 | 2.2 Layout and mark pattern on material | Demonstration & Questioning | Demonstration                |
|                                                 | 2.3 Cut materials                       | Demonstration & Questioning | Demonstration                |

| <b>Unit of Competency</b>                    | <b>Learning Outcomes</b>                 | <b>Methodology</b>          | <b>Assessment Approach</b>     |
|----------------------------------------------|------------------------------------------|-----------------------------|--------------------------------|
| 3. Sew casual apparel                        | 3.1 Prepare cut parts                    | Demonstration & Questioning | Demonstration                  |
|                                              | 3.2 Prepare sewing machine for operation | Demonstration & Questioning | Demonstration                  |
|                                              | 3.3 Sew and assemble garment parts       | Demonstration & Questioning | Demonstration<br>Actual sewing |
|                                              | 3.4 Alter completed garment              | Demonstration & Questioning | Demonstration<br>Actual sewing |
| 4. Apply finishing touches on casual apparel | 4.1 Apply finishing touches              | Demonstration & Questioning | Demonstration & Questioning    |
|                                              | 4.2 Trim excess threads                  | Demonstration & Questioning | Demonstration & Questioning    |
|                                              | 4.3 Press finished garment               | Demonstration & Questioning | Demonstration & Questioning    |
|                                              | 4.4 Package the finished garment         | Demonstration & Questioning | Demonstration & Questioning    |

## 3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are Nationally Accredited

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer just facilitates the training delivery.
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video or computer technologies.

### 3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into this course should possess the following requirements:

- can communicate both oral and written
- physically and mentally fit
- with good moral character
- can perform basic mathematical computation

This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

### 3.4 TOOLS AND EQUIPMENT AND MATERIALS DRESSMAKING – NC II

Recommended list of tools, equipment and materials for the training of 25 trainees for Dressmaking - NC II

| TOOLS    |                                | EQUIPMENT |                                   | MATERIALS |                            |
|----------|--------------------------------|-----------|-----------------------------------|-----------|----------------------------|
| QTY      |                                | QTY       |                                   | QTY       |                            |
| 25 pcs   | Tape Measure                   | 25 units  | Single Needle Lockstitch Machines | 25 pcs    | Pencils                    |
| 25 pcs   | Hip- curve                     | 10 units  | High Speed Machines Attachment    | 25 rolls  | Pattern Paper              |
| 10 pcs   | Meter stick                    | 5 units   | 3 Threads over lock machine       | 25 pcs    | Tailor's Chalk             |
| 25 pcs   | French curve                   | 5 units   | Flat Iron                         | 25 packs  | Dressmaker's Tracing Paper |
| 25 pairs | Scissors                       | 5 units   | Steam Press                       | 75 cones  | Thread (assorted colors)   |
| 25 pairs | Cutting Shears                 | 5 units   | Ironing Board                     | 2 gross   | Buttons                    |
| 25 pcs   | L-square                       | 10 units  | Cutting Table                     | 75 pcs    | Zipper 8"                  |
| 25 pcs   | Transparent ruler with grid 24 | 25 pcs    | Stools                            | 25 pcs    | Record Book                |
| 10 pcs   | Basin/Pail                     | 1 pc      | Button Holer                      | 75 pcs    | Zipper 20"                 |
| 25 pcs   | Sewing Box                     | 10 units  | Body Form/Model                   | 12.5 yds  | Fusible Interlining        |

| TOOLS  |                            | EQUIPMENT |                          | MATERIALS |                      |
|--------|----------------------------|-----------|--------------------------|-----------|----------------------|
| QTY    |                            | QTY       |                          | QTY       |                      |
| 25 pcs | Tracing wheel              | 25 pcs    | Calculator               | 2 rolls   | Band Roll            |
| 10 doz | Hanger                     | 3 units   | Hanger Rack              | 1 box     | Hook and Eye (big)   |
| 25 pcs | Screw Driver flat (medium) | 25 pcs    | Bobbin Case              | 1 box     | Hook and Eye (Small) |
| 25 pcs | Screw Driver flat (small)  | 50 pcs    | Bobbin Spool             | 3 gals    | Machine Oil          |
| 25 pcs | Triangle 16" 45 x 90       | 5 pcs     | Button holer Attachments | 25 pcs    | Eraser               |
| 5 pcs  | Hand Spray                 | 5 pcs     | Zipper foot              | 8 packs   | Needle DB x1 # 14    |
| 25 pcs | Seam Ripper                | 5 pcs     | Zipper foot invisible    | 4 packs   | Needle DB x1 # 11    |
| 25 pcs | Pin Cushion                | 5 pcs     | Shirring foot            | 3 packs   | Needle DCx1 # 14     |
|        |                            | 10 pcs    | Sleeve Board/Ham         | 3 packs   | Needle DPx5# 14      |
|        |                            | 2 pcs     | Display Cabinet          | 3 packs   | Hand Needle          |
|        |                            |           |                          |           | Fabrics for Blouse   |
|        |                            |           |                          |           | Fabric for Skirt     |
|        |                            |           |                          |           | Fabric for Dress     |
|        |                            |           |                          | 10 m      | Clothes line         |
|        |                            |           |                          | 2 boxes   | Pin                  |

### 3.5 TRAINING FACILITIES DRESSMAKING NC - II

Based on a class intake of 25 students/trainees, the space requirements and their corresponding sizes are as follows

| Space Requirement                      | Size in Meters | Area in Sq. Meters | Total Area in Sq. Meters |
|----------------------------------------|----------------|--------------------|--------------------------|
| Building (permanent)                   |                |                    | 176.25 sq. m.            |
| Student/Trainee Working Space          | 1.5 x 1.5 m.   | 2.25 sq. m.        | 56.25 sq. m              |
| Lecture/Demo Room                      | 1.5 x 2 m.     | 3 sq. m.           | 78 sq. m.                |
| Learning Resource Center               | 3 x 5 m.       | 15 sq. m.          | 15 sq. m.                |
| Facilities/Equipment/ Circulation Area | 1.5 x 2 m.     | 3 sq. m.           | 27 sq. m.                |

### 3.6 TRAINERS' QUALIFICATION DRESSMAKING - NC II

#### TRAINER QUALIFICATION (TQ II)

To qualify as trainer for dressmaking NC II, the person must:

- be a holder of NC III or its equivalent
- have undergone training on Training Methodology II (TM II)
- be physically and mentally fit
- \* have at least 2 years job/industry experience

\* *Optional. Only when required by the hiring institution*

Reference: TESDA Board Resolution No. 2004 03

### 3.7 INSTITUTIONAL ASSESSMENT

Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

## **SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS**

- 4.1 To attain the National Qualification of Dressmaking NC II, the candidate must demonstrate competence through project-type assessment covering all the units listed in Section 1. Successful candidates shall be awarded National Certificate signed by the TESDA Director General
- 4.2 The qualification of Dressmaking NC II may be attained through:
- 4.2.1 Accumulation of Certificates of Competency (COCs) in all of the following areas:
- 4.2.1.1 Draft and Cut Pattern of Ladies' Casual Apparel  
4.2.1.1.1 Draft and Cut Pattern of Casual Apparel
- 4.2.1.2 Cut and Sew Ladies' Casual Apparel  
4.2.1.2.1 Prepare and Cut Materials of Casual Apparel  
4.2.1.2.2 Sew Casual Apparel  
4.2.1.2.3 Apply Finishing Touches on Casual Apparel
- Successful candidates shall be awarded Certificates of Competency (COC).*
- 4.2.2 Demonstration of competence through project-type assessment covering all the required units of qualification.
- 4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.4 The following are qualified to apply for assessment and certification:
- 4.4.1 Graduates of formal, non-formal and informal including enterprise-based training programs.
- 4.4.2 Experienced workers (wage-employed or self-employed)
- 4.5 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)".

**COMPETENCY MAP**  
**Garment (Dressmaking/Tailoring) Sector**  
**DRESSMAKING NC II**

|                         |                                         |                                             |                    |                                           |                                               |                                                   |
|-------------------------|-----------------------------------------|---------------------------------------------|--------------------|-------------------------------------------|-----------------------------------------------|---------------------------------------------------|
| <b>COR COMPETENCIES</b> | Draft and Cut Pattern of Casual Apparel | Prepare and Cut Materials of Casual Apparel | Sew Casual Apparel | Apply Finishing Touches on Casual Apparel | Draft and Cut Pattern of High Fashion Apparel | Prepare and Cut Materials of High Fashion Apparel |
|                         | Draft and Cut Pattern of Formal Apparel | Prepare and Cut Materials of Formal Apparel | Sew Formal Apparel | Apply Finishing Touches on Formal Apparel | Sew High Fashion Apparel                      | Apply Finishing Touches on High Fashion Apparel   |

|                           |                                        |                             |                           |                        |
|---------------------------|----------------------------------------|-----------------------------|---------------------------|------------------------|
| <b>COMMO COMPETENCIES</b> | Carry out measurements and calculation | Set-up and operate machines | Perform basic maintenance | Apply quality standard |
|---------------------------|----------------------------------------|-----------------------------|---------------------------|------------------------|

|                          |                                                |                                           |                                         |                                           |                                        |                           |                                          |                                                    |
|--------------------------|------------------------------------------------|-------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------|---------------------------|------------------------------------------|----------------------------------------------------|
| <b>BASI COMPETENCIES</b> | Receive and respond to workplace communication | Work with others                          | Demonstrate work values                 | Practice basic housekeeping procedures    | Participate in workplace communication | Work in team environment  | Practice career professionalism          | Practice occupational health and safety procedures |
|                          | Lead workplace communication                   | Lead small teams                          | Develop and practice negotiation skills | Solve problems related to work activities | Use mathematical method                | Use relevant technologies | Utilize specialized communication skills | Develop team and individual                        |
|                          | Apply problem solving techniques to workplace  | Collect, analyze and organize information | Plan and organize work                  | Promote environmental protection          |                                        |                           |                                          |                                                    |

## DEFINITION OF TERMS

|                              |                                                                                                                                                |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fabric grain</b>          | refers to woven fabric compose of two sets of yarns (threads) that run at right angle to each other.                                           |
| <b>Manipulation</b>          | the process of producing another pattern adapting existing blocks pattern.                                                                     |
| <b>Warp</b>                  | the lengthwise yarn (threads) that run vertically in a woven fabric                                                                            |
| <b>Weft</b>                  | the crosswise yarn (threads) that run horizontally in a woven fabric                                                                           |
| <b>Selvedge</b>              | edge of woven fabric finished to prevent raveling.                                                                                             |
| <b>Design</b>                | a combination of lines or shapes to form a decoration                                                                                          |
| <b>On grain</b>              | a fabric is on grain when the lengthwise threads run exactly at right angles to each other.                                                    |
| <b>Off grain</b>             | when the two sets of grain do not run at right angle to each other                                                                             |
| <b>Specification Sheet</b>   | refers to a data containing the final instructions regarding sizes, stitches, etc.                                                             |
| <b>Style/Design</b>          | refers to a kind of outlook based on printed materials, shows, trends and market choice.                                                       |
| <b>Accents</b>               | refer to accessories/materials used to enhance and glamorize dress. Examples are beads, pearls, rhinestones, metals, laces and bias.           |
| <b>Design Interpretation</b> | refers to sketches of design either white or colored interpreted into pattern.                                                                 |
| <b>Mannequin</b>             | a three dimensional model of human form used for fitting clothes. It may be made of either fiber glass, ivory, porcelain, wood or paper mache. |
| <b>Finishing Touches</b>     | refer to work done on a dress to enhance the total quality feature of a product.                                                               |

|                                    |                                                                                                                                                                            |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Blazer</b>                      | refers to the kind of dress for women otherwise called as overcoat.                                                                                                        |
| <b>Gown</b>                        | refers to a long dress sometimes made of beads and expensive materials.                                                                                                    |
| <b>Casual Dress</b>                | refers to a dress used for everyday wear (vogue and comfortable)                                                                                                           |
| <b>Workplace Quality Standards</b> | refer to the expected characteristics of finished garment. The quality standard that applies in the candidate workplace is the standard that is appropriate for assessment |

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