

# TRAINING REGULATIONS



## TAILORING 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 TAILORING

## SECTION 1. TAILORING NC II QUALIFICATION

The TAILORING NC II Qualification consists of competencies that a person must achieve that will enable him/her to draft and cut pattern; lay-out pattern on the material/fabric, sew material/fabric and apply finishing touches on the men's casual apparel of the Garment sector. Casual Apparel for men includes polo (short sleeves), shorts and jogging pants.

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>
GRM743313	Draft and cut pattern of casual apparel
GRM743314	Prepare and cut materials of casual apparel
GRM743315	Sew casual apparel
GRM743316	Apply finishing touches on casual apparel

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

- Tailor
- 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 TAILORING 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 <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> 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate <b>medium</b> is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and <b>storage</b> of information are used 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 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established <b>protocols</b> 2.4 <b>Workplace interactions</b> are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to 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 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol 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> </ol>
2. Underpinning knowledge and attitude	<ol 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> </ol>
3. Underpinning skills	<ol 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> </ol>
4. Resource implications	<ol 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> </ol>
5. Methods of assessment	<ol style="list-style-type: none"> <li>5.1. Direct Observation</li> <li>5.2. Oral interview and written test</li> </ol>
6. Context of assessment	<ol style="list-style-type: none"> <li>6.1. Competency may be assessed individually in the actual workplace or through accredited institution</li> </ol>

**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> <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>  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  2.2. Roles and responsibility of other team members are identified and recognized  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  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>  3.3. Observed protocols in reporting using standard operating procedures  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 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 2.2. Job procedures 2.3. Machine/equipment manufacturer's specifications and instructions 2.4. Organizational or external personnel 2.5. Client/supplier instructions 2.6. Quality standards 2.7. OHS and environmental standards
3. Workplace context	3.1. Work procedures and practices 3.2. Conditions of work environments 3.3. Legislation and industrial agreements 3.4. Standard work practice including the storage, safe handling and disposal of chemicals 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> <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 1.2 Intra- and interpersonal relationships <del>is</del> are maintained in the course of managing oneself based on performance <b>evaluation</b> 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
1. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 <b>Resources</b> are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
2. Maintain professional growth and development	3.1 <b>Trainings and career opportunities</b> are identified and availed of based on job requirements 3.2 <b>Recognitions</b> are -sought/received and demonstrated as proof of career advancement 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 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 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 and attitudes	<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> <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 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 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) 2.2 Effects of the hazards are determined 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> <i>Italicized</i> terms are elaborated in the 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: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics <ul style="list-style-type: none"> <li>• Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles</li> <li>• Physiological factors – monotony, personal relationship, work out cycle</li> </ul>
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel

VARIABLE	RANGE
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 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>3. 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>4. 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>5. 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.

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

## RANGE OF VARIABLES

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

## EVIDENCE GUIDE

1. Critical aspects of competency	<p><b>Assessment requires evidence that the candidate:</b></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>
2. Underpinning knowledge and attitudes	<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>
3. Underpinning skills	<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>
4. Resource implications	<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>
5. Methods of assessment	5.1 Direct observation of work activities related to drafting and cutting of casual apparel pattern
6. Context for assessment	6.1 Competency assessment may occur in workplace or any appropriately simulated environment

**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> <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  1.2 Type of sewing machine to be set up is identified in accordance with the job requirement  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  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  4.2 Adjustment changes are assessed in accordance with product and machine specifications  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 1.2 Double needle lockstitch machine 1.3 Edging machine 1.4 Button hole machine
2. Machine output	2.1 Product sample 2.2 Service samples 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> <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  1.2 Machine operation is monitored to ensure that correct procedures are assessed and product meets quality standards  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  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  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 1.2 Broken needle 1.3 Machine control
2. Major machine faults	2.1 Electric motor defect 2.2 Timing (not synchronized) 2.3 Broken body parts

## EVIDENCE GUIDE

1. Critical aspects of competency	<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>
2. Underpinning knowledge and attitude	<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>
3. Underpinning skills	<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>
4. Resource implications	<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>
5. Methods of assessment	<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>
6. Context for assessment	<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> <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 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 1.3 Faulty pieces or final products are identified and isolated in accordance with company policies and procedures 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 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 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 5.2 Suitable preventive action is recommended based on workplace <i>quality standards</i> and identified causes of deviation from specified quality standards of materials or final product

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Quality check	1.1 Visual inspection 1.2 Physical measurements 1.3 Check against patterns
2. Quality standards	2.1 Materials 2.2 Component parts 2.3 Final product 2.4 Production processes
3. Quality parameters	3.1 Finish 3.2 Fit 3.3 Size 3.4 Durability 3.5 Product variations 3.6 Materials 3.7 Alignment 3.8 Color 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 the 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:** GRM743313

**UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes required in drafting and cutting basic/block pattern for men's 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>
	<i>Italicized terms</i> are elaborated in the Range of Variables
1. Plan garment design	1.1 Customer's <b>job requirements</b> are determined in accordance with company practice 1.2 Garment design is prepared in accordance with the client's requirements 1.3 Design and <b>fabric</b> are discussed and selected according to client's specifications 1.4 <b>Special needs</b> of the client are incorporated into the design based on procedures.
2. Take clients body measurements	2.1 <b>Measuring tools</b> are prepared in accordance with job requirements. 2.2 Body measurements are taken based on procedures 2.3 <b>Body measurements</b> of client are taken in sequence according to job requirements and standard body measurement procedures 2.4 Body measurements are recorded in line with company requirements/practice
3. Draft basic/block pattern	3.1 <b>Drafting pattern tools</b> are selected in accordance with job requirements 3.2 <b>Basic/Block pattern</b> is drafted using appropriate equipment and following customer's specifications 3.3 Drafted basic/block pattern is checked for accuracy to satisfy customer's specification
4. Manipulate pattern	4.1 Block pattern is laid out in accordance with company procedures 4.2 Block pattern is manipulated in accordance with customer's specifications 4.3 Final pattern is labeled, filled and secured as per standard operating procedures
5. Cut final pattern	5.1 <b>Pattern cutting tools</b> are selected in accordance with job requirements 5.2 <b>Final pattern cutting</b> is performed in accordance with customer's specifications/measurements

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Job requirements	Includes but is not limited to: 1.1 Polo (Short Sleeves) 1.2 Short 1.3 Jogging Pants
2. Fabric	2.1 Cotton 2.2 Denims 2.3 Polyster
3. Special needs	Kinds of: 3.1 pocket 3.2 stitch 3.3 collar 3.4 sleeve
4. Measuring tools	4.1 Tape measure 4.2 Hip curve rule 4.3 L-Square 4.4 Meter Stick
5. Standard body measurement	5.1 Shoulder 5.2 Neck circumference 5.3 Chest width/circumference 5.4 Figure (front and back) 5.5 Waistline 5.6 Hips 5.7 Length of sleeve, polo, short and jogging pants 5.8 Armhole circumference 5.9 Seat/hip circumference 5.10 Thigh circumference 5.11 Knee circumference 5.12 Crotch rise length 5.13 Side length/seam 5.14 Bottom hem/height circumference
6. Drafting tools	6.1 Tailor's chalk 6.2 Pattern paper
7. Basic/Block Pattern	7.1 Polo (short sleeves) 7.2 Short 7.3 Jogging pants
8. Cutting tools	8.1 Scissors
9. Pattern cutting	9.1 With seam allowance 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 enterprise practice</li> <li>1.2 Prepared design in consultation 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 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 in taking body measurement</li> <li>2.3 Patterns</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 Draft basic/block pattern</li> <li>3.3 Cut pattern with seam allowance</li> <li>3.4 Communicate 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 may be done</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 knowledge to 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: PREPARE AND CUT MATERIALS FOR CASUAL APPAREL**

**UNIT CODE: GRM743314**

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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
1. Prepare materials (fabric)	1.1 Fabrics are collected and checked in accordance with fabric specification 1.2 Fabric width and quality are checked according to instructions and appropriate action is taken in accordance with work requirements 1.3 <b>Fabrics</b> are checked according to workplace procedures 1.4 Fabrics are soaked/drip dried and pressed in accordance with <b>standard fabric care</b> 1.5 <b>Accessories and accents</b> are selected and prepared in accordance with specified garment style/design 1.6 Marking tools are prepared in accordance with job requirements 1.7 Equipment and tools are prepared as per standard operating procedures (SOPs)
2. Lay-out and mark pattern on material	2.1 Cutting table is prepared and set-up in accordance with company procedures 2.2 Patterns are prepared and checked in accordance with job specifications 2.3 Patterns are laid out and pinned on the fabric in accordance with fabric grain line 2.4 Fabric is laid-up and alignment with pattern is checked to ensure conformance to specifications 2.5 Pattern pieces are manipulated and positioned manually in accordance with company procedures 2.6 Seam allowances are marked on the fabric in accordance with job requirements 2.7 Darts and pocket locations are traced/marked on the fabric in accordance with specified <b>garment style or design</b> 2.8 Mark is placed in accordance with company procedures
3. Cut materials	3.1 Garment style or design is interpreted in accordance with customer's specification 3.2 Material is cut to meet design requirements and measurements of the pattern 3.3 <b>Garment parts</b> are checked for completeness in accordance with specified garment design or styles

**RANGE OF VARIABLES**

<b>VARIABLE</b>	<b>RANGE</b>
1. Fabric specification	1.1 Cotton 1.2 Chaliz 1.3 Polyester 1.4 Gabardine 1.5 Rayon 1.6 Organza
2. Fabric checked	2.1 Quality 2.2 Faults 2.3 Width 2.4 Selvages 2.5 Soaked/drip dried
3. Standard fabric care	3.1 Dry cleaning 3.2 Soaking and drying 3.3 Machine washed 3.4 Tumble dried
4. Accessories and accent	4.1 Zipper 4.2 Buttons 4.3 Bias tape 4.4 Hook and eye 4.5 Snaps
5. Tracing/Marking tools	5.1 Tracing wheel 5.2 Tracing paper 5.3 Tailor's chalk
6. Garment parts	6.1 Collar 6.2 Pocket 6.3 Sleeves 6.4 Waistband 6.5 Figure 6.6 Belt loops
7. Garment design/style	7.1 Polo – Short sleeves, 7.2 Short – boxer type, knee length 7.3 Jogging pants

## 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 fabrics for quality, faults, width, selvages and marking requirements</li> <li>1.2 Soaked, drip dried and pressed fabrics in accordance with standard fabric care</li> <li>1.3 Selected and prepared accessories and accent of the garment in accordance with specified garment design or style</li> <li>1.4 Identified and prepared measuring, tracing/markings and cutting tools in accordance with job specifications</li> <li>1.5 Laid-out and pinned patterns on the fabric in accordance with fabric grain line</li> <li>1.6 Marked seam allowances on the fabric in accordance with job requirements</li> <li>1.7 Traced/marked darts and pocket locations on the fabric in accordance with specified garment style or design</li> <li>1.8 Interpreted garment design or style in accordance with customer's specifications</li> <li>1.9 Cut fabrics in accordance with the required standard allowances</li> </ul>
<p>2. Underpinning knowledge and attitudes</p>	<ul style="list-style-type: none"> <li>2.1 Types of pattern</li> <li>2.2 Fabric properties such as weight, shrinkage, pile, grain and pattern shapes</li> <li>2.3 Soaking and drying procedures</li> <li>2.4 Market trends on garment style</li> </ul>
<p>3. Underpinning skills</p>	<ul style="list-style-type: none"> <li>3.1 Measuring, marking/tracing and cutting skills</li> <li>3.2 Manipulating prepared pattern</li> <li>3.3 Laying-up and cutting operations 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 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 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: SEW CASUAL APPAREL**

**UNIT CODE: GRM743315**

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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <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 1.2 Cut parts are pressed in accordance with fabric specifications 1.3 Cut parts are pinned together in accordance with garment design or style 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 requirements and manufacturer's cleaning and lubricating instructions 2.2 Machine is started and stopped in accordance with manufacturer's operation manual 2.3 <b>Machines</b> speed and work handling are controlled in accordance with company procedures 2.4 Machine operations is monitored according to standard operating procedures 2.5 Minor <b>machine problem or fault</b> is identified and repaired in accordance with manufacturer's manual 2.6 Machines are threaded in accordance with the threading procedures 2.7 Machines are set-up and adjusted in accordance with work specifications 2.8 Company's health and safety policies and procedures are followed

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
3. Sew and assemble garment parts	3.1 Garment parts are assembled in accordance with garment assembly instructions and pattern specifications 3.2 Garments are assembled/sewn in accordance with sewing standard procedures and company's time frames 3.3 <b>Sleeves, collars and pockets</b> are identified and sewn in accordance with customer's specification and quality standards 3.4 Pocket flaps and pieces are sewn with clean corners and without raw edges 3.5 Zipper is sewn without pucker according to sewing instructions 3.6 Seams edges are finished in accordance with the job requirements 3.7 Waistband width are evenly sewn from end to end according to standard operating procedures 3.8 Left and right of front and back rise are attached equally, following correct seam allowance 3.9 Left and right bottom hem are sewn equally and balanced with each other in length according to procedure
4. Alter completed garment	4.1 Alterations/Modifications are undertaken in accordance with the client's specifications 4.2 Final fitting is conducted to ensure clients satisfaction 4.3 Garment alteration is completed as per clients satisfaction

**RANGE OF VARIABLES**

<b>VARIABLE</b>	<b>RANGE</b>
1. Parts of sewing machine	1.1 Feed dog 1.2 Bobbin case and spool 1.3 Needle 1.4 Lever 1.5 Wheel
2. Types of sewing machines	2.1 Lockstitch sewing machine 2.2 Over Lockstitch sewing machine 2.3 Edging machine 2.4 Button hole machine
3. Machine problem or faults	3.1 Puckering 3.2 Uneven stitch 3.3 Loose threads 3.4 Skipping stitch
4. Types of sleeves	4.1 Long sleeves 4.2 Short sleeves
5. Types of collar	5.1 Sports collar 5.2 Chinese collar 5.3 Continuous collar
6. Types of pocket	6.1 Patch 6.2 Flap 6.3 Welt 6.4 Piped 6.5 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 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 workplace timeframe</li> <li>1.4 Sewn sleeves are fitted and well hung from the edge of the shoulder and around the arm as per specification</li> <li>1.5 Sewn well seated collar at the neckline and corners evenly and sharply</li> <li>1.6 Sewn zipper without pucker</li> <li>1.7 Nicked and flattened seams without wrinkles</li> <li>1.8 Sewn waistband width from end to end evenly</li> <li>1.9 Determined modifications and alterations in accordance with client's specifications</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 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 observations/demonstration of candidate's application of knowledge to 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:** GRM743316

**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 men's casual garment.

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



<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables
3. Press finished garment	3.1 Fabrics and <b>pressing tools</b> are prepared according to standard operating procedures 3.2 <b>Pressing tools temperature setting</b> is set-up in accordance with company procedures 3.3 <b>Faults, spots and marks</b> are identified and appropriate actions are taken in accordance with company's procedures 3.4 <b>Heat/Pressure</b> is applied in accordance with product requirements, fabric specifications and company procedures 3.5 Pressing is sequenced in accordance with work specifications and company's procedures
4. Package the finished garment	4.1 Finished garments are packed in accordance with <b>packaging standards/procedures</b> 4.2 <b>Garment packages</b> are labeled in accordance with company's requirements

**RANGE OF VARIABLES**

<b>VARIABLE</b>	<b>RANGE</b>
1. Finishing touches	1.1 Closures 1.2 Hemming 1.3 Accessories and accent 1.4 Stitches
2. Pressing tools	2.1 Flat iron 2.2 Ironing board
3. Pressing tool temperature Setting	3.1 Level 1 - Silk 3.2 Level 2 3.3 Level 3
4. Faults, spots and marks	4.1 Grease/Oil
5. Packaging procedures	5.1 Sorting of garments according to: 5.1.1 Style 5.1.2 Color 5.1.3 Size 5.2 Putting label tags
6. Garment packages	6.1 Box 6.2 Cellophane 6.3 Plastic

## 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's 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 hem line allowances in accordance with the given stitch/seam specifications</li> <li>1.6 Trimmed garments of excess threads in accordance with sewing procedures</li> <li>1.7 Identified faults, spots and marked and appropriate actions were taken in accordance with company procedures</li> <li>1.8 Pressed finished garment in accordance with product requirements, fabric specifications and company procedures</li> <li>1.9 Packed 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 procedures</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 procedures</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 accent</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 can take place</p> <p>4.2 Materials and equipment relevant to the 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 knowledge to 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 Tailoring 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: TAILORING**

**NC Level: NC II**

**Nominal Training Duration: 18 Hrs. (Basic)  
17 Hrs. (Common)**

Course Description:

This course is designed to enhance the knowledge, skills and desirable work attitude in Tailoring NC II. It covers the basic, common and core competencies.

### BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information. 1.2 Complete relevant work related documents. 1.3 Participate in workplace meeting and discussion.	Group discussion  Interaction	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Observation</li> <li>• Interviews/questioning</li> </ul>
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	Discussion  Interaction	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Observation</li> <li>• Interviews/questioning</li> </ul>
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development	Discussion  Interaction	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Observation</li> <li>• Interviews/questioning</li> </ul>
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	Discussion  Plant tour  Symposium	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Interview</li> </ul>

## COMMON COMPETENCIES

**Sector: GARMENTS NC II**

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Carry Out Measurements and Calculations	1.1 Read and interpret drawings 1.2 Obtain measurements 1.3 Perform simple calculation 1.4 Estimate approximate quantities	Group discussion  Practical Exercises	Observation  Written Exam.
2. Perform Basic Maintenance	2.1 Operate machine and assess its performance 2.2 Clean and lubricate machine 2.3 Check machine operation	Group discussion  Interaction	Observation  Demonstration  Interviews/ Questioning
3. Set up and operate machines	3.1 Set machines 3.2 Conduct sample run 3.3 Test machine output 3.4 Re-adjust machine setting to meet requirements 3.5 Maintain records and prepare report.	Group discussion  Interaction	Observation  Demonstration  Interviews/ Questioning
4. Apply Quality Standards	4.1 Assess own work base on workplace standard 4.2 Assess quality of component parts and take corrective actions 4.3 Measure parts using appropriate instrument 4.4 Record information in accordance to workplace procedures 4.5 Study causes of quality deviations and recommend preventive action	Group discussion  Interaction	Observation  Demonstration  Interviews/ Questioning

## CORE COMPETENCIES

**Course Title:** TAILORING

**NC Level:** NC II

**Nominal Training Duration:** 240 Hrs.

Course Description:

This course is designed to enhance the knowledge, skills and attitude of Tailor 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 apparel.

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	Demonstration	Demonstration
	1.3 Draft basic/block pattern	Demonstration	Demonstration 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 Actual Sewing
	3.4 Alter completed garment	Demonstration & Questioning	Demonstration 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 on 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/her 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 TAILORING – 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 Lockstich machines	25 Rolls	Pattern paper
25 pcs	Hip- curve	5 pcs	3 Threads over lock machine	25 pcs	Tailor's Chalk
15 pcs	Meter stick	1 units	Bar Tack Machine	25 packs	Tracing paper
25 pcs	French curve	1 unit	Feed of the Arm machine	25 pcs	Pencil
25 pairs	Scissors ( 6 " )	5 units	Flat Iron	25 pcs	Eraser
25 pcs	L- Square	5 units	Ironing Board	75 pcs	Thread (assorted colors)
10 pairs	Pinking Shears	5 units	Steam Press	8 packs	Needle DB1x11
25 pairs	Cutting Shears ( 8" )	5 units	Sleeve Board/ Ham	8 packs	Needle DB 1 x 14
25 pcs	Ruler with grid ( 24" )	10 units	Model Form	3 packs	Needle DC 1x14

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
25 pcs	Triangle 16" ( 45° 90°)	2 units	Life Size Mirror	1 pack	Needle TV 1 x14
25 pcs	Seam Ripper	25 pcs	Bobbin Case	12.5 yards	Fusible Interlining
25 pcs	Sewing Box	50 pcs	Bobbin Spool	3 Rolls	Band Roll
25 pcs	Screw Driver Flat ( medium size)	3 units	Hanger Rack	37.5 yrds	Fabric ( tetoron)
25 pcs	Screw Driver Flat ( small size)			75 yards	Fabric ( Chinese Cotton)
5 pcs	Spray Bottle	5 pcs	Gauge Foot 1/4	10 yards	Fabric ( coco )
10 Doz.	Hanger	5 pcs	Gauge Foot 1/16	120 yards	Fabric ( for pants and shorts)
25 pcs	Tracing Wheel	25 pcs	Calculator	37.5 yards	Fabric ( for jogging pants)
		2 units	Wooden Cabinet with sliding door( Display Cabinet)	3 rolls	Garter 1 ½"
				150	Zipper 6"
				2 boxes	Hook and Eye
				3 gal.	Machine Oil
				3 packs	Hand Needle
				2 boxes	Buttons Flat

### 3.5 TRAINING FACILITIES TAILORING NC - II

Based on a class intake of 25 students/trainees

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 TAILORING - NC II

#### TRAINER QUALIFICATION (TQ II)

To qualify as trainer for Tailoring 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 Tailoring 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 Tailoring NC II may be attained through:
- 4.2.1 Accumulation of Certificates of Competency (COCs) in all the following areas:
- 4.2.1.1 Draft and Cut Pattern of Men's Casual Apparel  
4.2.1.1.1 Draft and Cut Pattern of Casual Apparel
- 4.2.1.2 Cut and Sew Men's 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 the 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**  
**TAILORING 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
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<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 fabrics that compose of two sets of yarns (threads) that run at right angle to each other.
<b>Manipulation</b>	is the process of producing another pattern adapting existing blocks pattern.
<b>Warp</b>	are the lengthwise yarns (threads) that run vertically in a woven fabric
<b>Weft</b>	the crosswise yarns (threads) that run horizontally in a woven fabric
<b>Selvedge</b>	is 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 that are used to enhance and glamorize dress such as 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 and 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 which is 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 the kind of dress used for everyday wear which is 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 purposes



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- **THE TECHNICAL ADVISORY PANEL (TAP)**

**MRS. ELOISA FRANCISCO**

TAP Member

Golden Hands Fashion and Arts School  
1913 3<sup>rd</sup> Floor, Luna-Orosa Bldg.  
Taft Avenue, Manila

- **THE TECHNICAL EXPERT PANEL (TEP)**

- **DRESSMAKING**

**Mr. GERRY T. BENAMER**

Pauline's Enterprises  
Ayala Alabang, Muntinlupa City

**Ms. PORTIA ATUTUBO**

CS Garments  
CEPZA, Rosario, Cavite

**Mr. GASAT M. DAMASEN**

EARN School  
Illinois St., Cubao, Quezon City

- **TAILORING**

**Mr. ROMEO D. DACLES**

Broad Street Apparel  
Banawe, Quezon City

**Ms. IRENE J. TORRES**

CS Garment  
CEPZA, Rosario, Cavite

**Ms. PERLITA DINGLASAN**

Gelmart Industries Philippines  
Paranaque, Metro Manila

**Mr. ANDRES AUSTRIA**

Meriam College  
Quezon City

## The Participants in the national validation of this Training Regulation

- TESDA III
- TESDA IV

## The Management and Staff of the TESDA Secretariat

- SSCO
- NITVET
- TWC