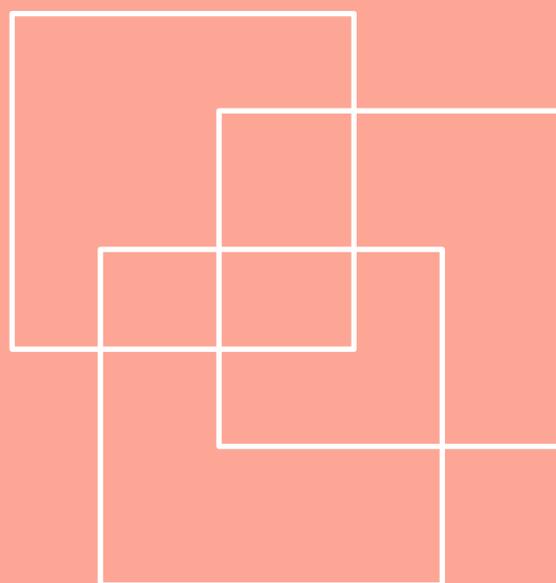




International  
Labour  
Organization

# Regional Model Competency Standards: Garment work



Regional Model Competency Standards:  
Garments work

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# Preface

Garment production is an important source of income for Asian economies. Figures for Bangladesh, Cambodia, Sri Lanka, Pakistan, and Viet Nam show the garment industry contributes, respectively 79 per cent, 52 per cent, 43 per cent, 17 per cent, and 12 per cent of total exports. Significantly, the garment industry also offers low-skilled jobs for many women in the lower-income countries of the region.

Increasingly, industry buyers are seeking to purchase a full service, from design to stock delivery, to shorten lead times and lower costs for customers. Countries with low-skilled textile workers, face difficulty to meet these demands. As the garment industry continues to achieve higher productivity, it is likely that many of the traditional, low-skilled jobs, held mostly by women, will be lost.<sup>1</sup> There will be a need for either new opportunities for employment, or up-skilling of workers to meet changing requirements.

Coupled with other factors such as the push for higher wages, requirements for skills portability, and globalization generally, the importance of a responsive, quality technical and vocational education and training (TVET) system cannot be overstated. The starting point for such a system is the development of a framework of competency standards, against which job performance can be measured, skills gaps identified, and training developed.

The need to improve the quality and effectiveness of training systems remains a major challenge for many countries in Asia and the Pacific. The skills of workers are a critical source of enterprises' productivity and competitiveness, as well as of workers' employability. Much effort has been made to improve the relevance of training systems, to ensure that the skills that workers possess meet the needs of the workplace.

The establishment of the ASEAN Economic Community (AEC) – with the goal of creating economic integration, a single-market production base, and a freer flow of skilled labour in the region – has increased the importance to sending and receiving countries of being able to recognize the skills of migrant workers.

To help accelerate the improvement of training systems and the mutual recognition of skills, the ILO has developed – in consultation with employers, governments, and workers – the Regional Model Competency Standards (RMCS). These have been developed in identified priority areas, and are in a simplified format.

Competency standards are a set of benchmarks that define the skills, knowledge, and attributes that people need to perform a work role. They are developed in consultation with industry, in order to ensure that they reflect the needs of the workplace. These standards are primarily used to develop and implement training, to assess the outcomes of training, and to assess the level of a person's existing skills and competencies.

The RMCS are intended to be a regional reference for developing competency standards for those countries that are in the process of creating standards, or reviewing existing national standards. The RMCS can provide the basis for developing national competency standards so that certain countries can avoid having to develop standards from scratch. By providing a regional reference for competency

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<sup>1</sup> M. Aring: ILO, Asia-Pacific Working Paper Series, *ASEAN Economic Community 2015: Enhancing competitiveness and employability through skill development*, Feb. 2015.

standards, I also hope that the RMCS can assist ASEAN regional integration by facilitating the mutual recognition of skills of workers across borders.



Tomoko Nishimoto  
Assistant Director-General and  
Regional Director for Asia and the Pacific

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# Glossary

## **Attainment of competency**

Competencies may be gained in a number of ways, including through:

- a) formal or informal education and training;
- b) experiences in the workplace;
- c) general life experience; or
- d) any combination of the above.

A short title that summarizes the main job function covered by the unit, accompanied by an alpha-numeric code that follows ILO guidelines.

## **Competency**

The ability to perform particular tasks and duties to the standard of performance expected in the workplace, applying all relevant skills, knowledge, and attitudes consistently over time in the required situations.

## **Competency standards**

Competency standards are made up of a number of units of competency, each of which describes a key function or role in a particular job function or occupation.

## **Critical skills and essential knowledge**

Brief statements that outline key skills and required knowledge for the job function covered by this unit. Knowledge identifies what a person needs to know to perform the work in an informed and effective manner. Skills describe how the knowledge is converted to a workplace outcome.

## **Elements of competency**

Elements of competency are the major functions and tasks that make up the competency.

## **Evidence guide**

The evidence guides information to the assessor about how the competency may be demonstrated, such as conditions and context of assessment, suitable methods of assessment, and resource implications.

## **Performance criteria**

The performance standard or tasks that are involved in each of the relevant job functions. Critical terms or phrases may be written in bold italics and then defined in a range statement, in the order of their appearance in the performance criteria.

## **Range statement**

A range statement is a brief statement that clarifies the scope and range of performance, including clarification on contexts, operations, and equipment referred to in the performance criteria. As applicable, the meanings of key terms used in the performance criteria are also explained in the range statement.

## **Unit of competency**

An agreed statement of the skills and knowledge required for effective performance of a particular job or job function.

**Unit descriptor**

The descriptor is a short statement giving a more detailed description of the job function covered by the unit.

# Abbreviations and acronyms

ACCP	ASEAN Common Competence Programme
ADB	Asian Development Bank
AEC	ASEAN Economic Community
AFTEX	ASEAN Federation of Textile Industries
ASEAN	Association of Southeast Asian Nations
BTEB	Bangladesh Technical Education Board
EU	European Union
G20	Group of Twenty
ILO	International Labour Organization
IMF	International Monetary Fund
MFA	Multifibre Arrangement
NGO	non-governmental organization
RMCS	Regional Model Competency Standards
TCLF	textiles, clothing, leather, and footwear industries
TVET	technical and vocational education and training
USAID	United States Agency for International Development
WDA	Workforce Development Agency (Singapore)
WSQ	Workforce Skills Qualification (Singapore)



# 1. Introduction

## 1.1 Qualification systems based on competency standards

National competency standards play an important and increasing role in skills development and recognition in Asia and the Pacific, as they do in many other parts of the world. They are a guide to the range of skills and knowledge required for a whole industry, and can be flexibly combined into jobs and occupations. They are the common basis for training programs, skills assessment, and certification in many countries.

Competency standards, when recognized nationally, or across a cluster of nations, can form a key component in assisting the mobility of skilled labour. As part of a quality assurance system, the assessment of a person's skills against accepted benchmarks means those skills can be applied in other work. Potential employers can feel confident in the level of competencies workers claim to have. Workers returning from employment in other countries can have the skills they gained working there formally recognized.

The Regional Model Competency Standards (RMCS) are reference standards at the regional level that can be used in various ways to underpin efficient and effective skills development. In addition, they are considered to be essential tools to protect migrant workers and their rights, and to ensure their better re-integration.

## 1.2 Labour mobility and the need for recognition

The labour market in Asia is characterized by a high level of worker migration, within the region and to external countries. In 2013, Asia accounted for 31 per cent of the global international migrant stock (UN, 2013). Many developing countries have come to rely heavily on remittances sent from individuals working abroad to their families at home. Remittances in the 2010s are now nearly three times the size of official development assistance, and larger than private debt and portfolio equity flows to developing countries. The importance of remittances as a source of foreign currency earnings is increasing, particularly in South Asia (World Bank, 2013).

Supported by AEC 2015, the number of migrant workers will increase. Many migrants do have skills that were acquired in their home country but not all of their skills are necessarily formally certified. This reduces their prospect for employment and better working conditions that correspond with their skills. Upon their return, there is little opportunity to have their newly acquired skills and work experience formally acknowledged. These are missed opportunities in capitalizing on the wealth of new learning and skills that workers bring back. This scenario negatively affects the individual worker's future employment prospects both within the region and outside. It also impedes the home country's capacity to build a skilled and qualified workforce.

## 1.3 Training systems

Training systems in Asia and the Pacific are often criticized on the basis that there is a mismatch between the skills offered and the needs of workers and employers. This means that some people are learning skills that are not needed by industry, and training organizations are wasting their limited resources providing training that is not used. This is a serious problem for any country, as it holds back development and growth in productivity and employment.

The competencies are designed so that they can be modified to meet the specific requirements of an employer, job, or workplace. Some competency elements will need to be added or deleted depending

on local requirements. This review process must take place to ensure the relevancy of any learning, training, or assessment strategy based on the standards.

## **1.4 Definition of the Regional Model Competency Standards**

The RMCS are grouped functionally and not along the line of jobs or occupations. This enables the users of the RMCS to tailor their own competency standards by selecting and grouping the units of competencies from the RMCS to better fit their national and local understanding and situations. The standards define a general framework for the critical skills, knowledge, and attitude that equip or certify workers.

The concepts of the ILO RMCS that have been prepared in different sectors is to focus on the lower level of work, in order to support decent employment opportunities for all, and as a priority for disadvantaged groups.

These RMCS are meant to be a reference, and should be modified to meet the specific requirements of a particular employer, job, workplace, or country's education and training system. Additional performance elements could be added or deleted to match the local requirements. Similarly, any special "performance standards" can be modified or added to match enterprise requirements or government regulations that apply in different countries and regions.

## **1.5 Template for the Regional Model Competency Standards**

The template follows the model of unit description applied in various countries in Asia and the Pacific, as well as the other RMCS developed by the ILO. Each unit of competency describes the skills a worker applies when performing the identified task or role, as well as the underpinning skills, knowledge, and attitudes the worker needs to perform the task effectively.

Individual units define the competency outcomes necessary for a particular area of work. It is the combination of a number of units that describes a whole job role. The combination of units also captures the need to manage different tasks simultaneously, and to adapt to different workplace environments and situations.

## 2. Review of the garment industry context in Asia and the Pacific

### 2.1 Garment sector definition

The garment sector needs to be specified because, depending on the countries, the term “garment” sometimes overlaps with others like “textiles”, “clothing”, “apparel”, and “fabrics”.

The present RMCS use the following definitions:

- Garment industry: makers and sellers of fashionable clothing.<sup>2</sup>
- Garment industry: the manufacturing of items of clothing.<sup>3</sup>

We mention in this document various reports. Depending on their origin, these reports do not always use the term “garment”, but sometimes “apparel” or “clothing”, but they refer to the same kinds of product.

The garment industry is different from the textile industry, which is primarily concerned with the production of yarn, and cloth. The raw materials may be natural or synthetic, using products of the chemical industry. These two sectors will often be represented by two different business associations, as in Thailand, with the Thai Textile Merchants’ Association and the Thai Garment Manufacturers’ Association. Sometimes, these kinds of associations have similar activities, especially on skills development.

If the garment and textile sectors are different, they are very much linked to each other, and the strength of the garment industry will be more sustainable if there are upstream suppliers in fabrics, threads, accessories, and trims. As an example in Asia, one important weakness of the Cambodian garment industry is that there are almost no upstream suppliers of fabrics, threads, accessories, and trims, and companies must import primarily from China and Taiwan (China).

Figure 1 shows the relationship between the textile and clothing industries’ supply chain.<sup>4</sup>

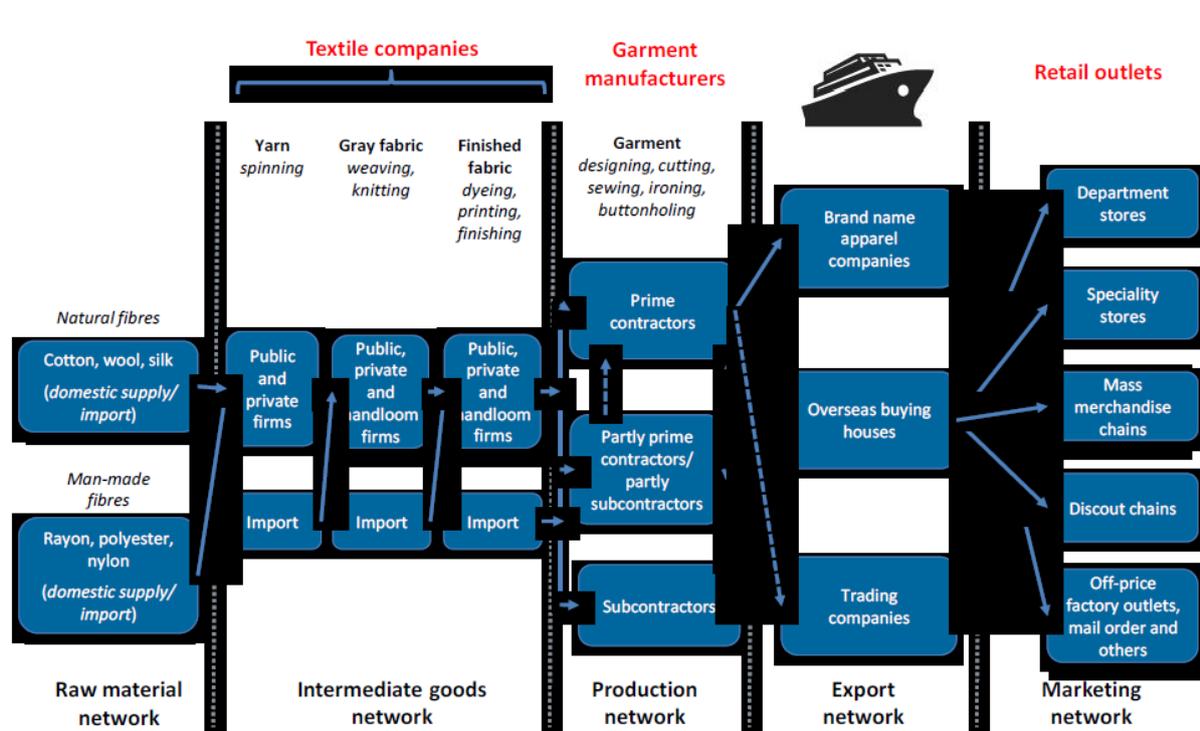
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<sup>2</sup> <http://www.webster-dictionary.org/>.

<sup>3</sup> <http://www.collinsdictionary.com/>.

<sup>4</sup> M. Martin: *Creating Sustainable Apparel Value Chains: A Primer on Industry Transformation*, Geneva, *Impact Economy*, 2013, <http://www.impacteconomy.com/en/primer2.php>.

**Figure 1. The textile and clothing industries' supply chain**



## 2.1 The context of the garment industry

### 2.1.1 The world garment industry

Until the 1980s, the clothing and footwear industries – apart from haute couture – mass produced standardized styles that did not change much from one season to another. The majority of the production of materials and final goods took place relatively close to end consumers. The United States and many European countries had flourishing textiles, clothing, leather, and footwear industries (TCLF).

In the 1990s, clothing and footwear brands and retailers began to move production offshore, and to outsource manufacturing in search of low-cost labour and production opportunities. Today, competition between brands and retailers is sharper than ever, and most clothing companies design and market their products in developed countries, and subcontract production to manufacturers in developing countries. The shift towards faster and more flexible production and lower prices was accelerated in the textile and clothing industries by the phase-out of the Multifibre Arrangement (MFA) in 2005.

The economic crisis of 2008 exacerbated some existing industry weaknesses, such as the financial vulnerability of locally-owned, small and medium-sized firms that had been the backbone of the TCLF industries.

In 2010, China overtook the European Union (EU) as the biggest textile and clothing exporter in the world, and became the number one in the four industries – literally the world's TCLF factory. In 2012, China exported 38 per cent of clothing.

The TCLF sector is shaped predominantly by large companies that decide what is produced, where, and by whom, with production moving quickly from one country or region to another.

As a result of increased competition and global and industry-specific challenges, the TCLF industries are increasingly divided into high-end and low-end (so called “value”) production and brands.

## 2.2.2 The garment industry in Asia

Presently, in Asia, many national economies rely on the clothing industry: 79 per cent of total exports from Bangladesh; 52 per cent from Cambodia; 43 per cent from Sri Lanka; 17 per cent from Pakistan; and 12 per cent from Viet Nam are linked to the clothing industry.<sup>5</sup>

China has already lost its appeal as a cheap garment-producing country. Bangladesh’s textile sector has grown to a US\$25 billion industry that employs 4.4 million people, and Cambodia’s has grown to \$5.5 billion, with more than 650,000 factory jobs.

The biggest competitor to China now is probably the ASEAN region, which is growing both as an export destination and as a low-cost manufacturing centre. The trade volume of the ASEAN region is almost the same as that of the US or EU, and it is now one of China’s fastest growing trading partners.<sup>6</sup>

However, 2014 was a turbulent year for Asia’s textile industry: soaring wages in China, violent protests by workers in Cambodia, and factory disasters in Bangladesh all made for negative headlines.

Workers in these cheap garment-production countries are increasingly agitating for better pay. Bangladesh in 2013 raised the minimum wage for its garment workers by 77 per cent to \$68 a month, following serious labour disputes. In November 2014, Cambodia’s Labour Ministry set a new monthly minimum wage for garment workers at \$128, up from some \$75 a month just a few years ago, making it almost double that in Bangladesh.

These events point to the fact that the entire industry in East Asia seems to be in transition. Some observers also say that East African countries could have the potential to become a serious alternative to East Asia in terms of textile manufacturing.

For East Asian nations, the transition lies in a shift to a more value-added industry.<sup>7</sup>

## 2.3 Employment in the garment industry in Asia and the Pacific

Unemployment remains relatively low across Asia and the Pacific overall. In 2014, nine of 13 economies had a general unemployment rate of less than 5 per cent. The exceptions included Australia (5.9 per cent in November 2014), Indonesia (5.9 per cent in August), New Zealand (5.4 per cent in September), and the Philippines (6 per cent in October).<sup>8</sup>

As this sector is important, the labour force working in the apparel or garment industries represents a significant part of the manufacturing employment in many Asian countries. Figure 2 shows

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<sup>5</sup> ILO: *Wages and working hours in the textiles, clothing, leather and footwear industries*, Issues paper for discussion at the Global Dialogue Forum on Wages and Working Hours in the Textiles, Clothing, Leather and Footwear Industries, 2014.

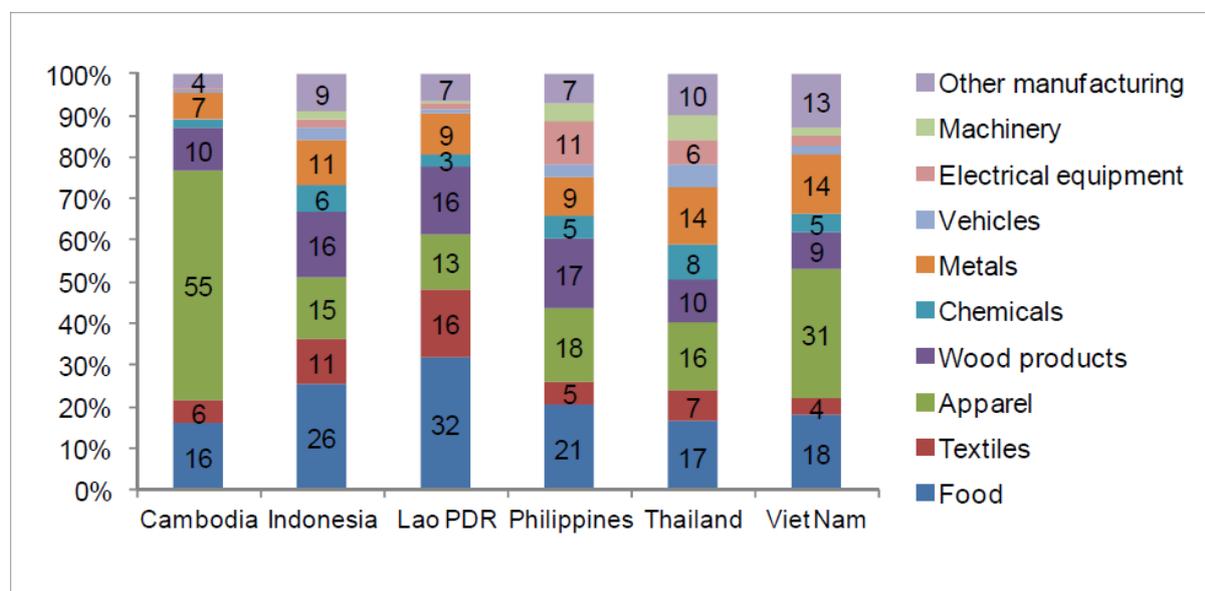
<sup>6</sup> <http://apparel.edgl.com/news/opportunities-and-challenges-in-asia-s-apparel-and-textile-sector91123> [accessed 22 Feb. 2016].

<sup>7</sup> <http://www.gulf-times.com/eco.-bus.%20news/256/details/421748/asia-garment-industry-faces-africa-as-emerging-competitor> [accessed 22 Feb. 2015].

<sup>8</sup> ILO Regional Office for Asia and the Pacific, *Asia-Pacific Labour Market Update*, Feb. 2015.

manufacturing subsector employment shares – latest labour force survey (LFS) – in the period 2010–12.<sup>9</sup>

**Figure 2. Manufacturing subsector employment shares, 2010–12 (latest LFS, in per cent)**



Source: Latest labour force surveys: 2012 for Cambodia and Viet Nam; 2011 for the Philippines; 2010 for the Lao People's Democratic Republic and Indonesia.

Employment in the clothing industry dramatically increased in the period 2004–08 – in Bangladesh by 40 per cent; in Cambodia by 20 per cent; in India by 48 per cent; in Pakistan by 8 per cent; and in Viet Nam by 52 per cent.

Young women with relatively low skills comprise a high share of employees in the clothing industry, which is often one of the few accepted forms of contractual labour for women in many developing countries. Women represent, on average, 68 per cent of the workforce in the clothing industry, and in some countries women can constitute as much as 90 per cent of the employees in this sector, as in Cambodia.<sup>10</sup>

It is hoped that the AEC will have a positive effect on employment figures in the garment industry in Cambodia, the Lao People's Democratic Republic, Indonesia, the Philippines, and Viet Nam, but not Thailand.<sup>11</sup>

Figure 3 shows the labour force requirements for 2025.<sup>12</sup> Viet Nam and Cambodia are the two ASEAN countries that have selected garments as a priority development sector.<sup>13</sup>

<sup>9</sup> ILO: Asia-Pacific Working Paper Series, *The impact of ASEAN economic integration on occupational outlooks and skills demand*, 2014.

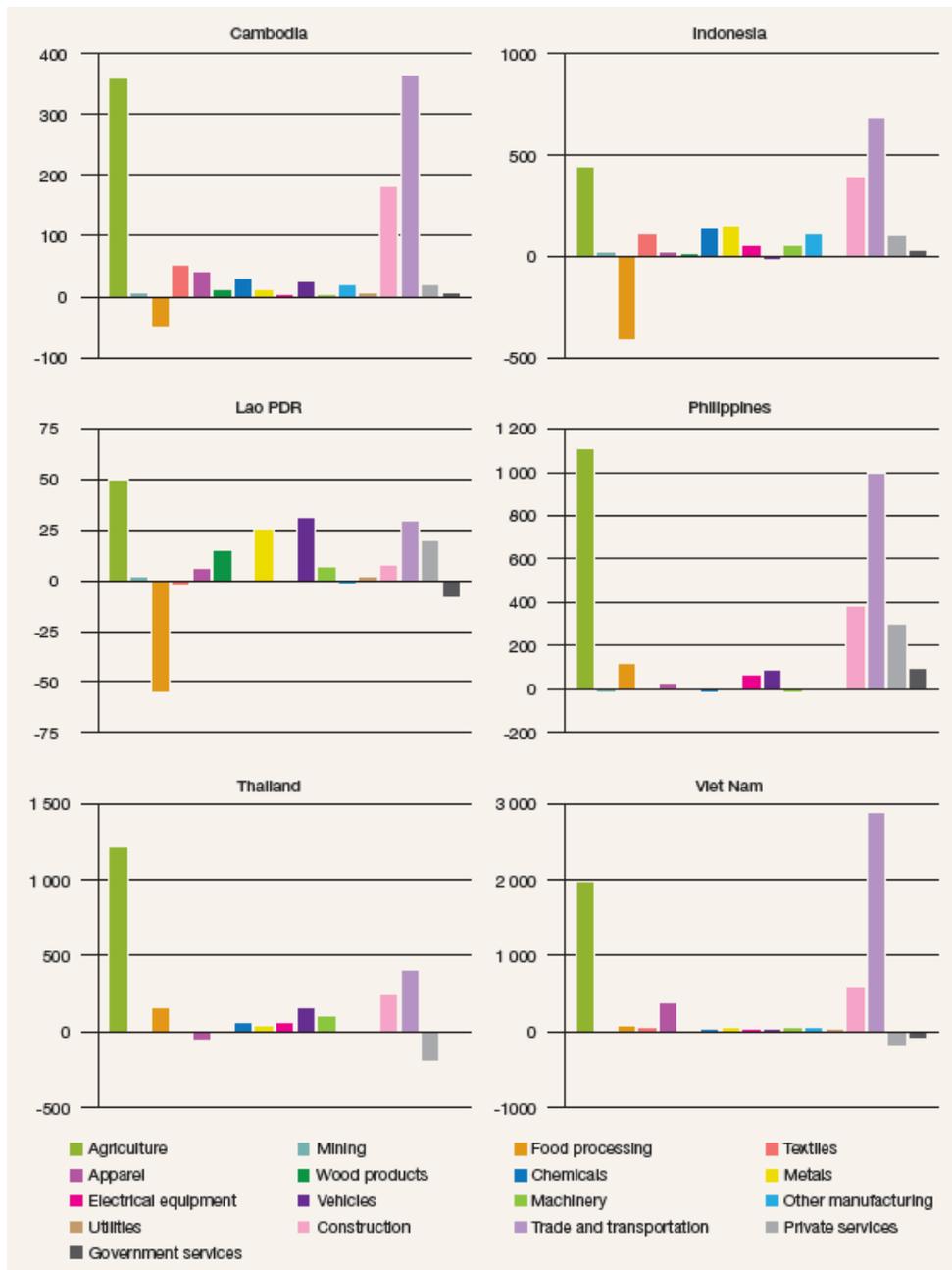
<sup>10</sup> ILO: *Wages and working hours in the textiles, clothing, leather and footwear industries*, Issues paper for discussion at the Global Dialogue Forum on Wages and Working Hours in the Textiles, Clothing, Leather and Footwear Industries, 2014.

<sup>11</sup> ILO: Asia-Pacific Working Paper Series, *The impact of ASEAN economic integration on occupational outlooks and skills demand*, 2014.

<sup>12</sup> ILO: *Assessing the Impacts of ASEAN economic integration on the labour market*, Background prepared for ASEAN Community 2015: *Managing integration for better jobs and shared prosperity*, 2014, p 61.

<sup>13</sup> *ibid.*

Figure 3: Change in employment by sector under the AEC scenario relative to the baseline, 2025



# 3. Qualifications and competency standards in selected countries in Asia and the Pacific

## 3.1 Introduction

Qualifications systems are not the same in the various ASEAN countries. Some countries already have a national qualifications framework, while others are still at the stage of establishing a system or discussing the feasibility of having one.

This chapter is a review of garment-sector competencies in some countries in Asia and the Pacific. It includes the Philippines and Thailand, as well as others that are key players in this sector, such as Bangladesh and Sri Lanka. It also discusses the initiative on building competencies by the ASEAN Federation of Textile Industries.

This review focuses on countries of similar size and strength in garments, but does not include China and India, which have specific systems and projects, and which are less likely to need the RMCS.

## 3.2 Australia

The Australian qualifications framework was developed between 1980 and 1990. It includes many units of competencies by sector and area. Each stand-alone unit is described with:

- Unit.
- Elements: preparation, implementation, cleaning.
- Several performance criteria for each element.
- Required knowledge and skills (in two parts).
- Evidence guide (critical aspects of evidence required to demonstrate competency in this unit, and evidence required for demonstration of consistent performance, context of assessment, and specific resources required for assessment).
- Range statement (worksite environment, general context).

Under the garments code, there are 25 units of competencies (old and new versions), including:

- Complete garment assembly tasks involving non-sewing machines, level 2.
- Complete garment assembly tasks involving non-sewing machines, level 1.
- Construct a stock size block for garment to meet size and fit specifications.
- Contribute to garment production process improvements.
- Design and produce a simple garment.
- Determine and perform garment maintenance and repair.
- Embellish garment by hand or machine.
- Finish garment production.
- Identify fabric and garment cleaning requirements.
- Interact and communicate with garment production personnel.
- Perform garment repairs and alterations.
- Prepare and produce sewn garment.
- Prepare a design concept for a simple garment.
- Produce a simple garment.

Under the textile code, there are 83 units of competencies (old and new versions), including a lot of very specific units, such as:

- Analyse textile design influences.
- Apply dyeing techniques to produce indigenous textile designs.

Under the clothing code, there are 21 units of competencies (old and new versions), including very specific units such as:

- Identify opportunities in the textiles, clothing, and footwear market.
- Manage the maintenance of surgical clothing and instruments.
- Access and use information resources for clothing production operations.

This comprehensive list covers traditional as well as advanced garment competencies, representing the development of the industry towards more complex garment work with high added value.

## **3.3 Bangladesh**

### **3.3.1 Introduction**

Bangladesh is a key player in the garment industry at the regional and global levels. The Asian Development Bank (ADB) implements a Skills Development Project to support vocational education, qualifications, and training.

The Bangladesh Technical Education Board (BTEB) has produced 10 qualifications descriptions for the garment industry, but they are not yet validated at the national level. They are available for organization outside Bangladesh on a “cost recovery basis”:

- Tailoring and dressmaking at four levels.
- Circular knitting machine operation at two levels.
- Sewing machine operation at four levels.

The structure of the competencies follows the ILO model:

- Unit.
- Unit descriptor.
- Elements of competency.
- Several performance criteria for each element.
- Required knowledge and skills (in two parts).
- Evidence guide (critical aspects of competency, underpinning knowledge, underpinning skills, underpinning attitudes, resource implication, method of assessment, and context of assessment).
- Accreditation requirements.

The description also adds the number of hours for the implementation of the corresponding training course.

It is interesting to note that the competencies are split into two parts for the formal and informal sectors.

### **3.3.2 Competency standards in garments for the formal sector**

The formal sector competencies focus on competencies used in factories that employ several thousand workers. Under “Ready-made garments”, there are “Circular knitting machine operation” and “Sewing machine operation”.

As an example, Sewing machine operation at four levels includes the following functional units:

- Operate single-needle lock stitch machine.
- Operate double-needle lock stitch machine.
- Operate single-needle chain stitch machine.
- Operate double-needle chain stitch machine.
- Operate four-thread overlock machine.
- Operate five-thread overlock machine.

- Operate bottom covering chain stitch machine.
- Operate top and bottom covering chain stitch machine.
- Operate kansai special machine.
- Operate buttonhole machine.
- Operate button attach machine.
- Operate bar take machine.
- Operate zigzag machine.
- Operate vertical trimming machine.
- Operate feed-off-the-arm machine.
- Operate eyelet-hole machine.

### 3.3.3 Competency standards in garments for the informal sector

The list of competency standards for the informal sector concerns competencies needed for owners of small shops in dressmaking and tailoring. They include the following “occupation specific competencies” at three levels:

- Make a petticoat.
- Make *kameez* (female long loose outfit).
- Make nightwear for ladies.
- Make a baby frock.
- Make a blouse.
- Make *fatua* (fashionable short dress).
- Make pajamas.
- Make a skirt.
- Make *Panjabi* (traditional male outfit)
- Make a shirt.
- Make pants.
- Make a sleeping suit.

### 3.3.4 Conclusion on competencies in Bangladesh

These competencies are split into two areas to support assessment and training in the formal and informal sectors. They are both very specific, with a focus on the kind of machine for the formal sector, and kind of clothes for the informal sector.

## 3.4 The Philippines

The qualifications system in the Philippines was developed between 1990 and 2000. One key component is the “training regulations”, which describe basic, common, and core competencies, as well as guidance for assessment and training, following very similar templates from those proposed by the ILO.

There are comprehensive training regulations for the garment industry, which list the following competencies, split into main functions:

### Dressmaking

#### Basic competencies

- Participate in workplace communication.
- Work in a team environment.
- Practice career professionalism.
- Practice occupational health and safety procedures.

### **Common competencies**

- Carry out measurements and calculations.
- Set up and operate machines.
- Perform basic maintenance.
- Apply quality standards.

### **Core competencies**

- Draft and cut patterns for casual apparel.
- Prepare and cut materials for casual apparel.
- Sew casual apparel.
- Apply finishing touches on casual apparel.

### **Fashion design**

#### **Basic competencies**

- Lead workplace communication.
- Lead small teams.
- Develop and practice negotiation skills.
- Solve problems related to work activities.
- Use mathematical concepts and techniques.
- Use relevant technologies.

#### **Common competencies**

- Carry out measurements and calculations.
- Set up and operate machines.
- Perform basic maintenance.
- Maintain an effective relationship with clients and customers.
- Manage own performance.
- Apply quality standards.

#### **Core competencies**

- Create garment designs.
- Calculate and procure garment materials.
- Supervise garment prototype preparation and mass production.
- Evaluate finished products.
- Supervise packaging and dispatching of finished garments.
- Perform promotional activities for fashion products or services.

### **Tailoring**

#### **Basic competencies**

- Participate in workplace communication.
- Work in a team environment.
- Practice career professionalism.
- Practice occupational health and safety procedures.

#### **Common competencies**

- Carry out measurements and calculations.
- Set up and operate machines.
- Perform basic maintenance.
- Apply quality standards.

### **Core competencies**

- Draft and cut patterns for casual apparel.
- Prepare and cut materials for casual apparel.
- Sew casual apparel.
- Apply finishing touches on casual apparel.
- Garments.

These competencies cover the traditional work in garments that is found in most of the Asian countries, excluding some like Singapore where the high cost of labour does not allow a significant garments mass production industry.

## **3.5 Singapore**

Singapore's Workforce Development Agency (WDA) and industries have jointly developed 38 competency frameworks, out of which the Workforce Skills Qualification (WSQ) Textiles and Fashion Competency Framework has been formed.

About 80 competency standards have been developed within that framework. These competency standards are widely used by training providers and employers to develop training programmes. All developers must be certified by the WDA (the developers must have the following certification: the WSQ Advance Certificate in Training and Assessment (ACTA), and the WSQ Diploma in Adult and Continuing Education (DACE).

## **3.6 Sri Lanka**

Sri Lanka also produces a lot of garments and has a similar dimension to ASEAN countries active in garments, like Cambodia, the Lao People's Democratic Republic, and Thailand. The Tertiary and Vocational Education Commission has a set of competency standards available, split by position:

- Fabric cutter
  - Set the marker on laid fabric.
  - Cut fabric using a manually operated cutting machine.
  - Cut fabric using an automated cutting machine.
- Fabric inspector
  - Receive fabric from stores for inspection.
  - Inspect fabric.
  - Complete a fabric inspection report.
- Industrial sewing machine operator
  - Operate single-needle lock stitch sewing machine.
  - Operate double-needle lock stitch machine.
  - Operate flat lock machine.
  - Operate overlock safety stitch machine.
  - Operate zigzag sewing machine.
  - Operate feed-off-the-arm machine.
  - Operate bar tack machine.
  - Operate buttonhole machine.
  - Operate button attach machine.
  - Operate multi-needle chain stitch machine.
  - Operate blind hem machine.
  - Operate press-button attaching machine.
- Pattern maker

- Develop manual patterns and templates according to the buyer's specifications.
- Develop computer-aided patterns and templates according to the buyer's specifications.
- Grade the pattern manually.
- Grade the pattern using a computer and relevant software.
- Tailor
  - Sew a shirt (men's, women's, and children's).
  - Sew trousers (men's, women's, and children's).
  - Sew a waistcoat (men's, women's and children's).
  - Sew a coat (men's, women's, and children's).
  - Cut a shirt and trousers (men's, women's, and children's).
  - Cut a waistcoat and coat (men's, women's, and children's).
  - Cut ladies' garments.
  - Sew ladies' garments.

## 3.7 Thailand

### 3.7.1 Introduction

The situation in Thailand is complicated, as there are several players involved in the realization of competency standards and qualifications, and there is no unique model of competency standards.

The Thai Garment Development Foundation (SHARE) is the representative of the private sector (the Thai Garment Association), and has done some work on standards. However, the most detailed competencies standards come from two organizations: the Thai Professional Qualifications Institute, under the Prime Minister's Office; and the Department of Skills Development, under the Ministry of Labour and Social Welfare.

### 3.7.2 Qualification from the Thai Professional Qualifications Institute

The Thai Professional Qualifications Institute prepares various competency standards in different sectors, including for garments. It includes the following standards for professional discipline in textiles and apparel:

- Job quality control and packing, levels 1, 2, and 3.
- Clothing management, levels 1, 2, and 3.
- Decorator, and finishing, levels 1, 2, 3, and 4.
- Tailor, levels 1, 2, 3, and 4.
- Sewer, levels 1, 2, 3, 4, and 5.
- Pattern, levels 1, 2, 3, 4, and 5.
- Supplier of clothing products, levels 1, 2, and 3.
- Dyer, levels 1, 2, 3, and 4.

These standards are more adapted to the self-employed than industry.

### 3.7.3 Standards from the Department of Skills Development

The Ministry of Labour and Social Welfare has developed garment standards. In this system, importance is given to training linked to the standards, and not only the competency definition. It does not use the ILO template, but there are moves to have industrial standards follow the ILO template. The available standards and training for the position of technician show that the ministry is proposing very precise qualifications:

- Ladies' dressmaker, level 1.

- Ladies' dressmaker, level 2.
- Ladies' dressmaker, level 3.
- Children's dressmaker.
- Men's dressmaker.
- Dressmaker – T-shirt and polo shirt.
- Garment manufacturing with sewing machine.
- Garment manufacturing with sewing machine (fabric).
- Industrial sewing equipment technology (folder and binding).
- Garment industry (cutting operator, level 1).
- Upholsterer, level 1.
- Bicycle upholstering.
- Sofa upholstering (fabric).
- Natural coloured cotton fibre.
- Textile dyeing, level 1.
- Patchwork and quilts.
- Designing clothes.
- Pattern cutting and fitting.
- Pattern cutting 2.
- Pattern cutting 3.

### 3.8 The ASEAN Common Competence Programme

Some countries have joined the ASEAN Common Competence Programme (ACCP). This initiative is a job competency assessment and certification programme for the textile and apparel industry in the ASEAN member states. Initiated in 2009 by, and with funding support from the United States Agency for International Development (USAID), the ACCP is an important regional programme of the ASEAN Federation of Textile Industries (AFTEX) designed to support the AEC. Six countries have joined: Malaysia, Thailand, the Lao People's Democratic Republic, Cambodia, Indonesia, and Viet Nam.

In 2009, a set of common competency standards was established for five job positions within the garment industry in the ASEAN region. Standardized assessment tools and processes were developed by the AFTEX Skills Task Force for these positions.

Starting in February 2010, the training and assessment tools and processes, which are not available for the public, were piloted and validated, and later distributed to members to hold ACCP examinations in their respective countries.

The five positions and corresponding levels are:

- a. sewing machine operator (level 1);
- b. sewing machine supervisor (level 3 for sewing operations);
- c. sewing machine mechanic (level 1);
- d. merchandiser (level 2);
- e. pattern maker (level 2);
- f. sewing machine operator (level 2);
- g. sewing machine mechanic (level 2);
- h. merchandiser (level 3);
- i. pattern maker – tops (level 3); and
- j. pattern maker – bottoms (level 3).

An important benefit of ACCP assessment and certification is the recognition of a worker's skills, knowledge, and experience, in the form of an occupational certificate that is recognized region-wide across participating ASEAN countries. With ACCP credentials equivalent to a college degree, factory workers, who may have little or no formal education, now have a document that validates their

occupational competency – and that can significantly increase their career mobility across companies or even across borders.

The competency descriptions are simple. Each of them includes five to 10 tasks, and each task is described in terms of knowledge, ability, technical skills, and attributes. However, these competencies are not yet widely used.

**Table 1. Example for sewing machine operator, level 1 with nine tasks**

<b>Task</b>	<b>Knowledge of</b>	<b>Ability to</b>	<b>Technical skill</b>	<b>Attributes</b>
Attach and change sewing needles	<ul style="list-style-type: none"> <li>– Manufacturing specifications</li> <li>– Sewing needles</li> <li>– Sewing machine parts and components</li> </ul>	<ul style="list-style-type: none"> <li>– Attach sewing needle to sewing machine</li> <li>– Identify type and size of needle</li> <li>– Identify sewing machine components for attaching needles</li> </ul>	<ul style="list-style-type: none"> <li>– Procedures for attaching sewing needle</li> </ul>	<ul style="list-style-type: none"> <li>– Language skills</li> <li>– Good vision, including colour</li> <li>– Tolerance to stress</li> <li>– Attention to detail</li> </ul>
Attach and change presser foot	<ul style="list-style-type: none"> <li>– Manufacturing specifications</li> <li>– Presser foot</li> <li>– Sewing machine parts and components</li> </ul>	<ul style="list-style-type: none"> <li>– Identify type of presser foot</li> <li>– Identify sewing machine</li> <li>– Components for attaching presser foot</li> <li>– Attach presser foot to sewing machine</li> </ul>	<ul style="list-style-type: none"> <li>– Procedures for attaching presser foot</li> <li>– Adjust for the right presser foot tension</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Threading and change thread	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Rewind threading bobbin	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Adjust upper and lower thread tension	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Set stitch length	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Prepare sewing and cut components to be sewn	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Sew and cut components according to job sheet and sewing operation	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>
Perform preventative maintenance and workplace housekeeping	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>	<ul style="list-style-type: none"> <li>–</li> </ul>

In 2014, the Garment Skills Development Centre, under the Lao Garment Association, assessed 10 operators and 11 supervisors, and no operators passed.

In Cambodia, the first trial certification test for the position of sewing operator, level 1 was conducted on 22 May 2010 at the Cambodian Garment Training Center, a training arm of the Garment Manufacturers' Association of Cambodia. There were 17 candidates, 14 of whom were from factories, two from the general public, and one from a non-governmental organization (NGO). Four assessors supervised the examination and graded the results. They were assisted by an occupational health and safety officer from a factory. The duration of the test was 45 minutes, including practical sewing skills and a verbal interview to test candidates' knowledge of the job.

### **3.9 Conclusion on the review of the context in Asia the Pacific**

The garment sector is very important for many Asian countries because it traditionally requires low-skilled labour and can provide income-generating activity for the self-employed in small workshops.

But competition is tough when the cost of labour increases in one country; companies then tend to transfer and localize in cheaper places. De-localization in the garment industry is not too complicated, as, usually, companies do not use sophisticated equipment. For example, Thai companies are progressively transferring their activity to Cambodia and the Lao People's Democratic Republic.

More advanced countries tend to produce higher-quality garments as well as complex textiles used for specific applications (such as the Australian qualifications on the production of textiles for the health sector).

While most countries produce one set of competencies, it is interesting to note that Bangladesh has produced specific competencies for the self-employed and small workshops.

Due to the importance of this sector, many countries have developed their own qualifications, either through international cooperation, as in Bangladesh, Sri Lanka, and Cambodia, or through government support, as in Thailand.

The qualifications are usually different, some with more specific units applied, as in Sri Lanka ("operate button attach machine", "operate multi-needle chain stitch machine"), but they have similarities in terms of key functions like tailoring, pattern making, and sewing.

The ACCP already includes six countries in the regional bloc, and is a valuable experience in the alignment of standards among neighbouring countries.

## 4. Definition of the RMCS in the garment industry

### 4.1 Concepts used for the selection of the RMCS

The competencies take into account the Asian context described above, and other criteria explained below.

The garment industry covers a lot of functions, from sewing to merchandising, and pattern making to fashion design, and includes a great number of people with a variety of levels of qualifications and education.

The approach is to build the RMCS for the functional areas used in many Asian countries with large garment factories like Bangladesh, Thailand, Cambodia, the Lao People's Democratic Republic, and Indonesia, and covers:

- Common competencies.
- Dressmaking for women.
- Tailoring for men.
- Swimwear and underwear making.
- Fashion design.
- Production and quality control.

The RMCS document describes the common and functional competencies:

1. Common competencies are the same for several functional competencies.
2. Functional competencies are specific to each function.

The RMCS are based on this international review, especially the competencies from the Philippines.

The “Core competencies” or “skills” – like implement workplace communication; maintain personal discipline, grooming, and hygiene; solve problems related to work activities; and others – are not included, but are described by the ILO in another RMCS manual<sup>14</sup> which can be used to complement the present one.

The only core competency included in this manual is “Apply safety practices, procedures, and occupational health”, because it is essential for all kinds of work.

The manufacture of garments can be done in large-scale industry as well as in small workshops, especially in Asia, but the focus has been towards factory work because it covers a wider scope. However, if the competencies are applied to the development of small workshops, then it is easy to adjust them to a smaller context of work.

The competencies listed can be used in various jobs depending on the entity. For example, in a small workshop, the competency “Perform basic maintenance” will be implemented by the sewer, but in a large company, this competency will be applied by someone from the maintenance department.

The competencies are split by functions linked to the product (tailoring, dressmaking, and so on), which means that factories can use all or part of a competency. For example, the function “Tailoring” has several competency units, each of which can be implemented individually by different kinds of

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<sup>14</sup> ILO: RMCS Core Skills for Employability.

operators on different production lines – e.g. one for “Draft and cut pattern for casual apparel”, and one for “Sew casual apparel”.

The units in the functions “Tailoring for men”, “Dressmaking for women”, and “Swimwear and underwear making” are very similar but there are differences in the skills, knowledge, and range statement. The “Tailoring” and “Dressmaking” functions can be applied in production or sample rooms.

There is no separation by level because the skills and knowledge required are similar for most of the units, except for two areas:

- The units corresponding to underwear making usually require a higher level of skill of the operator because it is precise work.
- Two functions, “Fashion design” and “Production and quality standards”, are usually implemented by the supervisor or even the manager.

## **4.2 Competencies selected for the RMCS in the garment industry**

The manual includes descriptions for 29 competencies.

### **Functional area A: Common competencies**

1. Carry out measurements and calculation for casual apparel.
2. Set up and operate machines.
3. Perform basic sewing machine maintenance.
4. Apply quality standards.
5. Maintain an effective relationship with clients and customers.
6. Manage own performance.
7. Apply safety practices, procedures, and occupational health.

### **Functional area B: Tailoring for men**

1. Draft and cut patterns for casual apparel.
2. Prepare and cut materials for casual apparel.
3. Sew casual apparel.
4. Apply finishing touches on casual apparel.
5. Embellish garment by hand or machine.

### **Functional area C: Dressmaking for women**

1. Draft and cut patterns for casual apparel.
2. Prepare and cut materials for casual apparel.
3. Sew casual apparel.
4. Apply finishing touches on casual apparel.
5. Embellish garment by hand or machine.

### **Functional area D: Swimwear and underwear**

1. Draft and cut patterns for swimwear and underwear.
2. Prepare and cut materials for swimwear and underwear.
3. Sew swimwear and underwear.
4. Apply finishing touches on swimwear and underwear.
5. Embellish garment by hand or machine.

**Functional area E: Fashion design**

1. Create garment designs.
2. Perform promotional activities for fashion products or services.

**Functional area F: Production and quality control**

1. Calculate and procure garment materials.
2. Supervise garment prototype preparation and mass production.
3. Evaluate finished products.
4. Supervise packaging and dispatching of finished garments.
5. Control quality (and testing).

# Functional area A: Core competencies

## GI-A1 Carry out measurements & calculations for casual apparel

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### Unit details

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Functional area A	Common competencies
Unit title	Carry out measurements & calculations
Unit code	GI-A1

### Description

This unit covers the knowledge, skills and attitudes required in taking accurate measurements of the client and calculating/estimating the materials, requirements cost.

### Elements of competency

### Performance Criteria

- |                                    |  |
|------------------------------------|--|
| 1. Obtain measurements             | 1.1 Measurements are obtained to job instructions using measuring devices.<br>1.2 Type of measurement to be used is identified.  |
| 2. Perform simple calculations     | 2.1 Simple calculations 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 Measurements 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 2-5%. |

### Evidence guide

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- use measuring devices effectively;
- take and record accurate measurements;
- perform simple calculations according to specifications;
- estimate quantities and costs according to requirement; and
- communicate effectively to enable accurate calculations and measurements.

### **Critical skills**

#### **The ability to:**

- read and interpret drawings;
- measure and calculate manually;
- record measurement;
- operate electronic calculating devices; and
- communicate effectively.
- use measurement device

### **Essential knowledge**

- Drawings and specifications
- Materials relevant to the construction processes
- Basic operation in measurement and calculations
- Costing relative to the construction process

### **Range statement**

Measuring device may include:

- Tape measure
- Meter stick

Type of measurement may include:

- The British system
- The Metric system

Six fundamental operations may include:

- Addition
- Subtraction
- Multiplication
- Division
- Percentage
- Average

Points of measurement for different types of garments may include:

Product Group

- Men wear
- Women wear
- Children wear
- Sportswear
- Swimwear / underwear

#### Types of Garments

- Woven shirt
- Pants and Shorts
- Sweater
- Tailored Jacket
- Outerwear
- Dress
- Vest
- Bodysuits / Jumpsuits
- Etc.,

#### **The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials relevant to the proposed activity or task

#### **Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment.

## GI-A2 Set up and operate machine/s

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### Unit details

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Functional area A	Common competencies
Unit title	Set up and operate machine/s
Unit code	<b>GI-A2</b>

### Description

This unit covers the knowledge, skills and attitudes required in setting up and operating machines.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 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 Machine 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 Machine outputs 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.   |

## **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- interpret product specifications in relation to machine setting requirements;
- obtain materials to be used for sampling;
- operate machines;
- test or organize sample to ensure quality standards are met;
- interpret test results;
- assess adjustment changes; and
- maintain records and prepare reports.

## **Critical skills**

### **The ability to:**

- set and operate machines;
- test and analyze samples;
- apply all relevant safety practices when working in the industry;
- communicate effectively with individuals, work groups and supervisors;
- maintain records and document and transfer information; and
- interpret and carry out established procedures.

## **Essential knowledge**

- Setting up and adjustment requirements for the range of machines and equipment used in the company
- Quality requirements
- Machine manufacturer's specifications
- Safety and environmental aspects of relevant company activities
- Workplace procedures and reporting processes
- Relevant OH&S legislation and codes of practice.

## **Range statement**

Type of machines used may include:

- Single-needle lockstitch machine
- Double-needle lockstitch machine
- Edging machine
- Buttonhole machine

Machine output may include:

- Product sample
- Service samples
- Machine operation

### **The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where

assessment can take place

- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment. Assessment shall be observed while task are being undertaken.

## GI-A3 Perform basic sewing machine maintenance

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### Unit details

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Functional area A	Common competencies
Unit title	Perform basic sewing machine maintenance
Unit code	<b>GI-A3</b>

### Description

This unit covers the knowledge, skills and attitudes required in performing minor maintenance of the machines used.

### Elements of competency

### Performance criteria

- |   |   |
|---|---|
| 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.                     |

### Evidence guide

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- start and stop machine;
- monitor machine operations;
- identify and report machine problems;
- identify and correct minor machine and associated equipment/tools faults;
- identify and document major machine or product faults;
- record and document machine maintenance; and
- clean and lubricate machine.

### **Critical skills**

The ability to:

- assess operating performance of machine;
- start and stop machine according to specifications;
- monitor machine operations;
- recognize fault conditions; and
- rectify minor machine faults or problems.

### **Essential knowledge**

- Procedures and guidelines for safe operation of machines
- Typical fault conditions and related fault finding procedures
- Basic machine maintenance and repair techniques
- Safety policies and procedures
- Quality standard procedures
- Workplace recording and reporting procedures

### **Range statement**

Minor machine faults may include:

- Loose threads
- Broken needle
- Machine control
- Seam puckering
- Drop stitch / skipped stitch
- Wavy stitching
- Open or broken seam
- Broken stitch

Major machine faults may include:

- Electric motor defect
- Timing (not synchronized)
- Broken body parts
- Oil spots

### **The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place

- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment. Assessment shall be observed while tasks are being undertaken.

## GI-A4 Apply quality standards

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### Unit details

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Functional area A	Common competencies
Unit title	Apply quality standards
Unit code	<b>GI-A4</b>

### Description

This unit covers the knowledge, skills and attitudes required in applying quality standards to work operations in the industry.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Assess own work                            | 1.1 Completed work is checked against workplace Quality 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 checked against workplace quality 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 quality standards and identified causes of deviation from specified quality standards of materials or final product.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- check completed work continuously against workplace standard;
- identify and isolate faulty pieces or final product;
- check received materials, component parts or final product against workplace standards;
- identify and apply corrective actions on the causes of identified faults;
- measure materials, component parts or products;
- record basic information regarding quality performance;
- investigate causes of deviations of materials against standard; and
- recommend suitable preventive actions.

### **Critical skills**

#### **The ability to:**

- interpret work instructions, specifications, standards and patterns appropriate to the assessor's work;
- carry out relevant visual inspections of materials, component parts and final products;
- carry out relevant physical measurements;
- maintain accurate work records in accordance with procedures;
- meet work specifications; and
- communicate effectively within defined workplace procedures.

### **Essential knowledge**

- Relevant quality standards, policies and procedures
- Characteristics of materials used
- Safety environment aspects of production processes
- Relevant measurement techniques and quality checking procedures
- Workplace procedures
- Reporting procedures

### **Range statement**

Quality checking may include:

- Visual inspection for the defect
- Physical measurements
- Check against patterns
- Check against size & fit
- Communicating product description
- Record data and report

Quality standards may include:

- Sources of product and quality standards
- Standard for quality
- Fit and performance
- Size and Fit standards
- Using specification
- Materials
- Component parts
- Production processes
- Finishing process
- Final product
- Packing

Quality parameters may include:

- Understanding the customer's quality requirements
- Establishing the quality requirements
- Various steps of inspection & quality control
- Final inspection ( fit & size, product variations, Damage and imperfections)
- Work man ship / skill
- Machine
- AQL ( Acceptable Quality Level )
- Ecological Parameters (PH range , color fastness.,)

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment. Assessment shall be observed while task are being undertaken.

## GI-A5 Maintain an effective relationship with clients/customers

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### Unit details

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Functional area A	Common competencies
Unit title	Maintain an effective relationship with clients/customers
Unit code	GI-A5

### Description

This unit covers the knowledge, skills and attitudes required in building and maintaining an effective relationship with clients, customers and the public.

### Elements of competency

### Performance criteria

- |   |   |
|---|---|
| 1. Maintain a professional image            | 1.1 Uniform and personal grooming maintained to assignment requirements.  |
|   | 1.2 Personal presence maintained according to employer standards.   |
|   | 1.3 Visible work area kept tidy and uncluttered.  |
|   | 1.4 Equipment stored according to assignment requirements.  |
| 2. Meet client/customer requirements        | 2.1 Client requirements identified and understood by referral to the assignment instructions.                               |
|   | 2.2 Client requirements met according to the assignment instructions.   |
|   | 2.3 Changes to client's needs and requirements monitored and appropriate action taken.                                      |
|   | 2.4 All communication with the client or customer is clear and complies with assignment requirements.                       |
| 3. Build credibility with customers/clients | 3.1 Client expectations for reliability, punctuality and appearance adhered to.   |
|   | 3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy.    |
|   | 3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures. |

## **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- maintain a professional image;
- interpret client/customer requirements from information contained in the client brief and/or assignment instructions;
- deal successfully with a variety of client/customer interactions;
- monitor and act on changing client or customer needs;
- meet client/customer requirements; and
- build credibility with customers/clients.

## **Critical skills**

### **The ability to:**

- pay attention to detail when completing client/employer documentation;
- use interpersonal and communication skills required in client contact assignments;
- Use IT for communication skill ( e-mail, internet ,etc.,)
- follow up job progress and the problems solving ; and
- maintain records data performance.
- Negotiate with clients

## **Essential knowledge**

- Uniform and personal grooming requirements of the employer and the client
- Assignment instructions

## **Range statement**

Personal presence may include:

- Stance
- Posture
- Body language
- Demeanour
- Grooming

Employer standards may include:

- Standing orders

Client requirements include:

- Assignment instructions
- Post orders
- Scope to modify instructions/orders in light of changed situations

Assignment instructions may include:

- Writing
- Verbally
- Electronically

Client's needs and requirements may include:

- Review of the client brief and/or assignment instructions
- Discussion with the client/customer

Appropriate action may include:

- Implementing required changes
- Referral to appropriate employer personnel
- Clarification of client needs and instructions

Customers may include:

- All members of the public

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment.  
Assessment shall be observed while task are being undertaken

## GI-A6 Manage own performance

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### Unit details

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Functional area A	Common competencies
Unit title	Manage own performance
Unit code	<b>GI-A6</b>

### Description

This unit covers the knowledge, skills and attitudes required in effectively managing own workload and quality of work.

Elements of competency	Performance criteria
1. Plan for completion of own workload	<p>1.1 Tasks accurately identified.</p> <p>1.2 Priority allocated to each task.</p> <p>1.3 Time lines allocated to each task or series of tasks.</p> <p>1.4 Tasks deadlines known and complied with whenever possible.</p> <p>1.5 Work schedules are known and completed within agreed time frames.</p> <p>1.6 Work plans developed according to assignment requirements and employer policy.</p> <p>1.7 Uncompleted work or tasks detailed and responsibility for completion passed to incoming shift or other appropriate persons.</p>
2. Maintain quality of own performance	<p>2.1 Personal performance continually monitored against agreed performance standards.</p> <p>2.2 Advice and guidance sought when necessary to achieve or maintain agreed standards.</p> <p>2.3 Guidance from management applied to achieve or maintain agreed standards.</p> <p>2.4 Standard of work clarified and agreed according to employer policy and procedures.</p>
3. Build credibility with customers/clients	<p>3.1 Client expectations for reliability, punctuality and appearance adhered to.</p>

3.2 Possible causes of client/customer dissatisfaction identified, dealt with and recorded according to employer policy.

3.3 Client fully informed of all relevant security matters in a timely manner and according to agreed reporting procedures.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- plan for completion of own workload;
- assess verbal or written work plan through observation and discussion of site and employer requirements;
- demonstrate capacity to complete task within specified time frame; and
- maintain quality of own performance.

### **Critical skills**

**The ability to:**

- plan and prioritize security workloads and requirements; and
- manage time and task.

### **Essential knowledge**

- Site and assignment requirements
- Employer policy on performance management
- Indicators of appropriate performance for each area of responsibility
- Steps for improving or maintaining performance

### **Range statement**

Tasks may include:

- Assignment instructions
- Verbal instructions by senior officer
- Policy documents
- Duty statements
- Self-assessment
- Daily tasks
- Weekly tasks
- Regularly or irregularly occurring tasks

Performance Standards may include:

- Assignment instructions
- Procedures established in policy documents

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment.

Assessment shall be observed while task are being undertaken

## GI-A7 Apply safety practices, procedures and occupational health

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### Unit details

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Functional area A	Common competencies
Unit title	Apply safety practices, procedures and occupational health
Unit code	<b>GI-A7</b>

### Description

This unit covers the competencies required to apply safety practices in the workplace.

<b>Elements of competency</b>	<b>Performance criteria</b>
1. Identify hazardous area	1.1 Hazards are identified correctly in accordance with OHS principles, manufacturers' instructions and workplace safety requirements.  1.2 Safety signs and symbols are identified and adhered to.  1.3 Current workplace emergency and evacuation procedures, including location of emergency equipment are identified
2. Use protective clothing and devices	2.1 Appropriate protective clothing and devices are correctly selected and used in accordance with OHS requirements or industry/company policy...
3. Perform safe handling of tools, equipment and materials	3.1 Safety procedures for pre-use check and operation of tools and equipment followed in accordance with industry/ company policies. 3.2 Tools, equipment and materials handled safely in accordance with OHS requirements and industry/ company policies.
4. Perform first aid	4.1 First aid treatment of injuries is carried out according to recommended procedures.
5. Use fire extinguisher	5.1 Fire extinguisher is selected and operated correctly according to the type of fire.
6. Maintain safe work area	6.1 Site area is maintained to prevent incidents and accidents and protect self and others.  6.2 Work area is cleared following activity, and materials disposed of, reused or recycled according to workplace procedures.  6.3 Tools and equipment are cleaned, checked, maintained and stored according to manufacturer recommendations and

standard work practices, and any repairs reported or completed.

6.4 Feedback on health, safety, and security are provided to appropriate personnel as required in a sufficiently detailed manner for action to be taken.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- identify hazardous area
- use personal protective devices
- handle tools, equipment and materials properly
- perform first aid
- use fire extinguisher
- locate, interpret and apply relevant information, standards and specifications for applying safe work practices following company instructions.

### **Critical skills**

**The ability to:**

- handle tools and materials with safety
- communicate with superiors and co-workers
- interpret instructions

### **Essential knowledge**

- Major causes of workplace accidents relevant to the work environment.
- Techniques to handle emergency situations in different forms and contexts.
- Shop safety signs, symbols and alarms
- Safety precautionary measures of the building and equipments used
- Housekeeping
- Machine risks
- First aid
- Workplace hazards and their precautions and reduction

## Range statement

Hazards may include:

- Confined work spaces
- Dust and air pollutants
- Excavations
- Falling objects
- Hazardous substances and dangerous goods
- Hot and cold working environments
- Lighting, gases, electricity and water
- Manual handling/lifting practices
- Noise
- Plant and equipment
- Poor storage of materials and waste
- Smoking in off-limited areas
- Spillage, waste and debris
- Substance and alcohol abuse at work
- Toxic substances
- Traffic and mobile plant
- Trenches
- Ultraviolet (UV) radiation
- Working at heights or in confined spaces

Protective clothing and devices may include:

- Arm guards
- Eye protection
- Gloves
- Hard hat
- Hearing protection
- High-visibility retro-reflective vest
- Protective, well-fitting clothing
- Respiratory protection
- Safety footwear
- UV protective clothing and sunscreen

Injuries or accident may include:

- Burns/scalds
- Fractures
- Cuts and abrasions
- Poisoning
- Foreign bodies in the eye
- Concussion
- Shock
- Type of fires
- Fires involving or caused by common combustibles (wood, cloth, paper, rubber and plastic), flammable liquids (gasoline, oil, solvents, paints, etc.), energized electrical equipment (wiring, fuse boxes, circuit breakers, appliances, etc., combustible metals (magnesium, sodium, etc.)

Incidents and emergencies may include:

- Chemical spills
- Equipment/vehicle accidents.
- Explosion
- Fire
- Gas leak
- Injury to personnel
- Structural collapse
- Toxic and/or flammable vapours emission

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** in the workplace or in simulated workplace environment.  
Assessment shall be observed while task are being undertaken

# Functional area B: Tailoring for men

## GI-B1 Draft and cut pattern for casual apparel

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### Unit details

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Functional area B	Tailoring for men
Unit title	Draft and cut pattern for casual apparel
Unit code	<b>GI-B1</b>

### Description

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.

### Elements of competency

### Performance criteria

- |                                  |   |
|----------------------------------|---|
| 1. Plan garment design           | 1.1 Customer's job requirements are determined in accordance with company practice.   |
|                                  | 1.2 Garment design is prepared in accordance with the client's requirements.  |
|                                  | 1.3 Design and fabric are discussed and selected according to client's specifications.  |
|                                  | 1.4 Special needs of the client are incorporated into the design based on procedures.   |
| 2. Take client body measurements | 2.1 Measuring tools are prepared in accordance with job requirements.   |
|                                  | 2.2 Body measurements are taken based on procedures.  |
|                                  | 2.3 Body measurements 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 pattern block     | 3.1 Drafting pattern tools are selected in accordance with job requirements.  |

- 3.2 Basic pattern block is drafted using appropriate equipment and following customer's specifications.
- 3.3 Drafted basic pattern block is checked for accuracy to satisfy customer's specification.
- 4. Draft 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 Pattern cutting tools are selected in accordance with job requirements.
  - 5.2 Final pattern cutting is performed in accordance with customer's specifications/measurements.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- determine job requirements in accordance with enterprise practice;
- prepare design in consultation with client's requirements;
- prepare/select measuring, drafting and cutting tools in accordance with job requirements;
- follow correct position and sequence in taking body measurements;
- draft basic block pattern in accordance with customer's specifications; and
- cut final pattern with seam allowance and in accordance with customer's specifications.

### **Critical skills**

The ability to:

- position in taking body measurement;
- draft basic block pattern;
- cut pattern with seam allowance; and
- communicate effectively with client.

## **Essential knowledge**

- Types of measuring, drafting and cutting tools and their uses
- Sequence in taking body measurement
- Patterns
- Body shapes of difference customers

## **Range statement**

Job requirements may include:

Garment Types based on knitted and woven fabric

Tops

- Polo (short sleeves)
- Vest
- Sweaters
- Shirt
- Knit shirt
- Blazer
- Jacket

Bottoms

- Jogging pants
- Tailored jacket
- Shorts
- Slacks

Fabric may include:

Woven fabric

- Oxford weave
- Denim
- Shirting
- Twill weave
- Herringbone
- Glen check
- Gingham
- Pique
- Gabardine
- Linen
- Polyester

Knitted fabric

- Lacoste
- Jersey
- Fleece
- Interlock
- Rib knit

Non-woven fabric

Special needs may include:

Garment parts

- Pockets
- Collars
- Lapels
- Sleeves
- Cuffs

Measuring tools may include:

- Tape measure
- Hip curve rule
- L-square
- Meter stick

Standard body measurement may include:

- Shoulder
- Neck circumference
- Chest width/circumference
- Figure (front and back length )
- Waist circumference
- Hips circumference
- Length of sleeve
- Armhole circumference
- Seat/hip circumference
- Thigh circumference
- Knee circumference
- Crotch rise length
- Side length/seam

Drafting tools may include:

- Tailor's chalk
- Technical pens & markers
- Curve rulers
- Pattern paper

Basic/block pattern may include:

Garment Types based on knitted and woven fabrics:

Tops

- Polo
- Vest
- Sweaters
- Shirt

- Jacket

Bottom

- Shorts
- Slacks

Cutting tools may include:

- Scissors
- Straight knife cutting machine
- Band knife cutting machine
- Round knife cutting machine
- Die knife cutting machine
- Drill and Notcher
- Computerized knife cutter
- Computerized laser cutter

Pattern cutting may include:

- With seam allowance
- Without seam allowance

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may be done
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation /demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the actual workplace or simulated environment or in any accredited assessment center.

## GI-B2 Prepare and cut materials for casual apparel

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### Unit details

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Functional area B	Tailoring for men
Unit title	Prepare and cut materials for casual apparel
Unit code	<b>GI-B2</b>

### Description

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

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 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 Fabrics are checked for according to workplace procedures.   |
|   | 1.4 Fabrics are soaked/drip dried and pressed in accordance with standard fabric care.   |
|   | 1.5 Fabrics are prepared for knitted fabric in accordance with type of fabrics.  |
|   | 1.6 Accessories and trims are selected and prepared in accordance with specified garment style/design.                                   |
|   | 1.7 Marking tools are prepared in accordance with job requirements.  |
|   | 1.8 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 positions are traced/marked on the fabric in accordance with specified garment style or design.
  - 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 Garment parts are checked for completeness in accordance with specified garment design or styles.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- Inspect fabric for quality, defect, width, selvedge and marking requirements;
- soak, drip dry and press fabric / relax fabric in accordance with standard fabric care;
- select and prepare accessories and trim of the garment in accordance with specified garment design or style;
- identify and prepare measuring, tracing/markings and cutting tools in accordance with job specifications;
- lay-out and pin patterns on the fabric in accordance with fabric grain line;
- mark seam allowances on the fabric in accordance with job requirements;
- trace/mark darts and pocket locations on the fabric in accordance with specified garment style or design;
- interpret garment design or style in accordance with customer's specifications; and
- cut fabrics in accordance with the required standard allowances.

## **Critical skills**

The ability to:

- measure, mark/trace and cut;
- manipulate prepared pattern; and
- lay-up and cut.

## **Essential knowledge**

- Types of pattern
- Fabric properties such as weight, shrinkage, pile, grain and pattern shapes
- Soaking and drying procedures
- Market trends on garment style

## **Range statement**

Fabric specification may include:

Woven fabric

- Oxford weave
- Denim
- Shirting
- Twill weave
- Herringbone
- Glen check
- Gingham
- Pique
- Gabardine
- Linen
- Polyester
- Etc.,

Knitted fabric

- Lacoste
- Jersey
- Fleece
- Interlock
- Rib knit
- Etc.,

Non-woven fabrics

Fabric checked may include:

- Quality
- Defects
- Width
- Weight
- Selvedges

Standard fabric care may include:

Care Label;

- Dry cleaning
- Soaking and drying
- Washing
- Bleaching
- Drying
- Ironing

Accessories and trim may include:

Types of trim

- Embroidery
- Lining fabric
- Underlining fabric
- Interlining fabric
- Fabric trims such as ribbons, braids, laces, bias tapes etc.

Types of fastening

- D-ring
- Snap
- Hooks and eyes
- Hook and loop tape (Velcro)
- Buckles
- Eyelets and grommets
- Cords or ties
- Zipper
- Buttons
- Hook and eye
- Snaps

Trims for Packaging / Finishing

- Gun tag & Bullet tag
- Card board / Carton
- Hanger
- Pin
- Plastic bag / Poly bag
- Plastic bundle
- Clip / Butterfly
- Sticker
- Tissue paper

Tracing/marking tools may include:

- Tracing wheel
- Tracing paper

- Tailor's chalk

Garment parts may include:

- Pockets
- Collars
- Lapels
- Sleeves
- Cuffs
- Waistband
- Belt loops

Garment design/style may include:

Garment Types based on knitted and woven fabrics;

Tops

- Polo
- Vest
- Sweaters
- Shirt
- Jacket

Bottom

- Shorts
- Pants

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-B3 Sew casual apparel

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### Unit details

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Functional area B	Tailoring for men
Unit title	Sew casual apparel
Unit code	<b>GI-B3</b>

### Description

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.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Prepare cut parts                    | <p>1.1 Cut parts are prepared in accordance with the specified garment design/style.</p> <p>1.2 Cut parts are pressed in accordance with fabric specifications.</p> <p>1.3 Cut parts are pinned together in accordance with garment design or style.</p> <p>1.4 Accessories and accents are prepared in accordance with garment design or style.</p>   |
| 2. Prepare sewing machine for operation | <p>2.1 Machine parts are cleaned and lubricated in accordance with company requirements and manufacturer's cleaning and lubricating instructions.</p> <p>2.2 Machine is started and stopped in accordance with manufacturer's operation manual.</p> <p>2.3 Machines speed and work handling are controlled in accordance with company procedures.</p> <p>2.4 Machine operation is monitored according to standard operating procedures.</p> <p>2.5 Minor machine problem or fault is identified and repaired in accordance with manufacturer's manual.</p> |

- 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.
- 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 Sleeves, collars and pockets 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 puckered according to sewing instructions.
  - 3.6 Seams edges are finished in accordance with the job requirements.
  - 3.7 Waistband width is evenly sewn from end to end according to standard operating procedure.
  - 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.
  - 3.10 Handle material to prevent puckering
- 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 client's satisfaction.

### 4.3 Garment alteration is completed as per client's satisfaction.

#### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- prepare and pin cut parts together in accordance with the specified garment design/style;
- set-up and adjust machines in accordance with work specifications;
- assemble, sew garments in conformance with sewing standard procedures and workplace timeframes;
- sew sleeves are fit and well hang from the edge of the shoulder and around the arm as per specifications;
- sew well seated collar at the neckline and corners evenly and sharply;
- sew zipper without pucker;
- nick and flatten seams without wrinkles;
- sew waistband width from end to end evenly;
- determine modifications and alterations in accordance with client's specifications; and
- complete garment alteration.

#### **Critical skills**

The ability to:

- sew;
- thread;
- apply basic sewing techniques;
- carry out work in accordance with OH&S policies and procedures;
- interpret and apply defined procedures; and
- apply safety precautions relevant to the task.

#### **Essential knowledge**

- Types of sewing machines
- Garment parts
- Characteristics of fabrics, threads and other materials used in basic garment assembly
- Seam
- Size spec and quality of product as customer requirement

#### **Range statement**

Parts of sewing machine may include:

- Feed dog
- Bobbin case and spool
- Needle
- Lever
- Wheel

Type of sewing attachment;

- Guide type
- Folding type
- Binding type
- Pleating type
- Blind stitch type
- Combination type
- Feeding type

Type of sewing machine may include:

- Lockstitch sewing machine
- Hi-speed sewing machine
- Double-needle machine
- Overlock stitch sewing machine
- Interlock sewing machine
- Edging machine
- Bar tacking machine
- Buttonhole machine
- Button stitch machine

Machine problem or defect may include:

- Puckering
- Uneven stitch
- Loose threads
- Skipping stitch
- Broken stitch
- Open seam
- Dropped stitch
- Oil spots

Types of sleeves may include:

- Set-in sleeve
- Raglan sleeve
- Kimono

Types of collar may include:

- Standing collars (Shirt collar, Turtle collar,)
- Flat collars
- Etc.,

Types of pocket may include:

- Patch pocket
- Flap pocket
- Welt pocket

- Piped pocket
- Bellows or pouch pocket
- Pin tucks pocket
- Welt pocket
- Stash pocket
- Cargo pocket

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-B4 Apply finishing touches on casual apparel

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### Unit details

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Functional area B	Tailoring for men
Unit title	Apply finishing touches on casual apparel
Unit code	<b>GI-B4</b>

### Description

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 trim, trimming of excess threads, pressing finished garment and packaging of finished men's casual garment.

### Elements of competency

### Performance criteria

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

- 2.3 Garments are reversed and hanged in accordance with company's procedures.
3. Press finished garment
- 3.1 Fabric and pressing tools are prepared according to standard operating procedures.
- 3.2 Pressing tools temperature setting is set-up in accordance with company procedures
- 3.3 Defects, spots and marks are identified and appropriate actions are taken in accordance with company's procedures.
- 3.4 Heat/Pressure is applied in accordance with product requirements, fabric specifications and company's 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 packaging standards/procedures.
- 4.2 Garment packages are labeled in accordance with company's requirements.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- Final checking touches in accordance with garment design/style specifications;
- mark and attach accessories and accent positions in accordance with garment design/style specifications;
- perform finishing operations in accordance with customer's specifications and company procedures;
- fold and pin bodice hem allowances and sleeves in accordance with customer's design/style specifications;
- sew hem line allowances in accordance with the given stitch/seam specifications;
- trim garments of excess threads in accordance with sewing procedures;
- identify faults, spots and marked and appropriate actions is taken in accordance with company's procedures;
- press finished garment in accordance with product requirements, fabric specifications and company's procedures; and
- pack finished garments in accordance with packaging standards/procedures.

## **Critical skills**

The ability to:

- pressing operation/instruction;
- hand/machine sewing of accessories and accents;
- packaging finished garments; and
- marking and attaching accessories and accents.

## **Essential knowledge**

- Types of trimming and ironing tools
- Garment design and styles
- Fabric properties and other materials used in garment industry
- Pressing requirements procedure
- Pressing equipment functions
- Quality standards and fabric/garment handling procedures
- Types of stitching and seam
- Finishing touches procedure
- Labeling requirements

## **Range statement**

Finishing touches may include:

- Closures
- Hemming
- Accessories and accent
- Stitches and seam
- Detail Finishing

Pressing tools may include:

- Flat iron
- Steam Iron
- Ironing board

Pressing tools temperature setting may include:

- Level 1 – polyester
- Level 2 – Silk
- Level 3 – Cotton, Denim

Defects, spots and marks may include:

- Grease/oil
- Dust
- Water
- Shiny

Packaging procedures may include:

- Sorting of garments according to style, color, size
- Putting label tags

Garment packages may include:

- Box
- Cellophane
- Plastic
- Sticker
- Plastic bundle
- Hanger
- Gun Tag
- Clip, butterfly

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-B5 Embellish garments by hand or machine

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### Unit details

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Functional area B	Tailoring for men
Unit title	Embellish garments by hand or machine
Unit code	<b>GI-B5</b>

### Description

This unit covers the knowledge, skills and attitudes required in performing hand and machine embellishment to quality standards and production specifications either at the completion of production, or as a production stage.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Identify the type of embellishment required from garment specifications  | 1.1 The type of embellishment required from garment specifications is selected including content, colour, size, width and length, stitch type, seam type, and Attachments.             |
| 2. Determine the method/s of embellishing by hand or machine  | 2.1 The type of embellishing is selected to suit the type of • fabric, color of fabric, positioning of design, purpose of garment, suitability of size, design and color.              |
| 3. Select and prepare threads   | 3.1 Threads are prepared including the correct color, thickness, shine, texture, • stability and strength and the types of decorations to be attached.                                 |
| 4. Set up the work area and lay out work pieces and prepare equipment and materials                                       | 4.1 Place and area are ready, equipment is prepared to adjust to specifications for the work including correct thread type, needle type, stitch settings, attachments and stabilizers. |
| 5. Perform hand and machine embellishment to quality standards and production specifications                              | 5.1 Embellishment is performed following quality standards and production specifications.  |
| 6. Complete production records or packing slips, bundle work as required and direct to next operation or packing section. | 6.1 Production records are completed and the work is directed to the next operation or packing.  |

## **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- select textiles and clothing
- select pattern and sample making;
- sizes and fit;
- apply type of embellish and garment parts
- inspect quality of embellishment

## **Critical skills**

The ability to:

- select to stitches and seams
- trims for by hand
- use machine for embroidery
- inspect garment

## **Essential knowledge**

- Textile properties and its relationship different types of embellishment
- Category and style
- Position product analysis
- Material and sub material
- Loose, seams and stitches
- Specification and fit
- Sewing machine and attachments

## **Range statement**

Embellish garments by hand may include:

- Beading
- Smocking
- Embroidery stitches
- Fabric manipulation.

Embellish by machine may include:

- Quilting
- Pintucking
- Shirring
- Machine embroidery

## **The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

# Functional area C: Dressmaking for Women

## GI-C1 Draft and cut pattern for casual apparel

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### Unit details

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Functional area C	Dressmaking
Unit title	Draft and cut pattern for casual apparel
Unit code	<b>GI-C1</b>

### Description

This unit covers the knowledge, skills and attitudes 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.

### Elements of competency

### Performance criteria

- |                                    |  |
|------------------------------------|--|
| 1. Plan garment design             | 1.1 Customer's job requirements are determined in accordance with company's practice.                              |
|                                    | 1.2 Garment design is prepared in accordance with the client's requirements.                                       |
|                                    | 1.3 Design and fabric are discussed and selected according to client's specifications.                             |
|                                    | 1.4 Special needs of the client are incorporated into the design based on procedures.                              |
| 2. Take client's body measurements | 2.1 Measuring tools are prepared in accordance with job requirements.  |
|                                    | 2.2 Body measurements are taken based on procedures.   |
|                                    | 2.3 Body measurements of client are taken in sequence according to job requirements and standard body measurement. |
|                                    | 2.4 Body measurements are recorded in line with company requirements/practice.                                     |
| 3. Draft basic pattern block       | 3.1 Drafting pattern tools are selected in accordance with job requirements.                                       |

- 3.2 Basic pattern Block is drafted using appropriate equipment and customer's specifications.
- 3.3 Drafted basic pattern block is checked for accuracy based on customer's specification.
- 4. Draft pattern
  - 4.1 Pattern block is laid out in accordance with company procedures.
  - 4.2 Pattern block is manipulated in accordance with customer's specifications.
  - 4.3 Final pattern is labeled, filled and secured as per standard operating procedures (SOPs).
- 5. Cut final pattern
  - 5.1 Tools for cutting pattern are selected in accordance with job requirements.
  - 5.2 Pattern is cut in accordance with customer's specifications/measurements.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- determine job requirements in accordance with company's practice;
- prepare design in accordance with client's requirements;
- prepare/select measuring, drafting and cutting tools in accordance with job requirements;
- follow correct position and sequence in taking body measurements;
- draft basic/block pattern in accordance with customer's specifications; and
- cut final pattern with/without seam allowance and in accordance with customer's specifications.

## **Critical skills**

The ability to:

- position in taking body measurement;
- drafting basic/block pattern;
- cutting pattern with seam allowance; and
- communicating effectively with client.

## **Essential knowledge**

- Types of measuring, drafting and cutting tools and their uses
- Sequence and position in taking body measurement
- Pattern preparation
- Pattern Re-engineering
- Body shapes of different customers

## **Range statement**

Job requirements may include:

Garment Types based on knitted and woven fabric:

Tops

- Tank top
- Blouse
- Shirt
- Sweaters
- Jacket
- Blazer

Bottoms;

- Shorts
- Pants
- Culottes
- Skirt
- Casual dress

Fabric may include:

### **Woven fabric**

- Oxford weave
- Denim
- Shirting
- Twill weave
- Herringbone
- Glen check
- Gingham
- Gabardine
- Linen
- Polyester

- Challis
- Rayon
- Satin
- Chiffon
- T/C
- Linen
- Etc.,

Knitted fabric;

- Jersey
- Fleece
- Interlock
- Rib knit
- Etc.,

Non-woven fabric

Special needs may include:

Garment parts;

- Pockets
- Collars
- Sleeves
- Lapels
- cuffs
- Detail Finishing

Measuring tools may include:

- Tape measure
- Hip curve rule
- L-square
- Meter stick

Standard body measurement may include:

- Neck circumference
- Across shoulder
- Figure (front and back length)
- Chest width and bust circumference
- Bust height and width
- Waist circumference
- High hips circumference
- Low hips circumference
- Front rise
- Back rise
- Armhole circumference
- Sleeve length
- Wrist circumference

Drafting tools may include:

- Tailor's chalk
- Technical pens & markers
- Curve ruler
- Pattern paper
- Ruler with grid
- Triangle (45°- 90°)
- Hip curve
- French curve
- Pencil
- Pin

Basic pattern block may include:

Garment Types based on knitted and woven fabric

Tops

- Tank top
- Blouse
- Shirt
- Sweaters
- Jacket
- Blazer

Bottoms

- Shorts
- Pants
- Culottes
- Skirt
- Casual dress

Cutting tools may include:

- Scissors
- Straight knife cutting machine
- Band knife cutting machine
- Round knife cutting machine
- Die knife cutting machine
- Drill and Notcher
- Computerized knife cutter
- Computerized laser cutter

Pattern cutting may include:

- With seam allowance
- Without seam allowance
- Pattern re-engineering

The following resources must be provided:

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-C2 Prepare and cut materials for casual apparel

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### Unit details

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Functional area C	Dressmaking
Unit title	Prepare and cut materials for casual apparel
Unit code	<b>GI-C2</b>

### Description

This unit covers the knowledge, skills and attitudes required in preparing and cutting of materials for woman's casual apparel. It details the requirements for preparing materials, lay-outting and marking of pattern on material and cutting of materials.

Elements of competency	Performance criteria
1. Prepare materials (fabric)	1.1 Fabric is collected and checked in accordance with job specification.
	1.2 Fabric width and quality are checked according to instructions and if needed appropriate action is taken in accordance with work requirements.
	1.3 Fabric is checked for quality, defect, width, selvages, dye lot and marking requirement according to workplace procedures.
	1.4 Fabric is soaked/drip dried and pressed in accordance with standard fabric care.
	1.5 Accessories and trims are selected and prepared in accordance with specified garment style/design.
	1.6 Measuring tools are prepared in accordance with job requirements.
	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.
	2.2 Patterns are prepared and checked in accordance with company's 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 as per procedure.
  - 2.5 Pattern pieces are positioned manually in accordance with company's procedures.
  - 2.6 Seam allowances are marked on the fabric in accordance with job requirements.
  - 2.7 Darts and pocket positions are notch / marked on the fabric in accordance with specified garment style or design.
  - 2.8 Marking 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.
    - 3.2 Fabric is cut to meet design requirements and measurements of the pattern.
    - 3.3 *Garment parts* are checked for completeness in accordance with specified garment design or styles.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- inspect fabric for quality, defect, width, selvedge and marking requirements;
- soak, drip dry and press fabric in accordance with standard fabric care;
- select and prepare accessories and accent of the garment in accordance with specified garment design or style;
- prepare tools and equipment in accordance with job specifications;
- lay-out and pin patterns on the fabric in accordance with fabric grain line;
- mark seam allowances on the fabric in accordance with job requirements;
- trace/mark darts and pocket locations on the fabric in accordance with specified garment style or design;
- interpret garment design or style in accordance with customer's specifications; and
- cut fabric in accordance with the required standard allowances.

**Critical skills**

The ability to:

- measure, mark/notch and cut;
- Draft prepared pattern; and
- lay-up and cutting operations skills.

**Essential knowledge**

- Types of pattern
- Fabric properties such as weight, shrinkage, pile, grain and pattern shapes
- Soaking and drying procedures
- Market trends on garment style

**Range statement**

Fabric specification may include:

- Woven
- Knitted
- Non-woven

Material checked may include:

- Quality
- Defect
- Width
- Selvedge
- Soaked/drip dried

Standard fabric care may include:

- Dry cleaning
- Soaking and drying
- Machine washed
- Hand washed
- Bleaching
- Tumble - dried

Accessories and trim may include:

- Zipper
- Buttons
- Bias tape
- Hook and eye
- Snaps
- Eyelets
- Drawstring
- 

Tracing/marking tools may include:

- Tracing wheel
- Tracing paper
- Tailor's chalk

Garment parts may include:

- Collars
- Pockets
- Sleeves
- Lapels
- Waistband
- Cuffs

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-C3 Sew casual apparel

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### Unit details

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Functional area C      Dressmaking for women

Unit title              Sew casual apparel

Unit code              **GI-C3**

### Description

This unit covers the knowledge, skills and attitudes required in preparing and assembling cut garment parts, preparing sewing machine for operation, sewing garments and components using basic sewing techniques and altering completed garments.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Prepare cut garment parts            | 1.1 Cut garment parts are prepared in accordance with the specified garment design/style.  |
|   | 1.2 Cut garment parts are pressed in accordance with fabric specifications.  |
|   | 1.3 Cut garment 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 Machine parts are cleaned and lubricated in accordance with company's requirements and manufacturer's cleaning and lubricating instructions. |
|   | 2.2 Machines are set-up and adjusted in accordance with work specifications.   |
|   | 2.3 Machines are threaded in accordance with company procedures.   |
|   | 2.4 Machine is started and stopped in accordance with manufacturer's and company's requirements.   |
|   | 2.5 Speed of machines and work handling are controlled in accordance with company's procedures.  |

- 2.6 Minor machine problem or fault is identified and repaired in accordance with manufacturer's manual.
- 2.7 Machine operation is monitored as per procedures.
- 2.8 Company's health and safety policies and procedures are followed as per standard operating procedures (SOPs).
- 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 sewn in conformance with sewing standard procedures and company's timeframes.
  - 3.3 Sleeves, collars and pockets are identified and sewn according to customer's specification.
  - 3.4 Pocket flaps are sewn with clean corners and no raw edges.
  - 3.5 Zipper is sewn without puckered according to sewing instructions.
  - 3.6 Seams edges are finished in accordance with job requirements.
  - 3.7 Waistband width is evenly sewn from end to end according to standard operating procedure (SOPs).
  - 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.
  - 3.10 Handle material to prevent puckering
- 4. Alter completed garment
  - 4.1 Alterations/modifications are done in accordance with the client's specifications.
  - 4.2 Final fitting is conducted to ensure client's satisfaction.
  - 4.3 Garment alteration is completed as per client's satisfaction.

## **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- prepare pressed and pinned cut parts together in accordance with the specified garment design/style;
- set-up and adjust machines in accordance with work specifications;
- assemble, sew garments in conformance with sewing standard procedures and company's timeframes;
- sew sleeves are fit and well hang from the edge of the shoulder and around the arm as per specifications;
- sew base collar at the neckline and corners evenly and sharply sew;
- clean pocket flaps corners with no raw edges;
- sew zipper without pucker;
- flatten seams without wrinkles;
- evenly sew waistband width from end to end evenly; and
- complete garment alteration.

## **Critical skills**

The ability to:

- sew;
- threading procedures;
- apply basic sewing techniques;
- carry out work in accordance with OH&S policies and procedures;
- interpret and apply defined procedures; and
- apply safety precautions relevant to the task.

## **Essential knowledge**

- Types of sewing machines
- Attachment
- Garment parts
- Fabrics properties, threads and other materials used in basic garment assembly

## **Range statement**

Parts of sewing machine may include:

- Presser foot
- Fabric guide
- Feed dog
- Bobbin case and spool
- Needle
- Lever
- Wheel

Machine problem or faults may include:

- Puckering
- Uneven stitch
- Loose threads
- Skipping stitch
- Oil spots

Types of sleeves may include:

- Set-in sleeves
- Raglan sleeves
- Kimono sleeves

Types of collar may include:

- Stand collars
- Flat collars

Types of pocket may include:

- Patch pocket
- Flap pocket
- Welt pocket
- Piped pocket
- Bellows or pouch pocket
- Pin Tucks pocket
- Welt pocket
- Stash pocket

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-C4 Apply finishing touches on casual apparel

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### Unit details

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Functional area C	Dressmaking for women
Unit title	Apply finishing touches on casual apparel
Unit code	<b>GI-C4</b>

### Description

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.

### Elements of competency

### Performance criteria

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

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

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- check finishing touches in accordance with garment design/style specifications;
- mark and attach accessories and accent positions in accordance with garment design/style specifications;
- perform finishing operations in accordance with customer's specifications and company procedures;
- fold and pin bodice hem allowances and sleeves in accordance with customer's design/style specifications;
- sew hemline allowances in accordance with the given stitch/seam specifications;
- trim garments of excess threads in accordance with company's procedures;
- identify faults, spots and marked and appropriate actions is taken in accordance with company's procedures;
- press finished garment in accordance with product requirements, fabric specifications and company's procedures; and
- pack and label finished garments in accordance with packaging standards/procedures.

## **Critical skills**

The ability to:

- use pressing operation/instruction;
- use hand/machine sewing of accessories and trims;
- package finished garments; and
- mark and attach accessories and Trim.

## **Essential knowledge**

- Types of trimming and ironing tools
- Garment design and styles
- Fabric properties and other materials used in garment industry
- Pressing requirements procedure
- Pressing equipment functions
- Quality standards and fabric/garment handling procedures
- Types of seam and stitches
- Finishing touches procedure
- Labeling requirements
- Type of fastening

## **Range statement**

Finishing touches may include:

- Closures
- Hemming
- Accessories and trim
- Stitches
- Trims for packing / finishing

Pressing tools may include:

- Flat iron
- Steam iron
- Ironing board
- Sleeve board
- Press mitt
- Tailor's ham

Defects, spots and marks may include:

- Grease/oil
- Puckering
- Loose threads
- Missing buttons
- Uneven stitches

Heat/pressure may include:

- Level 1 – Polyester
- Level 2 – silk
- Level 3 – Cotton/Denim

Packaging procedures may include:

- Sorting of garments according to: style, color, size ( SKU: Stock Keeping Unit)
- Pressing
- Putting label tags

Garment packages may include:

Garment Types based on knitted and woven fabric;

Tops

- Tank Top
- Blouse
- Shirt
- **Sweaters**
- Jacket
- Blazer

Bottoms

- Shorts
- Pants
- Culottes
- Skirt
- Casual dress

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-C5 Embellish garments by hand or machine

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### Unit details

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Functional area C	Dressmaking for women
Unit title	Embellish garments by hand or machine
Unit code	<b>GI-C5</b>

### Description

This unit covers the knowledge, skills and attitudes required in performing hand and machine embellishment to quality standards and production specifications either at the completion of production, or as a production stage.

### Elements of competency

1. Identify the type of embellishment required from garment specifications
2. Determine the method/s of embellishing by hand or machine
3. Select and prepare threads
4. Set up the work area and lay out work pieces and prepare equipment and materials
5. Perform hand and machine embellishment to quality standards and production specifications
6. Complete production records or packing slips, bundle work as required and □ direct to next operation or packing section.

### Performance criteria

- 1.1 The type of embellishment required from garment specifications is selected including content, colour, size, width and length, stitches type and seams.
- 2.1 The type of embellishing is selected to suit the type of • fabric, color of fabric, positioning of design, purpose of garment, suitability of size, design and color.
- 3.1 Threads are prepared including the correct color, thickness, shine, texture, • stability and strength and the types of decorations to be attached.
- 4.1 Place and area are ready, equipment is prepared to adjust to specifications for the work including correct thread type, needle type, stitch settings, attachments and stabilizers.
- 5.1 Embellishment is performed following quality standards and production • specifications.
- 6.1 Production records are completed and the work is directed to the next operation or packing.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- select textiles, fabrics and garments
- select pattern and sample making;
- sizes and fit;
- apply type of embellish and garment parts
- inspect quality of embellishment

### **Critical skills**

The ability to:

- select to stitches and seams
- trims for by hand
- use machine for embroidery
- inspect garment..

### **Essential knowledge**

- Textile properties
- Design and style
- Position product analysis
- Material and sub material
- Loose, seams and stitches
- Specification and fit
- Sewing machine and attachment

### **Range statement**

Embellishments by hand may include:

- Trims and fabric manipulation

Embellishments by machine may include use of:

- Machine embroidery

### **The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

### **Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

# Functional area D: Swimwear and underwear making

## GI-D1 Draft and cut pattern for swimwear and underwear

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### Unit details

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Functional area D	Swimwear and underwear making
Unit title	Draft and cut pattern for swimwear and underwear
Unit code	<b>GI-D1</b>

### Description

This unit covers the knowledge, skills and attitudes required in drafting and cutting basic pattern block for swimwear and underwear. It includes the requirements for planning garment design, taking body measurement, drafting basic pattern block and cutting final pattern.

### Elements of competency

### Performance criteria

- |                                  |  |
|----------------------------------|--|
| 1. Plan garment design           | 1.1 Bra/Swimwear garment requirements are determined in accordance with company practice.  |
|                                  | 1.2 Garment design is prepared in accordance with the Bra/Swimwear garment requirements.   |
|                                  | 1.3 Design and fabric are discussed and selected according to design's specifications.   |
|                                  | 1.4 Special needs of the client are incorporated into the design based on procedures.  |
| 2. Take client body measurements | 2.1 Measuring tools are prepared in accordance with job requirements.  |
|                                  | 2.2 Body measurements are taken based on procedures.   |
|                                  | 2.3 Body measurements of client or model 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 pattern block | 3.1 Drafting pattern tools are selected in accordance with job requirements.                          |
|                              | 3.2 Basic pattern block is drafted using appropriate equipment and following design's specifications. |
|                              | 3.3 Drafted basic pattern block is checked for accuracy in accordance with job requirements.          |
| 4. Draft pattern             | 4.1 Basic pattern is adjusted following design and fabric specifications.                             |
|                              | 4.2 Pattern Block is manipulated in accordance with job's specifications.                             |
|                              | 4.3 Final pattern is labeled with size, code and some important details.                              |
|                              | 4.4 Every piece of the final patterns is duplicated.  |
|                              | 4.5 Final pattern is filled and secured as per standard operating procedures.                         |
| 5. Cut final pattern         | 5.1 Pattern cutting tools are selected in accordance with job requirements.                           |
|                              | 5.2 Final pattern cutting is performed in accordance with customer's specifications/measurements.     |

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- determine job requirements in accordance with enterprise practice;
- prepare design in consultation with client's requirements;
- prepare/select measuring, drafting and cutting tools in accordance with job requirements;
- prepare flat pattern sketch with specific details;
- follow correct position and sequence in taking body measurements;
- draft basic pattern block in accordance with job's specifications;
- cut final pattern accuracy of each size with seam allowance and in accordance with design's specifications..

## **Critical skills**

The ability to:

- position in taking body measurement
- draft basic pattern block
- adjust basic pattern and cup volume following the design sketch
- cut pattern with seam allowance; and
- communicate effectively with client.

Essential knowledge

- Types of measuring, drafting and cutting tools and their uses
- Sequence in taking body measurement
- Patterns

## **Range statement**

Job requirements may include:

Bra type

- Soft bra
- Support bra
- Front closing bra
- Strapless bra
- Sport bra
- Nursing bra

Underwear and nightwear type

- Camisole
- Corset
- Bodysuit
- All-in-one
- Band brief
- Bikini
- Teddys
- Hosiery
- Leggings
- Long Johns
- Karate (his & her)
- Coat style
- Ski pyjamas
- Pyjamas set

Swimwear type

- Bikini
- Blouson swimsuit
- Cabana set
- String bikini
- Tank swimsuit

**Fabric** may include:

- Knitted ,Woven and Nonwoven;
- Tactel
- Lace fabric
- Leavers Lace
- Net
- Cotton knit
- Satin
- Spandex/ Lycra
- Chiffon
- Polyester
- Embroidery
- Jacquard
- Knit
- Rayon
- Organza
- Polyester knit
- Tricot
- Etc.,

Special needs may include:

- Machine
- Stitch and seam
- Attachments
- Accessories and trim

Measuring tools may include:

- Tape measure
- Arm /Hip curve rule
- L-square
- Meter stick (Metric Garment Ruler)
- Flexible Ruler

Standard body measurement may include:

- Neck circumference
- Shoulder
- Upper bust width/circumference
- Bust width/circumference
- Under bust width/circumference
- Bust height
- Nipple to Nipple distance
- Waist circumference
- Upper hip width/circumference
- Hips width/circumference

- Upper thigh width/circumference
- Thigh width/circumference
- Crotch rise length

Drafting tools may include:

- Pattern paper
- Fabric marker
- Large pins
- Tracing papers
- Tracing wheel
- Compass
- Cutting mat

Basic pattern block may include:

Bra type

- Soft bra
- Support bra
- Front closing bra
- Strapless bra
- Sport bra
- Nursing bra

Underwear and nightwear type

- Camisole
- Corset
- Bodysuit
- All-in-one
- Band brief
- Bikini
- Teddys
- Hosiery
- Leggings
- Long Johns
- Karate (his & her)
- Coat style
- Ski pyjamas
- Pyjamas set

Swimwear type

- Bikini
- Blouson swimsuit
- Cabana set
- String bikini
- Tank swimsuit

Cutting tools may include:

- Scissors
- Straight knife cutting machine
- Band knife cutting machine
- Round knife cutting machine
- Die knife cutting machine
- Drill and Notcher
- Computerized knife cutter
- Computerized laser cutter
- Thread scissors
- Rotary Cutter

Pattern cutting may include:

- With seam allowance
- Without seam allowance
- Pattern re-engineering

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may be done
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation /demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the actual workplace or simulated environment or in any accredited assessment center.

## GI-D2 Prepare and cut materials for swimwear and underwear

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### Unit details

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Functional area D	Swimwear and underwear making
Unit title	Prepare and cut materials for swimwear and underwear
Unit code	<b>GI-D2</b>

### Description

This unit covers the knowledge, skills and attitudes required in preparing and cutting of materials and accessories of swimwear and underwear. It includes the requirements for preparing materials, lay-outing and marking of pattern on material and cutting of materials.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Prepare materials (fabric/lace)      | 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 Fabrics are checked for according to workplace procedures.   |
|   | 1.4 Fabrics are soaked/drip dried and pressed in accordance with standard fabric care.   |
|   | 1.5 Prints and screen on fabrics are checked in accordance with design' requirements   |
|   | 1.6 Accessories and trims are selected and prepared in accordance with specified garment style/design.                                   |
|   | 1.7 Marking tools are prepared in accordance with job requirements.  |
|   | 1.8 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 marked the position on the fabric in accordance with specified garment style or design
  - 2.8 Darts and pocket locations are traced/marked on the fabric in accordance with specified garment style or design.
  - 2.9 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 Garment parts are checked for completeness in accordance with specified garment design or styles.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- inspect fabric for quality, defects, width, selvedge and marking requirements;
- soak, drip dry and press fabric in accordance with standard fabric care;
- select and prepare accessories and trims of the garment in accordance with specified garment design or style;
- identify and prepare measuring, tracing/marking and cutting tools in accordance with job specifications;
- lay-out and pin patterns on the fabric in accordance with fabric grain line;
- mark seam allowances on the fabric in accordance with job requirements;

- trace/mark darts and pocket locations on the fabric in accordance with specified garment style or design;
- interpret garment design or style in accordance with customer's specifications; and
- cut fabrics in accordance with the required standard allowances.

### **Critical skills**

The ability to:

- measure, mark/trace and cut;
- manipulate prepared pattern and adjusted pattern; and
- lay-up and cut.

### **Essential knowledge**

- Types of pattern
- Fabric properties such as fabric stretching weight, shrinkage, pile, grain and pattern shapes
- Soaking and drying procedures
- Printing and screen procedures
- Market trends on garment style

### **Range statement**

Fabric specification may include:

#### **Knitted , woven and non-woven;**

- Tactel
- Lace fabric
- Leavers lace
- Net
- Cotton knit
- Satin
- Spandex/ Lycra
- Chiffon
- Polyester
- Embroidery
- Jacquard
- Knit
- Rayon
- Organza
- Polyester knit
- Tricot
- Etc.,

Fabric checked may include:

- Quality
- Faults

- Stretching
- Weight
- Width
- Selvedges
- Soaked/drip dried

Standard fabric care may include:

Care Label

- Dry cleaning
- Soaking and drying
- Washing
- Bleaching
- Drying
- Ironing

Accessories and trim may include:

Types of trim

- Embroidery (Pendant bra accessories)
- Lining fabric
- Underlining fabric
- Interlining fabric
- Fabric trims such as ribbons, braids, laces, bias tapes etc.

Types of fastening

- D-ring
- Snap
- Hooks and eyes
- Hook and loop tape (Velcro)
- Eyelets and Grommets
- Cords or ties
- Zipper /Straps
- Buttons
- Hook and eye
- Snaps
- Bra ring, slider and hook

Trims for packaging / finishing

- Gun tag & bullet tag
- Card board / Carton
- Hanger
- Pin
- Plastic bag / Poly bag
- Plastic bundle
- Clip / Butterfly

- Sticker
- Tissue paper

Tracing/marking tools may include:

- Tracing wheel
- Tracing paper
- Tailor's chalk
- Fabric marker

Garment parts may include:

- Figure
- Underwire
- Bra pads/ Molds

Garment design/style may include:

- Short – boxer type, knee length
- Bra
- Underwear
- Camisole
- Corset
- Bodysuit
- Shapewear
- Nightwear
- Swimwear

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment can take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observation/demonstration of application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-D3 Sew casual swimwear and underwear

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### Unit details

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Functional area D	Swimwear and underwear making
Unit title	Sew casual swimwear and underwear
Unit code	<b>GI-D3</b>

### Description

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 swimwear and underwear..

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Prepare cut garment parts            | <p>1.1 Cut garment parts are prepared in accordance with the specified garment design/style.</p> <p>1.2 Cut garment parts are pressed in accordance with fabric specifications.</p> <p>1.3 Cut garment parts are pinned together in accordance with garment design or style.</p> <p>1.4 Accessories and accents are prepared in accordance with garment design or style.</p>   |
| 2. Prepare sewing machine for operation | <p>2.1 Machine parts are cleaned and lubricated in accordance with company requirements and manufacturer's cleaning and lubricating instructions.</p> <p>2.2 Machine is started and stopped in accordance with manufacturer's operation manual.</p> <p>2.3 Machines speed and work handling are controlled in accordance with company procedures.</p> <p>2.4 Machine operation is monitored according to standard operating procedures.</p> <p>2.5 Minor machine problem or defects is identified and repaired in accordance with manufacturer's manual.</p> |

- |                                   |   |
|-----------------------------------|---|
|                                   | 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.   |
| 3. Sew and assemble garment parts | 3.1 Garment parts are assembled in accordance with garment assembly instructions and pattern specifications.  |
|                                   | 3.2 Molds/ Pads are assembled/sewn without pucker.  |
|                                   | 3.3 Seams edges are finished in accordance with the job requirements.   |
|                                   | 3.4 Left and right of front and back rise are attached equally, following correct seam allowance.             |
|                                   | 3.5 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 job's specifications.                     |
|                                   | 4.2 Final fitting is conducted to ensure client's satisfaction.   |
|                                   | 4.3 Garment alteration is completed as per client's satisfaction.   |

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- prepare and pin cut parts together in accordance with the specified garment design/style;
- set-up and adjust machines in accordance with work specifications;
- assemble, sew garments in conformance with sewing standard procedures and workplace timeframes;
- Sew well and straight stitch around curves evenly and sharply;
- determine modifications and alterations in accordance with client's specifications; and
- complete garment alteration.

## **Critical skills**

The ability to:

- sew;
- apply threading procedures;
- apply basic sewing techniques;
- carry out work in accordance with OH&S policies and procedures;
- interpret and apply defined procedures; and
- apply safety precautions relevant to the task.

## **Essential knowledge**

- Types of sewing machines
- Garment parts
- Fabrics properties, threads and other materials used in basic garment assembly

## **Range statement**

Parts of sewing machine may include:

- Feed dog
- Bobbin case and spool
- Needle
- Lever
- Wheel

Type of sewing machine may include:

- Lockstitch sewing machine
- Zigzag stitch machine
- Three-step zigzag stitch machine
- Edging machine
- Buttonhole machine
- Rolled decorative edge machine
- Narrow decorative rolled hem machine
- Decorative purl edging machine
- Structural seam for light fabric machine
- Two-Needle structural seam for light fabric machine

Machine problem or defects may include:

- Puckering
- Uneven stitch
- Loose threads
- Skipping stitch
- Broken stitch
- Open seam
- Dropped stitch
- Oil spots

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-D4 Apply finishing touches on casual swimwear and underwear

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### Unit details

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Functional area D	Swimwear and underwear
Unit title	Apply finishing touches on casual swimwear and underwear
Unit code	<b>GI-D4</b>

### Description

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 swimwear and underwear.

### Elements of competency

### Performance criteria

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

- 2.3 Garments are reversed and hanged in accordance with company's procedures.
3. Press finished garment
- 3.1 Fabric and pressing tools are prepared according to standard operating procedures.
- 3.2 Pressing tools temperature setting is set-up in accordance with company procedures
- 3.3 Defects, spots and marks are identified and appropriate actions are taken in accordance with company's procedures.
- 3.4 Heat/Pressure is applied in accordance with product requirements, fabric specifications and company's 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 packaging standards/procedures.
- 4.2 Garment packages are labeled in accordance with company's requirements.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- check finishing touches in accordance with garment design/style specifications;
- mark and attach accessories and accent positions in accordance with garment design/style specifications;
- perform finishing operations in accordance with customer's specifications and company procedures;
- fold and pin bodice hem allowances and sleeves in accordance with customer's design/style specifications;
- sew hem line allowances in accordance with the given stitch/seam specifications;
- trim garments of excess threads in accordance with sewing procedures;
- identify faults, spots and marked and appropriate actions is taken in accordance with company's procedures;
- press finished garment in accordance with product requirements, fabric specifications and company's procedures; and
- pack finished garments in accordance with packaging standards/procedures.

## **Critical skills**

The ability to:

- use pressing operation/instruction;
- use hand/machine sewing of accessories and accents;
- package finished garments; and label and;
- apply marking and attaching accessories and accents.

## **Essential knowledge**

- Types of trimming and ironing tools
- Garment design and styles
- Characteristics of typical fabric and other materials used in garment industry
- Pressing requirements procedure
- Pressing equipment functions
- Quality standards and fabric/garment handling procedures
- Types of stitches and seams
- Finishing touches procedure
- Labeling requirements

## **Range statement**

Finishing touches may include:

- Closures
- Hemming
- Accessories and accent
- Stitches

Pressing tools may include:

- Flat iron
- Ironing board
- Heat Transfer machine

Pressing tools temperature setting may include:

- Level 1 – Chiffon
- Level 2- Tactel
- Level 3- Wool

Defect, spots and marks may include:

- Grease/oil
- Marker

Packaging procedures may include:

- Sorting of garments according to: style, color, size
- Putting label tags

Garment packages may include:

- Box
- Cellophane
- Plastic
- Sticker
- Plastic bundle
- Hanger
- Gun tag
- Clip, butterfly

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of knowledge to tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-D5 Embellish garments by hand or machine

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### Unit details

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Functional area D	Swimwear and underwear
Unit title	Embellish garment swimwear and underwear by hand or machine
Unit code	<b>GI-D5</b>

### Description

This unit covers the knowledge, skills and attitudes required in performing hand and machine embellishment to quality standards and production specifications either at the completion of production, or as a production stage of swimwear and underwear

### Elements of competency

### Performance criteria

- |  |  |
|--|--|
| 1. Identify the type of embellishment required from garment specifications                   | 1.1 The type of embellishment required from garment specifications is selected including content, colour, sizes, width and length, stitch type and seam.                               |
| 2. Determine the method/s of embellishing by hand or machine                                 | 2.1 The type of embellishing is selected to suit the type of fabric, color of fabric, positioning of design, purpose of garment, suitability of size, design and color.                |
| 3. Select and prepare threads  | 3.1 Threads are prepared including the correct color, thickness, shine, texture, stability and strength and the types of decorations to be attached.                                   |
| 4. Set up the work area and lay out work pieces and prepare equipment and materials          | 4.1 Place and area are ready, equipment is prepared to adjust to specifications for the work including correct thread type, needle type, stitch settings, attachments and stabilizers. |
| 5. Perform hand and machine embellishment to quality standards and production specifications | 5.1 Embellishment is performed following quality standards and production specifications.  |
| 6. Complete production records or packing slips, bundle work as                              | 6.1 Production records are completed and the work is directed to the next operation or packing.  |

required and direct  
to next operation or  
packing section

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- select fabrics and clothing
- select pattern and sample making;
- sizes and fit;
- apply type of embellish and garment parts
- inspect quality of embellishment

### **Critical skills**

The ability to:

- select embellish to fit style
- make embellish by hand and machine
- perform hand and machine embellishment.
- Select the appropriate type of embellishment.
- inspect any defects and find a solution.
- perform a minor maintenance on sewing machines and equipment.

### **Essential knowledge**

- Embellishment
- Material and sub material
- Type of embellish
- Trimming
- Cost reduction
- Types of fabrics embellishments.
- Sewing hand/machine techniques
- Sewing machine operation;
- Trends and styles
- Materials specifications
- Costing and lead time
- Quality standards and production specifications

### **Range statement**

Embellishments may include:

- Diamond transfer hot fix.
- Cheer bows.
- Lace trim
- Straps decoration.
- Applique ( a cutout design or shape attached to the face of a fabric)
- Embroidery

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

# Functional area E: Fashion design

## GI-E1 Create garment designs

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### Unit details

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Functional area E	Fashion design
Unit title	Create garment designs
Unit code	<b>GI-E1</b>

### Description

This unit covers the knowledge, skills and attitudes required in creating garment designs. This includes interviewing clients, sketching, and finalizing garment designs.

### Elements of competency

1. Determine client requirements

### Performance criteria

1.1 Rapport with client is established in accordance with shop procedures.

1.2 Client requirements are identified based on clothing needs and specifications and is then verified/confirmed with client.

1.3 Suggestions/input is provided based on client's specifications.

1.4 *Provide client* with information about available *options* for *meeting* their *needs*

2. Research fashion trends and theme analysis

2.1 Reference sources appropriate to illustration requirements are gathered,/accessed and studied in accordance with client's requirements.

2.2 Principles and elements of design are analyzed in accordance with agreed design.

2.3 Eco- fashion practices/sustainable fashion are applied in accordance with the design concept.

2.4 Designs are sketched and evaluated based on client's figure details.

3. Produce designs
- 3.1 Initial designs are prepared, presented and explained based on gathered information.
  - 3.2 Sample materials & colors are presented for client's approval.
  - 3.3 Revisions are noted and integrated in the design in accordance with client's preference.
  - 3.4 Final sketches are presented to client based on the noted revisions made.
  - 3.5 Affirmation of design is secured/confirmed with client.
  - 3.6 Sketches and designs are filed in accordance to company procedure.
  - 3.7 Acquire and maintain a thorough sense of the market and target consumer by the designer team.
  - 3.8 Quickly and effectively visualize new styling ideas and communicate the concept.
  - 3.9 Develop finished garment styles that meet the expectations set forth in the conceptualization stage through an efficient design process.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- gather information on clients requirements;
- produce designs based on needs and specifications;
- finalize design; and
- apply quality and client artistic standards.

### **Critical skills**

The ability to:

- interpret trend and design;
- create ideas;
- communicate;
- take body measurement;
- sketch using illustration drawing and flat drawing
- gather data and analyses

### **Essential knowledge**

- Fashion and color trends

- Terminologies on fashion designing
- Fashion history
- Principles and elements of design
- Body structure
- Textile properties
- Visual image/window display
- Sale histories
- Needs for basic or classic styles
- Effect on total SKUs ( Stock, Keeping, Unit)
- Business etiquette
- Basic math
- Garment procedure
- Ratio and proportion
- Sustainable fashion practices
- Use of eco-fashion clothing materials

### **Range statement**

Client may include:

- Walk-in
- Referral

Needs and specification may include:

- Purpose
- RTW
- Made to order (MTO)
- Designs
- Functions
- Techniques
- Color scheme
- Fashion trend
- Body measurements
- Budget
- Limitation

Reference sources may include:

- Photographs
- Magazines
- Fashion books
- Catalogs
- Internet
- Movies
- Fashion shows
- Observation
- Light and music
- Fashion studio

Principles of design may include:

- Balance
- Harmony
- Rhythm
- Repetition
- Emphasis
- Unity
- Proportion
- Contrast
- Variety

Elements of design may include:

- Silhouette
- Line
- Shape
- Form
- Space
- Value
- Size
- Color
- Texture
- Pattern
- Proportion
- Detail

Figure details may include:

- Head
- Neck
- Waist
- Bust
- Hips
- Bottom
- Legs
- Thigh
- Arms
- Hands
- Wrists
- Shoulder
- Body built
- Skin tone
- Height

Initial designs may include:

- Sketches
- Collage
- Design and studies

- Available prototype

Sample materials may include:

- Swatches of Fabric
- Color sample
- Accessories and trims (e.g. button, beads, lace, etc.)
- Embroidery thread colors

Revisions may include:

- Enhancement
- Tone-down

Affirmation may include:

- Written agreement
- Verbal

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Demonstration with oral questioning
- Portfolio
- Presentations

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-E2 Perform promotional activities for fashion products and/or services

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### Unit details

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Functional area E	Fashion design
Unit title	Perform promotional activities for fashion products and/or services
Unit code	<b>GI-E2</b>

### Description

This unit covers the knowledge, skills and attitudes required to promote fashion products and services to current and potential clients, customers and supporters.

### Elements of competency

### Performance criteria

- |   |  |
|---|--|
| 1. Analyze target market                                    | <p>1.1 Target market for a product or service is identified in consultation with other relevant parties and in accordance with promotional plans.</p> <p>1.2 Consumer attributes and demographic for the market or market segment are identified.</p> <p>1.3 Consumer needs for the products or services are assessed based on trends and past performance.</p> <p>1.4 Target market is confirmed based on products or services and according to organizational policies.</p>  |
| 2. Identify promotional strategies/activities and resources | <p>2.1 Seasonal events of the year are analyzed and evaluated based on the sale of the previous fashion season.</p> <p>2.2 Promotional activities and resources including digital media are identified and assessed for each identified event to ensure compatibility with industry practices.</p> <p>2.3 Other relevant details that may affect promotional activities are identified.</p> <p>2.4 Action plans are developed to provide details of products and services being promoted.</p> <p>2.5 Calendar of events are prepared based on approved action plan and fashion forecast of the season.</p> |

- 2.6 Approval of promotional strategies is sought from authorized person and communicated to all concerned personnel.
- 3. Implement promotional activities
  - 3.1 Stakeholders and other clients are oriented on their implementation roles and responsibilities.
  - 3.2 Relevant industry knowledge and experiences are applied to maximize the promotion of products and services.
  - 3.3 Time schedules are established sales collaterals are create for promotional activities.
  - 3.4 The benefits of the product or services are highlighted to meet the needs of the customers and/or clients.
  - 3.5 Promotional and sales techniques are applied to a range of situations and customer/client requirements based on accepted industry standards and enterprise policy.
- 4. Monitor progress of on-going promotion
  - 4.1 Client's feedback is analyzed to determine the impact of the promotional activity on products or services.
  - 4.2 Effectiveness of promotional plans/activities is assessed to identify possible improvements in future activities.
  - 4.3 Costs and time lines are analyzed to evaluate the benefits accruing from the promotional activities.
  - 4.4 Contingency measures are planned and prepared, when necessary.
  - 4.5 Corrective measures are implemented, where applicable.
- 5. Evaluate results of promotion
  - 5.1 Evaluation processes and criteria are identified based on fashion product or services being promoted.
  - 5.2 Promotional activities are evaluated against criteria.
  - 5.3 Program strengths as well as areas for improvements are identified as basis for continual enhancement of the promotional programs.

5.4 Outcomes of the evaluation are documented and communicated to relevant personnel to guide future activities in the promotion of fashion products or services.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- identify and analyze target market;
- identify promotional strategies/activities and resources;
- seek approval of promotional strategies to promote fashion products or services;
- implement promotional strategies/activities;
- monitor progress of on-going promotional activities;
- plan and prepare contingency measures when necessary;
- undertake corrective measures where applicable;
- evaluate results of promotional activities;
- document and communicate outcomes of evaluation on promotional activities;
- apply quality and OHS practices; and
- communicate effectively.

### **Critical skills**

The ability to:

- plan events;
- communicate;
- manage time;
- bring innovative ideas; and
- document and report.

### **Essential knowledge**

- Events planning
- Seasonal events
- Marketing principles and management
- Different promotional strategies
- Business etiquette
- Principles process, impact and outcomes of promotional evaluation
- Relevant policies, procedures and industry practices
- OHS practices relevant to the work
- Sustainable fashion practices
- Use of eco-fashion clothing materials
- Environment-friendly garments production
- Waste management
- Reduction of hazardous substances

## **Range statement**

Relevant parties may include:

- Merchandiser
- Publicist
- Fashion show producer
- Sales personnel
- Marketing personnel

Seasonal may include:

- Spring / Summer
- Autumn /Winter
- Special event (Wedding ,Valentines ,Holiday season etc.,)

Promotional activities may include:

- Advertising
- Public relations
- Development and distribution of promotional and informational materials
- Sales promotions / special offers
- Personal selling
- Marketing event options
- Launches
- Exhibitions
- Fashion shows
- Social media marketing

Resources may include:

- Personnel
- Budget
- Logistics

Industry practices may include:

- Formatting and structure
- Inclusion of pictures and style and design details
- Inclusion of marketing objectives
- Promotion of features and benefits
- Reporting

Other relevant details may include:

- Packaging requirements
- Production timelines
- Designers' reputation (e.g. style, characteristics)

- Distribution outlets

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Written Report
- Portfolio
- Presentation

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

# Functional area F: Production and quality standards

## GI-F1 Calculate and procure garment materials

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### Unit details

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Functional area F	Production and quality standards
Unit title	Calculate and procure garment materials
Unit code	<b>GI-F1</b>

### Description

This unit applies to materials and resources used to procure textiles and include the knowledge, skills and attitudes required to locate and compare materials and resources needed for production. It also covers the calculation of production costs.

### Elements of competency

### Performance criteria

1. Source garment materials	1.1 Suppliers are identified in accordance with the required material to be purchased.
	1.2 Canvassing of materials is performed considering the price, availability and quality based on job requirements.
	1.3 Best supplier is selected based on canvass results and client requirements.
2. Identify garment cost components	2.1 Costs of fabric, accessories and trim supplies and trimmings for sample garments and production are estimated in accordance with the agreed design.
	2.2 Costs are identified based on sample product.
	2.3 Differences in costs for single and bulk production garments are determined.
	2.4 Estimated costs of printing and finishing are included.
3. Calculate production costs	3.1 Labor costs in production are identified and calculated based on the garment design.

- 3.2 Different methods of production in fashion industry are identified and compared for costs and benefits.
  - 3.3 Optimum production plan and costs are selected based on cost estimates and delivery dates.
  - 3.4 Components of costing sheets are recorded in accordance with the company's format.
  - 3.5 Costing sheet is completed for a commissioned garment.
4. Purchase garment materials
    - 4.1 Order is placed and coordinated with selected supplier based on agreed mode of payment and delivery date.
    - 4.2 Quantity and quality of garment materials are checked based on delivery receipt.
    - 4.3 Out-of-specification materials are reported and returned to the supplier for replacement/refund.
    - 4.4 Where necessary, substitute materials/colors are selected and referred to client for approval.
    - 4.5 Garment material inventories are maintained in accordance with company procedures.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- communicate effectively;
- canvass garments materials from different suppliers;
- identify and select best supplier;
- procure materials;
- check procured materials for quality;
- estimate the costs of garment materials based on the agreed design;
- identify and calculate labor costs based on garments and company standard;
- assess and complete all required information on costing sheet;
- maintain accurate records;
- identify and prepare optimum production plan;
- identify appropriate tools and materials; and
- apply quality and OHS practices in work operations.

## **Critical skills**

The ability to:

- estimate costs;
- interpret work specification;
- maintain records;
- sequence operation;
- canvass; and
- check quality of materials.

## **Essential knowledge**

- Patternmaking and design terminology
- Fashion trends
- Fabric properties
- Quality of materials
- Garment material alternatives
- Sourcing areas
- Quality standards and practices
- Sequence of operations
- Recording and reporting practices
- Company standards for costing specification
- Efficiency and resourcefulness on canvassing
- 3Rs – reduce, reuse, recycle
- Sustainable fashion practices
- Use of eco-fashion clothing materials
- Environment-friendly garments production
- Waste management
- Reduction of hazardous substances

## **Range statement**

Quality may include:

- Shrinkage
- Properties of fabric
- Color
- Durability
- Texture
- Appropriateness with the design
- Printing

Accessories & trims supply may include:

- Buttons
- Zipper
- Stiffener
- Etc.,

Trimmings may include:

- Lace
- Rick-rack
- Stash
- Elastic tape
- Crochet trim
- Embroidery
- Fabric trims
- Non-Fabric trims
- Fastening
- Etc.,

Costs may include:

Direct cost and indirect cost;

- Packaging
- Damage
- Tags
- Sample/prototype
- Paper report
- Present materials
- Overheads

Labor costs may include salaries of:

- Designers
- Pattern maker
- Sample maker
- Cutter
- Sewer
- Finisher
- Model
- Presser
- Quality controllers
- Delivery man

Different methods of production may include:

- Cut, make and trim (CMT)/all around
- Subcontracting
- Off shoring/outsourcing

Components may include:

- Date
- Style/design number
- Size
- Fabrics/linings

- Extras, e.g. pleating, embroidery
- Labor/CMT
- Freight/shipping
- Insurance
- taxes
- Packaging
- Overheads
- Labels
- Trims
- Flat drawing / sketch / picture

Mode of payment may include:

- Cash on delivery-COD
- 30 days post-dated check

Out-of-specification materials may include:

- Water damaged
- With stain
- Thread run
- Off-shade
- Misaligned fiber/prints

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Written Report
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-F2 Supervise garment prototype preparation and mass production

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### Unit details

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Functional area F	Production and quality standards
Unit title	Supervise garment prototype preparation and mass production
Unit code	<b>GI-F2</b>

### Description

This unit covers the knowledge, skills and attitudes required in supervising the preparation of garment prototypes and mass production of the client-approved garment.

### Elements of competency

### Performance criteria

- |                                       |   |
|---------------------------------------|---|
| 1. Oversee prototype preparation      | <ul style="list-style-type: none"><li>1.1 Prepared specification sheet is checked in accordance with standard format.</li><li>1.2 Preparation and cutting of patterns and detailed drawings are checked / confirmed in coordination with concerned personnel.</li><li>1.3 Assembled garments are checked according to specification sheet, OHS practices and accepted garment assembly techniques.</li><li>1.4 Assembly issues are communicated to appropriate production personnel for necessary adjustments.</li><li>1.5 Finished prototype is test-fitted and compared based on specification sheet.</li><li>1.6 Concerned personnel are given instructions to make the necessary alterations in accordance with the revised specification sheet.</li><li>1.7 Quality and impact of altered finished garment are checked against original design concept and revised specification sheet.</li><li>1.8 Approval of garment prototype is sought from the client.</li></ul> |
| 2. Oversee mass production of garment | <ul style="list-style-type: none"><li>2.1 Revised specification sheets are distributed to concerned unit heads for reference.</li></ul>   |

- 2.2 Work flow is planned systematically in accordance with garment assembly techniques.
  - 2.3 Production personnel are identified based on job requirements.
  - 2.4 Work instructions are explained to production personnel.
  - 2.5 Distribution of materials to unit heads is ensured and supervised.
- 3. Monitor progress of production
    - 3.1 Ongoing communication with team members is maintained to ensure obligations, quality, timelines, budget and technical constraints are met in accordance with office procedures.
    - 3.2 Quality assurance practices are conducted to check pattern, sizing, materials and construction comply with design specifications.
    - 3.3 Changes in production procedures are communicated with concerned personnel and documented.
    - 3.4 Production activities are monitored to ensure compliance with OHS practices.
  - 4. Resolve production problems
    - 4.1 Methods to solve process or work flow problems are identified through meetings or discussions.
    - 4.2 Knowledge of process improvement and efficient production techniques/systems are used to assist in systematic identification and resolution of process or work flow problems.
    - 4.3 Preferred option to resolve problem is recommended and documented.
    - 4.4 Implementation of recommended problem resolution option is facilitated.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- evaluate finished prototype;
- undertake corrective measures to rectify assembly issues and alterations;
- check quality and impact of altered finished garment prototype;

- disseminate and explain technical drawings, work instructions and workloads;
- monitor progress of production;
- resolve production problems where applicable;
- communicate effectively with production personnel; and
- apply quality and OHS practices.

### **Range statement**

Specification sheet may include:

- Style identification
- Style and or design number
- Sketch /technical drawing with detail measurements or photograph
- Measurement & Specification
- Size, the measurement for each size, and tolerances
- Color ways
- Usage of fabric, trim and findings
- Swatch of fabric, samples of trim and findings
- Construction details including seams and seam allowance, stitches, stitches per inch, placement of parts such as labels, pocket etc.,
- A suggested sequence of manufacturing operations
- Information that is to be included on the care label ( if the care label has not already been produced)
- Completion date
- Production Quantity
- Sewing specification
- Type of stitches and seam
- Seams and finishes
- Garments parts/details
- Packaging instruction

Garment assembly techniques may include:

- Straight sewing using a range of hem types (double fold, rolled, blind, stitched hem)
- Sewing techniques where the positioning, feeding and handling of work pieces involves contouring, stopping or handling skills required to accommodate fabric variations
- Gathering, easing, tucking
- Gluing and bonding

Assembly issues may include:

- Complex or time-consuming assembly
- Quality
- Difficulty in following pattern or design concepts
- Problems arising from material selection
- Issues relating to sizing or fabric cuts

Production personnel may include:

- Pattern maker
- Cutter
- Sample Maker
- Sewer
- Quality inspector (QC, QA)
- Finisher

Types of alteration may include:

- Minor
- Major

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Written Report
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## **GI-F3 Evaluate finished product**

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### **Unit details**

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Functional area F                      Production and quality standards

Unit title                                      Evaluate finished product

Unit code                                      **GI-F3**

### **Description**

This unit covers the knowledge, skills and attitudes required to evaluate completed garment products against client and design requirements.

### **Elements of competency**

### **Performance criteria**

- |                           |  |
|---------------------------|--|
| 1. Evaluate final product | 1.1 Information on development process is assembled and evaluated.   |
|                           | 1.2 Visual inspection for materials defects, seam & stitch defects is implemented  |
|                           | 1.3 Size specs are checked.  |
|                           | 1.4 Product is assessed against specifications for quality.  |
|                           | 1.5 Pertinent results are identified, in consultation with others as necessary, and used to draft plans for future action. |
|                           | 1.6 Product outcomes are discussed with production team to review strengths and weaknesses of process.                     |
|                           | 1.7 When necessary, inferior quality of finished garment sent back to factory for refection.                               |
| 2. Cost outcome           | 2.1 Development costs are monitored based on actual production.  |
|                           | 2.2 Actual costs are compared to budget estimates and inconsistencies identified and explained.                            |
|                           | 2.3 Impact of costing inconsistencies is considered for effect on product sale cost.                                       |
| 3. Maintain records       | 3.1 Production and monitoring records are maintained and reports prepared as necessary.                                    |

3.2 Pattern and design production processes and findings are documented.

3.3 Records are updated periodically or as needed in accordance with company procedure.

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- evaluate final product;
- maintain records; and
- apply quality control on finished product.

### **Critical skills**

The ability to:

- interpret designs;
- record; and
- apply quality practices.

### **Essential knowledge**

- Basic Styling
- Budget Price
- Style Description
- Product positioning strategy
- Sizing and fit
- Material selection
- Component assembly
- Final assembly and finishing
- Style presentation
- Design environment

### **Range statement**

Specification may include:

- Style identification
- Style and or design number
- Sketch /technical drawing with detail measurements or photograph
- Measurement & Specification
- Size, the measurement for each size, and tolerances
- Color ways
- Usage of fabric, trim and findings
- Swatch of fabric, samples of trim and findings

- Construction details including seams and seam allowance, stitches, stitches per inch, placement of parts such as labels, pocket etc.,
- A suggested sequence of manufacturing operations
- Information that is to be included on the care label ( if the care label has not already been produced)
- Completion date
- Production Quantity
- Sewing specification
- Type of stitches and seam
- Seams and finishes
- Garments parts/details
- Packaging instruction

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Written Report
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-F4 Supervise packaging and dispatching of finished garment

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### Unit details

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Functional area F	Production and quality standards
Unit title	Supervise packaging and dispatching of finished garment
Unit code	<b>GI-F4</b>

### Description

This unit covers the knowledge, skills and attitudes required in supervising packaging of garments to prepare them for dispatch/delivery.

### Elements of competency

### Performance criteria

- |  |  |
|--|--|
| 1. Oversee preparation for packaging of finished garment | 1.1 Necessary documents, packaging materials and accessories are selected in accordance with finished garments and mode of delivery. |
|  | 1.2 Concerned personnel are instructed to arrange finished garments in sequence and checked for completeness prior to packaging.     |
|  | 1.3 Work problems are assessed and resolved based on company standard procedures and product specification.                          |
| 2. Oversee packaging of finished garment                 | 2.1 Packaging instructions are given to concerned personnel.   |
|  | 2.2 Work is assessed and problems are resolved for compliance with quality standards and production specifications.                  |
|  | 2.3 Packed garments are checked and corrective measures are undertaken to resolve problems encountered.                              |
| 3. Oversee dispatching of packed garments                | 3.1 Documentation is checked for completeness and accuracy in compliance with company procedures.                                    |
|  | 3.2 Packed garments are directed for dispatch/delivery.  |
|  | 3.3 Receipts of delivered garments are verified with the dispatcher and the client as necessary.                                     |

## **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- identify packaging requirements;
- instruct concerned personnel on packaging finished garments;
- check packed finished garments;
- apply corrective measure on problem encountered;
- supervise delivery of packed garments; and
- complete work documentation.

## **Critical skills**

The ability to:

- package garments; and
- apply quality practices.

## **Essential knowledge**

- Package requirements
- Proper handling
- Properties of fabric
- Different mode of delivery
- Environmental protection measures
- 5S procedures
- 3Rs – reduce, reuse, recycle
- Sustainable fashion practices
- Use of eco-fashion clothing materials
- Environment-friendly garments production
- Waste management
- Reduction of hazardous substances

## **Range statement**

Documents may include:

- Job order
- Receipt
- Packing lists and form
- Letter of credit

Packaging materials may include:

- Hanger
- Plastic/paper bag
- Box
- Garment bag
- Gun Tag & Bullet Tag
- Card Board / Carton
- Hanger

- Pin
- Plastic bag / Poly bag
- Plastic bundle
- Clip / Butterfly
- Sticker
- Tissue paper

Packaging accessories may include:

- Name tag
- Tissue wrap
- Card board
- Extra buttons
- Washing instructions/ care label

Mode of delivery may include:

- By Air
- By Sea
- By Land

Work problems may include:

- Overlook details and accessories(e.g. unfinished garment, creases)
- Over production
- Over lead time
- Awaiting
- Defective
- Stains
- Snag
- Improper labeling of garments
- Poor fit

**The following resources must be provided:**

- Materials and tools relevant to the proposed activity or task
- Access to relevant workplace or appropriately simulated environment for assessment can take place

**Competency may be assessed through a combination of:**

- Written Report
- Portfolio

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

## GI-F5 Control quality (including testing)

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### Unit details

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Functional area F	Production and quality standards
Unit title	Control quality (including testing)
Unit code	<b>GI-F5</b>

### Description

This unit covers the knowledge, skills and attitudes required to control the overall quality of finished garment start from material arrival till finishing and monitoring the quality of raw material, testing of physical, chemistry and garment

### Elements of competency

### Performance criteria

- |                            |   |
|----------------------------|---|
| 1. Inspect material        | 1.1 All material is checked and inspected to pass basic standard and meet customer requirement.     |
|                            | 1.2 All material is stored in storage properly.   |
|                            | 1.3 The storage should have good inventory control system .   |
| 2. Inspect fabric          | 2.1 All fabric must be checked the width to meet the requirement.                                   |
|                            | 2.2 Knitted fabric must be put onto the weight scale to check the correctness of weight per area.   |
|                            | 2.3 Fabric must be inspected per 4 point system standard to see the defects.                        |
|                            | 1.4 Fabric must be checked the color shading compare with grey scale in order to meet the standard. |
| 3. Cutting quality control | 3.1 Cut piece is inspected with the shape compared with the paper pattern.                          |
|                            | 3.2 The cutting knife is always sharp enough to have neat cut piece.                                |
| 4. Sewing quality control  | 4.1 Sample analysis is taken among sewing people by the leader before start production.             |
|                            | 4.2 In line control to make sure that the garment is produced correctly per design and requirement  |

- |                                    |   |
|------------------------------------|---|
|                                    | 4.3 Finished garment is selected by size to inspect the overall quality and check the measurement.  |
|                                    | 4.4 The sewing machine is well maintained, ready for production to produce the good quality product |
| 5. Ironing quality control         | 5.1 Iron the garment per customer guideline/requirement   |
|                                    | 5.2 Random check the quality of ironing   |
| 6. Finishing quality control       | 6.1 The correctness and quality of packing material per specification                               |
|                                    | 6.2 The way of packing is correct per customer requirement  |
|                                    | 6.3 Check the overall quality of packing focus on correctness and appearance                        |
| 7. Preparation of material testing | 7.1 All materials are prepared for testing following specifications.                                |
| 8. Quality performance reporting   | 8.1 Quality control report are made for quality improvement.  |

### **Evidence guide**

To demonstrate competency in this unit the candidate must meet all performance criteria and skills and knowledge requirements. The candidate must be able to:

- implement all steps of quality and items for testing following textiles properties and specifications;
- report and analyze problem and determine solution;

### **Critical skills**

The ability to:

- Do quality analysis
- inspect raw material
- write report
- analyze problem

### **Essential knowledge**

- Pattern making
- Cost of quality (COQ)
- Textile and garment
- Material and sub material
- Type of quality control system
- Textile testing parameters and standard
- American society for quality control (ASQC)
- Inspection machines

- Data analysis
- Quality assurance

### **Range statement**

Material may include:

- Raw Material and sub-material
- Accessories and trim

Fabrics may include:

- Woven fabric
- Knitted fabric
- Non-woven fabric

Cutting point of control may include:

- Shape of cut piece
- Knitted fabric

Sewing point of control may include:

- Size spec of garment within tolerance
- Stitches and seam
- Basic sewing quality such as seam slippage, skipped stitch, needle cut, long thread ends, interlining, attaching, etc.
- Spot, oil stain need
- Shape/appearance of the garment
- Basic test such as snap pull test, button pull test, seam strength should be tested and passed the standard

Ironing point of control may include:

- Shining mark after ironing
- Creased mark after ironing

Finishing point of control may include:

- Price tag/label
- Swift tacking process
- Packing according to packing standard operation procedure per customer requirement

Reference sources may include:

- ANSI / ASQC Z 1.4
- Internet
- Text books
- Journal
- Manufacturer

- Garment technology books

**The following resources must be provided:**

- Access to relevant workplace or appropriately simulated environment where assessment may take place
- Materials and equipment relevant to the proposed activity or task

**Competency may be assessed through a combination of:**

- Direct observations/demonstration of candidate's application of tasks and questioning related to underpinning knowledge

**Competency to be assessed** individually in the workplace or in simulated workplace environment or in any accredited assessment center.

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## Appendix: Comparison Table of Competencies among Selected Countries<sup>15</sup>

Country \ Item	Australia	Bangladesh	Philippines	Sri Lanka	Thailand	Asian Federation of Textiles Industry
<b>Number of competencies</b>	25 units of garment competencies, 83 units of textiles competencies, 21 units of clothing competencies	10 qualifications descriptions in the garment industry (but being validated and developed)	21 common and core competencies	Similar system to Bangladesh: 30 units of competency split within 5 positions	Two systems in parallel with two ways to describe competencies:  TPQI with 8 jobs (in different levels), Ministry of Labour: more than 20 standards	5 positions with altogether 10 descriptions (different levels)
<b>Way to describe them</b>	Similar way to describe competencies using: <ul style="list-style-type: none"> <li>- Unit</li> <li>- Unit descriptor</li> <li>- Elements of competency</li> <li>- Performance criteria for each element</li> <li>- Required knowledge and skills</li> <li>- Evidence guide (Critical aspects of competency, underpinning knowledge, underpinning skills, underpinning attitudes, resource implication, method of assessment, context of assessment)</li> <li>- Accreditation requirements</li> </ul>				For TPQI: similar way to describe than ILO.  For MOL: available in terms of training programs	Competency includes 5 to 10 tasks and each task is described in terms of knowledge, ability, technical skills and attributes
<b>Relation with the work and job</b>	General garment units but also many specific high level competencies like <i>Manage the maintenance of surgical clothing and instruments</i> or <i>Access and use information resources for clothing production operations</i>	Qualifications with several levels and many units. Like <i>Sewing machines operation</i> has 4 levels including units for very simple work like <i>Operate single-needle lock stitch machine</i>	Units split under several main functions: <i>Dressmaking, Fashion Design, Tailoring</i>	Qualifications with many detailed units. like <i>Industrial sewing machine operator</i> includes  <i>Operate single-needle lock stitch sewing machine</i>	For TPQI: wide job described ( <i>Sewer, clothing management</i> ) with several units.  For Ministry of Labour: wide job like <i>Ladies' dressmaker</i> and specific works like  <i>Sofa upholstering</i>	Position of work in the factory like <i>Sewing Machine Operator</i> at different levels

<sup>15</sup>: The numbers mentioned could be not up to date due to the quick evolution of the competency systems in several countries.



# Regional Model Competency Standards: Garment work

Garment production is an important source of income for Asian economies. Figures for Bangladesh, Cambodia, Sri Lanka, Pakistan and Vietnam show the garment industries contributes respectively 79 per cent, 52 per cent, 43 per cent, 17 per cent, 12 per cent of total exports. Significantly the garment industry also offers low-skilled jobs for many women in the lower-income countries of the region.

Increasingly, industry buyers are seeking to purchase a full service, from design to stock delivery, to shorten lead times and lower costs for customers. Countries where workers are mainly low skilled are unable to meet these demands. As the garment industry continues to achieve higher productivity, it is likely that many of the traditional, low-skill jobs held mostly by women will be lost. There will be a need for either new opportunities for employment or up-skilling of workers to meet changing requirements.

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