



NATIONAL COMPETENCY STANDARDS

For

TAILOR

(Competency Standards Code: D18S004)



**National Apprentice & Industrial Training Authority
971, Sri Jayawardenapura Mawatha,
Welikada,
Rajagiriya.**



**Endorsed by
Tertiary & Vocational Education Commission
354/2, "Nipunatha Piyasa", Elvitigala Mawatha,
Narahenpita.**

Ministry of Youth Affairs and Skills Development

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Commission (TVEC)

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Prepared & validated by

National Apprentice & Industrial Training Authority

971, Sri Jayewardenepura Mawatha,

Welikada,

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Ministry of Skills Development & Vocational Training

PREFACE

National Competency Standards are an essential element for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and form the basis for the National Vocational Qualifications Framework of Sri Lanka, which provide for the award of nationally recognized qualifications. The National Competency Standards are developed in consultation with the industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The National Competency Standards specify the standards of performance of a competent worker and the various contexts in which work may take place. National Competency Standards also describe the knowledge, skills and attitudes required in the particular occupation. National Competency Standards provide explicit advice to assessors and employers regarding the knowledge, skill and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

National Competency Standards focus on what is expected of a worker in the workplace rather than on the learning process.

- National Competency Standards stress upon the ability to transfer and apply knowledge and skill to new situations and environments.
- In National Competency Standards the emphasis is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- National Competency Standards are concerned with what people are able to do and the ability to perform a task in a range of contexts.
- National Competency Standards include all aspects of workplace performance and not only narrow task skills.

National Competency Standards can serve a number of purposes including;

- Providing advice to curriculum developers about the knowledge, skills and attitudes to be included in the curriculum.
- Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
- Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of National Competency Standards is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Documents.

Mr. Shehan Senevirathne
Chairman
National Apprentice & Industrial Training
Authority

Mrs. Malkanthi Jayawardhana
Director General
Tertiary & Vocational Education Commission

ACKNOWLEDGMENT

(Original Document)

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| Dr. T.A. Piyasiri | Director General, Tertiary and Vocational Education Commission |
| Mr. K.W.J.de.R. Perera | Director (Planning and Development), National Apprentice & Industrial Training Authority |
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| | <ul style="list-style-type: none"> • Mr. D. Hemachandra Director/General Manager, Samson (export) Ltd • Mr. Jamshid J. Sourjah General Manager, Hameedia Group • Mr. Lalith Atapattu Manager , Work study, Star Garments (pvt) Ltd • Mr. Gamini Aldeniya Factory Manager, Velona Group of Companies • Mr. Ramitha Dissanayake Manager -Work Study S.G.I. Lanka (pvt) Ltd • Mr. Nihal Wanigatunga Senior Lecturer, Department of Textile and Clothing, Technology, University of Moratuwa • Mrs. Chandrika Trimawithana Lecturer, Clothing Industry Training Institute • Mr. J.D. Percival Perera Secretary, Institute of Management Services (UK), Sri Lanka Branch • Mr. K.C.Vignarajah Managing Director, Apparel Industry Management Services • Mr. W.D.Wijyaratna Asst. Director, Vocational Training Authority • Mrs. Devika Rodrigo Director (S&A), Tertiary and Vocational Education Commission • Mrs. K.G.N.P.Rajapaksha Management Academic Assistant, NITESL • Mr. M.A.Dharmadasa Deputy Director, Ministry of Public Administration • Mrs H.S.R.de Silva Factory Inspecting Engineer, Department of Labour • Mrs. D.C. Wahalantri, Assistant Director (Curriculum Development), National Apprentice and Industrial Training Authority • Mrs. M.P. Theja Malkanthi (Curriculum Section) National Apprentice and Industrial Training Authority |
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ACKNOWLEDGMENT

(2nd Revision)

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| Mr. Shehan Senevirathne | Chairman, National Apprentice & Industrial Training Authority |
| Mr. J.C.K. Basnayake | Director General, National Apprentice & Industrial Training Authority |
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(Code: D18S004)

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| Coordinator | <ul style="list-style-type: none"> • Mrs. M.P. Theja Malkanthi (Curriculum Section) National Apprentice and Industrial Training Authority |

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| Review & Editing | <ul style="list-style-type: none">• Mr. L.S. de Alwis – Consultant• Mrs. D.C. Wahalatantri, Assistant Director,• National Apprentice and Industrial Training Authority |
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(2nd Revision)
NATIONAL COMPETENCY STANDARDS FOR
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(Code: D18S004)

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| <p>Revision Group</p> | <ul style="list-style-type: none"> • Mr. Lakshma Guruge Managing Director, Pettah Tailors & Men's Corner (Pvt) Ltd, 09, Kandy Road, Dalugama, Kelaniya • Mr. Chaandana Wijesekara Director, Bristol Tailor Pvt Ltd, Bristol Street, Colombo 01. • Ms. Chandrika Trimawithana Lecturer, Sri Lanka Institute of Textile & Apparel, Rathmalana. • Ms. Rosmery M. Hallinnage Training Officer, 354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Colombo 05. • Mr. Rijitha Fernando Master Tailor & Cutter, The London Cut, No.7, Station Road, Panadura. • Mr. M.T.M.N. Faleel Group Tailoring Manager, Hameedia, No.9, Dharmashrama Mw, Borupana, Rathmalana. • Mr. Roshan Gallage Hercules Tailors, Head Office, No.74, Havelock Road, Colombo – 05. • Ms. Kusum Patabadege Director, Kusum Sri dress line, 210/9A, Colombo Road, Negambo. |
| <p>National Industrial Training Advisory Committee</p> | <ul style="list-style-type: none"> • Mr. Jamshid J Sourjah Head of Retail, Hameedia, No.9, Dharmashrama Mw, Borupana, Rathmalana. • Mr. P. Lalith Somaratne Chief Technical Training Office, Mas Fabric, Stretchline (pvt) Ltd. • Mr. Lakshma Guruge Managing Director, Pettah Tailors & Men's Corner (Pvt) Ltd, 09, Kandy Road, Dalugama, Kelaniya |

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| Facilitator | <ul style="list-style-type: none"> • Mrs. M.P. Theja Malkanthi Training Officer, Standard Setting and Curriculum Development Section, National Apprentice and Industrial Training Authority, Rajagiriya. |
| Coordinator | <ul style="list-style-type: none"> • Miss. Pubudu Rathnayake Inspector, Standard Setting And Curriculum Development Section, National Apprentice & Industrial Training Authority, Rajagiriya. |

(2nd Revision)
NATIONAL COMPETENCY STANDARDS FOR
TAILOR
(Code: D18S004)

NATIONAL CERTIFICATE AT NVQ LEVEL 2 IN THE OCCUPATION OF

1. Endorsement date: 2017.09.25

2. Date for review: 2020.09.25

3. Qualification code:

D18S004Q1L2

4. Purpose of the Qualification

To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.

5. Regulations for the Qualification

The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC

6. Schedule of Units

| <u>Unit No.</u> | <u>Unit Title</u> |
|-------------------|-------------------|
| D18S004U01 | Prepare order |
| D18S004U05 | Sew shirt |

7. Accreditation requirement

The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.

8. Certification

TVEC shall certify the qualifications in terms of the regulation at section 6 above.

9. Assessment consistency requirements

TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments

10. Transition arrangements

The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors

11. Contact for comments

Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya

12. Prerequisite

The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification.

| (2nd Revision) NATIONAL COMPETENCY STANDARDS FOR TAILOR (Code: D18S004) | | | | | | | |
|--|--|-----------------|-------------------|-------------------|---------------|-------------------|--------------|
| NATIONAL CERTIFICATE AT NVQ LEVEL 2 IN THE OCCUPATION OF | | | | | | | |
| 1. Endorsement date: 2017.09.25 | 2. Date for review: 2020.09.25 | | | | | | |
| 3. Qualification code: | D18S004Q2L2 | | | | | | |
| 4. Purpose of the Qualification | To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below. | | | | | | |
| 5. Regulations for the Qualification | The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC. | | | | | | |
| 6. Schedule of Units | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare order</td> </tr> <tr> <td>D18S004U06</td> <td>Sew trousers</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare order | D18S004U06 | Sew trousers |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | |
| D18S004U01 | Prepare order | | | | | | |
| D18S004U06 | Sew trousers | | | | | | |
| 7. Accreditation requirement | The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka. | | | | | | |
| 8. Certification | TVEC shall certify the qualifications in terms of the regulation at section 6 above. | | | | | | |
| 9. Assessment consistency requirements | TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments | | | | | | |
| 10. Transition arrangements | The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors | | | | | | |
| 11. Contact for comments | Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya | | | | | | |
| 12. Prerequisite | The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification. | | | | | | |

| (2nd Revision) NATIONAL COMPETENCY STANDARDS FOR TAILOR (Code: D18S004) | | | | | | | | | | | |
|---|---|-----------------|-------------------|-------------------|---------------|-------------------|------------------------|-------------------|------------------|-------------------|-------------------------------------|
| NATIONAL CERTIFICATE AT NVQ LEVEL 3 IN THE OCCUPATION OF | | | | | | | | | | | |
| 1. Endorsement date: 2017.09.25 | 2. Date for review: 2020.09.25 | | | | | | | | | | |
| 3. Qualification code: | D18S004Q3L3 | | | | | | | | | | |
| 4. Purpose of the Qualification | To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below. | | | | | | | | | | |
| 5. Regulations for the Qualification | The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC | | | | | | | | | | |
| 6. Schedule of Units | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare Order</td> </tr> <tr> <td>D18S004U02</td> <td>Cut Fabrics For Sewing</td> </tr> <tr> <td>D18S004U03</td> <td>Sew Saree Jacket</td> </tr> <tr> <td>D18S004U04</td> <td>Sew Blouse, Skirt and Frock (Basic)</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare Order | D18S004U02 | Cut Fabrics For Sewing | D18S004U03 | Sew Saree Jacket | D18S004U04 | Sew Blouse, Skirt and Frock (Basic) |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | | | | | |
| D18S004U01 | Prepare Order | | | | | | | | | | |
| D18S004U02 | Cut Fabrics For Sewing | | | | | | | | | | |
| D18S004U03 | Sew Saree Jacket | | | | | | | | | | |
| D18S004U04 | Sew Blouse, Skirt and Frock (Basic) | | | | | | | | | | |
| 7. Accreditation requirement | The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka. | | | | | | | | | | |
| 8. Certification | TVEC shall certify the qualifications in terms of the regulation at section 6 above. | | | | | | | | | | |
| 9. Assessment consistency requirements | TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments | | | | | | | | | | |
| 10. Transition arrangements | The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors | | | | | | | | | | |
| 11. Contact for comments | Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya | | | | | | | | | | |
| 12. Prerequisite | The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification. | | | | | | | | | | |

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| NATIONAL CERTIFICATE AT NVQ LEVEL 3 IN THE OCCUPATION OF | | | | | | | | | | | |
| 1. Endorsement date: 2017.09.25 | 2. Date for review: 2020.09.25 | | | | | | | | | | |
| 3. Qualification code: | D18S004Q4L3 | | | | | | | | | | |
| 4. Purpose of the Qualification | To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below. | | | | | | | | | | |
| 5. Regulations for the Qualification | The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC. | | | | | | | | | | |
| 6. Schedule of Units | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare order</td> </tr> <tr> <td>D18S004U02</td> <td>Cut Fabrics for sewing</td> </tr> <tr> <td>D18S004U05</td> <td>Sew shirt</td> </tr> <tr> <td>D18S004U06</td> <td>Sew trousers</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare order | D18S004U02 | Cut Fabrics for sewing | D18S004U05 | Sew shirt | D18S004U06 | Sew trousers |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | | | | | |
| D18S004U01 | Prepare order | | | | | | | | | | |
| D18S004U02 | Cut Fabrics for sewing | | | | | | | | | | |
| D18S004U05 | Sew shirt | | | | | | | | | | |
| D18S004U06 | Sew trousers | | | | | | | | | | |
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| 12. Prerequisite | The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification. | | | | | | | | | | |

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|--|---|-----------------|-------------------|-------------------|---------------|-------------------|------------------------|-------------------|------------------|-------------------|-------------------------------------|-------------------|-----------|-------------------|------------------|-------------------|--|
| <p>NATIONAL CERTIFICATE AT NVQ LEVEL 4 IN THE OCCUPATION OF</p> | | | | | | | | | | | | | | | | | |
| <p>1. Endorsement date: 2017.09.25</p> | <p>2. Date for review: 2020.09.25</p> | | | | | | | | | | | | | | | | |
| <p>3. Qualification code:</p> | <p>D18S004Q5L4</p> | | | | | | | | | | | | | | | | |
| <p>4. Purpose of the Qualification</p> | <p>To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.</p> | | | | | | | | | | | | | | | | |
| <p>5. Regulations for the Qualification</p> | <p>The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC</p> | | | | | | | | | | | | | | | | |
| <p>6. Schedule of Units</p> | <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Unit No.</u></th> <th style="text-align: left;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare order</td> </tr> <tr> <td>D18S004U02</td> <td>Cut Fabrics for sewing</td> </tr> <tr> <td>D18S004U03</td> <td>Sew saree jacket</td> </tr> <tr> <td>D18S004U04</td> <td>Sew blouse, skirt and frock (basic)</td> </tr> <tr> <td>D18S004U05</td> <td>Sew shirt</td> </tr> <tr> <td>D18S004U09</td> <td>Take measurement</td> </tr> <tr> <td>D18S004U10</td> <td>Perform standard cutting methods ladies wear/ Gents wear</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare order | D18S004U02 | Cut Fabrics for sewing | D18S004U03 | Sew saree jacket | D18S004U04 | Sew blouse, skirt and frock (basic) | D18S004U05 | Sew shirt | D18S004U09 | Take measurement | D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | | | | | | | | | | | |
| D18S004U01 | Prepare order | | | | | | | | | | | | | | | | |
| D18S004U02 | Cut Fabrics for sewing | | | | | | | | | | | | | | | | |
| D18S004U03 | Sew saree jacket | | | | | | | | | | | | | | | | |
| D18S004U04 | Sew blouse, skirt and frock (basic) | | | | | | | | | | | | | | | | |
| D18S004U05 | Sew shirt | | | | | | | | | | | | | | | | |
| D18S004U09 | Take measurement | | | | | | | | | | | | | | | | |
| D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear | | | | | | | | | | | | | | | | |
| <p>7. Accreditation requirement</p> | <p>The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.</p> | | | | | | | | | | | | | | | | |
| <p>8. Certification</p> | <p>TVEC shall certify the qualifications in terms of the regulation at section 6 above.</p> | | | | | | | | | | | | | | | | |
| <p>9. Assessment consistency requirements</p> | <p>TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments</p> | | | | | | | | | | | | | | | | |
| <p>10. Transition arrangements</p> | <p>The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors.</p> | | | | | | | | | | | | | | | | |

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| 11. Contact for comments | Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya |
| 12. Prerequisite | The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification. |

(2nd Revision)
**NATIONAL COMPETENCY STANDARDS FOR
TAILOR
(Code: D18S004)**

NATIONAL CERTIFICATE AT NVQ LEVEL 4 IN THE OCCUPATION OF

| 1. Endorsement date: 2017.09.25 | 2. Date for review: 2020.09.25 | | | | | | | | | | | | | | |
|---|---|-----------------|-------------------|-------------------|---------------|-------------------|------------------------|-------------------|-----------|-------------------|--------------|-------------------|------------------|-------------------|--|
| 3. Qualification code: | D18S004Q6L4 | | | | | | | | | | | | | | |
| 4. Purpose of the Qualification | To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below. | | | | | | | | | | | | | | |
| 5. Regulations for the Qualification | The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC | | | | | | | | | | | | | | |
| 6. Schedule of Units | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare order</td> </tr> <tr> <td>D18S004U02</td> <td>Cut Fabrics for sewing</td> </tr> <tr> <td>D18S004U05</td> <td>Sew shirt</td> </tr> <tr> <td>D18S004U06</td> <td>Sew trousers</td> </tr> <tr> <td>D18S004U09</td> <td>Take measurement</td> </tr> <tr> <td>D18S004U10</td> <td>Perform standard cutting methods ladies wear/ Gents wear</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare order | D18S004U02 | Cut Fabrics for sewing | D18S004U05 | Sew shirt | D18S004U06 | Sew trousers | D18S004U09 | Take measurement | D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | | | | | | | | | |
| D18S004U01 | Prepare order | | | | | | | | | | | | | | |
| D18S004U02 | Cut Fabrics for sewing | | | | | | | | | | | | | | |
| D18S004U05 | Sew shirt | | | | | | | | | | | | | | |
| D18S004U06 | Sew trousers | | | | | | | | | | | | | | |
| D18S004U09 | Take measurement | | | | | | | | | | | | | | |
| D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear | | | | | | | | | | | | | | |
| 7. Accreditation requirement | The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka. | | | | | | | | | | | | | | |
| 8. Certification | TVEC shall certify the qualifications in terms of the regulation at section 6 above. | | | | | | | | | | | | | | |
| 9. Assessment consistency requirements | TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments | | | | | | | | | | | | | | |
| 10. Transition arrangements | The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors | | | | | | | | | | | | | | |

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| 11. Contact for comments | Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya |
| 12. Prerequisite | The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification. |

(2nd Revision)
**NATIONAL COMPETENCY STANDARDS FOR
TAILOR**
(Code: D18S004)

NATIONAL CERTIFICATE AT NVQ LEVEL 4 IN THE OCCUPATION OF

| 1. Endorsement date: 2017.09.25 | 2. Date for review: 2020.09.25 | | | | | | | | | | | | | | | | | | |
|---|--|-----------------|-------------------|-------------------|---------------|-------------------|------------------------|-------------------|-----------|-------------------|--------------|-------------------|---------------|-------------------|----------|-------------------|------------------|-------------------|--|
| 3. Qualification code: | D18S004Q7L4 | | | | | | | | | | | | | | | | | | |
| 4. Purpose of the Qualification | To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below. | | | | | | | | | | | | | | | | | | |
| 5. Regulations for the Qualification | The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC | | | | | | | | | | | | | | | | | | |
| 6. Schedule of Units | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit No.</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Unit Title</u></th> </tr> </thead> <tbody> <tr> <td>D18S004U01</td> <td>Prepare order</td> </tr> <tr> <td>D18S004U02</td> <td>Cut Fabrics for sewing</td> </tr> <tr> <td>D18S004U05</td> <td>Sew shirt</td> </tr> <tr> <td>D18S004U06</td> <td>Sew trousers</td> </tr> <tr> <td>D18S004U07</td> <td>Sew waistcoat</td> </tr> <tr> <td>D18S004U08</td> <td>Sew coat</td> </tr> <tr> <td>D18S004U09</td> <td>Take measurement</td> </tr> <tr> <td>D18S004U10</td> <td>Perform standard cutting methods ladies wear/ Gents wear</td> </tr> </tbody> </table> | <u>Unit No.</u> | <u>Unit Title</u> | D18S004U01 | Prepare order | D18S004U02 | Cut Fabrics for sewing | D18S004U05 | Sew shirt | D18S004U06 | Sew trousers | D18S004U07 | Sew waistcoat | D18S004U08 | Sew coat | D18S004U09 | Take measurement | D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear |
| <u>Unit No.</u> | <u>Unit Title</u> | | | | | | | | | | | | | | | | | | |
| D18S004U01 | Prepare order | | | | | | | | | | | | | | | | | | |
| D18S004U02 | Cut Fabrics for sewing | | | | | | | | | | | | | | | | | | |
| D18S004U05 | Sew shirt | | | | | | | | | | | | | | | | | | |
| D18S004U06 | Sew trousers | | | | | | | | | | | | | | | | | | |
| D18S004U07 | Sew waistcoat | | | | | | | | | | | | | | | | | | |
| D18S004U08 | Sew coat | | | | | | | | | | | | | | | | | | |
| D18S004U09 | Take measurement | | | | | | | | | | | | | | | | | | |
| D18S004U10 | Perform standard cutting methods ladies wear/ Gents wear | | | | | | | | | | | | | | | | | | |
| 7. Accreditation requirement | The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka. | | | | | | | | | | | | | | | | | | |
| 8. Certification | TVEC shall certify the qualifications in terms of the regulation at section 6 above. | | | | | | | | | | | | | | | | | | |
| 9. Assessment consistency requirements | TVEC is responsible for consistency of assessments shall take appropriate steps to ensure consistency of assessments | | | | | | | | | | | | | | | | | | |
| 10. Transition arrangements | The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors. | | | | | | | | | | | | | | | | | | |

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| <p>11. Contact for comments</p> | <p>Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya</p> |
| <p>12. Prerequisite</p> | <p>The candidate should have been found competent in “Basic Competencies to work” to be eligible for the award of this qualification. The candidate may concurrently apply for” Basic Competencies to Work “and this qualification.</p> |

NATIONAL COMPETENCY STANDARDS For TAILOR

(Competency Standards Code: D18S004)

| | List of Units | Unit code | Level | Page |
|-----|---|------------|-------|------|
| 1. | Prepare order | D18S004U01 | 02 | 01 |
| 2. | Cut Fabrics for sewing | D18S004U02 | 03 | 05 |
| 3. | Sew saree jacket | D18S004U03 | 04 | 09 |
| 4. | Sew blouse, skirt and frock (basic) | D18S004U04 | 03 | 13 |
| 5. | Sew shirt | D18S004U05 | 03 | 18 |
| 6. | Sew trousers | D18S004U06 | 03 | 22 |
| 7. | Sew waistcoat | D18S004U07 | 04 | 27 |
| 8. | Sew coat | D18S004U08 | 04 | 31 |
| 9. | Take measurement | D18S004U09 | 04 | 37 |
| 10. | Perform standard cutting methods ladies wear/ Gents wear | D18S004U10 | 04 | 46 |

Packaging for National Vocational Qualification (NVQ)

- National Certificate at NVQ **level 02** in the occupation of Tailor will be awarded to those who are competent in **unit 01+05 - D18S004Q1L2**
- National Certificate at NVQ **level 02** in the occupation of Tailor will be awarded to those who are competent in **units 01+06 - D18S004Q2L2**
- National Certificate at NVQ **level 03** in the occupation of Tailor (**Ladies**) will be awarded to those who are competent in **units 01+02+03+04 - D18S004Q3L3**
- National Certificate at NVQ **level 03** in the occupation of Tailor (Gents) will be awarded to those who are competent in **units 01+02+05+06 - D18S004Q4L3**
- National Certificate at NVQ **level 04** in the occupation of Tailor (**Ladies**) will be awarded to those who are competent in **Units 01+02+03+04+05+09+10 - D18S004Q5L4**
- National Certificate at NVQ **level 04** in the occupation of Master Tailor (Gents) will be awarded to those who are competent in **Units 01+02+05+06+09+10 - D18S004Q6L4**
- National Certificate at NVQ **level 04** in the occupation of Master Tailor (Gents) will be awarded to those who are competent in **Units 01+02+05+06+07+08+09+10 - D18S004Q7L4**

| | |
|------------------------|---|
| UNIT TITLE | Prepare order |
| UNIT DESCRIPTOR | This unit covers the competencies required to take measurements, paying attention to the body anatomy and design styles, mark draft and cut paper patterns according to measurements, trace and cut material economically using tools and equipment safely. |
| CODE | D18S004U01 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|---|--|
| 1. Identify the customers' requirement | <p>1.1 Customer welcomed by greeting</p> <p>1.2 Customer requirements identified by talking to the customer politely and in a friendly manner and checking the purpose of the garment</p> <p>1.3 Customer information name, address, contacts details, style, delivery dates, fit-on dates noted with a reference number.</p> <p>1.4 Fabric checked for availability (fabric consumption) of required yardage as per the customer's requirement.</p> <p>1.5 Fabric checked for suitability according to purpose and any defect inform to the customer with care instruction.</p> |
| 2. Take measurements | <p>2.1 Customer prepared for taking measurements by emptying the pockets and take off any accessories</p> <p>2.2 Standard measurement taken as per design, customer requirement and customer body shape</p> <p>2.3 Extra additional measurements taken as per the style /customer requirements</p> <p>2.4 Measurements noted down as per International standards</p> <p>2.5 Any other special feature of customer's figure noted down if applicable.</p> |
| 3.Prepare estimate and accept order | <p>3.1 Required quantities of fabric, trims and accessories calculated according to design (repeat) of fabric and garment functionality</p> <p>3.2 Total cost for the order calculated and finalized.</p> <p>3.3 Fit-on dates and delivery date confirmed</p> <p>3.4 Swatch of the fabric attached to order and to customer</p> |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient lighting and ventilation.

For Ladies Garments

- Saree jackets
- Different types of blouse
- Different types of Skirt
- Different types of frocks
- Different types of Pants

For Gents Garments

- Different types of Shirt
- Different types of Trousers
- Different types of Waist Coats
- Different types of Coats

The following tools, equipment and material may be used for this

- Measuring tape
- Note pad
- Pen /pencil
- Full length mirror
- Calculator

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurements.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)
- Industrial safety standards by Labour department

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Prepare customer for take measurement as appropriately

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertake to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace

Procedures/ tasks involved will be completed within reasonable time frames relating to typical work place activity.

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Industrial rules and regulations
- Work orders
- Different types of material
- Identify seam allowances
- Fabric behavior
- Different types of lining and interlining.
- Plan activity to meet delivery dates.
- Different types of designs.
- Figure proportions identification according to Basic anatomy
- Market prices
- Safety requirements in practical use of childrens' garments.

UNDERPINNING SKILLS

- Use measuring tape
- Read and understand the work order
- Identify different types of fabric and their behavior in relation to sewing and ironing
- Identification of customer profile and requirement
- Communication skills
- Public relation
- Identify functionality of the product

| | |
|------------------------|--|
| UNIT TITLE | Cut Fabrics for sewing |
| UNIT DESCRIPTOR | This unit covers the competencies required to select appropriate fabric and accessories to suit the required garments and cut ladies' garments, using tools, equipment and material safely and economically. |
| CODE | D18S004U02 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|---------------------------------------|---|
| 1. Prepare fabrics for cutting | 1.1 Fabric quality and behavior identified. 1.2 Fabric prepared for cutting as required. 1.3 Fabric laid considering grain lines and correct sides. 1.4 Pins attached for folded fabric. |
| 2. Mark measurements | 2.1 Relevant measurements calculated according to the cutting system and measurement 2.2 Paper pattern made as per calculated measurements 2.3 Lines and curves draw according to the calculated measurements using paper pattern 2.4 Checks, stripes and other design matched according to the design 2.5 Marked components checked before cutting |
| 3. Cut fabrics | 3.1 Appropriate scissors selected according to curves, lines and paper cutting 3.2 Fabric components cut keeping necessary sewing allowances as per the standards 3.3 Interlining and fusing cut keeping necessary allowances as per the standards |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient lighting and ventilation.

For Ladies Garments

- Saree jackets
- Different types of blouse
- Different types of Skirt

- Different types of frocks
- Different types of Pants

For Gents Garments

- Different types of Shirt
- Different types of Trousers
- Different types of Waist Coats
- Different types of Coats

The following tools, equipment and material may be used for this

- Measuring tape
- Note pad
- Pen /pencil
- Angle ruler/scale ruler
- Scissors and cutting shears with bent handle
- Tailoring chalk
- Steam iron and table with special equipment with donkey board
- Cutting table
- Dress marker carbons
- Trimmer
- Flexi curve
- Tracing wheel
- Brown paper
- Apron
- Hair caps

The following documents may be used in this unit

- Work order consisting of style details, structure of customer, measurements and swatch of fabric.
- Standard Chart Of Proportions (SCOP) and Measurement

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)
- Industrial safety standards by Labour department
- Preserving patterns for future references with customer/order reference code

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Maintain grain line, sewing allowances, notch marks at marking and cutting
- Lay correct side of the fabric for cutting and marking
- Laying of the fabric economically to minimize wastage and maintain matching and balancing required on finished garment

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace

Procedures/ tasks involved will be completed within reasonable time frames relating to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Taking measurements
- Cutting garments without blocks
- Fabric behaviour
- Suitable linings and inter linings
- Plan activity to meet the delivery date
- Seam allowances/sewing allowances/measurement allowances
- Design or stain defects of cut components /design defects on completed components
- Colours of tailoring chalks and carbon papers

UNDERPINNING SKILLS

- Communication skills.
- Safe use of tools, equipment
- Read and understand work order
- Make adjustments ,alterations and variations
- Manage time
- Make colour matching for fabric ,interlining and lining
- Maintain minimum consumption of fabric and raw material within stipulated limits
- Ethical disposal of waste
- Marking and drafting patterns
- Laying the material
- Cutting double layer material
- Use of appropriate colours for marking
- Preparing fabrics for cutting by relaxing or steaming as required

| | |
|------------------------|--|
| UNIT TITLE | Sew saree jacket |
| UNIT DESCRIPTOR | This unit covers the competencies required to select appropriate needle gauge and required Stitches per Inch (SPI), and thread tension to suit the fabric & garment, and sew ladies' garments using tools, fabric and equipment safely and economically. |
| CODE | D18S004U03 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|-------------------------------|---|
| 1. Prepare for sewing | 1.1 Accessories and trims prepared according to the fabric and pattern 1.2 Machines prepared according to the fabric |
| 2. Fit-on saree jacket | 2.1 Dart pinned and hand tacked according to the tracing wheel marking, without any puckering for sewing. 2.2 Shoulders pinned and hand tacked according to tracing wheel mark, keeping back and front together. 2.3 Neckline tacked ½" from edge to strengthen during fit-on 2.4 Side seams stitched along the wheel marks. 2.5 Centre line tacked to fix the centre of the jacket at front. 2.6 Sleeve hem stitched at required sleeve length, and side joined and tacked by hand along the tracing wheel mark. 2.7 Sleeve notch marked at high point of sleeve to balance the sleeve during attaching. 2.8 Gathering adjusted to fit the arm hole and attached by hand stitch. 2.9 Sleeve gathered along edge of sleeve cap to match armhole and sleeve giving 3/8" each to the front. 2.10 Saree jacket fitted on to customer and the following checked. a) position of the centre line b) position of the darts c) position of the shoulder points. d) position of the arm hole and marking of any adjustments required made to maintain the required fitting by customer. |
| 3. Perform Adjustments | 3.1 Sleeve and side seam stitches opened carefully not to damage fabric and not to change any markings. |

| | | |
|--|-----|---|
| | 3.2 | Adjustments made according to the marking made during fit-on |
| 4. Perform the completion of saree jacket | 4.1 | Garment stitched by machine according to the final marking. |
| | 4.2 | Saree jacket ironed and presented to maintain elegance and freshness of the garment when hand over to customer. |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient lighting and ventilation.

Saree jacket coming under this unit may include

- Bra-cut saree jacket
- Back opening (with buttons) saree jacket
- Front opening saree jackets

The following tools, equipment and material may be used for this

- Cutting table
- Measuring tape
- Cutting shears with bent handle
- Tailoring chalk
- Thimble
- Extra needles
- Pin cushion
- Screw driver
- Sewing machine (lockstitch and over lock)
- Steam iron and table
- Dress maker carbons
- Tracing wheel
- Pearl pins
- Mirror
- Chair
- Hand needle
- Trimmer

Following documents may be used in this unit

- Work order consisting of style details, fabric swatch, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)
- Industrial safety standards by labour department

ASSESSMENT GUIDE

Forms of assessment

Holistic assessment is suitable to assess the competencies of this unit.

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Follow grain line, sewing allowances and notch marks
- Maintain accurate dart position on sewing
- Observe the correct structure of the customer during fit-on garment

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to:

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform tasks in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable time frames relate to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Fabric behavior
- Suitable linings and inter linings
- Plan activity to meet the delivery date
- Markings made by cutter
- Seam allowances/sewing allowances/measurement allowances
- Different types of needles and their usage
- Different types of saree jackets
- Safety and health rules and regulation
- Types of care labels
- Sewing Operations and techniques
- Stitch types (machine and hand) and properties relevant to different types of fabrics

UNDERPINNING SKILLS

- Adjustment done according to fit on Marks
- Communication skills
- Matching of correct colour and gauge of thread to fabric
- Choosing of correct needle to the fabric
- Machine operations and maintenances
- Safe use of tools, equipment and machinery
- Read and understand work order
- Make adjustments and alterations
- Manage time
- Economical use of material and thread
- Folding and packing finish garments

| | |
|------------------------|---|
| UNIT TITLE | Sew blouse, skirt and frock (basic) |
| UNIT DESCRIPTOR | This unit covers the competencies required to select appropriate needle gauge and required Stitches per inch (SPI), and thread tension to suit the required seams (machines or hand) on fabric & garment, and sew ladies' basic blouses, skirts and frock using tools , fabric and equipment safely and economically. |
| CODE | D18S004U04 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|--------------------------------|---|
| 1. Sew shirt blouse | <p>1.1 Machine set with Stitches Per Inch (SPI), tension and colour of the thread as per garment.</p> <p>1.2 Collar, cuff and other components fused with the appropriate interlining on the back of the fabric.</p> <p>1.3 Collar and cuff stitched according to the seam allowance.</p> <p>1.4 Collar completed and checked as per the design of collar.</p> <p>1.5 Placket stitched on front panel as per the design.</p> <p>1.6 Sleeve opening prepared as per the design.</p> <p>1.7 Front dart and back dart prepared as per the design.</p> <p>1.8 Front panel joined to back maintaining sewing allowances</p> <p>1.9 Sleeve attached to the armhole of shirt maintaining the notch mark of sleeve head and shoulder mark.</p> <p>1.10 Side seam sewn maintaining the sleeve joint at armhole.</p> <p>1.11 Collar attached to neck maintaining the markings and closed accordingly</p> <p>1.12 Cuff attached and closed on to sleeve maintaining sleeve opening length and required depth of pleats on both sleeves.</p> <p>1.13 Adjustment made according to the marking during fit on</p> <p>1.14 Left and right side of the front equally balanced from the collar peak to bottom hem and bottom hem sewn.</p> <p>1.15 Button hole and button attached</p> |
| 2.Complete shirt blouse | 2.1 Shirt ironed in sequence collar, cuff, sleeves, back and front. |

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| | 2.2 | Shirt handed over to customer for ensuring customer is satisfied with fit and style |
| | 2.3 | Shirt presented to maintain elegance and freshness of the garment |
| 3. Sew Ladies' skirt | 3.1 | Waist darts stitched and ironed on the front part and back part according to markings. |
| | 3.2 | Zipper attached securely at the required opening on left side according to the design of the skirt. |
| | 3.3 | Slit of the skirt sewn according to the style. |
| | 3.4 | Front and back raw edges made neat and joined at the side seam by maintaining required skirt length. |
| | 3.5 | Fit on skirt to customer and markings made for required adjustments |
| | 3.6 | Waist band attached neatly without puckering or twisting and maintaining required waist band extension for buttoning. |
| | 3.7 | Adjustment made according to the marking during fit on |
| | 3.8 | Hem of the skirt made neat and stitched to required length without twisting edges. |
| | 3.9 | Skirt ironed and presented to maintain elegance and freshness of the garment when handed over to customer |
| 4.Complete Skirt | 4.1 | Skirt ironed. |
| | 4.2 | Skirt handed over to customer for ensuring customer satisfied with fit and style |
| | 4.3 | Skirt presented to maintain elegance and freshness of the garment |
| 5.Sew A - line frock | 5.1 | Cut panels overlock separately |
| | 5.2 | Front and back darts sew |
| | 5.3 | Invisible Zipper attached to opening at back |
| | 5.4 | Neck line prepared according to pattern |
| | 5.5 | Shoulder joined and sleeve attached |
| | 5.6 | Side seam joined and ironing |
| | 5.7 | Fit on frock to customer and markings made for required adjustments |
| | 5.8 | Adjustment made according to the marking during fit on |

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| | 5.9 | Sleeve hem, bottom hem and shoulder pad attached |
| | 5.10 | Buttonhole stitched and button attached |
| 6. Perform the completion of frock | 6.1 | Frock ironed opening out seam allowances on the inside with suitable ironing temperature |
| | 6.2 | Frock handed over to customer for ensuring customer is satisfied with fit and style |
| | 6.3 | Frock presented to maintain elegance and freshness of the garment |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient lighting and ventilation.

The following tools, equipment and material may be used for this

- Measuring tape
- Cutting shears with bent handle
- Tailoring chalk
- Thimble
- Extra needles
- Pin cushion
- Screw driver
- Sewing machine (lockstitch and over lock)
- Steam iron and table
- Pearl pins
- Mirror
- Chair
- Hand needle
- Trimmer

Following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)
- Industrial safety standards by labour department

ASSESSMENT GUIDE

Forms of assessment

Holistic assessment is suitable to assess the competencies of this unit.

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Observe the correct structure of the customer during fit-on garment
- Determine stitching allowances of zippers

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to:

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform tasks in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable time frames relate to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Fabric behavior
- Plan activity to meet the delivery date
- Markings made by cutter
- Seam allowances/sewing allowances/measurement allowances
- Different types of needles and their usage
- Safety and health rules and regulation
- Types of care labels
- Sewing Operations and techniques
- Different types of skirts (Tight Skirts, Six Pieces and flared skirt)
- Different types of collars
- Different types of zippers

UNDERPINNING SKILLS

- Adjustment done according to fit on Marks
- Communication skills
- Matching of correct colour and gauge of thread to fabric
- Choosing of correct needle to the fabric
- Machine operations and maintenances
- Safe use of tools, equipment and machinery
- Read and understand work order
- Make adjustments and alterations
- Manage time
- Economical use of material and thread
- Folding and packing of finish garments
- Attaching of different types of zippers
- Attaching of different types of collars

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|------------------------|---|
| UNIT TITLE | Sew shirt |
| UNIT DESCRIPTOR | This unit covers the competencies required to select appropriate needle gauge, required Stitches Per Inch (SPI) and thread tension to suit the fabric & garment and sew the shirt using tools , equipment and fabric safely and economically. |
| CODE | D18S004U05 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|-------------------------------|---|
| 1. Sew collar and cuff | <p>1.1 Work order and cut components obtained as per work place regulations.</p> <p>1.2 Machine set with Stitches Per Inch (SPI), tension and colour of the thread as per garment.</p> <p>1.3 Required accessories prepared as per the design of the garment</p> <p>1.4 Collar and cuff fused with the appropriate interlining on the back of the fabric.</p> <p>1.5 Collar and cuff stitched according to the seam allowance.</p> <p>1.6 Collar completed and checked as per the design of collar.</p> |
| 2. Sew front part | <p>2.1 Placket stitched on front panel as per the design.</p> <p>2.2 Pocket prepared as per the design of garment for stitching on the front panel.</p> <p>2.3 Pocket stitched on front as per the design and prepared for shoulder join.</p> |
| 3. Attach labels | 3.1 Label attached to the garment as required |
| 4. Sew back part | 4.1 Yoke joined to back according to design of garment in the work order |
| 5. Sew sleeve plackets | <p>5.1 Sleeve placket/binding prepared according to sleeve opening/design for attaching.</p> <p>5.2 Sleeve placket /binding stitched to sleeve opening as per the design.</p> |
| 6. Join shoulders | 6.1 Front panel joined to yoke at shoulder, maintaining sewing allowances |
| 7. Attach sleeves | 7.1 Sleeve attached to the armhole of shirt maintaining the notch |

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| | | mark of sleeve head and shoulder mark. |
| 8. Sew side seam | 8.1 | Side seam sewn maintaining the sleeve joint at armhole. |
| 9. Attach and close cuff and Collar | 9.1 | Centre back and shoulder joints marked on collar as per neckline |
| | 9.2 | Collar attached to neck maintaining the markings and closed Accordingly |
| | 9.3 | Cuff attached on to sleeve maintaining sleeve opening length and required depth of pleats on both sleeves. |
| 10. Sew bottom hem | 10.1 | Left and right side of the front equally balanced from the collar peak to bottom hem and bottom hem sewn. |
| | 10.2 | Garment fit-on to customer and adjustment made accordingly |
| 11.Sew button hole/buttons | 11.1 | Buttonhole stitched and button attached |
| | 11.2 | Length of button hole decided according to height and width of buttons. |
| | 11.3 | Completed garment checked for compliance with work order and acceptance to customer |
| 12. Complete the shirt | 12.1 | Iron adjusted to correct temperature to avoid damage |
| | 12.2 | Shirt ironed in sequence collar, cuff, sleeves, back and front. |
| | 12.3 | Shirt presented to maintain elegance and freshness of the garment when handed over to customer after ensuring customer is satisfied with fit and style |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

Shirts coming under this unit may include

- Long sleeve shirt
- Short sleeve shirt
- National shirt

The following tools, equipment and material may be used for this

- Measuring tape
- Tailor's scissors
- Tailoring chalk
- Thimble
- Collar pointer
- Extra needles

- Pin cushion
- Screw drivers (small and large)
- Armhole donkey board
- Sewing machines (lockstitch and over lock)
- Steam iron and ironing table
- Chair
- Apron
- Hair cap for female workers

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurements.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments are suitable to assess the competencies of this unit.

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Ensure cut components are free of any defects or stains before sewing
- All components are cut and available according to design before sewing.
- Maintain seam allowances and measurements at all time.

Assessment conditions

The candidate will have access to :

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to:

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and conducive working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform tasks in all situations and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace

Procedures

Tasks involved will be completed within reasonable time frames relating to typical workplace activity.

UNDERPINNING KNOWLEDGE

- Fabric behavior/characteristics
- Suitable linings and inter linings
- Plan activity to meet the delivery date
- Markings made by cutter
- Seam allowances/sewing allowances
- Different types of needles and their usage
- Different types of shirt designs.
- Sewing machines and their operations
- Pay attention to safety requirements
- Different types of trims and accessories
- Sewing operations related to sew shirt according to design
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UNDERPINNING SKILLS

- Communication skills
- Matching of correct colour and gauge of thread to fabric
- Choosing of correct needle for the fabric
- Machine maintenance
- Safe use of tools, equipment and machinery
- Read and understand work order and marking made by cutter
- Make adjustment and alterations
- Manage time
- Economical use of accessories , material and thread
- Folding and packing finished garments
- Efficient threading of the sewing machine
- Detecting machine malfunction
- Ethical disposal of waste
- Preparing machines for sewing
- Checking compliance with work order and design
- Ironing garments
- Operating single needle , overlock and button hole machines

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| UNIT TITLE | Sew Trousers |
| UNIT DESCRIPTOR | This unit covers the competencies required to select appropriate needle gauge, required stitches per inch (SPI) , thread tension to suit the fabric & garment and sew trousers using tools, material and equipment economically ensuring safety. |
| CODE | D18S004U06 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|----------------------------------|---|
| 1.Prepare components | <p>1.1 Back and front components marked for sewing according to marks drawn by cutter.</p> <p>1.2 Waist band, pocket basset, fly basset, belt loops cut in sequence as per instruction given in work order.</p> <p>1.3 Appropriate interlining fused to waist band ,fly, front pocket edge, back pocket and specific areas as per design and on the back side of the fabric.</p> |
| 2.Prepare front part | <p>2.1 Raw edges of front part over locked securely with proper tension of stitch before assembling of components.</p> <p>2.2 Front pleats stitched according to design.</p> <p>2.3 Pocket basset attached to pocket bag and completed to front maintaining the waist measurement before attaching fly.</p> <p>2.4 Zipper length matched to length of fly as per design</p> <p>2.5 Fly completed and attached to front with zipper and closed with fly outline stitch.</p> |
| 3.Prepare back part | <p>3.1 Raw edges of back part over locked securely with proper tension of stitch before assembling of components.</p> <p>3.2 Back darts stitched according to marks on the components and ironed down</p> <p>3.3 Pocket placement marked at back according to design.</p> <p>3.4 Pocket opening marked and cut accurately</p> <p>3.5 Pocket welt sew evenly on either side of the pocket opening and the pocket bag attached to the bottom welt maintaining the depth of the pocket according to the pattern</p> |
| 4.Attach front & back | <p>4.1 Label attached to the garment as required</p> <p>Pitch marks of front and back parts matched at top edge and</p> <p>4.2 knee level</p> |

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| | <p>4.3 Even length of back and front parts, maintained at waist line and hem with the help of pitch mark.</p> <p>4.4 Side seam stitched from top to bottom</p> |
| 5.Prepare and attach waistband with belt loops | <p>5.1 Belt loops prepared as per style.</p> <p>5.2 Loops cut according to the width of the waist band and seam allowances</p> <p>5.3 Waist band and loop attached to waist line as per design</p> <p>5.4 Inner band attached for both sides inserting the top end of loops at distances as in the waist band attached.</p> <p>5.5 Trouser fastener clips attached to front extension</p> <p>5.6 Edge of band extension stitched and turned neatly</p> |
| 6.Complete the trouser | <p>6.1 Back rise seam and inseam stitched according to seat marking and the correct waist measurements</p> <p>6.2 Trouser ironed using donkey board maintaining appropriate temperature</p> <p>6.3 Adjustment made according to the marking during fit on</p> <p>6.4 Hem stitched by hand according to marking and aligning the Seam</p> <p>6.5 Button hole sewn to left end of right band and button attached by hand</p> <p>6.6 Iron adjusted to correct temperature to avoid damage</p> <p>6.7 Trouser finally ironed in sequence both side seam, seat angle and inseam</p> <p>6.8 Trouser presented to maintain elegance and freshness of the garment when handed over to customer after ensuring customer is satisfied with fit and style</p> |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

Trousers coming under this unit may include

- Childrens' trousers
- Mens, trousers
- Ladies trousers
- Slacks/pants

The following tools, equipment and material may be used for this

- Cutting table
- Measuring tape
- Angle ruler
- Tailoring chalk
- Thimble
- Pointer
- Extra needles
- Pin cushion
- Screw driver
- Large donkey board
- Sewing machine
- Steam iron and table
- Pair of tailoring scissors
- Trimmer
- Hand needle
- Chair

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessment is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Ensure cut components are free of any defects or stains before sewing
- All components are cut and available according to design before sewing.
- Maintain seam allowances and measurements at all time.

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures

- Relevant product and manufacturing specifications

- Relevant drawings, manuals, codes, standards, specification sheets and reference

material.

The candidate will be required to:

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all elements

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform tasks in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices ,processes and workplace procedures

Tasks involved will be completed within reasonable time frames relating to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Industrial rules and regulations
- Work orders
- Different types fabrics (fabric behaviour)
- Seam allowances
- Different types of trouser designs
- Plan activity to meet delivery date
- Different type of needles and their Usages
- Cut-pocket sewing techniques
- Different type of accessories
- Pay attention to safety requirements in practical use of childrens' garments.

UNDERPINNING SKILLS

- Use measuring tape
- Adjust tension of thread
- Use of tailoring scissors
- Maintain good eye sight
- Read and understand the work order
- Machine maintenance and preparation for sewing
- Identify different types of fabric and their behaviour in relation to sewing and ironing
- Identify suitable types of zipper according to fabric
- Ability to operate sewing machines (lockstitch and over lock)
- Ability to hand stitch and use thimble
- Time management & economical use of material & accessories
- Use of appropriate throat plate and needle gauge.
- Use of iron safely according to fabric

- Measurement taking and garment cutting
- Detecting machine malfunction
- Ethical disposal of waste
- Making thread marks for sewing, Cutting small components
- Fusing interlining to fabric
- Sewing operations according to design of the garment
- Folding and packing finished garments

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| UNIT TITLE | Sew waistcoat |
| UNIT DESCRIPTOR | This unit covers the competencies required to select needle gauge, required Stitches Per inch (SPI) and thread tension, make key button hole to suit the fabric and sew the waistcoat using tools, material and equipment including different types of fabric safely. |
| CODE | D18S004U07 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|-------------------------------|--|
| 1. Prepare component | <p>1.1 Slip thread marks made for button hole, front and back darts, front pockets, arm hole, side seams and shoulder according to cutters' marks.</p> <p>1.2 Lining fabric ironed using a damp cloth ensure safety of the fabric</p> <p>1.3 Back belt ,back part, pocket bag and front facing cut from lining fabric according to front part measurements including sewing allowances</p> <p>1.4 Pocket welt and front facing cut from the shell fabric according to size of the pocket mark.</p> <p>1.5 Interlining cut for pocket welt and front panels smaller than the shell.</p> |
| 2. Prepare front | <p>2.1 Iron temperature selected according to interlining to be fused neatly and firmly the back side of front and pocket welt.</p> <p>2.2 Front darts sewn according to markings avoiding wrinkles and nipple effect at the ends.</p> <p>2.3 Pocket welt sew and pocket bag attached</p> <p>2.4 An even width of the welt maintained according to cutter's mark and stitch by hand at bottom ends and top lapel ends(if required)</p> <p>2.5 Facing attached to lining avoiding seam-puckering and maintaining seam allowances</p> <p>2.6 Facing attached to front along the front edge and bottom maintaining seam allowance, avoiding puckering of seam</p> <p>2.7 Front turned with seam allowances inside avoiding rolling of seaming and fronts.</p> <p>2.8 Front part hand stitched onto lining, avoiding wrinkles.</p> |

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| | 2.9 | Front parts ironed to ensure edges and corners are neat and flat. |
| | 2.10 | Side seam tacked down to maintaining the sewing allowances of front and lining. |
| 3. prepare back | 3.1 | Dart made at back part & back lining according to cutter's marks and design of waistcoat |
| | 3.2 | Label attached to the garment as required |
| 4. Join front & back | 4.1 | Back lining placed under the front part and back parts placed over the front maintaining correct side of fabric |
| | 4.2 | Part joined maintaining the top edge of fabric & lining and seam allowances. |
| | 4.3 | Back part joined to back lining maintaining the seam allowances and edges along the neck line, arm hole and bottom hem. |
| | 4.4 | 2½" opening maintained while sewing the bottom hem for inverting of garment. |
| 5.Complete garment | 5.1 | Garment fit on to customer and required adjustment made accordingly |
| | 5.2 | Button holes cut and stitched on cutters' marks while maintaining smoothness of the stitches and avoiding fraying of fabric and buttons attached accordingly. |
| | 5.3 | Iron adjusted to correct temperature to avoid damage |
| | 5.4 | Waistcoat ironed in sequence both side seam and armhole |
| | 5.5 | Waistcoat presented to maintain elegance and freshness of the garment when handed over to customer after ensuring customer is satisfied with fit and style |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

Waistcoats coming under this unit may include

- Mens'
- Womens'
- Childrens'

The following tools, equipment and material may be used for this

- Cutting table

- Measuring tape
- Angle ruler
- Tailoring scissors
- Tailoring chalk
- Thimble
- Pointer
- Extra needles
- Pin cushion
- Screw driver
- Large donkey board
- Sewing machine
- Trimmer
- Steam iron and table
- Mirror
- Chair
- Hand needle

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessment is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both demonstrated by an individual working alone or as a member of team.

Critical aspects

- Ensure cut components are free of any defects or stains before sewing
- All components are cut and available according to design before sewing.
- Maintain seam allowances and measurements at all times.

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures

- Relevant product and manufacturing specifications

- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication answer questions asked by the assessor.

- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace procedures

Tasks involved will be completed within reasonable time frames relate to typical work place Activity

Resource required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Industrial rules and regulations
- Work order
- Different types of material
- Identify seam allowances
- Suitable lining and interlining
- Fabric behavior
- Different type of needles and their usage
- Cut-pocket sewing techniques
- Safe and health rules and regulation
- Pay attention to safety requirements in practical use of childrens' garments.

UNDERPINNING SKILLS

- Use of measuring tape
- Adjust thread tension
- Use of tailoring scissors
- Maintain good eye sight.
- Read and understand the work order
- Adjust iron temperature to suit deferent fabric
- Identify deferent types of fabric and their behavior in relations to sewing and ironing
- Ability to operate sewing machine
- Ability to hand stitch and use thimble
- Time management & economical use of material & accessories
- Detecting machine malfunction
- Ethical disposal of waste
- Make thread marks for sewing
- Cutting of small components
- Fusing of interlining to fabric
- Sewing operations according to design of the garment
- Make key button hole by hand
- Packing finished garments

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| UNIT TITLE | Sew coat |
| UNIT DESCRIPTOR | This unit covers the competencies required to select needle gauge ,Stitches Per inch , thread tension , read fit on marks and sew the coat with key button hole using tools, material and equipment including different types of fabric safely and economically. |
| CODE | D18S004U08 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|-------------------------------|---|
| 1. Prepare component | <p>1.1 Skip thread marks made for button hole, front and back darts, front pockets, sleeve, side seams and shoulder according to cutters' marks.</p> <p>1.2 Lining fabric ironed using a damp cloth to ensure safety of the fabric</p> <p>1.3 Sleeve lining ,back part, pocket bag and front facing cut from lining fabric according to front part measurements including sewing allowances</p> <p>1.4 Collar and front facing cut from the shell fabric and pocket welt and flap cut according to size of the pocket mark.</p> <p>1.5 Interlining cut for pocket welt, flap, facing, collar and front panels smaller than the shell.</p> |
| 2. Prepare front part | <p>2.1 Iron temperature selected according to interlining to be fused.</p> <p>2.2 Interlining neatly and firmly fused to the reverse of flap front and pocket welt.</p> <p>2.3 Front darts sewn according to marking avoiding wrinkles and nipple effect at the ends.</p> <p>2.4 After first fit-on (baste- up fit-on) Pocket welt , pocket bag and flaps sewn according to marks and ironed down</p> <p>2.5 Pocket welt turned in, mouth of pocket tacked by hand Securely, and welt end tacked down to avoid any looseness or Puckering and the pocket bag completed as per style.</p> <p>2.6 Top welt pocket completed according to the cutter's marks</p> <p>2.7 Horse hair cloth (chest guard) inserted and hand stitched to the chest area extending from the arm hole to the lapel crease line for maintaining proper posture.</p> <p>2.8 Facing attached to the lining avoiding seam puckering and maintaining seam allowances.</p> |

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|------------------------------------|---|
| | <p>2.9 Front lining pockets (inside pockets) completed according to the standards (1 ½” below the arm hole)</p> <p>2.10 Facing attached to front along the front edge and bottom maintaining seam allowances avoiding puckering of the seam</p> <p>2.11 Front turned and prepared with seam allowances inside and completely Ironed and hand stitch</p> |
| 3. Prepare back components | 3.1 Back lining held together to back panel with hand slip stitch at centre back or sides open prepared 7 1/2” from the bottom. |
| 4. Join front & back | <p>4.1 Side seams of the front & back attached maintaining the pitch mark to ensure the balance of the coat.</p> <p>4.2 Side seams of the front & back interlining attached maintaining the pitch mark and back opening to ensure the balance of the coat.</p> <p>4.3 Front side seams stretched at the waist area to avoid puckering.</p> <p>4.4 Side seam pressed for opening up the side seam evenly.</p> |
| 5. Join shoulders and pads | <p>5.1 Shoulders joined with ease in the centre area of the shoulder to avoid wrinkles and give a proper fit.</p> <p>5.2 Smoothness and straightness of shoulder seam ensured by ironing and pressing down.</p> <p>5.3 Shoulder pads attached by hand stitching from shoulder line 2/3” of the pad to the rear and 1/3” to the front for proper finished to the shoulder area of garment.</p> |
| 6. first fit on to customer | <p>6.1 All components attached by temporary hand stitch/machine stitch for fit-on</p> <p>6.2 Coat dressed to customer and adjustments marked by chalk</p> |
| 7. Make collar & attach | <p>7.1 Inner collar prepared together with felt cloth and shell</p> <p>7.2 Collar panel cut in accordance with the neck line</p> <p>7.3 Collar panel fabric stitched together ensuring smoothness.</p> <p>7.4 Collar attached to under collar avoiding wrinkles.</p> <p>7.5 Collar attached to the neckline facing ensuring it is balance and free of puckering</p> <p>7.6 Seam of the collar ironed by separating both sides ensuring neatness and being free of wrinkles.</p> |
| 8. Prepare sleeves and | 8.1 Interlining cut according to sleeve having 1” extra on the head |

attach

of the sleeve

- 8.2 Two parts of the sleeves sewn with opening according to marking and two sewing edges pressed either way.
- 8.3 Cut component turned inside according to marking and blind stitch made right round and turned up.
- 8.4 Sleeve lining taken with main sleeve on the front edge of the sleeve leaving 1" extra above the main sleeve.
- 8.5 Sleeve tacked to main armhole ~~considering~~ maintaining 2" allowance spreading both sides with front and back pitch mark of the sleeve aligned with armhole pitch mark
- 8.6 Tacked sleeve and arm hole ironed to spread the ease to nothing before matching.
- 8.7 1 ½" bias strip cut from a fairly thick material sewn between two pitch marks on the top of the sleeve while sewing sleeve to arm hole.
- 8.8 Shoulder pads attached into shoulder so as to avoid puff.

9.Complete garment

- 9.1 Adjustment made according to the marking during fit on
- 9.2 Thread marks and thread stitches removed
- 9.3 Button holes cut and stitched on cutters' marks while maintaining smoothness of the stitches and avoiding fraying of fabric.
- 9.4 Inside of the garment ironed over the seams avoiding puckering
- 9.5 Button edge of the coat outside ironed maintaining straight crease.
- 9.6 Body of the coat pressed starting from the front of the coat, collar edges, lapel, sleeves, darts and to the side seam by maintaining correct form.
- 9.7 Button holes sewn by hand/machine according to marking
- 9.8 Buttons attached according to marking while maintaining a space of 1/8" between the material and the button
- 9.9 Flower hole made on the left side lapel of the coat according to markings.
- 9.10 Coat presented to maintain elegance and freshness of the garment when handed over to customer after ensuring customer is satisfied with fit and style.

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

Coat coming under this unit may include

All types of uniform /coat/jackets (Mens', Womens' and Childrens')

- Dinner jackets
- Dress coat/tuxedo
- Tail coat
- safari coat
- Shervani coats
- Tunic coats
- Double breasted coat/tuxedo

The following tools, equipment and material may be used for this

- Cutting table
- Measuring tap
- Tailor's scissors
- Tailoring chalk
- Hand needle
- Thimble
- Pointer
- Extra needles
- Pin cushion
- Screw driver
- Trimmer
- Large donkey board
- Sewing machine
- Steam iron and table
- Mirror
- Chair
- Hand needle

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Put skip stitch marks as per marking of cutter
- Ensure safety of the fabric while ironing
- While sewing ,maintain sewing allowance and pitch marks
- Avoid puckering of seam and shining at ironing point
- Distribute ease on sleeve head, shoulder & collar.

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace

Procedures/ tasks involved will be completed within reasonable time frames relating to typical work place activity.

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Industrial rules and regulations
- Work orders
- Different types of material
- Identify seam allowances
- Fabric behavior
- Different types of lining and interlining.
- Cut-pocket attaching techniques
- Balancing the ease of sleeve attaching & collar attaching techniques
- Plan activity to meet delivery dates.
- Different types of coat designs.
- Figure defect identification
- Pay attention to safety requirements in practical use of childrens' garments.
- Trims and accessories

UNDERPINNING SKILLS

- Use of measuring tape
- Adjust tension of thread
- Use of tailoring scissors
- Maintain good eye sight
- Read and understand the work order
- Adjust iron temperature to suit different fabrics
- Identify different types of fabric and their behavior in relation to sewing and ironing
- Ability to read and understand fit-on and adjustment marks made by cutter.
- Ability to operate sewing machine
- Ability to fix part
- Ability to hand stitch and use thimble
- Time management & economical use of fabric & accessories
- Estimate the cost of production for different styles
- Able to identify correct fitting and balance of sleeve attaching.
- Ethical disposal of waste
- Making thread marks for sewing
- Cutting of small components
- Fusing of interlining to fabric
- Sewing operations according to design of the garment
- Packing of finished garment

| | |
|------------------------|---|
| UNIT TITLE | Take measurement |
| UNIT DESCRIPTOR | This unit covers the competencies required to take measurements of shirt, skirt, trouser, pant, coat, waist coat and saree jacket accurately. |
| CODE | D18S004U09 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|--|--|
| 1. Take measurement for shirt | <p>1.1 <i>Front length</i> of the shirt taken from High Point of Shoulder (HPS) up to below waist as per customer requirement</p> <p>1.2 <i>Back length</i> of the shirt taken from the nape point up to below waist as per customer requirement</p> <p>1.3 <i>Yoke length</i> taken from left tip to right tip of shoulder</p> <p>1.4 <i>Sleeve length</i> taken from shoulder tip to wrist of the hand</p> <p>1.5 <i>Full chest measurement</i> taken around the chest</p> <p>1.6 <i>Around Waist measurement</i> taken</p> <p>1.7 <i>Hip/seat measurement</i> taken around the hip</p> <p>1.8 <i>Around neck</i> (collar length) taken</p> <p>1.9 <i>Sleeve cuff measurement</i> taken</p> <p>1.10 <i>Bust height measurement</i> taken from HPS to bust point (for ladies shirt)</p> <p>1.11 <i>Bust width measurement</i> taken between bust points (for ladies shirt)</p> <p>1.12 <i>Armhole depth measurement</i> taken from nape to across line align with bottom of the armhole</p> |
| 2. Take measurement for skirt | <p>2.1 <i>Skirt length</i> taken from waist to below as per customer requirement</p> <p>2.2 <i>Around Waist measurement</i> taken</p> <p>2.3 <i>Around hip measurement</i> taken</p> |
| 3. Take measurement for trouser | <p>3.1 Side length/side seam taken from waist to bottom</p> <p>3.2 Inside length/inseam taken from crotch point to bottom</p> |

| | |
|---|---|
| | <p>3.3 Around waist measurement taken</p> <p>3.4 Around seat/hip measurement taken</p> <p>3.5 Front rise/fly measurement taken from waist band to crotch point</p> <p>3.6 Knee measurement taken around knee</p> <p>3.7 Around bottom hem/fold measurement taken</p> |
| 4. Take measurement for pants | <p>4.1 Side length/side seam taken from waist to bottom</p> <p>4.2 Inside length/inseam taken from crotch point to bottom</p> <p>4.3 Around waist measurement taken</p> <p>4.4 High hip measurement taken from waist to 4 inches below</p> <p>4.5 Around seat/hip measurement taken</p> <p>4.6 Around thigh measurement taken</p> <p>4.7 Front rise/fly measurement taken from waist band to crotch point</p> <p>4.8 Front rise for ladies taken from waist band to sitting position</p> <p>4.9 Knee measurement taken around knee</p> <p>4.10 Around bottom hem/fold measurement taken</p> |
| 5. Take measurement for waist coat | <p>5.1 Front length taken from HPS to (2 inches) below waist as per customer requirement</p> <p>5.2 Back length taken from nape point to waist (bottom of the waist band of trouser/ as per customer requirement)</p> <p>5.3 Around the chest measurement taken</p> <p>5.4 Around the waist measurement taken</p> <p>5.5 Armhole depth measurement taken from nape to across line align with bottom of the armhole</p> |
| 6. Take measurement for coat | <p>6.1 Waist length taken from nape point to waist</p> <p>6.2 Full length taken from nape point to below hip (align with knuckle's height of sleeve)</p> <p>6.3 Half back width (Shoulder blade width) taken from center backline to armhole</p> |

| | |
|---|--|
| | <p>6.4 <i>Elbow measurement</i> taken from center backline to elbow point</p> <p>6.5 Sleeve length taken from center backline to wrist</p> <p>6.6 Direct sleeve length taken from tip of the shoulder point to wrist</p> <p>6.7 Around the chest measurement taken</p> <p>6.8 Around the waist measurement taken</p> <p>6.9 Around the hip measurement taken</p> |
| 7. Take measurement for dress | <p>7.1 Full length taken from HPS to desired height as per customer requirement</p> <p>7.2 Shoulder measurement taken from left tip to right tip of the shoulder</p> <p>7.3 <i>Bust height measurement</i> taken from shoulder to bust point</p> <p>7.4 <i>Bust width measurement</i> taken between bust points</p> <p>7.5 Around the chest measurement taken</p> <p>7.6 Around the waist measurement taken</p> <p>7.7 Armhole depth measurement taken from nape to across line align with bottom of the armhole</p> <p>7.8 Nape to waist height measurement taken</p> <p>7.9 Around the hip measurement taken</p> <p>7.10 Sleeve length taken from shoulder tip to desired height (if required)</p> <p>7.11 Around sleeve fold measurement taken</p> <p>7.12 Around armhole measurement taken</p> <p>7.13 Around neck measurement taken</p> <p>7.14 Front neckline height HPS to desired height</p> <p>7.15 Back neckline height nape to desired height</p> <p>7.16 Around bottom measurement taken as per customer requirement</p> |
| 8. Take measurement for saree blouse | <p>8.1 Front length taken from HPS to below bust as per customer requirement</p> |

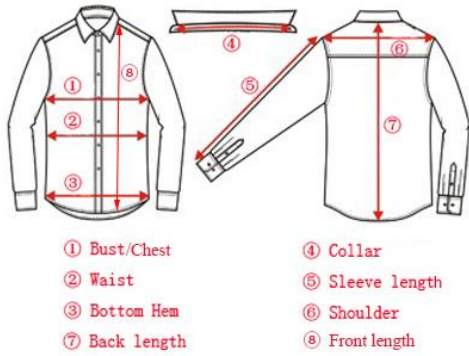
- 8.2 Back length taken from nape to a point as per customer requirement
- 8.3 **Side length** taken from bottom of the armhole desired length as per customer requirement
- 8.4 Armhole depth measurement taken from nape to across line align with bottom of the armhole
- 8.5 Shoulder measurement taken from left tip to right tip of the shoulder
- 8.6 Bust height measurement taken from shoulder to bust point
- 8.7 Bust width measurement taken between bust points
- 8.8 Around the chest measurement taken
- 8.9 Around the bust measurement taken
- 8.10 Around the waist measurement taken
- 8.11 Around neck measurement taken
- 8.12 Front neckline height HPS to desired height
- 8.13 Back neckline height nape to desired height
- 8.14 Sleeve length taken from shoulder tip to desired height (if required)
- 8.15 Around sleeve fold measurement taken
- 8.16 Around armhole measurement taken

RANGE STATEMENT

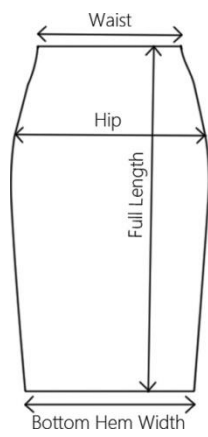
This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

Elaboration may include

- **Shirt**



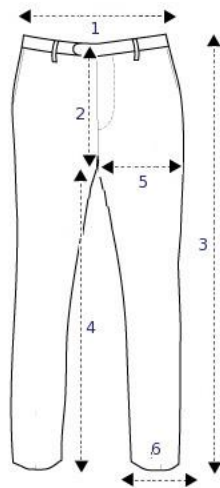
- **Skirt**



- **Trouser**

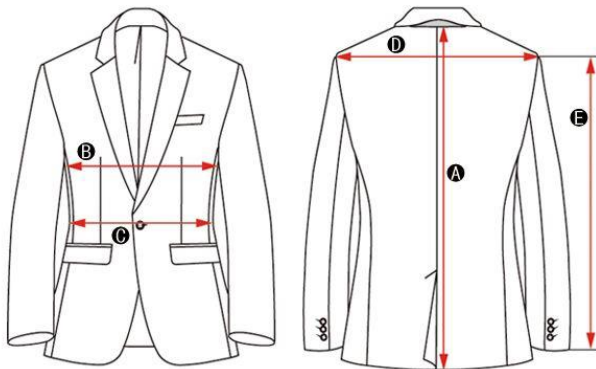


- Pant



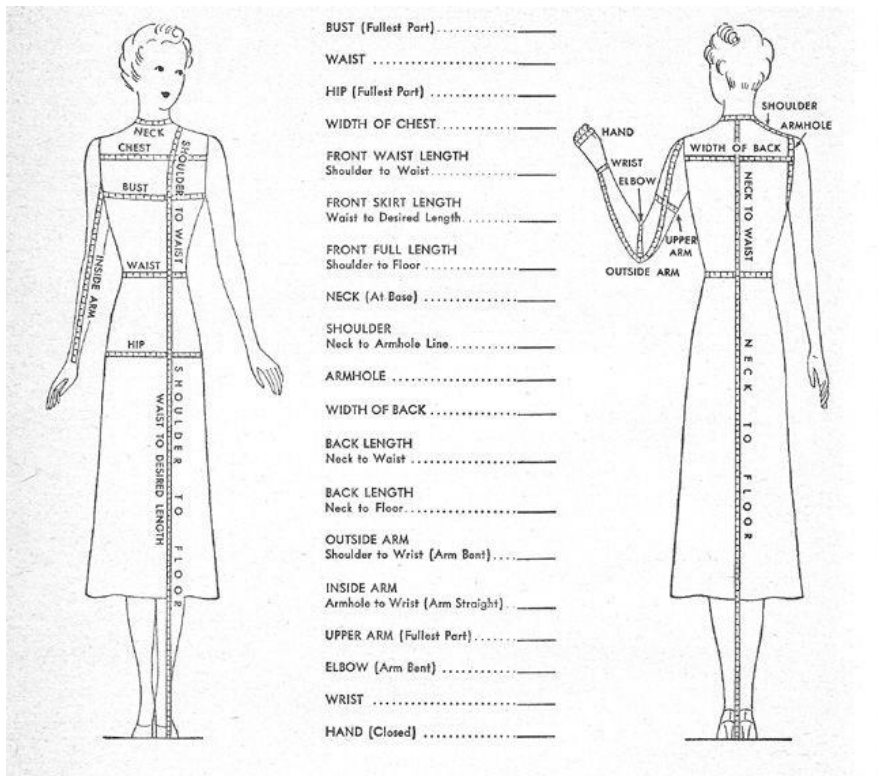
1. Waist
2. Front Rise
3. Outseam
4. Inseam
5. Thigh (1" below crotch)
6. Bottom Hem

- Waist Coat

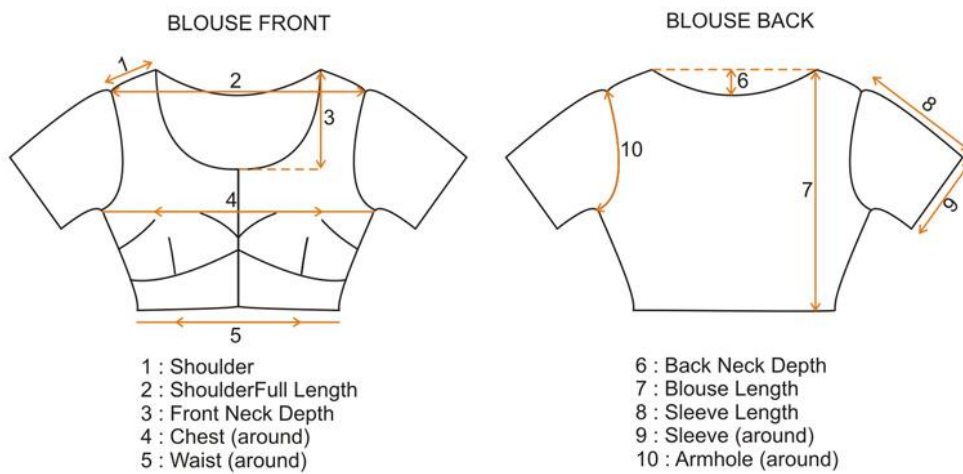


- A. Back Length
- B. Chest
- C. Waist
- D. Shoulder
- E. Sleeve

- Dress



- Saree blouse



The following tools, equipment and material may be used for this

- Measuring tape
- Rulers
- Pen/pencil
- Note book
- Stool

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Wear proper foundation garment before taking measurements
- Positioning the garment accurately when taking measurement

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element

of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace Procedures/ tasks involved will be completed within reasonable time frames relating to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Industrial rules and regulations
- Work orders
- Identify the body shapes
- Figure defect identification
- Different types of shirt, skirt, trouser, dress, pant, coat, waist coat & saree jacket designs.
- Anatomy of body measurements

UNDERPINNING SKILLS

- Use measuring tape
- Read and understand the work order
- Writing skill
- Communication skill

| | |
|------------------------|---|
| UNIT TITLE | Perform standard cutting methods ladies wear/ Gents wear |
| UNIT DESCRIPTOR | This unit covers the competencies required to cut shirt, skirt, trouser, pant, coat, waist coat and saree jacket accurately and economically ensuring safety. |
| CODE | D18S004U10 |

| ELEMENTS OF COMPETENCE | PERFORMANCE CRITERIA |
|-------------------------------|---|
| 1.Cut shirt | <p>1.1 Fabric quality and behavior identified.</p> <p>1.2 Fabric prepared for cutting as required.</p> <p>1.3 Fabric laid considering grain lines and correct sides.</p> <p>1.4 Pins attached for folded fabric.</p> <p>1.5 Front, back , back yoke, sleeve, collar, cuff, plackets & pockets cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 2.Cut trouser | <p>2.1 Fabric quality and behavior identified.</p> <p>2.2 Fabric prepared for cutting as required.</p> <p>2.3 Fabric laid considering grain lines and correct sides.</p> <p>2.4 Pins attached for folded fabric.</p> <p>2.5 Front piece, back piece & waist band cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 3.Cut skirt | <p>3.1 Fabric quality and behavior identified.</p> <p>3.2 <i>Fabric prepared</i> for cutting as required.</p> <p>3.3 Fabric laid considering grain lines and correct sides.</p> <p>3.4 Pins attached for folded fabric.</p> <p>3.5 Front piece, back piece & waist band cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 4. Cut Pant | <p>4.1 Fabric quality and behavior identified.</p> |

| | |
|----------------------------|---|
| | <p>4.2 <i>Fabric prepared</i> for cutting as required.</p> <p>4.3 Fabric laid considering grain lines and correct sides.</p> <p>4.4 Pins attached for folded fabric.</p> <p>4.5 Front piece, back piece & waist band cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 5. Cut waist coat | <p>5.1 Fabric quality and behavior identified.</p> <p>5.2 <i>Fabric prepared</i> for cutting as required.</p> <p>5.3 Fabric laid considering grain lines and correct sides.</p> <p>5.4 Pins attached for folded fabric.</p> <p>5.5 Front piece & back piece cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 6. Cut coat | <p>6.1 Fabric quality and behavior identified.</p> <p>6.2 <i>Fabric prepared</i> for cutting as required.</p> <p>6.3 Fabric laid considering grain lines and correct sides.</p> <p>6.4 Pins attached for folded fabric.</p> <p>6.5 Front piece, back piece, top sleeve, bottom sleeve & collar cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |
| 7. Cut saree Jacket | <p>7.1 Fabric quality and behavior identified.</p> <p>7.2 <i>Fabric prepared</i> for cutting as required.</p> <p>7.3 Fabric laid considering grain lines and correct sides.</p> <p>7.4 Pins attached for folded fabric.</p> <p>7.5 Front piece, back piece, top sleeve, bottom sleeve & collar cut as per scientific method in customer individual measurements /graduated sizes for the given sketch</p> |

RANGE STATEMENT

This unit may be performed in a clean workshop environment with sufficient space, lighting and ventilation.

The following tools, equipment and material may be used for this

- Measuring tape
- Angle ruler and curved ruler
- Tailoring chalk
- Cutting Scissor with bent handle
- Pins
- Tracing wheel
- Pattern paper
- Cutting table & stool
- Cloth weight

The following documents may be used in this unit

- Work order consisting of style details, structure of customer and measurement.

The performance of this unit is expected to be carried out to the following standards

- Occupational Safety and Health Act (OSHA)/Factories Ordinance

ASSESSMENT GUIDE

Forms of assessment

Holistic assessments is suitable to assess the competencies of this unit

Assessment context

This unit may be assessed on the job, off the job or a combination of both, demonstrated by an individual working alone or as a member of team.

Critical aspects

- Lay correct side of the fabric for cutting and marking
- Maintain grain line at marking and cutting
- Laying of the fabric economically to minimize wastage

Assessment conditions

The candidate will have access to:

- All equipment, material and documentation required.

The candidate will be permitted to refer to the following documents:

- Relevant workplace procedures
- Relevant product and manufacturing specifications
- Relevant drawings, manuals, codes, standards, specification sheets and reference material.

The candidate will be required to :

- Orally or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence related to this unit.
- Maintain continuous communication with cutter

The assessor must be satisfied that the candidate can competently and consistently perform all element of this unit as specified by the criteria and that he/she possesses the required underpinning knowledge.

Special notes

During assessment the candidate will:

- Demonstrate safe work practices at all times
- Communicate information about processes, events or tasks being undertaken to ensure safe and effect working environment
- Take responsibility for the quality of his/her own work
- Plan tasks in all situations and review task requirements as appropriate
- Perform task in all situation and review task requirements as appropriate
- Perform all tasks in accordance with standard operating procedures
- Perform all tasks to specifications
- Use accepted techniques, practices, processes and workplace Procedures/ tasks involved will be completed within reasonable time frames relating to typical work place activity

Resources required for the assessment

This includes material, tools, equipment and machines listed within this unit

UNDERPINNING KNOWLEDGE

- Fabric behaviour
- Suitable linings and inter linings
- Plan activity to meet the delivery date
- Seam allowances/sewing allowances/measurement allowances
- Different type of designs.
- Design or stain defects of cut components /design defects on completed components
- Fashion trends
- Understanding of human anatomy
- Computer aided cutting system
- personal protective equipment
- colour, striped, check & print matching for fabric

UNDERPINNING SKILLS

- Public relations and communication skills
- Safe use of tools and equipment
- Read and understand work order
- Manage time
- Matching colour, striped, check & print for fabric
- Maintain minimum consumption of fabric within stipulated limits
- Ethical disposal of waste
- Marking and drafting patterns
- Laying the material
- Use of personal protective equipment



Tertiary and Vocational Education Commission

National Competency Standards and Curriculum

For

Tailor (Gents) -NVQ Level 3
(D18S010)

Course synopsis

This course is designed to introduce the competencies required to perform tailoring of shirts and trousers of gents. This course covers the competencies of taking measurements for gents' shirts and trousers, prepare block templates, cut materials and sew different types of shirts and trousers.

| | |
|--|---|
| Course Title | Course Duration |
| Tailor (gents) | Institutional training 410hrs+ 3months OJT |
| Job outlook, objectives of the course and career paths available following completion of the course | |
| <p>Tailor is a person whose occupation is making fitted clothes such as suits, trousers, and jackets to fit individual customers. Tailor (Gents) NVQ level 3 is limited to take measurement, cut material and sewing of gents' shirts and trousers</p> <p>Those who competent in following competency modules can start their own business or can work in a private sector tailor shops.</p> | |
| <p>Competence-based modules to be covered:</p> <ol style="list-style-type: none"> 1. Introduction to tailoring, fabrics and threads 2. Tailoring equipment and tools 3. Sewing practices 4. Pattern making based on human anatomy 5. Prepare job order 6. Cut fabric for sewing 7. Perform preparation work for sewing 8. Sew shirts 9. Sew gents trousers 10. Career Skills 1 | |

Tailor (gents)– NVQ Level 3

| Module | Module name | Duratio |
|--------|-------------|---------|
|--------|-------------|---------|

| no. | | n (hrs.) |
|------------|--|-----------------|
| 01. | Introduction to tailoring, fabrics and threads | 12 |
| 02. | Tailoring equipment and tools | 18 |
| 03. | Sewing practices | 18 |
| 04 | Pattern making based on human anatomy | 60 |
| 05. | Prepare job order | 12 |
| 06 | Cut fabric for sewing | 12 |
| 07. | Perform preparation work for sewing | 18 |
| 08. | Sew shirts | 120 |
| 09. | Sew gents trousers | 90 |
| 10. | Career Skills 1 | 60 |
| | Total duration | 420 hrs |

Tailor (Gents) – NVQ Level 3

| | |
|--|--|
| Module Title and Code: | Module 01: |
| | Introduction to tailoring, fabrics and threads |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to explain the work ethics, type of fabric and threads related tailoring. | |
| Typical related work situations to master : | |
| Identification of different types of fabrics and threads | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Work ethics and professionalism • Types of fabric <ul style="list-style-type: none"> ➤ Cotton ➤ Polyester ➤ Linen ➤ Wool ➤ Silk • Behaviors of different fabrics • Threads <ul style="list-style-type: none"> ➤ Type of threads ➤ Expiry date of threads • Types of Accessories <ul style="list-style-type: none"> ➤ Buttons ➤ Zippers ➤ Hooks ➤ Interlining and Fusing ➤ Lace, cords and related accessories |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Expert's speech • Projects • Lecture/Presentation • Demonstration |

Tailor (Gents) – NVQ Level 3

| | |
|-------------------------------|---|
| Module Title and Code: | Module 02: Tailoring equipment and tools |
| | Time Frame: 18 hrs |
| Reference to NCS: | See Competency Profile |

| | |
|---|--|
| <p>Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to explain the tools and equipment used for tailoring and their applications</p> | |
| <p>Typical related work situations to master : Identification of tools and equipment use for tailoring</p> | |
| <p>Important pertinent Content (knowledge):</p> | <ul style="list-style-type: none"> • Types of needles and their usage • Type of sewing machines and their usage <ul style="list-style-type: none"> ➤ Single needle lockstitch machine ➤ Five threads over lock machine ➤ Zig-Zag machine ➤ Multipurpose machine • How to prepare the machine <ul style="list-style-type: none"> ➤ Needle selection ➤ Thread tension ➤ Stitches Per Inch (SPI)/ Reverse handle plate ➤ Pressure bar tension ➤ Fee dog tension ➤ Shuttle and Bobbin ➤ Paddle adjustment • Different types of foots and their usage • Lubricating and maintenance <ul style="list-style-type: none"> ➤ Importance of lubrication and maintenance ➤ Lubricating time ➤ Lubricating points • Types of scissors <ul style="list-style-type: none"> ➤ Pattern cutting scissors ➤ Fabric cutting scissors (Tailors/ cutters) ➤ Curve cutting scissors ➤ Trimmer ➤ Twisters • Thimble • Tailor chalk • Measuring tape • Dressing wheel • Straight ruler, curved rulers and tailor's square • Adjustments and maintenance tools |
| <p>Potentially useful teaching methods (optional):</p> | <ul style="list-style-type: none"> • Lecture /Presentation • Demonstration • Projects |

Tailor (Gents) – NVQ Level 3

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|---|---|
| Module Title and Code: | Module 03: Sewing practices |
| | Time Frame: 18hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to <ol style="list-style-type: none">1. Sew different types of stitching system by manually2. Sew different types of stitching system using sewing machines | |
| Typical related work situations to master : <ul style="list-style-type: none">• Sew different types of stitching system by manually & using sewing machine | |
| Important pertinent Content | <ul style="list-style-type: none">• Sewing practice chart |

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| (knowledge): | |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstration • Guided Practice • Individual practice |

Tailor (Gents) – NVQ Level 3

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|---|---|
| Module Title and Code: | Module 04: Pattern making based on human anatomy |
| | Time Frame: 60hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to make different patterns for ladies garments based on human anatomy. | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Measurements taking and measurement calculation • Prepare the block for the underskirt • Prepare the block for the saree jacket • Prepare the block for A line & Princes line frock • Prepare the block for basic, three piece and bra cut saree jacket • Prepare the block for high neck saree jacket | |

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| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Eight head theory <ul style="list-style-type: none"> ➤ Charts for readymade garment ➤ Measurement calculation • Disproportionate of human body • Different postures of human body • Understanding bones and muscles • Measurements taking <ul style="list-style-type: none"> ➤ Standard measurement ➤ Direct measurement • Measurement calculation • Drafting pattern • Marking and cutting fabric using pattern |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Projects • Use Pictures for each topic • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Tailor (Gents) – NVQ Level 3

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|---|--|
| Module Title and Code: | Module 05: Prepare Job Order |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to <ol style="list-style-type: none"> 1. Inquire customer requirement 2. Assist customer to select fabric 3. Note down the customer information 4. Select the item and prepare the customer for measurements 5. Obtain measurement 6. Estimate the required quantity of fabrics, trims and accessories 7. Calculate total cost for the order 8. Conform and accept order with delivery date | |
| Typical related work situations to master : <ul style="list-style-type: none"> • Take measurements for ladies garments • Prepare cost estimate for a given job order | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Outfit Designs • Fabric design • Width of the fabric • Shrinkage • Colours and colour matching |

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| | <ul style="list-style-type: none"> • Market prices of fabrics and accessories • Estimate of fit-on a dated deliver |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Tailor (Gents) – NVQ Level 3

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|---|--|
| Module Title and Code: | Module 06: Cut fabric for sewing |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Check quality & quantity of fabric 2. Prepare fabric for cutting 3. Lay & relax the fabric for cutting 4. Calculate and draw measurements on fabric or paper based on the selected item 5. Make the block template as per the pattern 6. Cut fabric keeping necessary allowances 7. Calculate allowances and cut lining & interlining panels | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Cut fabrics as per the pattern | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Sewing allowance • Extra allowance for adjustments • Fabric relaxing and testing methods |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Tailor (Gents) – NVQ Level 3

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|---|--|
| Module Title and Code: | Module 07: Perform preparation work for sewing |
| | Time Frame: 18hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Prepare accessories & trims related to the order 2. Prepare cut panels 3. Prepare lock stitch machine for sewing 4. Prepare over lock machine for sewing 5. Prepare other machines for sewing 6. Prepare tools & attachments for completing a garment | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Preparation of different type of sewing machines for sewing | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Personal Safety • Different types of sewing machine and their applications |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Tailor (Gents) – NVQ Level 3

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| Module Title and Code: | Module 08: Sew shirt |
| | Time Frame: 120hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Sew collar 2. Sew cuffs 3. Sew front part with pocket 4. Sew sleeve placket 5. Sew back part with yoke 6. Join shoulders 7. Attach sleeves 8. Sew side seams 9. Attach cuffs 10. Attach collar 11. Sew bottom hem 12. Sew button holes 13. Attach buttons 14. Clean and finish the shirt 15. Iron the shirt | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Sew different types of shirts | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Initialize customer name on garment • Selecting of fusing and interlining • Select button and positioning Button • Types of collars and usages • Methods of attaching buttons and making holes (Gents) • Bottom hem designs |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Tailor (Gents) – NVQ Level 3

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|---|-------------------------------------|
| Module Title and Code: | Module 9: Sew gents trousers |
| | Time Frame: 90hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |

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| <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Put thread marks 2. Perform over lock 3. Cut small components 4. Fuse interlining to required components 5. Sew hip pocket 6. Sew side pocket on front panel 7. Sew darts & pleats 8. Prepare front fly with zipper 9. Sew side seams & inseams 10. Attach waist band 11. Tack loops 12. Sew bottom hem 13. Attach band clips 14. Sew button hole with eye 15. Press trouser | |
| <p>Typical related work situations to master :</p> <ul style="list-style-type: none"> • Sew different types of trousers | |
| <p>Important pertinent Content (knowledge):</p> | <ul style="list-style-type: none"> • Utilization of materials • Selection of fusing and interlining • Positioning Dart and fleets • Different types of pockets and their usage • Different types of waist band and their usage • Different types of loops according to the belt |
| <p>Potentially useful teaching methods (optional):</p> | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

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| Module Title | Course Duration |
| Career Skills 1 | At least 60 hours in any 3 month course |
| <p>Objectives of the course</p> <p>All recent studies make it clear that one of the greatest problems noted with regard to the employability of students in the TVET sector is the absence of soft skills, in particular communicative competence in English. Employers have indicated that they would appreciate better English in their staff and the ability to communicate with more confidence.</p> <p>This course is designed to fill that gap and is required for all NVQ Level 3 courses.</p> | |
| <p>Competencies</p> <p>a Understand and use simple expressions to communication</p> <p>This subject provides the necessary communication skills so that students can introduce themselves and interact with others, and can respond to simple questions and follow simple instructions, describe people, places, tools.</p> <p>b Read and write effectively</p> | |

This subject provides the necessary skills to find and understand the information given in a text, to understand notices, instructions and information, to take down short messages and write simple descriptions.

c. Use English correctly

This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these. The development of appropriate vocabulary is also targeted to deploy the above skills.

d. Develop the capacity to think and plan productively

This subject develops cognitive abilities and skills with regard to effective work, with strengthening of thinking skills, recognition of systems, making deductions etc.

e. Develop effective working capacity

This subject develops the capacity to work effectively individually and in collaboration with others through building the sense of individual responsibility, and accountability within a working group.

Resource Persons for development of NCS and Curricula

- Mr. Lakshman Guruge
Managing Director, Pettah Tailors & Men's Corner (Pvt) Ltd, 09, Kandy Road, Dalugama, Kelaniya
- Mr. Chaandana Wijesekara
Director, Bristol Tailor Pvt Ltd, Bristol Street, Colombo 01.
- Mr. M.T.M.N. Faleel
Group Tailoring Manager, Hameedia, No.9, Dharmashrama Mw, Borupana, Rathmalana.
- Mr. Roshan Gallage
Hercules Tailors, Head Office, No.74, Havelock Road, Colombo – 05.
- Mr. Rijitha Fernando
Master Tailor & Cutter, The London Cut, No.7, Station Road, Panadura.
- Ms. Chandrika Trimawithana
Lecturer, Sri Lanka Institute of Textile & Apparel, Rathmalana.
- Ms. Rosmery M. Hallinnage
Training Officer, 354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Colombo 05.
- Ms. Kusum Patabadege
Director, Kusum Sri dress line, 210/9A, Colombo Road, Negambo.
- Ms. W.A. Malathi Kusum
Tailor Instructor, Technical College, Pannala Road, Kuliyaipitiya.
- Ms. K.M. Hemalatha Rupasinghe
Tailor Instructor (Visiting), Technical College- Dehiattakandiya
- Mr. W.K.N.D. Wakkumbura
Inspector, NAITA, Rathnapura

- Mr. D.M.S.Dissanayaka
Instructor – NYSC- Mahiyanganaya



Tertiary and Vocational Education Commission

National Competency Standards and Curriculum

For

**Dress Maker/ Tailor (Ladies) -NVQ Level 4
(D18S009)**

Course synopsis

This course is designed to introduce the competencies required to perform dress making activities for ladies garments. This course covers the competencies of taking measurements for ladies garment, prepare block templates, cut materials and sew different types of ladies garments.

| Course Title | Course Duration |
|--|--|
| Dress Maker/ Tailor (Ladies) | 690hrs + 6 months On the Job Training |
| <p>Job outlook, objectives of the course and career paths available following completion of the course</p> <p>Dress Maker/ Tailor (Ladies) is a person whose occupation is making fitted clothes such as saree underskirts, frocks, skirts & blouses, saree jackets and shirts to fit individual customers. Those who competent in following competency modules, can start their own business or can work in a private sector tailor shops.</p> | |
| <p>Competence-based modules to be covered:</p> <ol style="list-style-type: none"> 1. Introduction to tailoring, fabrics and threads 2. Tailoring equipment and tools 3. Sewing practices 4. Pattern making based on human anatomy 5. Prepare job order 6. Cut fabric for sewing 7. Perform preparation work for sewing 8. Sew saree underskirts 9. Sew frocks, skirts & blouses 10. Sew saree jackets 11. Sew shirts 12. Career Skills 2 | |

Dress Maker/Tailor (Ladies) – NVQ Level 4

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|---|--|
| Module Title and Code: | Module 01: |
| | Introduction to tailoring, fabrics and threads |
| | Time Frame: 12hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to explain the work ethics, type of fabric and threads related tailoring. | |
| Typical related work situations to master : Identification of different types of fabrics and threads | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Work ethics and professionalism • Types of fabric <ul style="list-style-type: none"> ➤ Cotton ➤ Polyester ➤ Linen ➤ Wool ➤ Silk • Behaviors of different fabrics • Threads <ul style="list-style-type: none"> ➤ Type of threads ➤ Expiry date of threads • Types of Accessories <ul style="list-style-type: none"> • Buttons • Zippers • Hooks • Interlining and Fusing • Lace, cords and related accessories |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Expert’s speech ➤ Projects ➤ Lecture/Presentation ➤ Demonstration |

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|--|---|
| Module Title and Code: | Module 02: Tailoring equipment and tools |
| | Time Frame: 18 hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to explain the tools and equipment used for tailoring and their applications | |
| Typical related work situations to master : Identify different type of equipment and tools used | |

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| in tailoring | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Types of needles and their usage • Type of sewing machines and their usage <ul style="list-style-type: none"> ➤ Single needle lockstitch machine ➤ Five threads over lock machine ➤ Zig-Zag machine ➤ Multipurpose machine • How to prepare the machine <ul style="list-style-type: none"> ➤ Needle selection ➤ Thread tension ➤ Stitches Per Inch (SPI)/ Reverse handle plate ➤ Pressure bar tension ➤ Fee dog tension ➤ Shuttle and Bobbin ➤ Paddle adjustment • Different types of feet and their usage • Lubricating and maintenance <ul style="list-style-type: none"> ➤ Importance of lubrication and maintenance ➤ Lubricating time ➤ Lubricating points • Types of scissors <ul style="list-style-type: none"> ➤ Pattern cutting scissors ➤ Fabric cutting scissors (Tailors/ cutters) ➤ Curve cutting scissors ➤ Trimmer ➤ Twisters • Thimble • Tailor chalk • Measuring tape <ul style="list-style-type: none"> ➤ Imperial (Inches and divisions) ➤ Metric • Dressing wheel • Straight ruler, curved rulers and tailor's square • Adjustments and maintenance of tools |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Lecture /Presentation • Demonstration • Projects |

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| Module Title and Code: | Module 03: Sewing practices |
| | Time Frame: 18hrs |

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| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Sew different types of stitching system by manually 2. Sew different types of stitching system using sewing machines | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Sew different types of stitching system by manually & using sewing machine | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Sewing practice chart |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstration ➤ Guided Practice ➤ Individual practice |

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|---|---|
| Module Title and Code: | Module 04: Pattern making based on human anatomy |
| | Time Frame: 60hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to make different patterns for ladies garments based on human anatomy. | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Measurements taking and measurement calculation • Prepare the block for the underskirt • Prepare the block for the saree jacket • Prepare the block for A line & Princes line frock • Prepare the block for basic, three piece and bra cut saree jacket • Prepare the block for high neck saree jacket | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Eight head theory <ul style="list-style-type: none"> ➤ Charts for readymade garment ➤ Measurement calculation • Disproportionate of human body • Different postures of human body • Understanding bones and muscles • Measurements taking <ul style="list-style-type: none"> ➤ Standard measurement ➤ Direct measurement • Measurement calculation • Drafting pattern • Marking and cutting fabric using pattern |

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| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Projects ➤ Use Pictures for each topic ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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|---|---|
| Module Title and Code: | Module 05: Prepare Job Order |
| | Time Frame: 30hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: | |
| <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Inquire customer requirement 2. Assist customer to select fabric 3. Note down the customer information 4. Select the item and prepare the customer for measurements 5. Obtain measurement 6. Estimate the required quantity of fabrics, trims and accessories 7. Calculate total cost for the order 8. Conform and accept order with delivery date | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Take measurements for ladies garments • Prepare cost estimate for a given job order | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Outfit Designs • Fabric design • Width of the fabric • Shrinkage • Colours and colour matching • Market prices of fabrics and accessories • Calculation of total cost • Estimate of fit-on a dated deliver |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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| Module Title and Code: | Module 06: Cut fabric for sewing |
| | Time Frame: 12hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: | |
| <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Check quality & quantity of fabric 2. Prepare fabric for cutting 3. Lay & relax the fabric for cutting 4. Calculate and draw measurements on fabric or paper based on the selected item 5. Make the block template as per the pattern 6. Cut fabric keeping necessary allowances 7. Calculate allowances and cut lining & interlining panels | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Cut fabrics as per the pattern | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Sewing allowance • Extra allowance for adjustments • Fabric relaxing and testing methods • Identification of defects in fabrics |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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| Module Title and Code: | Module 07: Perform preparation work for sewing |
| | Time Frame: 18hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: | |
| <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Prepare accessories and trims related to the order 2. Prepare cut panels 3. Prepare lock stitch machine for sewing 4. Prepare over lock machine for sewing 5. Prepare other machines for sewing 6. Prepare tools & attachments for completing a garment | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Preparation of different type of sewing machines for sewing | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Personal Safety • Different types of sewing machine and their applications |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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| Module Title and Code: | Module 8: Sew saree underskirt |
| | Time Frame: 12 hrs |

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| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Prepare a block for the saree underskirt 2. Cut fabrics as per the block 3. Fold waist dart and box pleat for sewing 4. Sew darts 5. Sew box pleat on front 6. Join side seam 7. Attach waist band/facing 8. Sew hem together with lace 9. Clean and finish | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Sew different types of saree underskirt as per customer's requirement | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Utilization of materials • Selection of fusing and interlining • Positioning dart and fleets • Different types of waist band and their usage |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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|--|---|
| Module Title and Code: | Module 09: Sew Frocks, Skirts & Blouse |
| | Time Frame: 120hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Prepare the blocks for frocks/skirts/blouse 2. Cut fabrics as per the block 3. Sew A line frock | |

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| <ol style="list-style-type: none"> 4. Sew princes line frock 5. Sew blouse with puff sleeve with peter pan collar 6. Sew blouse with shawl collar with basic sleeve 7. Sew 'Kurtha blouse' with different openings and 3/4 sleeve 8. Sew blouse with Raglan sleeve 9. Sew tight fit skirt with opening 10. Sew full & half flared skirt 11. Sew six pieces skirt 12. Sew school uniform | |
| Typical related work situations to master : <ul style="list-style-type: none"> • Sew different types of frocks as per customer's requirement • Sew different types of skirts as per customer's requirement • Sew different types of blouse as per customer's requirement | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Different types skirts (Tight skirts, six pieces and flared skirts) • Different types of pockets and their usage • Different types of loops according to the belt • Understanding Dress codes- (Smart casual, Casual, Formal) |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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| Module Title and Code: | Module 10: Sew Saree Jackets |
| | Time Frame: 150 hrs |
| Reference to NCS: | |
| Competencies (job functions and soft skills) and descriptions: <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Prepare the block for the saree jacket 2. Prepare the block for basic, three piece and bra cut saree jacket 3. Prepare the block for high neck saree jacket 4. Cut fabrics as per the block 5. Mark cut components of lining with tracing wheel 6. Pin and hand tack cut component of lining to main fabric 7. Cut main panels according to style 8. Prepare & hand stitch dart and hems 9. Make the control stitch around the armhole of the sleeve | |

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| 10. Stitch sleeve side seam by hand stitching 11. Join shoulders by hand stitching 12. Tack neckline and front opening by hand stitching - contrast colour sewing thread 13. Stitch side seam by hand stitching 14. Attach sleeves by hand stitching 15. Fit the jacket to customer 16. Detach necessary parts stitched by hand stitching 17. Make necessary alterations for saree jacket 18. Re-attach components by machine 19. Complete the neckline by hand tack 20. Stitch center opening 21. Attach hooks & eyes as per design & specifications 22. Clean & finish sewn saree jacket 23. Press the saree jacket 24. Close dart for bra-cut saree jacket 25. Prepare three piece front panel 26. Prepare the high neck saree jacket | |
| Typical related work situations to master : Sew different types of saree jackets as per customer's requirement | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Selection of fusing according to the fabric • Buttons and positioning |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

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|---|------------------------------------|
| Module Title and Code: | Module 11: Sew Ladies Shirt |
| | Time Frame: 120 hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to <ol style="list-style-type: none"> 1. Take measurements for shirt 2. Make pattern block for shirt 3. Cut shirt as per the block 4. Sew collar 5. Sew cuffs 6. Sew front part with pocket 7. Sew sleeve placket 8. Sew back part with yoke 9. Join shoulders 10. Attach sleeves 11. Sew side seams 12. Attach cuffs | |

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| 13. Attach collar 14. Sew bottom hem 15. Sew button holes 16. Attach buttons 17. Clean and finish the shirt 18. Iron the shirt | |
| Typical related work situations to master : <ul style="list-style-type: none"> • Sew a shirt as per customer's requirement | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Initialize customer name on garment • Selecting of fusing and interlining • Select button and positioning Button • Types of collars and usages • Methods of attaching buttons and making holes • Bottom hem designs |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice Lecture/presentations |

| Module Title | Course Duration |
|--|------------------------|
| 13. Career Skills 2 | Up to 120 hours |
| Objective This module is compulsory in all NVQ Level 4 courses. It builds on the soft skills developed on NVQ Level 3 courses. This will enable students to enjoy productive employment that requires fulfilling responsibilities. This course develops communicative skills in English and the ability to read and write constructively, and a command of grammar to facilitate this. It also develops cognitive skills with regard to effective work and the ability to work efficiently alone and in a team. | |
| Competencies (these follow on competencies prescribed for Career Skills 1, which should be introduced / revised before moving on) <ol style="list-style-type: none"> a. Understand and use simple expressions to communicate This subject provides the necessary communication skills so that students can express individual ideas, emotions, preferences, frame and answer questions with regard to reasons and methods, explain simple procedures, understand and respond to complex instructions, describe daily routines, conduct and respond to interviews, express ability and inability and describe a process sequentially b. Read and write effectively This subject provides students with the necessary skills to write about how they feel, connect sentences meaningfully, read and carry out instructions, understand/produce arguments, read/write longer texts and summarize them, prepare reports and charts, write Personal and Official Letters and apply for jobs c. Use English correctly | |

This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these. The development of appropriate vocabulary is also targeted to deploy the above skills.

d. Develop the capacity to think and plan productively

This subject develops cognitive abilities and skills with regard to effective work, with strengthening of the ability to organize information and assess information to solve problems systematically, understand chronological order, develop the concepts of mind and task mapping and apply them, understand governmental structures and coordination mechanisms, collect information and prepare development plans and make chronological charts.

e. Develop effective working capacity

This subject develops the capacity to work effectively individually and in collaboration with others through presenting themselves positively, understanding the advantages of working together, understanding the characteristics of different people and the impact these have, speaking persuasively and understanding and working with maps.

f. Develop effective working capacity

Students will be able to work with computers so as to enter information swiftly and store it systematically, retrieve it easily, communicate on email, and use social media with due attention to ethics.

g. Students will plan and implement two group projects, one with regard to environmental protection, the other a social service project in response to identified community needs. Students should plan the project systematically, target specific outcomes, report on progress, and evaluate the project on completion.



Tertiary and Vocational Education Commission

National Competency Standards and Curriculum

For

Master Tailor (Gents) -NVQ Level 4

Course synopsis

This course is designed to introduce the competencies required to perform tailoring of shirts, trousers, Coats and Waist coat. This course covers the competencies of taking measurements for gents garment, prepare block templates, cut materials and sew different types of shirts, trousers, Coats and Waist coat.

| Course Title | Course Duration |
|--|---|
| Master Tailor (gents) | Institutional training 720hrs+ 6months OJT |
| <p>Job outlook, objectives of the course and career paths available following completion of the course</p> <p>Master Tailor is a person whose occupation is making fitted clothes such as suits, trousers, and jackets to fit individual customers.</p> <p>Those who competent in following competency modules can start their own business or can work in a private sector tailor shops.</p> | |
| <p>Competence-based modules to be covered:</p> <ol style="list-style-type: none"> 1. Introduction to tailoring, fabrics and threads 2. Tailoring equipment and tools 3. Sewing practices 4. Pattern making based on human anatomy 5. Prepare job order 6. Cut fabric for sewing 7. Perform preparation work for sewing 8. Sew shirts 9. Sew gents trousers 10. Sew coat 11. Sew waist coat 12. Career Skills 2 | |

Master Tailor (gents)– NVQ Level 4

| Module no. | Module name | Duration (hrs.) |
|-------------------|--|------------------------|
| 01. | Introduction to tailoring, fabrics and threads | 12 |
| 02. | Tailoring equipment and tools | 18 |
| 03. | Sewing practices | 18 |
| 04 | Pattern making based on human anatomy | 60 |
| 05. | Prepare job order | 12 |
| 06 | Cut fabric for sewing | 12 |
| 07. | Perform preparation work for sewing | 18 |
| 08. | Sew shirts | 120 |
| 09. | Sew gents trousers | 90 |
| 10. | Sew coat | 210 |
| 11. | Sew waist coat | 30 |
| 12. | Building Career Skills 2 | 120 |
| | Total duration | 720 hrs |

Master Tailor (Gents) – NVQ Level 4

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|--|--|
| Module Title and Code: | Module 01: |
| | Introduction to tailoring, fabrics and threads |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to explain the work ethics, type of fabric and threads related tailoring. | |
| Typical related work situations to master : | |
| Identification of different types of fabrics and threads | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Work ethics and professionalism • Types of fabric <ul style="list-style-type: none"> ➤ Cotton ➤ Polyester ➤ Linen ➤ Wool ➤ Silk • Behaviors of different fabrics • Threads <ul style="list-style-type: none"> ➤ Type of threads ➤ Expiry date of threads • Types of Accessories <ul style="list-style-type: none"> ➤ Buttons ➤ Zippers ➤ Hooks ➤ Interlining and Fusing ➤ Lace, cords and related accessories |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Expert's speech • Projects • Lecture/Presentation • Demonstration |

Master Tailor (Gents) – NVQ Level 4

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|-------------------------------|---|
| Module Title and Code: | Module 02: Tailoring equipment and tools |
| | Time Frame: 18 hrs |
| Reference to NCS: | See Competency Profile |

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| <p>Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to explain the tools and equipment used for tailoring and their applications</p> | |
| <p>Typical related work situations to master : Identification of tools and equipment use for tailoring</p> | |
| <p>Important pertinent Content (knowledge):</p> | <ul style="list-style-type: none"> • Types of needles and their usage • Type of sewing machines and their usage <ul style="list-style-type: none"> ➤ Single needle lockstitch machine ➤ Five threads over lock machine ➤ Zig-Zag machine ➤ Multipurpose machine • How to prepare the machine <ul style="list-style-type: none"> ➤ Needle selection ➤ Thread tension ➤ Stitches Per Inch (SPI)/ Reverse handle plate ➤ Pressure bar tension ➤ Fee dog tension ➤ Shuttle and Bobbin ➤ Paddle adjustment • Different types of foots and their usage • Lubricating and maintenance <ul style="list-style-type: none"> ➤ Importance of lubrication and maintenance ➤ Lubricating time ➤ Lubricating points • Types of scissors <ul style="list-style-type: none"> ➤ Pattern cutting scissors ➤ Fabric cutting scissors (Tailors/ cutters) ➤ Curve cutting scissors ➤ Trimmer ➤ Twisters • Thimble • Tailor chalk • Measuring tape • Dressing wheel • Straight ruler, curved rulers and tailor’s square • Adjustments and maintenance tools |
| <p>Potentially useful teaching methods (optional):</p> | <ul style="list-style-type: none"> • Lecture /Presentation • Demonstration • Projects |

Master Tailor (Gents) – NVQ Level 4

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|---|---|
| Module Title and Code: | Module 03: Sewing practices |
| | Time Frame: 18hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to <ol style="list-style-type: none">1. Sew different types of stitching system by manually2. Sew different types of stitching system using sewing machines | |
| Typical related work situations to master : <ul style="list-style-type: none">• Sew different types of stitching system by manually & using sewing machine | |
| Important pertinent Content | <ul style="list-style-type: none">• Sewing practice chart |

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| (knowledge): | |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstration • Guided Practice • Individual practice |

Master Tailor (Gents) – NVQ Level 4

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|---|---|
| Module Title and Code: | Module 04: Pattern making based on human anatomy |
| | Time Frame: 60hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to make different patterns for ladies garments based on human anatomy. | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Measurements taking and measurement calculation • Prepare the block for the underskirt • Prepare the block for the saree jacket • Prepare the block for A line & Princes line frock • Prepare the block for basic, three piece and bra cut saree jacket • Prepare the block for high neck saree jacket | |

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| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Eight head theory <ul style="list-style-type: none"> ➤ Charts for readymade garment ➤ Measurement calculation • Disproportionate of human body • Different postures of human body • Understanding bones and muscles • Measurements taking <ul style="list-style-type: none"> ➤ Standard measurement ➤ Direct measurement • Measurement calculation • Drafting pattern • Marking and cutting fabric using pattern |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Projects • Use Pictures for each topic • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|--|
| Module Title and Code: | Module 05: Prepare Job Order |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to <ol style="list-style-type: none"> 1. Inquire customer requirement 2. Assist customer to select fabric 3. Note down the customer information 4. Select the item and prepare the customer for measurements 5. Obtain measurement 6. Estimate the required quantity of fabrics, trims and accessories 7. Calculate total cost for the order 8. Conform and accept order with delivery date | |
| Typical related work situations to master : <ul style="list-style-type: none"> • Take measurements for ladies garments • Prepare cost estimate for a given job order | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Outfit Designs • Fabric design • Width of the fabric • Shrinkage • Colours and colour matching |

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| | <ul style="list-style-type: none"> • Market prices of fabrics and accessories • Estimate of fit-on a dated deliver |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|--|
| Module Title and Code: | Module 06: Cut fabric for sewing |
| | Time Frame: 12hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Check quality & quantity of fabric 2. Prepare fabric for cutting 3. Lay & relax the fabric for cutting 4. Calculate and draw measurements on fabric or paper based on the selected item 5. Make the block template as per the pattern 6. Cut fabric keeping necessary allowances 7. Calculate allowances and cut lining & interlining panels | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Cut fabrics as per the pattern | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Sewing allowance • Extra allowance for adjustments • Fabric relaxing and testing methods |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|--|
| Module Title and Code: | Module 07: Perform preparation work for sewing |
| | Time Frame: 18hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Prepare accessories & trims related to the order 2. Prepare cut panels 3. Prepare lock stitch machine for sewing 4. Prepare over lock machine for sewing 5. Prepare other machines for sewing 6. Prepare tools & attachments for completing a garment | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Preparation of different type of sewing machines for sewing | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Personal Safety • Different types of sewing machine and their applications |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|--|--|
| Module Title and Code: | Module 08: Sew shirt |
| | Time Frame: 120hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |
| At the end of this module student should be able to | |
| <ol style="list-style-type: none"> 1. Sew collar 2. Sew cuffs 3. Sew front part with pocket 4. Sew sleeve placket 5. Sew back part with yoke 6. Join shoulders 7. Attach sleeves 8. Sew side seams 9. Attach cuffs 10. Attach collar 11. Sew bottom hem 12. Sew button holes 13. Attach buttons 14. Clean and finish the shirt 15. Iron the shirt | |
| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Sew different types of shirts | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Initialize customer name on garment • Selecting of fusing and interlining • Select button and positioning Button • Types of collars and usages • Methods of attaching buttons and making holes (Gents) • Bottom hem designs |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|-------------------------------------|
| Module Title and Code: | Module 9: Sew gents trousers |
| | Time Frame: 90hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: | |

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| <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Put thread marks 2. Perform over lock 3. Cut small components 4. Fuse interlining to required components 5. Sew hip pocket 6. Sew side pocket on front panel 7. Sew darts & pleats 8. Prepare front fly with zipper 9. Sew side seams & inseams 10. Attach waist band 11. Tack loops 12. Sew bottom hem 13. Attach band clips 14. Sew button hole with eye 15. Press trouser | |
| <p>Typical related work situations to master :</p> <ul style="list-style-type: none"> • Sew different types of trousers | |
| <p>Important pertinent Content (knowledge):</p> | <ul style="list-style-type: none"> • Utilization of materials • Selection of fusing and interlining • Positioning Dart and fleets • Different types of pockets and their usage • Different types of waist band and their usage • Different types of loops according to the belt |
| <p>Potentially useful teaching methods (optional):</p> | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|----------------------------|
| Module Title and Code: | Module 10: Sew coat |
| | Time Frame: 210 hrs |
| Reference to NCS: | See Competency Profile |
| <p>Competencies (job functions and soft skills) and descriptions:</p> <p>At the end of this module student should be able to</p> <ol style="list-style-type: none"> 1. Fuse interlining to required panels 2. Cut lining to required panels 3. Cut front facing 4. Prepare facing & lining with inside pockets 5. Make front chest guard & Attach chest guard to front panel 6. Mark & Stitch outer pockets 7. Baste up side seam 8. Baste up shoulder 9. Baste up shoulder pads to chest guard | |

10. Prepare back part with lining & vent opening
11. Turn inside to out at front panel attach
12. Attach facing to front panel and reinforce edges of facing with fusible tape
1. Prepare sleeves & sleeve lining
2. Baste up & attach sleeves
3. Prepare collar with fusing & baste up the collar
4. Fit the coat to customer
5. Detach the necessary components, which are stitched together by hand
6. Make necessary alterations for detached components
7. Re-attach components with lining by machine
8. Sew eye button hole by hand stitching /machine
9. Clean & finish
10. Press coat
11. Attach buttons by hand stitching / machine
12. Sew flower hole on the label

Typical related work situations to master :

Sew coats with different styles

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|--|---|
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Designing coats according to the event/function (Ex. Morning Coat, Dinner Jacket, Tuxido, Tail coat, Blazer) • Understanding Dress codes- (Smart casual, Casual, Formal) |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> • Demonstrations • Guided practice • Independent practice • Lecture/presentations |

Master Tailor (Gents) – NVQ Level 4

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|---|----------------------------------|
| Module Title and Code: | Module 11: Sew waist coat |
| | Time Frame: 30hrs |
| Reference to NCS: | See Competency Profile |
| Competencies (job functions and soft skills) and descriptions: At the end of this module student should be able to | |
| <ol style="list-style-type: none">1. Fuse interlining to required panels2. Cut lining to required panels3. Cut front facing4. Prepare facing with lining5. Mark & Stitch outer pockets6. Attach facing to front panel and reinforce edges of facing with fusible tape7. Turn inside to out at front panel attach8. Prepare back part with lining baste up shoulder9. Baste up side seam10. Fit the waist coat to customer11. Make necessary alterations12. Sew button hole by hand stitching /machine13. Clean & finish14. Press waist coat15. Attach buttons by hand stitching / machine | |

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| Typical related work situations to master : | |
| <ul style="list-style-type: none"> • Sew waist coats in different sizes | |
| Important pertinent Content (knowledge): | <ul style="list-style-type: none"> • Selection of fusing according to the fabric • Buttons and positioning |
| Potentially useful teaching methods (optional): | <ul style="list-style-type: none"> ➤ Demonstrations ➤ Guided practice ➤ Independent practice ➤ Lecture/presentations |

| | |
|--|------------------------|
| Module Title | Course Duration |
| 12 Building Career Skills 2 | Up to 120 hours |
| <p>Objective</p> <p>This module is compulsory in all NVQ Level 4 courses. It builds on the soft skills developed on NVQ Level 3 courses. This will enable students to enjoy productive employment that requires fulfilling responsibilities. This course develops communicative skills in English and the ability to read and write constructively, and a command of grammar to facilitate this. It also develops cognitive skills with regard to effective work and the ability to work efficiently alone and in a team.</p> | |
| <p>Competencies (these follow on competencies prescribed for Career Skills 1, which should be introduced / revised before moving on)</p> <p>a. Understand and use simple expressions to communicate</p> <p>This subject provides the necessary communication skills so that students can express individual ideas, emotions, preferences, frame and answer questions with regard to reasons and methods, explain simple procedures, understand and respond to complex instructions, describe daily routines, conduct and respond to interviews, express ability and inability and describe a process sequentially</p> <p>b. Read and write effectively</p> <p>This subject provides students with the necessary skills to write about how they feel, connect sentences meaningfully, read and carry out instructions, understand/produce arguments, read/write longer texts and summarize them, prepare reports and charts, write Personal and Official Letters and apply for jobs</p> <p>c. Use English correctly</p> <p>This subject is not taught separately but is included in the development of the productive and receptive skills above, since awareness of the structure of the language is necessary for these The development of appropriate vocabulary is also targeted to deploy the above skills</p> <p>d. Develop the capacity to think and plan productively</p> <p>This subject develops cognitive abilities and skills with regard to effective work, with strengthening of the ability to organize information and assess information to solve</p> | |

problems systematically, understand chronological order, develop the concepts of mind and task mapping and apply them, understand governmental structures and coordination mechanisms, collect information and prepare development plans and make chronological charts.

e. Develop effective working capacity

This subject develops the capacity to work effectively individually and in collaboration with others through presenting themselves positively, understanding the advantages of working together, understanding the characteristics of different people and the impact these have, speaking persuasively and understanding and working with maps

f. Develop effective working capacity

Students will be able to work with computers so as to enter information swiftly and store it systematically, retrieve it easily, communicate on email, and use social media with due attention to ethics

g. Students will plan and implement two group projects, one with regard to environmental protection, the other a social service project in response to identified community needs. Students should plan the project systematically, target specific outcomes, report on progress, and evaluate the project on completion.

Resource Persons for development of NCS and Curricula

- Mr. Lakshman Guruge
Managing Director, Pettah Tailors & Men's Corner (Pvt) Ltd, 09, Kandy Road, Dalugama, Kelaniya
- Mr. Chaandana Wijesekara
Director, Bristol Tailor Pvt ltd, Bristol Street, Colombo 01.
- Mr. M.T.M.N. Faleel
Group Tailoring Manager, Hameedia, No.9, Dharmashrama Mw, Borupana, Rathmalana.
- Mr. Roshan Gallage
Hercules Tailors, Head Office, No.74, Havelock Road, Colombo – 05.
- Mr. Rijitha Fernando
Master Tailor & Cutter, The London Cut, No.7, Station Road, Panadura.
- Ms. Chandrika Trimawithana
Lecturer, Sri Lanka Institute of Textile & Apparel, Rathmalana.
- Ms. Rosmery M. Hallinnage
Training Officer, 354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Colombo 05.
- Ms. Kusum Patabadege
Director, Kusum Sri dress line, 210/9A, Colombo Road, Negambo.
- Ms. W.A. Malathi Kusum
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- Ms. K.M. Hemalatha Rupasinghe
Tailor Instructor(Visiting), Technical College- Dehiattakandiya
- Mr. W.K.N.D.Wakkumbura
Inspector , NAITA ,Rathnapura
- Mr. D.M.S.Dissanayaka
Instructor – NYSC- Mahiyanganaya