




Unit Standard 1540 V6 Set up, adjust, and operate a domestic lockstitch sewing machine Level 2, 3 Credits, Open Entry	Trainee: _____ Assessor: _____
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Unit Requirements	To be credited with this unit standard you must be able to: <ul style="list-style-type: none"> ➤ set up a domestic lockstitch sewing machine; ➤ control a domestic lockstitch sewing machine; ➤ lubricate and clean a domestic lockstitch sewing machine; ➤ set and adjust a domestic lockstitch sewing machine for desired stitch formation and density. ➤ and operate a domestic lockstitch sewing machine.
Special note:	<p>This is an introductory unit standard on setting up to use the basic domestic lockstitch sewing machine.</p> <p>The term lockstitch (British Standard stitch type 301) (BS 3870-1: 1991 <i>Stitches and seams. Classification and terminology of stitch types</i>) is sometimes known as Plainsew or Single Needle and refers to the traditional or standard type of stitch, produced by domestic sewing machines and industrial machines.</p> <p>Necessary safety practices and precautions for the use of domestic sewing machines should be observed.</p> <p>If assessed in a workplace performance of the elements must comply with the Health and Safety in Employment Act 1992.</p>
Notes to Trainee	<p>This assessment document is not a training programme. The training programme for the skills and knowledge required for this unit will be provided by your employer as part of your on-job training, or by programs from training providers. This document is a guide for you, your trainer, and your assessor for the assessment once you have learned and practised the skills involved.</p> <p>The time you will need to spend on training and practice to reach the standard which demonstrates that you are competent in this area will of course depend on other tasks that you may also have which are not part of this unit standard.</p> <div style="display: flex; align-items: center;">  <div> <p>(Trainee can answer verbally or in writing.) (Trainee to write or assessor to record)</p> </div> </div>

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Level 2, 3 Credits, Open Entry

Assessment	<p>Assessment for many of the tasks will be to workroom standards and workplace procedures. You will need to discuss what these standards are with your trainer and/or assessor during your training period so that you are aware of what is required. Where these standards and work instructions are written down, you should collect copies so that you have something to refer to. Your assessor will also refer to these when you are being assessed.</p> <p>In some cases for workplace skills, your Assessor may use someone with specialised knowledge of the process or machine to confirm your skills. This person is called a Verifier.</p> <p>Some assessments require evidence that you demonstrate competence on an ongoing basis. Your assessor may also use a Verifier to confirm that this is the case.</p> <p>You do not need to be assessed for all of the Unit Standard at one time. Assessment can take place as you develop the knowledge and skills. Your assessor will keep a record of progress, and once you have been assessed as competent for all the tasks, you will have completed this unit standard.</p> <p>If any parts of the standard are not met, further evidence of your competence in that task/s will be sought. This is indicated on the Assessment Evidence Guide by the abbreviation FER (Further Evidence Required).</p>
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Level 2, 3 Credits, Open Entry

Assessor must discuss with Trainee prior to assessment


Before the assessment	<p>If there are any parts of the assessment that you are not clear about, you must ask the assessor before you start the Assessment. You need to agree to the amount and type of evidence to be collected.</p> <p>You must tell the assessor if you have any special needs e.g. hearing or seeing difficulties before doing the assessment tasks. The assessor/verifier will take these special needs into consideration during the assessment.</p>
During the Assessment	<p>The assessment process will consist of questions to assess your knowledge, and observation of you carrying out specific tasks. You would normally answer questions verbally and your assessor will note answers. In some cases you may be able to demonstrate knowledge as a written project. In this case simple diagrams could be used. You should discuss the best way with your assessor.</p> <p>The workplace is often a noisy environment. Your assessor will try and find a quiet place to ask questions so that you are able answer easily. However, in some cases you may feel better able to answer questions at a machine or worksite. You should discuss this with your assessor before the assessment.</p>
After the Assessment	<p>The assessor will tell you if you are 'competent' or 'not yet competent'. Not yet competent means that you have not done the tasks, or part of the tasks to the standard that is needed, and you will have to give the assessor more information. If you need to give the assessor more information then you will be clearly told of what it is that you need to do.</p> <p>You have a right to appeal your assessor's decision if you are not happy with the assessor's decision. Your assessor will explain the appeal process.</p> <p>At the end of the assessment you will be asked to sign the assessment to show that you were happy with how the assessment went. Do not sign this section if you do not agree that the assessment was fair.</p> <p>You and your assessor must each sign and keep a copy of the Candidate Check List and the Assessment Record. These are at the back of this Assessment Document.</p> <p>Results of the assessment will be kept by your assessor, passed to your Employer, and sent to the Apparel and Textile ITO who will register competency on the New Zealand Qualifications Framework</p>
Special Needs Identified (enter any special needs here)	
	<p>Assessment Process above has been discussed and Trainee understands the process.</p> <p>Trainee _____ (sign)</p> <p>Assessor _____ (sign)</p>

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Level 2, 3 Credits, Open Entry

Element 1. Set up a domestic lockstitch sewing machine**Note to Trainee and Assessor:**

Some of your performance will be assessed against Manufacturer's Specifications or Instructions. You should be clear what these are and have, or have ready access to copies. You should ask your Trainer or Assessor if these Instructions are not available.

		Observed (Assessor's signature) 	Competent(C)/ Further Evidence Required (FER) & Sign/Date
pc 1.1	Old needles are removed and new ones replaced to manufacturer's specifications		
pc 1.2	Domestic bobbins or spools are rewound, removed, and replaced to manufacturer's specifications		
pc 1.3	The domestic machine is threaded up to manufacturer's specifications, and tensions are set according to material to be sewn. Note to Trainee: You should be clear about the tension required. You will be shown this during training.		

Assessor Notes:**Elements 2. Control a domestic lockstitch sewing machine**

		Observed 	C /FER & Sign/Date
pc 2.1	Hand controls are used to change the direction of sewing.		
pc 2.2	The controls are used to lift the machine foot.		
pc 2.3	The foot pedal is used to change sewing speed.		
pc 2.4	The hand wheel is turned to sew to a precise point.		

Assessor Notes:


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Elements 3. Lubricate and clean a domestic lockstitch machine


Note to Trainee and Assessor:

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		Observed 	C /FER & Sign/Date
pc 3.1	Parts are lubricated according to manufacturer's specifications using the recommended lubricants for a domestic machine		
pc 3.2	All lint is removed from working parts to manufacturer's specifications for a domestic machine		
pc 3.3	The domestic machine is switched off for all maintenance		

Assessor Notes:

Elements 4. Set and adjust a domestic lockstitch sewing machine for desired stitch formation and density


		Observed 	C /FER & Sign/Date
pc 4.1	Stitch formation is drawn or explained correctly and the domestic machine adjusted for different stitch densities		
pc 4.2	Relationship between top and bottom threads is correct and the importance explained for a domestic situation		
pc 4.3	Faulty stitches are identified, and the domestic lockstitch sewing machine is adjusted to give a correct stitch in accordance with workplace instructions		
pc 4.4	The domestic lockstitch sewing machine is correctly adjusted to give different stitch densities and the effects on quality, speed, and thread usage are briefly explained		

Assessor Notes:

Set up, adjust, and operate a domestic lockstitch sewing machine

Level 2, 3 Credits, Open Entry

Elements 5. Operate a domestic lockstitch sewing machine

		Observed 	C /FER & Sign/Date
pc 5.1	Sewing is removed from the domestic machine and the needle and foot are raised		
pc 5.2	Thread is cut flush		
pc 5.3	Sewn lines are straight		
	Sewn line is at least 30cm long.		
pc 5.4	The machine is used at speed for long and short bursts of sewing		
	Long bursts		
	Short bursts		
Assessor Notes:			

Assessment Decisions : Competent / Not Competent (circle one)

Assessor : _____ **Date:** _____

Action Plan for Further Evidence (if required)

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CANDIDATE'S CHECKLIST (candidate to retain).

PRE-ASSESSMENT. (When I meet the assessor :)

		Tick
1	I agree to the unit standards/elements to be used for the assessment.	
2	The purpose and process of the assessment is explained to me.	
3	I agree to the amount and type of evidence to be collected.	
4	I agree to the date, time and location for the assessment.	
5	What happens to the assessment result and the appeals system is explained to me	
6	The assessor agrees to keep my Supervisor/Line Manager informed.	
7	The following resources will be available for the assessment::	

Candidate Signature: _____

Assessor Signature: _____

AFTER ASSESSMENT

1	The assessment was carried out as programmed above.	
2	I was informed of the assessment result.	
3	I was given sufficient feedback after the assessment.	
4	I signed the assessment record.	
5	If assessed competent the assessor signed the assessment record for forwarding to the ITO with my fee/s.	
*	If assessed not yet competent the elements to be reassessed were recorded in the Assessor's Register.	

Candidate Signature: _____

Assessor Signature: _____

Assessor to fill in details below when candidates is assessed competent:

Candidate's name:

Competent in unit standard number: 1540 V6

Assessors signature : _____

Date: _____

ASSESSMENT RECORD SHEET

Trainee Details (Trainee to complete)

Unit Standard 1540 V6

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Level 2, 3 Credits, Open Entry

Name _____ Date of birth: _____

Home address: _____

Employer: _____

Signed: _____ Date: _____

Assessor Details (Assessor to fill out)

As an ATITO workplace assessor I verify that I have assessed the person above as competent in the unit standard(s) listed below.

Signed: _____ Date: ____/____/____

WA Number:

Full Name: _____

It is recommended that Workplace Assessors contact the ATITO before embarking on assessment to ensure that they have the latest information.

Unit Id	Unit Standard Title	Level	Credit	Signed (Assessor)
1540 V6	Set up, adjust, and operate a domestic lockstitch sewing machine	2	3	
TOTAL CREDITS				

Payment for credit fees enclosed (\$1.55 per credit):

YES NO – ATITO will invoice employer - please attach company order number if necessary.

Assessor: Ensure this form is completed in full. Make 2 extra copies. Give one to the trainee, keep one for your files, and send the original to: **Apparel & Textile ITO, PO Box 13-210, Christchurch**