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|--|---|
| <b>Unit Standard 18124 V4</b><br><br><b>Prepare and operate an embroidery machine</b><br><br><b>Level 2, 10 Credits, Entry: Open</b> | <b>Trainee:</b><br>_____<br><b>Assessor:</b><br>_____ |
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|                          |  |
|--------------------------|--|
| <b>Unit Requirements</b> | To be credited with this unit standard you must be able to; <ul style="list-style-type: none"> <li>➤ thread an embroidery machine and prepare it for operation;</li> <li>➤ and operate an embroidery machine.</li> </ul>   |
| <b>Special note:</b>     | <p>This unit standard is intended for people working in the embroidery industry. Competence will be demonstrated on the type of machine installed in the candidate's workplace.</p> <p>Competence will be demonstrated on a range of products produced in the candidate's workplace.</p> <p>Performance of the elements must comply with the Health and Safety in Employment Act 1992..</p> <p><i>Workplace procedures</i> refer to the verbal or documented procedures for performing work activities and include health and safety, operational, environmental, and quality management requirements. They may refer to manuals, manufacturer's specifications, codes of practice, or policy statements.</p> <p><i>Product specification</i> refers to the documentation that accompanies each product order. This documentation sets out the fabric to be used, the marking methods to be used, the embroidery equipment to be used, and the quantity of goods required.</p> |
| <b>Notes to Trainee</b>  | <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; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>(Trainee can answer verbally or in writing.)</span> <span>(Trainee to write or assessor to record)</span> </div> </div>  |

## Prepare and operate an embroidery machine

Level 2, 10 Credits, Entry: Open

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| <b>Assessment</b> | <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 <b>Verifier</b>.</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 <b>Assessment Evidence Guide</b> by the abbreviation <b>FER (Further Evidence Required)</b>.</p> |
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**Prepare and operate an embroidery machine**

Level 2, 10 Credits, Entry: Open

**Assessor must discuss with Trainee prior to assessment**

|   |   |
|---|---|
| <b>Before the assessment</b>                                      | <p>Assessment of skills for this unit standard require that you demonstrate competence with a range of products used in your workplace. You should discuss what the products are with your Trainer and Assessor.</p> <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>  |
| <b>During the Assessment</b>                                      | <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>  |
| <b>After the Assessment</b>                                       | <p>The assessor will tell you if you are '<b>competent</b>' or '<b>not yet competent</b>'. <b>Not yet competent</b> 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 <b>appeal</b> 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 <b>keep a copy</b> 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> |
| <b>Special Needs Identified</b><br>(enter any special needs here) |   |
|   | <p><b>Assessment Process above has been discussed and Trainee understands the process.</b></p> <p>Trainee _____ (sign)</p> <p>Assessor _____ (sign)</p>   |

**Prepare and operate an embroidery machine**


Level 2, 10 Credits, Entry: Open

**Element 1. Thread an embroidery machine and prepare it for operation****Note to Trainee and Assessor:**

You need to demonstrate competence with a range of threads used in your workplace.

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


**p c 1.1 Describe the differences between threads used in the workplace**

| Threads used in your workplace<br>(List below) | Describe how this thread differs from the others?                                 | Competent(C)<br>Further<br>Evidence<br>Required (FER)<br>& Sign/Date                              |                       |
|--|---|---|-----------------------|
| Thread type 1:                                 |   |   |                       |
| Thread type 2:                                 |   |   |                       |
| Thread type 3:                                 |   |   |                       |
|  |   |   |                       |
|  |   | Observed<br> | C /FER<br>& Sign/Date |
| p c 1.2  | Wind bobbins for use as underthreads according to manufacturer's specifications   |   |                       |
| p c 1.3  | Threads are loaded according to machine manufacturer's and product specifications |   |                       |
|  | <b>top threads;</b>   |   |                       |
|  | colour sequence is correct  |   |                       |
|  | eyelets are vertically above the centre of each cone of thread                    |   |                       |
|  | thread path down to the needle is correct   |   |                       |
|  | <b>underthreads;</b>  |   |                       |
|  | adjustment of bobbin tension meets workplace requirements                         |   |                       |

**Prepare and operate an embroidery machine**

Level 2, 10 Credits, Entry: Open


**Element 1. Thread an embroidery machine and prepare it for operation (cont.)**

|   |   | Observed<br> | C /FER<br>& Sign/Date |
|---|---|---|-----------------------|
| <b>p c 1.4</b>  | <b>Needles are inserted in the machine and threaded according to manufacturer's specifications</b><br>needle types – may include but are not limited to standard, ballpoint, or other types used in the workplace |   |                       |
|   | needles selected for the gauge and type of machine  |   |                       |
|   | needle eye aligned absolutely straight  |   |                       |
|   | long groove on the needle to the front  |   |                       |
|   | scarf or hollowed out portion of the needle is to the back  |   |                       |
|   | needle fully inserted to give correct height above the table  |   |                       |
|   | thread of yarn passed through needle eye the correct way  |   |                       |
| <b>p c 1.5</b>  | <b>Faulty needles are recognised and appropriate action taken according to workplace procedures</b>   |   |                       |
| <b>p c 1.6</b>  | <b>Balanced stitch is achieved according to workplace procedures</b>  |   |                       |
|   | tension adjustment for top and under threads  |   |                       |
|   | faulty work recognised and unpicked   |   |                       |
| <b>Assessor Notes:</b><br><b>Confirmed that competence has been assessed on a range of threads:</b> |   |   |                       |

**Element 2. Operate an embroidery machine****Note to Trainee and Assessor:**


You need to demonstrate competence with a range of fabrics used in your workplace.

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

|                |   | Observed<br> | C /FER<br>& Sign/Date |
|----------------|---|---|-----------------------|
| <b>p c 2.1</b> | <b>Embroidery machine control systems are operated according to workplace procedures or manufacturer's specifications</b> |   |                       |
|                | <b>may include but is not limited to keyboard functions involving loading a programme from:</b>                           |   |                       |
|                | a tape  |   |                       |
|                | cassette disk   |   |                       |
|                | direct downloading from a computer  |   |                       |

**Prepare and operate an embroidery machine**

Level 2, 10 Credits, Entry: Open

| Element 2. Load fabric or garment into frames or hoops (cont.)   |   |   |                       |
|--|---|---|-----------------------|
|  |   | Observed<br> | C /FER<br>& Sign/Date |
| p c 2.2  | Goods are embroidered according to product specifications and workplace procedures                    |   |                       |
| p c 2.3  | Machine maintenance is carried out according to manufacturer's specifications or workplace procedures |   |                       |
|  | frequency of cleaning   |   |                       |
|  | frequency of oiling   |   |                       |
|  | plant procedures  |   |                       |
| p c 2.4  | Productivity, performance, and quality targets are achieved according to workplace procedures         |   |                       |
| <p><b>Assessor Notes:</b><br/>                     Confirm competence has been assessed on a range of fabrics:</p> |   |   |                       |

**Assessment Decisions:** Competent / Not competent (circle one)

Assessor : \_\_\_\_\_ Date: \_\_\_\_\_

**Action Plan for Further Evidence (if required)**

**Prepare and operate an embroidery machine**

Level 2, 10 Credits, Entry: Open

**CANDIDATE'S CHECKLIST (candidate to retain).**

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

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

**Candidate Signature:** \_\_\_\_\_

**Assessor Signature:** \_\_\_\_\_

**AFTER ASSESSMENT**

|          |  |  |
|----------|--|--|
| <b>1</b> | The assessment was carried out as programmed above.  |  |
| <b>2</b> | I was informed of the assessment result.   |  |
| <b>3</b> | I was given sufficient feedback after the assessment.  |  |
| <b>4</b> | I signed the assessment record.  |  |
| <b>5</b> | If assessed competent the assessor signed the assessment record for forwarding to the ITO with my fee/s. |  |
| <b>*</b> | 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: 18124 V4**

**Assessors signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Level 2, 10 Credits, Entry: Open

ASSESSMENT RECORD SHEET

**Trainee Details (Trainee to complete)**

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) |
|----------|---|-------|--------|-------------------|
| 18124 V4 | Prepare and operate an embroidery machine | 2     | 10     |                   |
|          |   |       |        |                   |

**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**