




<p>Unit Standard 20343 V2</p> <p>Thread and operate an industrial overlock sewing machine in a learning environment</p> <p>Level 2, 5 Credits, Entry: Open</p>	<p>Trainee: _____</p> <p>Assessor: _____</p>
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Unit Requirements	<p>To be credited with this unit standard you must be able to;</p> <ul style="list-style-type: none"> ➤ thread an embroidery machine and prepare it for operation; ➤ and operate an embroidery machine.
Special note:	<p>This unit standard is intended for people who are learning industrial sewing in a school or early tertiary learning environment, and provides the basis for further development of skills in Unit 20346, <i>Set up and operate an industrial overlock sewing machine in a commercial manufacturing workplace</i> and Unit 20347, <i>Use an industrial overlock sewing machine to join materials in a commercial manufacturing workplace</i>. .</p> <p>Performance of the elements must comply with the Health and Safety in Employment Act 1992..</p> <p><i>Training instructions</i> refer to the guidelines and procedures, either written or oral, specified by the candidate's tutor/trainer in relation to the product or garment being sewn. These instructions must be made known to the candidate prior to assessment in this unit standard.</p> <p><i>Workroom safety requirements</i> refer to the safety procedures that apply in the candidate's school or early tertiary learning environment</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; margin-top: 10px;">  <div style="display: flex; justify-content: space-between; width: 100%;"> (Trainee can answer verbally or in writing.) (Trainee to write or assessor to record) </div> </div>

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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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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, 5 Credits, Entry: Open

Element 1. Set up an industrial overlock sewing machine

Note to Trainee and Assessor:

You need to demonstrate competence on either a 3 or 4 thread machine.

Some of your performance will be assessed against Manufacturer's 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 Specifications are not available.

		Observed 	Competent(C) Further Evidence Required (FER) & Sign/Date
p c 1.1	Worn and damaged needles are replaced according to manufacturer's specifications		
p c 1.2	The industrial overlock is threaded up to manufacturer's specifications, and tensions are set according to the material to be sewn		


Assessor Notes:

Element 2. Control an industrial overlock sewing machine

Note to Trainee and Assessor:

You need to demonstrate competence on either a 3 or 4 thread machine.

Some of your performance will be assessed against Training 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 	C /FER & Sign/Date
p c 2.1	Hand and foot controls are used to lift foot and sew according to training instructions		
	machine control for a minimum 30 cm		

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Element 2. Control an industrial overlock sewing machine (cont)

p c 2.2 Functional stitching parts and tension relationships are described for an industrial overlock sewing machine

Stitching Part (List below)	Describe how thread tension relates to this part?	C /FER & Sign/Date
Part 1:		
Part 2:		
Part 3:		
List other parts as needed		

Assessor Notes:

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Element 3. Lubricate and clean an industrial overlock sewing machine

Note to Trainee and Assessor:

You need to demonstrate competence on either a 3 or 4 thread machine.

Some of your performance will be assessed against Manufacturer's 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 Specifications are not available.

		Observed 	C /FER & Sign/Date
p c 3.1	Parts are lubricated according to manufacturer's specifications using the recommended lubricants		
p c 3.2	All lint is removed from working parts, using supplied tools and equipment, to manufacturer's specifications		
p c 3.3	All maintenance procedures comply with workroom safety requirements		

Assessor Notes:

Element 4. Thread and adjust an industrial overlock sewing machine

p c 4.1 Stitch formation is drawn or explained, for industrial overlock sewing machines

	Draw or explain the way in which the stitch is formed?	C /FER & Sign/Date

Note to Trainee and Assessor:


You need to demonstrate competence on either a 3 or 4 thread machine.

Some of your performance will be assessed against Product Quality Requirements and Training 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 Requirements and Instructions are not available.

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Element 4. Thread and adjust an industrial overlock sewing machine (cont)

		Observed 	C /FER & Sign/Date
p c 4.2	Front and back looper threads are compatible, and their relationship is explained in terms of product or garment quality requirements		
p c 4.3	Machine is threaded, tested, and adjusted where necessary, to meet training instructions		
Assessor Notes:			

Element 5. Operate an industrial overlock sewing machine**Note to Trainee and Assessor:**

You need to demonstrate competence on either a 3 or 4 thread machine.


Some of your performance will be assessed against Training 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 	C /FER & Sign/Date
p c 5.1	Sewing practice meets workroom safety requirements		
p c 5.2	Sewing is removed from machine according to training instructions		
p c 5.3	Thread chain is cut according to training instructions		

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Element 5. Operate an industrial overlock sewing machine (cont.)

		Observed 	C /FER & Sign/Date
p c 5.4	Sewn line is straight		
	minimum 30 cm		


Assessor Notes:

Element 6. Overlock straight seams and curved seams with an industrial overlock sewing machine

Note to Trainee and Assessor:

You need to demonstrate competence on either a 3 or 4 thread machine.

Some of your performance will be assessed against Training 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 	C /FER & Sign/Date
p c 6.1	Seams are straight or curved		
	minimum 30 cm		
p c 6.2	Trimming of seams matches training instructions		

Assessor Notes:

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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: 20343 V2

Assessors signature : _____ Date: _____

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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)
20343 V2	Thread and operate an industrial overlock sewing machine in a learning environment	2	5	

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**