




<p>Unit Standard 20346 V2</p> <p>Set up and operate an industrial overlock sewing machine in a commercial clothing manufacturing workplace</p> <p>Level 3, 5 Credits, Entry: Open</p>	<p>Trainee:</p> <p>_____</p> <p>Assessor:</p> <p>_____</p>
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Unit Requirements	<p>To be credited with this unit standard you must be able to set up;</p> <ul style="list-style-type: none"> ➤ control, lubricate and clean; ➤ set and adjust; ➤ and operate an industrial overlock sewing machine in a commercial manufacturing workplace.
Special note:	<p>Performance of the elements must comply with the Health and Safety in Employment Act 1992..</p> <p>Competence will be demonstrated on two or more of the following: 2, 3, 4 and 5 thread machines.</p> <p><i>Overlock</i> (British Standard 504) is sometimes known as overedge, and can also include safety-stitch and mock safety-stitch machines. These machines have knives fitted and can cut fabric to neaten the fabric edges as these are being sewn.</p> <p><i>Workplace performance criteria</i> refer to the expected standard and speed of performance as set by the quality control management in the candidate's workplace. This criterion is determined by the construction of the garment, the fabric being used and the quality standards that apply in the candidate's workplace. These expectations must be explained and made available to the candidate.</p> <p><i>Style or product or garment specifications</i> refer to the documentation that accompanies each manufacturing order. This documentation sets out the fabric to be used for the garment, the size range of the order, the garment assembly sequence, garment finishing procedures, and the garment component specifications.</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>
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="text-align: center; margin-top: 10px;">  </div> <p style="text-align: center;">(Trainee can answer verbally or in writing.) (Trainee to write or assessor to record)</p>

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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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Element 1. Set up an industrial overlock machine in a commercial manufacturing workplace

Note to Trainee and Assessor:

Competence will be demonstrated on two or more of the following: 2, 3, 4 and 5 thread machines


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
Machine Type 1:			
p c 1.1	Worn or damaged needles are replaced according to manufacturer's specifications		
p c 1.2	The industrial overlocker is threaded according to manufacturer's specifications, and tensions are set according to the material to be sewn		
Machine Type 2:			
p c 1.1	Worn or damaged needles are replaced according to manufacturer's specifications		
p c 1.2	The industrial overlocker is threaded according to manufacturer's specifications, and tensions are set according to the material to be sewn		
Assessor Notes:			

Element 2. Control an industrial overlocker in a commercial manufacturing workplace


Note to Trainee and Assessor:

Some of your performance will be assessed against Style Specifications and Workplace Performance Criteria. 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 and Criteria are not available.

		Observed 	C /FER & Sign/Date
Machine Type 1:			
p c 2.1	Overlocker hand and foot controls are used to lift the foot and sew according to style specifications and workplace performance criteria		
	machine control for a minimum of 30 cm		

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Element 2. Control an industrial overlocker in a commercial manufacturing workplace (cont.)			
Machine Type 1: (cont.)			
p c 2.2	Functional stitching elements and timing relationships are described for an industrial overlock machine		
Stitching Element (List below)	Describe how timing relates to this element?	C /FER & Sign/Date	
Element 1:			
Element 2:			
Element 3:			
List other Element as needed			
Machine Type 2:			
		Observed 	C /FER & Sign/Date
p c 2.1	Overlocker hand and foot controls are used to lift the foot and sew according to style specifications and workplace performance criteria		
	machine control for a minimum of 30 cm		
p c 2.2	Functional stitching elements and timing relationships are described for an industrial overlock machine		
Stitching Element (List below)	Describe how timing relates to this part?	C /FER & Sign/Date	
Element 1:			
Element 2:			

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p c 2.2	Functional stitching elements and timing relationships are described for an industrial overlock machine (cont.)	
Stitching Element (List below)	Describe how timing relates to this part?	C /FER & Sign/Date
Element 3:		
List other Element as needed		
Assessor Notes:		


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Element 3. Lubricate and clean an industrial overlock machine in a commercial manufacturing workplace

Note to Trainee and Assessor:

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.

Machine Type 1:			
		Observed 	C /FER & Sign/Date
p c 3.1	Parts are lubricated according to manufacturer's specifications using the recommended lubricants for an industrial overlock machine		
p c 3.2	All lint is removed from working parts, using supplied tools and equipment, to manufacturer's specifications for an industrial overlock machine		
p c 3.3	All maintenance procedures are in accordance with workplace procedures		

Element 3. Lubricate and clean an industrial overlock machine in a commercial manufacturing workplace (cont.)

Machine Type 2			
		Observed 	C /FER & Sign/Date
p c 3.1	Parts are lubricated according to manufacturer's specifications using the recommended lubricants for an industrial overlock machine		
p c 3.2	All lint is removed from working parts, using supplied tools and equipment, to manufacturer's specifications for an industrial overlock machine		
p c 3.3	All maintenance procedures are in accordance with workplace procedures		

Assessor Notes:

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Element 4. Set and adjust an industrial overlock sewing machine in a commercial manufacturing workplace



Note to Trainee and Assessor:

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

p c 4.1	Stitch formation is drawn or explained, and the effects of too few or too many stitches are explained for overlock and/or safety-stitch	
	Draw or explain the way in which the stitch is formed? What are the effects of too few or too many stitches?	C /FER & Sign/Date

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Element 4. Set and adjust an industrial overlock sewing machine in a commercial manufacturing workplace (cont.)			
Machine Type 1:			
		Observed 	C /FER & Sign/Date
p c 4.2	Front and back threads are compatible, and their relationship is explained in terms of workplace performance criteria		
p c 4.3	Faulty stitches are identified, and the industrial overlock machine is adjusted to meet style specifications and workplace performance criteria		
p c 4.4	Machine is threaded, tested, and adjusted where necessary to meet style specifications		
	two company products		
Machine Type 2			
		Observed 	C /FER & Sign/Date
p c 4.2	Front and back threads are compatible, and their relationship is explained in terms of workplace performance criteria		
p c 4.3	Faulty stitches are identified, and the industrial overlock machine is adjusted to meet style specifications and workplace performance criteria		
p c 4.4	Machine is threaded, tested, and adjusted where necessary to meet style specifications		
	two company products		
Assessor Notes:			

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Element 5. Operate an industrial overlock sewing machine in a commercial manufacturing workplace

Note to Trainee and Assessor:


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

Machine Type 1:

		Observed 	C /FER & Sign/Date
p c 5.1	Sewing is removed from machine according to workplace performance criteria		
p c 5.2	Thread chain is cut according to style specifications		
5.3	Sewn line is straight and meets workplace performance criteria		
	minimum 30 cm		
p c 5.4	Work practice is in accordance with workplace procedures		

Element 5. Operate an industrial overlock sewing machine in a commercial manufacturing workplace (cont)

Machine Type 2

		Observed 	C /FER & Sign/Date
p c 5.1	Sewing is removed from machine according to workplace performance criteria		
p c 5.2	Thread chain is cut according to style specifications		
p c 5.3	Sewn line is straight and meets workplace performance criteria		
	minimum 30 cm		
p c 5.4	Work practice is in accordance with workplace procedures		

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: 20346 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: ____/____/____

Full Name: _____

WA Number:

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)
20346 V2	Set up and operate an industrial overlock sewing machine in a commercial manufacturing workplace	3	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**