



Unit Standard 25237 V1

Trainee:

Compile written garment assembly instructions in the clothing industry

Assessor:

Level 4, 22 Credits,

Recommended: Unit 17818, *Sew collars on garments*; Unit 17819, *Sew pockets in garments*; Unit 17820, *Sew sleeves in garments*; Unit 17821, *Sew zips in garments*; Unit 2751, *Sew a range of different fabrics using an industrial lockstitch sewing machine*; or demonstrate equivalent knowledge and skills


Unit Requirements

To be credited with this unit standard you must be able to;

- layout cut garment components and discuss proposed new sample;
- compile garment assembly instructions for first stage assembly;
- compile garment assembly instructions for second stage assembly;
- compile finishing instructions for garment;
- compile a written production sequence plan for a complete garment;
- arrange for the manufacture of the complete garment from cut components,
- verify garment meets the design specification;
- and obtain approval for garment and design garment assembly instructions.

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

<p>Special note:</p>	<p>This unit standard is not intended to include assembly instructions for specialist materials such as leather.</p> <p>Performance of the elements must comply with the Health and Safety in Employment Act 1992.</p> <p>Competence must be demonstrated for at least 3 different garments.</p> <ul style="list-style-type: none"> Structured outerwear – jacket, coat, trousers. Structured underwear – underwire bra, corset. Unstructured underwear– swimwear, pants, camisoles, slips. Costume – historical, theatrical. Formal dress garments– evening or wedding. Non structured outerwear– pants, shirts, jackets, skirts, dress. Protective clothing – overalls, rain wear, waterproof outerwear. Safety clothing – wetsuits, buoyancy, jackets. <p>Competence will be demonstrated by producing written garment assembly instructions along with a completed garment, including the type of machines used in a commercial manufacturing workplace</p> <p>Workplace performance criteria refers to the expected standard and speed of performance as set by the quality control management in the candidate’s workplace. This criteria 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 prior to assessment.</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>Garment assembly instructions</i> and the <i>production sequence plan</i> refer to the documentation that accompanies each manufacturing order. This documentation sets out the assembly instructions and the production sequence pathway, finishing procedures, trimmings to be used for the garment.</p>
<p>Special note: (cont.)</p>	<p>Design specification (brief) is the documentation that describes a proposed garment. Non-structured garments require no additional support to the fabric and have less complex methods of construction.</p> <p>Structured garments or parts of garments may have lining, fusing, boning, wiring or shoulder pads and usually have complex methods of construction.</p>
<p>Notes to Trainee</p>	<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;">  <p>(Trainee can answer verbally or in writing.) (Trainee to write or assessor to record)</p> </div>

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

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>
-------------------	--

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Assessor must discuss with Trainee prior to assessment

<p>Before the assessment</p>	<p>Assessment of skills for this unit standard require that you demonstrate competence with a range of fabrics. These are specified in the Special Notes. You should discuss what the fabrics 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>
<p>During the Assessment</p>	<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>
<p>After the Assessment</p>	<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>
<p>Special Needs Identified (enter any special needs here)</p>	
	<p>Assessment Process above has been discussed and Trainee understands the process.</p> <p>Trainee _____ (sign)</p> <p>Assessor _____ (sign)</p>


Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Element 1. Lay out cut garment components and discuss proposed new sample with the designer, production manager and the sample machinist in the clothing industry

Note to Trainee and Assessor:

Some of your performance will be assessed against Design 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.

		<p>Observed</p> 	<p>Competent(C) Further Evidence Required (FER) & Sign/Date</p>
<p>p c 1.1</p>	<p>Cut sample garment is inspected against the design specification for all components. Note to Trainee and Assessor: components will normally include labels, linings, interlinings, accessories but may include other components.</p>		

Assessor Notes:


Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Element 2. Compile garment assembly instructions for first stage assembly in the clothing industry

Note to Trainee and Assessor:

Some of your performance will be assessed against Workplace Procedures.. 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 are not available.


		Observed 	C /FER & Sign/Date
p c 2.1	<p>Garment assembly instructions for first stage are decided and recorded in accordance with workplace procedures</p> <p>Note to Trainee and Assessor: instructions may apply to the assembly of pockets, collars and sleeves, but may also apply to others.</p>		

Assessor Notes:

Element 3. Compile garment assembly instructions for second stage assembly in the clothing industry

Note to Trainee and Assessor:

Some of your performance will be assessed against Workplace Procedures. 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 are not available.

		Observed 	C /FER & Sign/Date
p c 3.1	<p>Garment assembly instructions for second stage, which include the first stage components, are decided and recorded in accordance with workplace procedures</p> <p>Note to Trainee and Assessor: instructions may include but not be limited to placement and attachment of labels, zips, facings, linings, metal slides, buckles</p>		

Assessor Notes:



Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Element 4. Compile finishing instructions for garment in the clothing industry

Note to Trainee and Assessor:

Some of your performance will be assessed against Workplace Procedures.. 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 are not available.


		Observed 	C /FER & Sign/Date
p c 4.1	<p>Garment finishing instructions are decided and recorded in accordance with workplace procedures</p> <p>Note to Trainee and Assessor: instructions may include but not be limited to clipping, final pressing, quality inspection, ticketing and labelling</p>		
		Observed 	C /FER & Sign/Date
p c 4.2	<p>The completed garment assembly instructions are presented for approval by the design, production and sales teams</p>		

Assessor Notes:

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Element 5. Compile a written production sequence plan for a complete garment in the clothing industry


		Observed 	C /FER & Sign/Date
p c 5.1	The written production sequence plan shows the pathway through the workplace, including the required machinery to be used through to final inspection Note to Trainee and Assessor: plan may include but not be limited to types of machines, needles, threads, under pressing and off pressing, heat welders, glue guns		
p c 5.2	The written production sequence plan includes a list of all components Note to Trainee and Assessor: plan may include but not be limited to fabric, interlinings, zips, threads, buttons, labels, tickets, domes, ties, hooks, elastic, metal slides, buckles		

Assessor Notes:

Element 6. Arrange for the manufacture of the complete garment from cut components and verify garment meets the design specification in the clothing industry

Note to Trainee and Assessor:


Some of your performance will be assessed against Workplace Procedures and Garment Assembly 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 Procedures and Instructions are not available.

		Observed 	C /FER & Sign/Date
p c 6.1	Machinist is provided with cut garment pieces and garment assembly instructions		
p c 6.2	Garment pieces are laid out according to written garment assembly instructions		
p c 6.3	Garment components are assembled and sewn together in sequence according to written garment assembly instructions and workplace performance criteria		

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Element 6. Arrange for the manufacture of the complete garment from cut components and verify garment meets the design specification in the clothing industry


		Observed 	C /FER & Sign/Date
p c 6.4	Lining and fusings are fitted and sewn, heat sealed, and glued where necessary, in accordance with garment assembly instructions and workplace performance criteria		
p c 6.5	Garment is assembled and sewn according to garment assembly instructions and workplace performance criteria		
p c 6.6	Finishing procedures are carried out according to garment assembly instructions and workplace performance criteria		

Assessor Notes:

Element 7. Obtain approval for garment and garment assembly instructions in the clothing industry

Note to Trainee and Assessor:

Some of your performance will be assessed against Workplace Procedures. 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 are not available.

		Observed 	C /FER & Sign/Date
p c 7.1	Completed garment and garment assembly instructions are presented to the designer, production manager and the sample machinist, and approval to proceed to production is obtained in accordance with workplace procedures		

Assessor Notes:

Unit Standard 25237 V1

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

Assessment Decisions: Competent / Not Competent (circle one)

Assessor : _____ **Date:** _____

Action Plan for Further Evidence (if required)

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

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: 25237 V1

Assessors signature : _____ **Date:** _____

Compile written garment assembly instructions in the clothing industry

Level 4, 22 Credits, Unit 17818, Unit 17819, Unit 17820, Unit 17821, Unit 2751, or demonstrate equivalent knowledge and skills

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)
25237 V1	Compile written garment assembly instructions in the clothing industry	4	22	

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**