




<p><b>Unit Standard 25240 V1</b></p> <p><b>Demonstrate knowledge of the factors that influence the cost of a garment</b></p> <p><b>Level 2,3 Credits, Entry: Open</b></p>	<p><b>Trainee:</b> _____</p> <p><b>Assessor:</b> _____</p>
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<b>Unit Requirements</b>	<p>To be credited with this unit standard you must be able to demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>➤ the methods used to determine production times;</li> <li>➤ how material input costs are determined;</li> <li>➤ and the factors that make up the overhead cost component of a garment;</li> <li>➤ and the method used to allocate these costs to a garment.</li> </ul>
<b>Special note:</b>	<p>This unit standard is intended for people who are studying garment construction in a school or early tertiary learning environment. It may also be used by people in the workplace who are undertaking introductory level training in garment construction.</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>
<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="text-align: center;">  <p>(Trainee can answer verbally or in writing.)      (Trainee to write or assessor to record)</p> </div>
<b>Assessment</b>	<p>Assessment of this unit is assessment of your knowledge and understanding. There are various ways in which you may choose to demonstrate this. They could be one or a mixture of:</p> <ul style="list-style-type: none"> <li>verbal questions and answers</li> <li>written questions and answers</li> <li>projects or portfolios that demonstrate knowledge and understanding.</li> </ul> <p>You should discuss with your Trainer or Assessor to determine the preferred method for your own situation.</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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<b>Assessor must discuss with Trainee prior to assessment</b>	
<b>Before the assessment</b>	<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. 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 (enter any special needs here)</b>	
	<p><b>Assessment Process above has been discussed and Trainee understands the process.</b></p> <p>Trainee _____ (sign)</p> <p>Assessor _____ (sign)</p>

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**Special Note to Trainee and Assessor:**

There are various ways you can show competence for this unit standard. This could be done verbally, or as a written project.

**Element 1. Demonstrate knowledge of the methods used to determine production times**

p c 1.1	The methods used to determine production times are described in accordance with workplace procedures		
<b>Method</b>  Enter Methods to be assessed.	<b>Methods Described</b>		<b>Competent(C) Further Evidence Required (FER) &amp; Sign/Date</b>
Method 1			
Method 2			
Method 3			
Method 4			
p c 1.2	Factors that may influence production time in the workplace are identified and their impact on the cost of a garment is explained		
<b>Factor</b>	<b>Factor Identified and Described</b>		<b>C /FER &amp; Sign/Date</b>
fabric type			
complexity of design			



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**Element 2. Demonstrate knowledge of how material input costs are determined**

**p c 2.1** **Material input costs that make up a completed garment are identified**  
**Note to Trainee and Assessor:** You should discuss and agree the input costs that will be assessed and List prior to assessment.

Input Cost	Input Cost Identified	C /FER & Sign/Date

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**Element 2. Demonstrate knowledge of how material input costs are determined (cont.)**

<b>p c 2.2</b>	<p><b>Any allowances made for material variances and their impact on the final garment cost are described</b></p> <p><b>Note to Trainee and Assessor:</b> You should discuss allowances and what will be assessed prior to assessment</p>
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	<b>C /FER &amp; Sign/Date</b>
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Allowances described:

**Assessor Notes**

**Element 3. Demonstrate knowledge of the factors that make up the overhead cost, and the method used to allocate these costs to a garment**

<b>p c 3.1</b>	<p><b>The factors that make up the overhead cost are identified</b></p> <p><b>The method of allocation of overhead costs to a finished garment is described</b></p> <p><b>Note to Trainee and Assessor:</b> You should discuss Overhead Costs and what will be assessed prior to assessment</p>
<b>p c 3.2</b>	

	<b>C /FER &amp; Sign/Date</b>
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Overhead Costs identified:

Allocation of Overhead Costs described:

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**Element 3. Demonstrate knowledge of the factors that make up the overhead cost and the method used to allocate these costs to a garment (cont.)**

		Observed 	C /FER & Sign/Date
p c 3.3	The documents that record production times are prepared in accordance with workplace procedures		

**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: 25240 V1

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)
25240 V1	Demonstrate knowledge of the factors that influence the cost of a garment	2	3	
<b>TOTAL CREDITS</b>				

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**