




Unit Standard 25241 V1 Prepare garment specification sheets in the clothing industry Level 4,10 Credits, Entry: Open	Trainee: _____ Assessor: _____
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Unit Requirements	To be credited with this unit standard you must be able to; <ul style="list-style-type: none"> ➤ describe the garment in detail; ➤ describe the embellishments incorporated into the design; ➤ describe the interior of the garment; ➤ and record information on a garment specification sheet.
Special note:	<p>This unit standard is for senior designers, patternmakers or production managers. It is recommended that candidates have at least three years industry experience.</p> <p>The source information for the garment style may come from a sample garment, a photo or picture, a written description, a modification to a previous season's style, or from a designer's brief.</p> <p>It is recommended that people have experience of patternmaking and a working knowledge of garment assembly.</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="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. 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. Describe the garment in detail		
p c 1.1	Overall style is described in detail using accepted workplace terminology in terms of construction and finish	
		Competent(C) Further Evidence Required (FER) & Sign/Date
Overall Style described with accepted terminology:		
p c 1.2	All features of the style are described in detail using accepted workplace terminology	
Feature	Feature described using accepted terminology	C /FER & Sign/Date
	Note to Trainee and Assessor: You should discuss and agree the features that will be assessed and list prior to assessment. They may include but not be limited to breasted, type of lapel, buttoning, pockets, vents, panels, sleeve type, cuffs, yokes, collars	

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Element 1. Describe the garment in detail (cont.)			
		Observed 	C /FER & Sign/Date
p c 1.3	The fabrics used are described in enough detail to facilitate ordering		
p c 1.4	Information recorded on the workplace specification sheet is in enough detail to allow the patternmaker to produce a draft pattern.		
Assessor Notes			

Element 2. Describe the embellishments incorporated into the design			
p c 2.1	<p>The embellishments incorporated into the garment are described in enough detail to facilitate ordering</p> <p>Note to Trainee and Assessor: The embellishments may include but not be limited to types of buttons, stitching details, zips, domes, d-rings, toggles, prints, embroidery</p>		
p c 2.2	The location of embellishments is described in enough detail to allow their correct placement on the garment		
Assessor Notes			

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Element 3. Describe the interior of the garment			
p c 3.1	Interior of garment is described in detail, in terms of construction, fabrics and finish		
	Note to Trainee and Assessor: The interior detail may include but not be limited to linings, labels, stitching detail, tabs, interior pockets		
Assessor Notes			

Element 4. Record information on a garment specification sheet			
p c 3.1	The garment description information is recorded on the specification sheet in accordance with workplace procedures. This description may take the form of written notes, measurements, and sketches		
	Note to Trainee and Assessor: The description information may include but not be limited to garment sketches, written descriptions, embellishments, size range, colour range, fabrics, linings and interlinings, special stitching, style identification number, garment make instructions, label information		
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: 25241 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: ____/____/____

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)
25241 V1	Prepare garment specification sheets in the clothing industry	4	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**