




<p>Unit Standard 2743 V5</p> <p><b>Set up and cut fabrics using a computerised fabric cutting machine</b></p> <p>Level 3, 6 Credits,</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;</p> <ul style="list-style-type: none"> <li>➤ set up and operate a computerised cutting machine;</li> <li>➤ to cut fabrics;</li> <li>➤ and identify cutting faults;</li> <li>➤ and check cut quality</li> </ul>
<b>Special note:</b>	<p>Performance of the elements must conform to the Health and Safety in Employment Act 1992..</p> <p>Definitions</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> <p> (Trainee can answer verbally or in writing.) (Trainee to write or assessor to record)</p>
<b>Assessment</b>	<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 <b>Assessment Evidence Guide</b> by the abbreviation <b>FER (Further Evidence Required)</b>.</p>

**Set up and cut fabrics using a computerised fabric cutting machine**

Level 3, 6 Credits, Entry: Open

<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, 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>
<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 means</b> 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>

Unit Standard 2743 V5

## Set up and cut fabrics using a computerised fabric cutting machine

Level 3, 6 Credits, Entry: Open


**Assessment Decisions:** Competent / Not competent (circle one)

**Assessor :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Action Plan for Further Evidence (if required)**

## Set up and cut fabrics using a computerised fabric cutting machine

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Element 1. Set up a computerised cutting machine			
		Observed 	Competent(C)/ Further Evidence Required (FER) & Sign/Date
<b>Note to Trainee:</b> The procedures for setup will depend on plant expectations and may also be dependant on fabric type. You should copies of, or access to these procedures. You should discuss with your Trainer and Assessor.			
p c 1.1	Lay is transferred to cutting table in accordance with workplace procedures..		
p c 1.2	Cutting lay is secured in accordance with workplace procedures		
p c 1.3	Programmed tapes or discs are loaded and checked to customer cutting orders		
p c 1.4	Knife is aligned to marker specifications		
p c 1.5	Laid material is checked against marker for shrinkage and action taken in accordance with workplace procedures		
p c 1.6	Machine is set to manufacturer's specifications and material requirements. Note to Trainee: The settings you will be expected to make are:		
	cut speed		
	knife intelligence		
	sharpening frequency		
	vacuum		
	marker scaling		
<b>Assessor Notes:</b>			


## Set up and cut fabrics using a computerised fabric cutting machine

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### Element 2. Operate a computerised cutting machine to cut fabrics

**Note to Trainee:**

The procedures for operation will depend on plant expectations and may also be dependant on fabric type. You should have copies of, or access to these procedures. You should discuss with your Trainer and Assessor.

		Observed 	C /FER & Sign/Date
p c 2.1	All components meet marker requirements		
p c 2.2	Cut areas are sealed in accordance with workplace procedures		
p c 2.3	Tapes or discs are removed and stored in accordance with workplace procedures		

### 2. Operate a computerised cutting machine to cut fabrics (cont.)

		Observed 	C /FER & Sign/Date
2.4	Documentation is completed in accordance with workplace procedures		
2.5	Cutting pad is maintained in accordance with workplace procedures		

**Assessor Notes:**

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## Set up and cut fabrics using a computerised fabric cutting machine

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### Element 3. Identify cutting faults and check cut quality

**p c 3.1** Faults are identified during the cutting process in accordance with workplace procedures

**p c 3.2** Action is taken to correct identified faults

**Note to Trainee:**

You should discuss the range of faults you will be assessed on with your Trainer and Assessor. They should be recorded below.


Some faults you will be expected to rectify yourself, and you must demonstrate that you can do so. For other faults, you will be required to report the occurrence to someone else to take action. You should discuss the appropriate action for each of these faults with your trainer and assessor prior to assessment.

**Note to Trainee and Assessor:**

It is unlikely that all of these faults will occur in a short period of time. To effectively assess the full range of faults, it may be best to prepare a range of samples that exhibit the faults when this is possible.

Fault	Identified	Action to Rectify

**p c 3.3** Cut quality is checked in accordance with workplace procedures

	Observed 	C /FER & Sign/Date
against pattern		
top of lay		
bottom of lay		

**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: 2743 V5

Assessors signature : \_\_\_\_\_

Date: \_\_\_\_\_

## Set up and cut fabrics using a computerised fabric cutting machine

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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)
2743 V5	Set up and cut fabrics using a computerised fabric cutting machine	3	6	

**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**