




<p>Unit Standard 5305 V6</p> <p>Lay up apparel fabrics by hand</p> <p>Level 2, 9 Credits, Entry: Open</p>	<p>Trainee:</p> <hr/> <p>Assessor:</p> <hr/>
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Unit Requirements	<p>To be credited with this unit standard you must be able to;</p> <ul style="list-style-type: none"> ➤ prepare for laying up (spreading); ➤ lay multiple plies of fabric by hand; ➤ identify fabric faults and action them; ➤ check and use production markers; ➤ and complete documentation.
Special note:	<p>Performance of the elements must conform to the Health and Safety in Employment Act 1992.</p> <p>Fabric range indicator:</p> <p>Thick or rigid – denim, 9 gauge knitted.</p> <p>Thin or stretch – lycra, nylon, gauze, single jersey.</p> <p>Slippery – lycra, nylon.</p> <p>Open – net lace.</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

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.

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**.

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.

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.

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)**.

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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. Prepare for laying up (spreading)

p c 1.1	Hand spreading or laying up terminology is identified and explained in terms of its application		
Term	Explain the term with regards its application	Competent(C)/ Further Evidence Required (FER) & Sign/Date	
cut off each ply			
face to face			
matching fabric			
pile fabrics			
		Observed 	C /FER & Sign/Date
p c 1.2	Markers are identified, and the type of laying up system to be used is identified from the marker according to workplace procedure for fabric type		
p c 1.3	All necessary equipment is identified and assembled prior to laying		
	end stops		
	metre or yardstick		
	chalk		
	weights		
	base paper		
	shears		

Assessor Notes:


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Element 2. Lay multiple plies of fabric by hand**Note to Trainee and Assessor:**

You need to demonstrate your competence with two fabrics


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 the Procedures are not available.

		Observed 	C /FER & Sign/Date
Fabric 1:			
p c 2.1	Plies are free from creases, all ripples are removed, and near edge is vertical		
	tension free		
	plaid on twisted fabric to be cut or torn across weave		
p c 2.2	Block markers on base paper or bench are identified and marked to enable faulty fabric to be spliced		
p c 2.3	End loss tolerances identified are set to compensate for stretch or shrinkage, and not exceeded		
p c 2.4	Ends are cut straight or lapped according to type of fabric		
p c 2.5	Workplace is maintained according to workplace procedures		
p c 2.6	Surplus material is identified, and stock records are maintained in accordance with workplace procedures		
p c 2.7	Fabric is laid in sequence to meet cloth number and quantities required		

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Element 2. Lay multiple plies of fabric by hand (cont)

Fabric 2:		Observed 	C /FER & Sign/Date
p c 2.1	Plies are free from creases, all ripples are removed, and near edge is vertical		
	tension free		
	plaid on twisted fabric to be cut or torn across weave		
p c 2.2	Block markers on base paper or bench are identified and marked to enable faulty fabric to be spliced		
p c 2.3	End loss tolerances identified are set to compensate for stretch or shrinkage, and not exceeded		
p c 2.4	Ends are cut straight or lapped according to type of fabric		
p c 2.5	Workplace is maintained according to workplace procedures		
p c 2.6	Surplus material is identified, and stock records are maintained in accordance with workplace procedures		
p c 2.7	Fabric is laid in sequence to meet cloth number and quantities required		


Assessor Notes:

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Element 3. Identify fabric faults and action according to company practice**Note to Trainee and Assessor:**

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		Observed 	C /FER & Sign/Date
3.1	Allowances are made for recuts, and recut material is marked in accordance with workplace procedures		
3.2	Records of material losses are maintained in accordance with workplace procedures		
3.3	Wastage and surplus material are identified in accordance with workplace procedures		

Assessor Notes:**Element 4. Check and use production markers****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 the Procedures are not available.

		Observed 	C /FER & Sign/Date
p c 4.1	Supplied markers are checked for all components before fabric is laid		
p c 4.2	Fabric utilisation is within agreed limits for the marker product		
p c 4.3	Markers are visually inspected to ensure that cutting clearance and direction of pieces comply with cutting instructions		

Assessor Notes:


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Element 5. Complete documentation

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 the Procedures are not available.

		Observed 	C /FER & Sign/Date
p c 5.1	Material usage is calculated and documented in accordance with workplace procedures		
p c 5.2	All time used is recorded in accordance with workplace procedures		
p c 5.3	Unused fabric is returned to stock and recorded 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: 5305 V6

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)
5305 V6	Lay apparel fabrics by hand	2	9	

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**