




<p>Unit Standard 5307 V4</p> <p>Manage and organise cutting room labour and resources for the clothing industry</p> <p>Level 5, 9 Credits, Entry: Open</p>	<p>Trainee: _____</p> <p>Assessor: _____</p>
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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"> ➤ select the most effective method of laying and cutting fabric for company products; ➤ calculate the labour and material costs for laying and cutting; ➤ identify faults in production markers and implement correction procedures; ➤ document labour and material usage records; ➤ establish cut work control procedures; ➤ and establish the work capacity of a cutting department and allocate work.
Special note:	<p>Performance of the elements must conform to the Health and Safety in Employment Act 1992. <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="text-align: center;">  <p>(Trainee can answer verbally or in writing.) (Trainee to write or assessor to record)</p> </div>
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, 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. Select the most effective method of laying and cutting fabric for company products

Note to Trainee and Assessor:

In determining effectiveness you must consider cost, time and resource utilisation factors.

		Observed 	C /FER & Sign/Date
p c 1.1	Cutting order is manipulated, combined, or separated to give economical lays according to workplace procedures		
p c 1.2	Selected method is consistent with the type of product manufactured		
	pairs		
	singles		
	width		
	length		
	set up		
p c 1.3	Suggested cutting quantities are checked against work order before issue to cutters		


Assessor Notes:

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Element 2. Calculate the labour and material costs for laying and cutting**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 2.1	Estimated times calculated to lay and cut are within 15% of actual time taken		
p c 2.2	Cutting times are established and documented according to workplace procedures		
p c 2.3	Length and depth considerations are calculated to establish variations and the in-between cutting time and material costs		
p c 2.4	The implications of using stepped lays and multiple sized and/or mixed markers are evaluated for cost-effectiveness		
p c 2.5	Costs and times are compared for one and two operatives working on the same lay at the same time		

Assessor Notes:

Element 3. Identify faults in production markers and implement correction procedures**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 3.1	All marker faults are identified to establish correction procedures		
p c 3.2	Faults are documented, and information is returned to marker makers for action		
p c 3.3	Fault correction procedures are implemented according to workplace procedures for identified faults		


Assessor Notes:

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Element 4. Document labour and material usage records**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	Records of time are kept according to company practice for each person involved		
p c 4.2	Contingencies and all lost time details are documented according to workplace procedures		
	cut outs		
	flaws		
	marked faults		
p c 4.3	Raw materials are documented and accounted for in stock records according to workplace procedures		
p c 4.4	Wastage, usage, and returns are documented according to workplace procedures		
p c 4.5	Material variance report is produced, and meets company documentation requirements		

Assessor Notes:

Element 5. Establish cut work control procedures**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	Control procedures to ensure that all cut work is labelled or identified are established and documented according to workplace procedures		
p c 5.2	Control procedures for presentation of cut work are established and documented according to workplace procedures		
p c 5.3	Control procedures for ensuring that shades or different batches of material are separated or marked are established and documented according to workplace procedures		

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Element 5. Establish cut work control procedures (cont)

		Observed 	C /FER & Sign/Date
p c 5.4	Control procedures or staff guidelines for ensuring that work area is maintained are established and documented according to workplace procedures		
5.5	Control procedures and staff guidelines meet company quality standards		
Assessor Notes:			

Element 6. Establish the work capacity of a cutting department and allocate work


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 6.1	Outputs of all machinery and operatives are collated from company documentation to meet planning purposes		
p c 6.2	The overall capacity of the cutting room is calculated in terms of production from resources and estimated performance level, and documented according to workplace procedures		
	resources		
	operators		
	machinery		

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Element 6. Establish the work capacity of a cutting department and allocate work (cont.)			
		Observed 	C /FER & Sign/Date
p c 6.3	Work is allocated to give an agreed throughput of work using given resources of people and machinery		
p c 6.4	Work allocation meets company standards for throughput.		
	operators		
	machinery		
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: 5307 V4

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)
5307 V4	Manage and organise cutting room labour and resources for the clothing industry	5	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**