




Unit Standard 5312 V5

Trainee:

Compile and use Bills of Labour for sewn products in the clothing industry

Assessor:

Level 4, 6 Credits, Entry: Open

<p>Unit Requirements</p>	<p>To be credited with this unit standard you must be able to;</p> <ul style="list-style-type: none"> ➤ produce standard times for all stages of production; ➤ detail machinery setups; ➤ calculate the effects of given specification and operation changes; ➤ and produce Bills of Labour (BoL).
<p>Special note:</p>	<p>This specialised unit standard is suitable for trainee industrial engineers, production managers, designers, production planners, and those following a career in the manufacturing area.</p> <p>Bill of Labour referred to as BoL.</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> <p>Performance of the elements must comply with the Health and Safety in Employment Act 1992..</p>
<p>Notes to Trainee</p>	<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; gap: 20px;"> (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, 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. Produce standard times for all stages of production**Note to Trainee and Assessor:**

You need to demonstrate competence on a range of company products.

		Observed 	C /FER & Sign/Date
p c 1.1	Estimated times for each stage of production are marked to differentiate from issued standard times		
p c 1.2	Allowances are made to cover any likely time adjustments from the initial labour costing once in production		
p c 1.3	A total time is calculated for each production department		
p c 1.4	Library times and descriptions used are documented according to workplace procedures		


Assessor Notes:**Element 2. Detail machinery setups****Note to Trainee and Assessor:**


You need to demonstrate competence on a range of company products.

		Observed 	C /FER & Sign/Date
p c 2.1	Measurements which are critical to the finished product are recorded according to workplace procedures		
p c 2.2	Frequency of measurement checking or other quality control criteria are recorded for each stage of manufacture according to workplace procedures		
p c 2.3	Stitch density is recorded for all sewing operations		

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Element 2. Detail machinery setups (cont)		Observed 	C /FER & Sign/Date
p c 2.4	Machine attachments and setups, where required, are recorded for each stage of manufacture according to workplace procedures		
	folders		
	jigs		
	guides		
	throat plates		
	tensioning devices		
	stitch counters		
	automatic cutters		
Assessor Notes:			

Element 3. Calculate the effects of given specification and operation changes			
		Observed 	C /FER & Sign/Date
p c 3.1	The effects on production of the addition or subtraction of specified folders, guides, and machine setups are calculated for impact on labour time		
p c 3.2	Needle time is calculated for different stitch densities		
p c 3.3	Times are estimated for new jobs to within plus or minus 15% of standard time		
Assessor Notes:			

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Element 4. Produce Bills of Labour (BoL)**Note to Trainee and Assessor:**

You need to demonstrate competence on a range of company products.

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 these Procedures are not available.

Note to Trainee:


Answers to questions in this Element can be verbal but could also be answered in writing as a project.

p c 4.1 The effects of an incorrect BoL are described in terms of their impact on the company

	What is the impact of an incorrect BoL?	C /FER & Sign/Date

p c 4.2 The relevance of an accurate BoL is described in terms of a labour production planning system

	How does an accurate BoL affect the production planning system.	C /FER & Sign/Date

		Observed 	C /FER & Sign/Date
p c 4.3	BoL covering all production processes is documented according to workplace procedures		
	internal departments listed sequentially		
	machinery setups detailed		
	operation changes		
p c 4.4	BoL is used to implement labour production process according to workplace procedures		
p c 4.5	Production is monitored for accuracy of BoL, and adjustments actioned and documented according to workplace procedures		

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: 5312 V5

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)
5312 V5	Compile and use bills of labour for sewn products in the clothing industry	4	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**