

GARMENT PRODUCTION LEVEL-I



TVET CURRICULUM

Based on December,2021 (V- III) Occupational
Standard (OS)

March, 2022

Addis Ababa, Ethiopia

Preface

The reformed TVET-System is an outcome-based system. It utilizes the needs of the labor market and occupational requirements from the world of work as the benchmark and standard for TVET delivery. The requirements from the world of work are analyzed and documented – taking into account international benchmarking – as occupational standards (OS).

In the reformed TVET-System, curricula and curriculum development play an important role with regard to quality driven comparable TVET-Delivery. The Curricula help to facilitate the training process in a way, that trainees acquire the set of occupational competences (skills, knowledge and attitude) required at the working place and defined in the occupational standards (OS).

This curriculum has been developed by a group of professional experts from different Regional TVET Bureaus, colleges, Industries, Institutes and universities based on the occupational standard for Garment production -Level I.

The curriculum development process has been actively supported and facilitated by **Ministry of Labor and Skills**.

Page 1 of 70	Author/Copyright : Ministry of Labor and Skill	Garment Production Level- I	Version - I March 2022
--------------	---	--------------------------------	---------------------------

TVET-Program Design

1.1. TVET-Program Title: Garment production Level -I

1.2. TVET-Program Description

The Program is designed to develop the necessary knowledge, skills and attitude of the trainees to the standard required by the occupation. The contents of this program are in line with the occupational standard. The Trainees who successfully completed the Program will be qualified to work as a **Garment producer** with competencies elaborated in the respective OS. Graduates of the program will have the required qualification to work in the **Industry** sector in the field of **Garment production**

The prime objective of this training program is to equip the Trainees with the identified competences specified in the OS. Graduates are therefore expected to understand garment-manufacturing process, Draw and Interpret Basic Sketch, Develop Basic Pattern, Produce cut panels, Produce Simple garments, Perform Hand Embroidery, Perform Garment product Finishing and Apply 5s Procedures in accordance with the performance criteria and evidence guide described in the OS.

1.3. TVET-Program Training Outcomes

The expected outputs of this program are the acquisition and implementation of the following units of competences:

IND GAP1 01 1221 Understand garment-manufacturing process

IND GAP1 02 1221 Draw and Interpret Basic Sketch

INDGAP1 03 1221 Develop Basic Pattern

IND GAP1 04 1221 Produce cut panels

IND GAP1 05 1221 Produce Simple garments

IND GAP1 06 1221 Perform Hand Embroidery

IND GAP1 07 1221 Perform Garment product Finishing

IND GAP1 08 1221 Apply 5s Procedures

1.4. Duration of the TVET-Program

The Program will have duration of **520 hours** including the one school/ Institution training and on-the-job practice or cooperative training time. Such cooperative training based on realities of the industry, nature of the occupation, location of the TVET institution, and other factors will be considered in the training delivery to ensure that trainees acquire practical and workplace experience.

s.no	Unit competency	TVET Institution training		Cooperative training	Total hours	Remarks
		Theory	Practical			
1.	Understand garment-manufacturing process	20	10	10	40	
2.	Draw and Interpret Basic Sketch	10	50		60	
3.	Develop Basic Pattern	20	80	20	120	
4.	Produce cut panels	8	20	12	40	
5.	Produce Simple garments	30	100	20	150	
6.	Perform Hand Embroidery	16	20	8	44	
7.	Perform Garment product Finishing	8	10	16	28	
8.	Apply 5s Procedures	8	16	8	32	
	Total time	120	306	94	520	

1.5. Qualification Level and Certification

Based on the descriptors elaborated on the Ethiopian National TVET Qualification Framework (NTQF) the qualification of this specific TVET Program is Garment production Level- I.

The trainee can exit after successfully completing the modules in one level and will be awarded the equivalent institutional certificate on the level completed. However, only institutional certificate of training accomplishment will be awarded.

1.6. Target Groups

Any citizen **with or without disability** who meets the entry requirements under items . and capable of participating in the training activities is entitled to take part in the Program.

1.7 Entry Requirements

The prospective participants of this program are required to possess the requirements or directive of the **Ministry of Labor and Skills**.

1.8 Mode of Delivery

This TVET-Program is characterized as a formal Program on middle level technical skills. The mode of delivery is co-operative training. The time spent by the trainees in the real work place/ industry will give them enough exposure to the actual world of work and enable them to get hands-on experience.

The co-operative approach will be supported with school-based lecture-discussion, simulation and actual practice. These modalities will be utilized before the trainees are exposed to the industry environment. Hence based on the nature of the occupation, location of the TVET institutions, and interest of the industry alternative mode of cooperative training such as apprenticeships, internship and traineeship will be employed. In addition, in the areas where industry is not sufficiently available the established production and service centers/learning factories in TVET institutions will be used as cooperative training places. The Training-Institution and identified companies have forged an agreement to co-operate with regard to the implementation of this program.

Page 3 of 70	Author/Copyright : Ministry of Labor and Skill	Garment Production Level- I	Version - I March 2022
--------------	---	--------------------------------	---------------------------

1.9. TVET-Program Structure

Unit of Competence		Module Code & Title		Training Outcomes	Duration (In Hours)
<u>IND GAP1 01 1221</u>	Understand garment-manufacturing process	<u>IND GAP1 M01 0322</u>	Understanding garment-manufacturing process	<ul style="list-style-type: none"> Identify and understanding of garment manufacturing Identify relevant legislation and guidelines Identify production processes and supply chains . knowing basic garment manufacturing process Access and interpret garment manufacturing information Use and store Information resources 	40
<u>IND GAP1 02 1221</u>	Draw and Interpret Basic Sketch	<u>IND GAP1 M02 0322</u>	Drawing and Interpreting Basic Sketch	<ul style="list-style-type: none"> Prepare drawing tools, equipment and workstation Identify basic design styles Use template to draw sketches Interpret sketch Perform calculations Complete work 	60
<u>INDGAP1 03 1221</u>	Develop Basic Pattern	<u>INDGAP1 M03 0322</u>	Developing Basic Pattern	<ul style="list-style-type: none"> Plan and prepare for workstation Take body measurement Assess physical characteristics Obtain measurements and interpret size standards Prepare block/basic pattern Complete Work 	120
<u>IND GAP1 04 1221</u>	Produce cut panels	<u>IND GAP1 M04 0322</u>	Producing cut panels	<ul style="list-style-type: none"> Prepare work station Check machine condition Mark & laying Perform cutting Perform Labeling and bundling Dispatch bundling products 	40

			<ul style="list-style-type: none"> • Complete work 		
<u>IND GAP1 05 1221</u>	Produce Simple garments	IND GAP1 M05 0322	Producing Simple garments	<ul style="list-style-type: none"> • Prepare workstation • Check machine condition • Prepare garment components • Assemble garment components • Perform hand stitching • Complete work 	150
<u>IND GAP1 06 1221</u>	Perform Hand Embroidery	IND GAP1 M06 0322	Performing Hand Embroidery	<ul style="list-style-type: none"> • . Interpret design brief or specifications • Prepare work pieces and workstation • Embroider garment/article or piece • Dispatch completed work 	44
<u>IND GAP1 07 1221</u>	Perform Garment product Finishing	IND GAP1 M07 0322	Performing Garment product Finishing	<ul style="list-style-type: none"> • Apply finishes • Trim excess threads • Press finished garments • Package finished garment 	28
<u>IND GAP1 08 1221</u>	Apply 5s Procedures	IND GAP1 M08 0322	Applying 5s Procedures	<ul style="list-style-type: none"> • Prepare for work. • Sort items. • Set all items in order. • Perform shine activities. • Standardize 5S. • Sustain 5S. 	32

*The time duration (Hours) indicated for the module should include all activities in and out of the TVET institution.

1.10 Institutional Assessment

Two types of evaluation will be used in determining the extent to which training outcomes are achieved. The specific training outcomes are stated in the modules. In assessing them, verifiable and observable indicators and standards shall be used.

The *formative assessment* is incorporated in the training modules and form part of the training process. Formative evaluation provides the trainee with feedback regarding success or failure in attaining training outcomes. It identifies the specific training errors that need to be corrected, and provides reinforcement for successful performance as well. For the teacher, formative evaluation provides information for making instruction and remedial work more effective.

Summative Evaluation the other form of evaluation is given when all the modules in the program have been accomplished. It determines the extent to which competence have been achieved. And, the result of this assessment decision shall be expressed in the term of institutional Assessment implementation guidelines.

Techniques or tools for obtaining information about trainees' achievement include oral or written test, demonstration and on-site observation.

1.11 TVET Teachers Profile

The teachers conducting this particular TVET Program are B Level and above who have satisfactory practical experiences or equivalent qualifications.

LEARNING MODULE M01	
TVET-PROGRAMME TITLE: Garment Production Level-I	
MODULE TITLE: Understanding Garment-Manufacturing Process	
MODULE CODE: IND GAP1 M01 0322	
NOMINAL DURATION: 40Hours	
<p>MODULE DESCRIPTION: This module covers the skills and knowledge required to develop understanding of garment manufacturing process. It applies to the identifying and using relevant industry information and also Industry’s Culture and work ethics that may be used to assist in carrying out garment manufacturing activities. It applies identification of applicable legislation, guidelines and workplace practices for the relevant sector.</p>	
<p>LEARNING OUTCOMES</p> <p>At the end of the module the trainee will be able to:</p> <ul style="list-style-type: none"> LO1 Identify and understanding of garment manufacturing LO2 Identify relevant legislation and guidelines LO 3 Identify production processes and supply chains LO4 knowing basic garment manufacturing process LO5 Access and interpret garment manufacturing information LO 6 Use and store Information 	
<p>MODULE CONTENTS:</p> <p>LO1. Identify and understanding of garment manufacturing</p> <ul style="list-style-type: none"> 1.1 Overview of garment manufacturing process 1.2 Identifying information needs and confirm with appropriate personnel <ul style="list-style-type: none"> 1.1.1 Quality system documentation 1.1.2 Customer requirements 1.1.3 Workplace procedures and manuals 1.3 Identifying workplace information in garment manufacturing operations <ul style="list-style-type: none"> 1.2.1 Requirements prescribe by legislation, awards, agreements and conditions of employment 1.2.2 Standard operation procedures (sops) 1.4 Check currency and authenticity of information resources 	

1.5 Identifying Work place procedures to assist in garment manufacturing process

LO2. Identify relevant legislation and guidelines

2.1 Identifying relevant legislation and guidelines common to employment within garment industry sector.

2.2 Identifying Concepts of product quality

2.3 Identifying Employability skills for workplace production.

LO 3 Identify production processes and supply chains

3.1 Identifying Workplace materials

3.2 Identifying workplace supply chains processes for converting materials into products

LO4 knowing basic garment manufacturing process

4.1 Identify and Understand the basic concepts and work place area of the sector according to manufacturers' specification

4.1 knowing the concept of the industry and work activities involved within the industry

4.2 Understand about Garment production system concept and also garment production

4.3 Understand about the nature of functional department within the industry.

LO5 Access and interpret garment manufacturing information

5.1 Use a range of reading techniques and simple search techniques to locate relevant information

5.2 Interpret symbols, codes, legends, abbreviations and clothing production terminology

5.3 Interpret working drawings to guide work

5.4 standard operating procedures (SOPs), work instructions and other reference material

5.5 Note information and summarize, if necessary, for subsequent use

LO 6 Use and store Information

6.1 Use information resources to assist and improve garment production operations

6.2 Apply information to own work activities

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up
Group discussion	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers

			member ❖ Inform the group members to speak loudly	
Exercise	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/ practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
Individual assignment	<ul style="list-style-type: none"> ❖ prepare the assignment questions in large text ❖ Encourage the trainees to prepare and submit the assignment in large texts ❖ Make available recorded assignment questions ❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	<ul style="list-style-type: none"> ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	
ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answer0s if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment

ASSESSMENT CRITERIA:

LO.1. Identify and understanding of garment manufacturing

- workplace information resources are Identified and located to assist in garment manufacturing operations
- Check currency and authenticity of information resources
- Work place procedures are identified to assist in garment manufacturing process
- Seek direction from appropriate personnel, where required, in locating and obtaining information

LO.2 Identify relevant legislation and guidelines

- Relevant legislation and guidelines common to employment within garment industry sector are identified.
- Identifying Rights, responsibilities and legal obligations
- Concepts of product quality in workplace are identified.
- Employability skills for workplace production are identified.

LO.3 Identify production processes and supply chains

- Workplace materials are identified.
- Workplace production processes for converting materials into products are identified.
- Workplace supply chains for products are identified.

LO.4 knowing basic garment manufacturing process

- Identify and Understand the basic concepts and work place area of the sector according to manufacturers' specification
- knowing the concept of the industry and work activities involved within the industry
- understand about Garment production system concept and also garment production
- Understand about the nature of the industry and organizational structure of the section/department
- Understand about the nature of functional department within the industry.

Lo 5 Access and interpret garment manufacturing information

- Use a range of reading techniques and simple search techniques to locate relevant information
- Interpret symbols, codes, legends, abbreviations and clothing production terminology
- Interpret working drawings to guide work
- Read, interpret and follow information on work specifications, standard operating

procedures (SOPs), work instructions and other reference material

- Note information and summarize, if necessary, for subsequent use

LO6 .Use and store Information resources

- Use information resources to assist and improve garment production operations
- Apply information to own work activities

Annex: Resource Requirements

IND GAP1 MO 01 1221 Understand garment-manufacturing process				
Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A. Learning Materials				
1.	TTLM	TTTLM prepared by the trainer	25	1:1
2.	Apparel manufacturing technology	T,karthik,Ganesan,Taylor and fancies group	5	1:5
4.	Journals/Publication/Magazines			
B. Learning Facilities & Infrastructure				
1.	Whit board	0.8*1.20*2m	1	1:25
2.	Lecture class	6*7m2	1	1;25
3.	Projector	LCD	1	1:25
C. Consumable Materials				
1.	Paper	A4	1rim	10;1
2	Marker pen	White board marker	1pac	

LEARNING MODULE 02	
TVET-PROGRAMME TITLE: Garment Production Level I	
MODULE TITLE: Drawing and Interpreting Basic Sketch	
MODULE CODE: IND GAP1 M02 0322	
NOMINAL DURATION: .60 Hours	
MODULE DESCRIPTION: This module covers the skills, attitudes and knowledge to draw and interpret a two-dimensional sketch of a garment to identify construction features and to perform calculations.	
LEARNING OUTCOMES At the end of the module the trainee will be able to: LO1. Prepare drawing tools, equipment and workstation LO2. Identify basic design styles LO3. Use template to draw sketches LO4. Interpret sketch LO5. Perform calculations LO6. Complete work	
MODULE CONTENTS: LO1. Prepare drawing tools, equipment and workstation 1.1 Select drawing tools and equipment. 1.2 Setting up work bench according to OHS practices. 1.2.1 hazard identification and control, 1.2.2 risk assessment 1.2.3 Apply manual handling techniques 1.2.4 standard operating procedures 1.3 Identifying and following Workplace practices and work instructions LO2. Identify basic design styles 2.1 Identifying Basic Garments and pattern pieces. 2.2 Identify and follow Specifications. 2.3 Using garment terminology LO3. Use template to draw sketches 3.1 Identify drawing Quality criteria. 3.2 Select drawing Template.	

- 3.3 Draw different line.
- 3.4 Sketching a pattern piece and garment style.
- 3.5 Identify and label relevant parts of sketch

LO4. Interpret sketch

- 4.1 Identify design features from sketch
- 4.2 Interpret drawing specification.
- 4.3 Determine required fabric.

LO5. Perform calculations

- 5.1 Select appropriate formula
- 5.2 Confirm and record Results

LO6. Complete work

- 6.1 Inspecting Sketch against garment details
- 6.2 Carry out Any changes or adjustments .
- 6.3 Complete Documentation .

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up ❖ provide tutorial support (if necessary)
Group discussion	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers

	<ul style="list-style-type: none"> ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	
Exercise	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/ practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
Individual assignment	<ul style="list-style-type: none"> ❖ prepare the assignment questions in large text ❖ Encourage the trainees to prepare and submit the assignment in large texts ❖ Make available recorded assignment questions ❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	<ul style="list-style-type: none"> ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	

ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader ❖ (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment

ASSESSMENT CRITERIA:

LO.1 Prepare drawing tools, equipment and workstation

- Drawing tools and equipment are selected and made ready for use.
- Work bench and seating are set up according to OHS practices.
- Workplace practices and work instructions for controlling risks are identified and followed accurately

LO.2 Identify basic design styles

- Basic Garments and pattern pieces are identified.
- Specifications are identified and followed as required.
- Correct terminology is used to identify garment components

LO.3 Use template to draw sketches Identify

- Quality criteria for drawing are identified.
- Template is selected to draw sketch.
- Lines required to complete sketch are drawn accurately.
- Sketch is drawn to correctly represent a pattern piece or garment.
- Relevant parts of sketch are identified and labeled.

LO.4 Interpret sketch

- Features of design are identified from sketch.
- Specifications where used are interpreted from sketch.
- Required fabric for the construction of garment is determined from sketch

LO.5 Perform calculations

- Appropriate calculation *factors* are determined and correct method is selected for achieving the required result
- Material quantities for the project are correctly calculated using the appropriate factors
- Results are confirmed and recorded

LO.6 Complete work

- Sketch is inspected against garment details using OHS practices
- Any changes or adjustments to sketch are carried out as required.
- Documentation relating to sketch is completed

Annex: Resource Requirements

IND GAP1M 02 0322 Drawing and Interpreting Basic Sketch				
Item No	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A.	<i>Learning Materials</i>			
	TFLM	manuals and books To be developed by the trainer	25	1:1
	Dominique fashion design sketchbook: 100 single-sided croquis fashion figure pose templates for sketching garment designs	Henrichon, dominique,(2030 ,)	5	1:5
	the beginners guide to creating stylish garments	Willie,annette,2015, sew "n" style	5	1:5
	The practical sketcher; a complete and practical method of sketching, for women's, misses', junior's, children's and infant's garments	Rosenfeld, insider 1881-2016	5	1:5
	Fashion sketch book	Abling New York Fifth Edition	5	1:5
B.	<i>Learning Facilities & Infrastructure</i>			
	A3 layout	A0	5 pack	1:5
	pencils with leads	HB	25	1:1
	pencil sharpener	Standard	2	1:13
	Eraser	Standard	25	1:1
	templates		5	1:5
C.	<i>Consumable Materials</i>			
	Pattern		25	1:1
	Gowns		25	1:1
	Tailors chalk		25 pack	1:1
	Pencils & Eraser		25	1:1
	Pattern Paper		2 pack	1:13
	Pins		25 pack	1:1
D.	Tools and Equipments			
	<ul style="list-style-type: none"> Tape measure plastic 150cm long, marked in inch &cm 		25	1:1
	<ul style="list-style-type: none"> Ruler large& Small 50cm long 		25	1:1
	<ul style="list-style-type: none"> plastic/transparence 100cm long 		25	1:1
	<ul style="list-style-type: none"> French curve, hip curve, Square rule 		13	1:2

• Ready made patterns of different		5	1:5
• garment patterns of different size		5	1:5
• Arm hole curve		5	1:5
• Table for Cutting & Drafting Patterns width 76cm length 150cm height 75cm		13	1:2
• Tracing wheel Metal ,15cm long ,Wooden handle		13	1:2
• Pencils Sharpener		13	1:2
• Table fix, Portable and stationary plants, machines and equipment		13	1:2
• rulers, square rule, marker pens, pins, fashion triangle, French curve, tape measure, pattern hook, masking tape, sticking tape, hip curve, pattern blocks, and arm hole curve Portable hand and power tools		25	1:25
• Scissors, paper notch		25	1:1
OHS equipment and personal protective devices		25	1;1

LEARNING MODULE 03	
TVET-PROGRAMME TITLE: Garment Production Level I	
MODULE TITLE: Developing Basic Pattern	
MODULE CODE: IND GAP1 M03 0322	
NOMINAL DURATION: 120Hours	
MODULE DESCRIPTION: This module covers the knowledge, skills and attitudes required in taking accurate body measurements, draft and cutting basic block patterns.	
LEARNING OUTCOMES	
At the end of the module the trainee will be able to:	
LO1. Plan and prepare for workstation	
LO2. Take body measurement	
LO3. Assess physical characteristics	
LO4. Obtain measurements and interpret size standards	
LO5. Prepare block/basic pattern	
LO6. Complete Work	
MODULE CONTENTS:	
LO1. Plan and prepare for workstation	
<ul style="list-style-type: none"> 1.1. Selecting pattern making material, tools and equipment 1.2. Seating up Workbench 	
LO2. Take body measurement	
<ul style="list-style-type: none"> 2.1 Reading and interpreting basic sketch 2.2 Understanding workplace procedures and instructions 2.3 Select measuring tools and equipment 2.4 Take body measurement 2.5 Marking body reference points 2.6 Recording fit body measurements 	
LO3. Assess physical characteristics	
<ul style="list-style-type: none"> 3.1 Identifying and comparing body characteristics 3.2 Analyzing fit model 	
LO4. Obtain measurements and interpret size standards	
<ul style="list-style-type: none"> 4.1 Obtaining measurements 4.2 Identifying type of measurements 4.3 Categorizing Sizes 	

4.4 Recording and passing data

LO5. Prepare block/basic pattern

- 5.1 Interpreting and clarifying as required Design drawings and specifications
- 5.2 Applying pattern making Principles according to specifications
- 5.3 Using Methods and formulas
- 5.4 Producing basic garment Pattern
- 5.5 Checking accuracy of Pattern pieces

LO6. Complete Work

- 6.1 Apply pattern information's
- 6.2 Ready production patterns to next production process.
- 6.3 File and store finished pattern.

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up ❖ Provide tutorial support (if necessary)

<p>Group discussion</p>	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers
<p>Exercise</p>	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/ practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
<p>Individual assignment</p>	<ul style="list-style-type: none"> ❖ prepare the assignment questions in large text ❖ Encourage the trainees to prepare and submit the assignment in large texts ❖ Make available recorded assignment questions ❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	<ul style="list-style-type: none"> ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	

ASSESSMENT METHODS:

Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment

ASSESSMENT CRITERIA:

LO.1. Prepare work station

- Workstation, cutting table and
- Cutting equipment is cleaned, checked and servicing assessed according to manufacturer instructions.
- Cutting table is prepared to suit correct lay length.
- Lay-up and marking equipment is set up and prepared for use.
- Work area is organized to maximize safety and productivity
- Records are maintained

LO.2 Check machine condition

- Machine is cleaned and parts are checked for damage or worn and reported or replaced according to specifications.
- Type and level of machine lubrication must be checked and maintained.
- Machine settings are adjusted according to manufacturer instructions and specifications for work.
- Machine is checked to ensure correct operation.
- Machine requirements are identified and attachments installed.
- Machine is started and stopped according to manufacturer requirements.

LO.3 Mark & laying

- Workstation, cutting table and seating are set up according to OHS practices and specifications for work.
- Tools and equipment's for mark and laying are identified
- Required pattern pieces are collected and checked manually or by computer.
- Pattern pieces are manipulated and positioned manually on paper or by computer for most efficient fabric use.
- Lay marker is drawn up manually or by computer.
- Lay-up instructions are prepared according to requirements
- Marker and lay alignment are checked and appropriate action taken according to job specification
- Lay-up instructions are interpreted.
- Fabric is collected and checked.
- Fabric width and quality are checked with lay-up instructions.

- Fabric is laid up and fabric tension adjusted to match fabric performance.
- Fabric is checked for faults and required action taken to cut out faults or other appropriate techniques

LO.4 Perform cutting

- Cutting order is interpreted for marking requirements such as fabric type, width, quantity and garment sizes
- Cut panels are inspected to verify that work has been performed to specification and those not meeting requirements are rejected or returned for rework.
- Damaged or torn cut panels are reported to supervisor
- Condemned cut works are deposited in appropriate container or storage
- Documentation is completed in accordance with workplace procedures
- Cut panel is inspected, any faults identified and appropriate action taken to ensure cut pieces meet required quality standards.
- Preventative action is taken to avoid any recurrence of defective pieces, and is recorded.
- Performance of cutting equipment is regularly checked for signs of faulty operation, including evidence from inspection of cut pieces, and any required action is taken.
- Action is taken and followed according to OHS practices throughout the performance of this unit to prevent accidents and to eliminate risks to personal safety.

LO.4 Perform Labeling and bundling

- Storage equipment is checked before cut panels are bundled and packed
- Labels and tags are checked or added if required
- Cut panels are bundled according to job card and OHS practices
- Cut works are folded and classified to meet workplace requirements
- Bundled products are bagged or otherwise prepared for pick-up or dispatch
- Bundled cut works are stored for distribution in allocated area
- Bundled cut works records are accurately maintained

LO.6. Dispatch bundling products

- Dispatch instructions are ascertained
- Product is dispatched, or stored in readiness for pick-up / dispatch using appropriate tools and equipment

LO.7. Complete work

- Cutwork is directed to next operation and work area is cleaned and prepared for next job.
- Master copy of lay marker is stored in filing drawer or computer as appropriate.

Annex: Resource Requirements

IND GAP1 03 0322 Developing Basic Pattern				
Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A. Learning Materials				
1.	TTLM	TTTLM prepared by the trainer		1:1
	Reference Books			
2.	Pattern Cutting for Lingerie, Beach Wear and Leisure Wear”,	Ann Haggar Black Well Science Limited, France 2001	5	1:5
3	Metric pattern	Sixth edition	5	1:5
4.	Journals/Publication/Magazines			1:5
B. Learning Facilities & Infrastructure				
C. Consumable Materials				
D. Tools and Equipments				
1.	Measuring tap	Standard	25	1;1
2	Pencil	HB	25	1:1
3	Paper	A0	1 Pac	5;1
4	Chalk		25 pack	1:1

LEARNING MODULE 04	
TVET-PROGRAMME TITLE: Garment production Level I	
MODULE TITLE: Produce cut panels	
MODULE CODE: IND GAP1 M04 0322	
NOMINAL DURATION: 40 Hours	
<p>MODULE DESCRIPTION: This module covers the knowledge, skills and attitudes needed to marking, laying, cutting, Labeling, bundling and dispatching cut panels for garment production process. The module also applies to checking of machine performance with service of industrial cutting machines by minor adjustments.</p>	
<p>LEARNING OUTCOMES</p> <p>At the end of the module the trainee will be able to:</p> <ul style="list-style-type: none"> LO1. Prepare work station LO2. Check machine condition LO3. Mark & laying LO4. Perform cutting LO5. Perform Labeling and bundling LO6. Dispatch bundling products LO7. Complete work 	
<p>MODULE CONTENTS:</p> <p>LO1. Prepare work station</p> <ul style="list-style-type: none"> 1.1 Applying OHS practices. 1.2 Setting up Workstation <p>LO2. Check machine condition</p> <ul style="list-style-type: none"> 2.1 Checking machine condition 2.2 Checking machine lubrication 2.3 Adjust machine setting 2.4 Ensuring correct machine operation 2.5 Identifying and installing machine requirement 2.6 Operating machine <p>LO3. Mark & laying</p> <ul style="list-style-type: none"> 3.1 Preparation of making markers 	

- 3.2 Selecting tools and equipment for marker and laying
- 3.3 Collecting and checking pattern pieces
- 3.4 Performing marker making
- 3.5 Preparing layup instruction
- 3.6 Checking marker making requirement
- 3.7 Performing Spreading /Laying

LO.4 Perform cutting

- 4.1 Interpreting cut order planning
- 4.2 Inspecting and verifying Cut panels
- 4.3 Reporting damaged or torn cut panels to supervisor
- 4.4 Documentation completed work
- 4.5 Taking preventative action to avoid any recurrence of defective pieces.
- 4.6 Checking performance of cutting equipments
- 4.7 Follow up OHS practice

LO.5. Perform Labeling and bundling

- 5.1. Checking Storage equipment
- 5.2. Checking Labels and tags
- 5.3. Bundling cut panel
- 5.4. Folding and classifying cutwork
- 5.5. Dispatching bundle product
- 5.6. Maintain Recorded bundle cut work

LO.6. Dispatch bundling products

- 6.1 Ascertaining Dispatch instructions
- 6.2 Dispatching Product

LO.7. Complete work

- 7.1. prepare cut work to next operation
- 7.2 .Recording and documentation

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up ❖ provide tutorial support (if necessary)
Group discussion	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers

	<ul style="list-style-type: none"> ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	
Exercise	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/ practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
Individual assignment	<ul style="list-style-type: none"> ❖ prepare the assignment questions in large text ❖ Encourage the trainees to prepare and submit the assignment in large texts ❖ Make available recorded assignment questions ❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	<ul style="list-style-type: none"> ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	

ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader ❖ (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment
Demonstration/ Observation	<ul style="list-style-type: none"> ❖ Brief the instruction or provide them in large text ❖ Time extension 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Brief on the instruction of the exam ❖ Provide activity-based/ practical assessment method ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Brief on the instruction of the exam ❖ Use loud voice ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Conduct close follow up ❖ Time extension

ASSESSMENT CRITERIA:

LO.1. Prepare work station

- Workstation, cutting table and seating is set up according to OHS practices and specifications for work.
- Cutting equipment is cleaned, checked and servicing assessed according to manufacturer instructions.
- Cutting table is prepared to suit correct lay length.
- Lay-up and marking equipment is set up and prepared for use.
- Work area is organized to maximize safety and productivity
- Records are maintained

LO.2 Check machine condition

- . Machine is cleaned and parts are checked for damage or worn and reported or replaced according to specifications.
- Type and level of machine lubrication must be checked and maintained.
- Machine settings are adjusted according to manufacturer instructions and specifications for work.
- Machine is checked to ensure correct operation.
- Machine requirements are identified and attachments installed.
- Machine is started and stopped according to manufacturer requirements.

LO.3 Mark & laying

- Workstation, cutting table and seating are set up according to OHS practices and specifications for work.
- Tools and equipment's for mark and laying are identified
- Required pattern pieces are collected and checked manually or by computer.
- Pattern pieces are manipulated and positioned manually on paper or by computer for most efficient fabric use.
- Lay marker is drawn up manually or by computer.
- Lay-up instructions are prepared according to requirements
- Marker and lay alignment are checked and appropriate action taken according to job specification
- Lay-up instructions are interpreted.

- Fabric is collected and checked.
- Fabric width and quality are checked with lay-up instructions.
- Fabric is laid up and fabric tension adjusted to match fabric performance.
- Fabric is checked for faults and required action taken to cut out faults or other appropriate techniques.

LO.4 Perform cutting

- Cutting order is interpreted for marking requirements such as fabric type, width, quantity and garment sizes
- Cut panels are inspected to verify that work has been performed to specification and those not meeting requirements are rejected or returned for rework.
- Damaged or torn cut panels are reported to supervisor
- Condemned cut works are deposited in appropriate container or storage
- Documentation is completed in accordance with workplace procedures
- Cut panel is inspected, any faults identified and appropriate action taken to ensure cut pieces meet required quality standards.
- Preventative action is taken to avoid any recurrence of defective pieces, and is recorded.
- Performance of cutting equipment is regularly checked for signs of faulty operation, including evidence from inspection of cut pieces, and any required action is taken.
- Action is taken and followed according to OHS practices throughout the performance of this unit to prevent accidents and to eliminate risks to personal safety.

LO.5 Perform Labeling and bundling

- Storage equipment is checked before cut panels are bundled and packed
- Labels and tags are checked or added if required
- Cut panels are bundled according to job card and OHS practices
- Cut works are folded and classified to meet workplace requirements
- Bundled products are bagged or otherwise prepared for pick-up or dispatch
- Bundled cut works are stored for distribution in allocated area
- Bundled cut works records are accurately maintained

LO6. Dispatch bundling products

- Dispatch instructions are ascertained

- Product is dispatched, or stored in readiness for pick-up / dispatch using appropriate tools and equipment

LO7. Complete work

- Cutwork is directed to next operation and work area is cleaned and prepared for next job.
- Master copy of lay marker is stored in filing drawer or computer as appropriate.

Annex: Resource Requirements

IND GAP1 M04 0322 Produce cut panels				
Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A.	<i>Learning Materials</i>			
	TTLM	TTTLM prepared by the trainer	25	1:1
	Reference Books			
	Pattern Cutting for Lingerie, Beach Wear and Leisure Wear”,	Ann Haggar Black Well Science Limited, France 2001	5	1:5
	Journals/Publication/Magazines			1:5
B.	<i>Learning Facilities & Infrastructure</i>			
C.	<i>Consumable Materials</i>	<i>Fabric</i>	125m	5:1
D.	<i>Tools and Equipments</i>			
1.	Straight knife machine		5	1:5
2	Circular cutting machine		5	1:5
3	Notcher		5	1:5
4	Drill and thread marker		5	1:5

LEARNING MODULE 05

TVET-PROGRAMME TITLE: **Garment Production Level I**

MODULE TITLE: **Produce Simple Garments**

MODULE CODE: **IND GAP1 M05 0322**

NOMINAL DURATION: 150 Hours

MODULE DESCRIPTION: This module covers the skills, attitudes and knowledge to assemble garment components using conventional garment sewing machine and applies hand stitching on garments/articles, either at the completion of production or during the production stage. The module also includes checking of machine performance with service of industrial sewing machines by minor adjustments.

LEARNING OUTCOMES

At the end of the module the trainee will be able to:

- LO1. Prepare workstation**
- LO2. Check machine condition**
- LO3. Prepare garment components**
- LO4. Assemble garment components**
- LO5. Perform hand stitching**
- LO6. Complete work**

MODULE CONTENTS:

LO1. Prepare workstation

- 1.1 Setting up Workbench according to OHS practice
- 1.2 Cleaning and checking machine to ensure correct operation
- 1.3 Adjusting machines according to specifications
- 1.4 Selecting appropriate materials
- 1.5 Checking needle Condition .
- 1.6 Identifying and preparing Other equipment for production
- 1.7 Recording and reporting problems.

LO2. Check machine condition

- 2.1 Checking and cleaning Machines
- 2.2 Checking and maintain machine lubrication
- 2.3 Adjusting Machine settings.
- 2.4 Identifying machine requirements and installing attachments
- 2.5 Selecting appropriate threads

2.6 Checking and changing Needles.

LO3. Prepare garment components

3.1 Follow OHS procedures.

3.2 Determining garment assembly sequence operations

3.3 Laying out Garment components in garment assembly sequence

LO4. Assemble garment components

4.1 Performing type of machine stitch

4.2 Sew Garment Components

4.3 Controlling Machine speed and work handling in sewing operation

4.4 Checking garment assemble quality and correct fit.

LO5. Perform hand stitching

5.1 Laying out Material in preparation of stitching process

5.2 Selecting appropriate type of stitch.

5.3 Determining hand stitch specifications

5.4 Performing hand stitching

5.5 Inspecting finished work

5.6 Confirm completed work

LO6. Complete work

6.1 Undertake hand sewing according to required sewing quality.

6.2 Inspecting and identifying sewn garment faults and take action.

6.3 Pressing Garments according to fabric requirement and construction details.

6.4 Performing and arranging other appropriate reworks action

6.5 Completing work documentation.

Learning Methods:				
For none impaired trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up ❖ Provide tutorial support (if necessary)

<p>Group discussion</p>	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers
<p>Exercise</p>	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
<p>Individual assignment</p>	<ul style="list-style-type: none"> ❖ prepare the assignment questions in large text ❖ Encourage the trainees to prepare and submit the assignment in large texts ❖ Make available recorded assignment questions ❖ Facilitate the trainees to prepare and submit the assignment in soft or hard copy 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	<ul style="list-style-type: none"> ❖ Provide briefing /orientation on the assignment ❖ Provide visual recorded material 	

ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader ❖ (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment
Demonstration/ Observation	<ul style="list-style-type: none"> ❖ Brief the instruction or provide them in large text ❖ Time extension 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Brief on the instruction of the exam ❖ Provide activity-based/ practical assessment method ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Brief on the instruction of the exam ❖ Use loud voice ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Conduct close follow up ❖ Time extension

Assessment Criteria

LO1 Prepare workstation

- Workbench and seating are set up according to OHS practices.
- Work area is set up and organized to maximize safety and productivity.
- Work area is organized to maximize safety and productivity
- Machine is cleaned and checked to ensure correct operation.
- Machine is set up and adjusted according to specifications.
- Appropriate materials are selected and made ready for use
- Needles, attachments and parts are checked and worn needles or parts are identified and reported or replaced.
- Condition of needle is checked to ensure sharpness and free from rust.
- Performance of machine is regularly checked for signs of faulty operation and required action is taken according to defined procedures.
- Other equipment required for production is identified and prepared.
- Any problems are reported and recorded.

LO 2 Check machine condition

- Machine is cleaned and parts are checked for damage or worn and reported or replaced according to specifications.
- Type and level of machine lubrication must be checked and maintained.
- Machine settings are adjusted according to manufacturer instructions and specifications for work.
- Machine requirements are identified and attachments installed.
- Threads are selected according to specifications.
- Needle types, attachments and parts are checked, and worn needles and parts are changed as necessary.
- Machine is started and stopped according to manufacturer requirements.

LO 3 Prepare garment components

- Follow OHS procedures according to work place requirements.
- Sequencing of garment assembly operations is determined according to pattern requirements.
- Garment components are laid out according to sequence of assembly operations.

LO 4 Assemble garment components

- Type of machine stitch are performed

- Garment Components are sewn according to OHS practices, garment requirements and accepted quality standards.
- Machine speed and work handling are controlled for type of sewing operations, fabrics and garment complexity.
- Garment is checked for correct fit and assembly quality

LO5 Perform hand stitching

- Material is laid out in preparation for stitching process
- Appropriate type of stitch is selected to suit particular application.
- Hand stitch specifications are determined in consideration with the garment to be sewn.
- Hand stitching is properly started and performed and the last stitch properly tied off.
- Finished work is inspected to ensure it conforms to specifications
- Hand stitching is completed in accordance with job order and workplace

LO5 Complete work

- Any required hand sewing is undertaken according to pattern requirements and accepted standards of sewing quality.
- Sewn garment is inspected, any faults identified and appropriate action taken to ensure it meets quality standards and pattern requirements.
- Garment is pressed according to fabric requirements and garment construction details.
- Rework is performed or other appropriate action arranged.
- Work documentation is completed as required.

Annex: Resource Requirements

IND GAP1 M05 0322 Produce Simple Garments				
Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A.	Learning Materials			
	TTLM	TTTLM prepared by the trainer	25	1;1
	Reference Books			
	1 BASIC GARMENT SEWING BOOK 2 Garment technology book		5	1:5
	Journals/Publication/Magazines			
B.	Learning Facilities & Infrastructure			
1.	Whit board	80*120*2m	1	1:25
2.	Lecture class	6*7m ²	1	1;25
3.	projector	Lcd	1	1:25
C.	Consumable Materials			
1.	Paper	A4	1rim	10;1
2	Marker	Temporary	1pac	5;25
D	Tools and equipment			
	• Industrial button hole and button attach machine	Industrial	5	1:5
	• Industrial three thread/ four thread over locker	Industrial	8	8:25
	• Industrial zigzag sewing machine	Industrial	5	1:5
	• Industrial single needle lock/chain sewing machine	Industrial	25	1:1
	• Industrial interlock machine	Industrial	5	1:5
	• Pins		25pack	1:1
	• Scissors		25	1:1
	• Needle and thread		25cone	1:1
	• Marker or chalk		25pack	1:1

LEARNING MODULE 06
TVET-PROGRAMME TITLE: Garment Production Level I
MODULE TITLE: Performing Hand Embroidery
MODULE CODE: IND GAP1 M06 0322
NOMINAL DURATION: 44 Hours
MODULE DESCRIPTION: The module covers applies to selecting and applying embroidery on garments/articles, either at the completion of production, or during the production stage. The embroidery is applied by using hand needle as determined by the design brief.
<p>LEARNING OUTCOMES</p> <p>At the end of the module the trainee will be able to:</p> <p>LO1. Interpret design brief or specifications</p> <p>LO2. Prepare work pieces and workstation</p> <p>LO3. Embroider garment/article or piece</p> <p>LO4. Dispatch completed work</p>
<p>MODULE CONTENTS:</p> <p>LO1 Interpret design brief or specifications</p> <ul style="list-style-type: none"> 1.1 Identifying types of embroidery 1.2 Determining embroidery specifications 1.3 Identifying Garment considerations 1.4 Identifying hand embroidery methods 1.5 Identify embroidery threads selection criteria <p>LO2. Prepare work pieces and workstation</p> <ul style="list-style-type: none"> 2.1 Laying out work pieces 2.2 Setting up work area according to OHS practices 2.3 Setting up and adjusting equipment and materials. 2.4 Recording and reporting problems <p>LO3 Embroider garment/article or piece</p> <ul style="list-style-type: none"> 3.1 Completing hand embroidery in accordance with job order 3.2 Assessing work for compliance with quality standards <p>LO4. Dispatch completed work</p> <ul style="list-style-type: none"> 4.1 Checking garment /articles against quality standards.

4.2 Recording and reporting identified faults.

4.3 Directing completed garments/ articles to next operation.

4.4 Completing work documentation

Learning Methods:

Reasonable Adjustment for Trainees with Disability (TWD)

For none impaired trainees	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up
Group discussion	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers

ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader ❖ (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment
Demonstration/ Observation	<ul style="list-style-type: none"> ❖ Brief the instruction or provide them in large text ❖ Time extension 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Brief on the instruction of the exam ❖ Provide activity-based/ practical assessment method ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Brief on the instruction of the exam ❖ Use loud voice ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Conduct close follow up ❖ Time extension

ASSESSMENT CRITERIA:

LO.1. Interpret design brief or specifications

- Identify type of embroidery required.
- Embroidery specifications are determined.
- Garment considerations are identified.
- Methods of embroidery by hand are identified.
- Criteria for selection of threads are identified.

LO.2 Prepare work pieces and workstation

- Work pieces are laid out.
- Work area is set up according to OHS practices.
- Equipment and materials are set up and adjusted to specifications for work.
- Any problems are reported and recorded.

LO.3 Embroider garment/article or piece

- Hand embroidery is completed in accordance with job order and workplace procedures.
- OHS practices are followed.
- Work is assessed for compliance with quality standards and production specifications.

LO.4 Dispatch completed work

- Garments/articles are checked against quality standards.
- Any faults identified are reported and recorded.
- Completed garments or articles are directed to next operation.
- Work documentation is completed as required.

Annex: Resource Requirements

IND GAP1 M06 0322 Performing hand. embroidery				
No	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
	TTLM(teaching , training and learning material		5	1:5
	Reference manuals and books		5	1:5
	<ul style="list-style-type: none"> • Woman's institute domestic arts,2013,First steps in dressmaking: essential stitches and seams, easy garment making, individualizing tissue-paper patterns • The Complete Machine Embroidery Manual • Modern Machine Embroidery: Must-Have Embroidery • Machine Embroidery in 6 Easy Lessons Book 	Claire Fell 9, 2014 ,The Sewing Machine Embroiderer's Bible ClaireFell ,2030M achine Embroidery: Techn iques and Projects	5	1:5
B	Learning Facilities & Infrastructure			
	<ul style="list-style-type: none"> • Classroom library, 		1	1:25
	<ul style="list-style-type: none"> • Chalk board/ white board/ Green board 		1	1:25
	<ul style="list-style-type: none"> • Sample documents 		5	1:5
	<ul style="list-style-type: none"> • Written materials 		5	1:5
	<ul style="list-style-type: none"> • Reference books, illustrations, 		5	1:5
C	Consumable Materials			
	<ul style="list-style-type: none"> • Gowns 		25	1:25
	<ul style="list-style-type: none"> • Tailors chalk flat &different colors 		25	1:25
	<ul style="list-style-type: none"> • Pin cushions& pins garment 		25	1:25
	<ul style="list-style-type: none"> • Scissors 		25	1:25
	<ul style="list-style-type: none"> • tape measures 		25	1:25
	<ul style="list-style-type: none"> • hand stitching needles, such as beading and crewel 		25piece	1:25
	<ul style="list-style-type: none"> • embroidery hoop 		25	1:25

LEARNING MODULE 07

TVET-PROGRAMME TITLE: Garment Production **Level I**

MODULE TITLE: **Performing Garment Product Finishing**

MODULE CODE: **IND GAP1 M07 0322**

NOMINAL DURATION: 28 Hours

MODULE DESCRIPTION: This module covers the knowledge, skills and attitudes required in applying finishing touches, attaching the needed accessories and accent, trimming of excess threads, pressing finished garment and packaging of finished garment.

LEARNING OUTCOMES

At the end of the module the trainee will be able to:

LO1. Apply finishes

LO2. Trim excess threads

LO3. Press finished garments

LO4. Package finished garment

MODULE CONTENTS:

LO1. Apply finishes

- 1.1 Identifying and checking finishing touches
- 1.2 Marking and attaching accessories and accents
- 1.3 Sew accessories by Hand/machine accordance with design.
- 1.4 Performing finishing operations
- 1.5 Checking missing buttons and attachments on garment.
- 1.6 Folding and pinning bodice hem and sleeve allowance
- 1.7 Sew hemline allowance in accordance with stitch/seam specification.

LO2. Trim excess threads

- 2.1 Checking garment for loose threads
- 2.2 Trimming excess threads
- 2.3 Reversing and hanging garments accordance to standard procedures .

LO3. Press finished garments

- 3.1 Preparing fabric and pressing tools
- 3.2 Setting up, cleaning and checking pressing machines
- 3.3 Identifying faults, spots and marks and take appropriate action.
- 3.4 Applying time , heat and pressure in accordance with product requirement
- 3.5 Pressing in sequence

LO4. Package finished garment

- 4.1 Packing finished garments with packaging standard procedure
- 4.2 Labeling Garment packages
- 4.3 Cleaning work station



Reasonable Adjustment for Trainees with Disability (TWD)

For none impaired trainees	Low Vision	Deaf	Hard of hearing	Physical impairment
<p>Lecture-discussion</p>	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
<p>Demonstration</p>	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up ❖ Provide tutorial support (if necessary)
<p>Group discussion</p>	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	<ul style="list-style-type: none"> ❖ Introduce the trainees with their peers

ASSESSMENT METHODS:

Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign language interpreter ❖ Use short and clear questioning ❖ Time extension 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	<ul style="list-style-type: none"> ❖ Use written response as an option for the trainees having speech challenges
Written test	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, true or false, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment
Demonstration/ Observation	<ul style="list-style-type: none"> ❖ Brief the instruction or provide them in large text ❖ Time extension 	<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Brief on the instruction of the exam ❖ Provide activity-based/ practical assessment method ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Brief on the instruction of the exam ❖ Use loud voice ❖ Time extension 	<ul style="list-style-type: none"> ❖ Provide activity based assessment ❖ Conduct close follow up ❖ Time extension

ASSESSMENT CRITERIA:

LO1. Apply finishes

- Needed finishing touches are identified and checked in accordance with garment design/style specifications
- Accessories' and accents' positions are marked and attached in accordance with garment design/style specification
- Accessories and accents are sewn by hand or by machine in accordance with garment design/style specifications
- Finishing operations are performed in accordance with customer's specifications and standard procedures
- Garment is checked for missing buttons and attachments
- Bodice hem allowances and sleeves are folded and pinned in accordance with customer's specifications.
- Hemline allowances are sewn in accordance with the given stitch/seam specifications

LO2. Trim excess threads

- Garment is checked for loose threads
- Excess threads are trimmed in accordance with sewing procedures
- Garments are reversed and hanged in accordance with standard procedures
- Apply thread suction procedures

LO3. Press finished garments

- Fabric and pressing tools are prepared according to standard operating procedures
- Pressing machines are setup, cleaned and checked in accordance with company's procedures
- Faults, spots and marks are identified and appropriate actions are taken in accordance with standard procedures
- Heat/Pressure is applied in accordance with product requirements, fabric specifications and standard procedures
- Pressing is sequenced in accordance with work specifications and standard procedures

LO4. Package finished garment

- Finished garments are packed in accordance with packaging standards/procedures
- Garment packages are label following standard procedure

Annex: Resource Requirements

IND GAP1 M 07 0322 Performing Garment Product Finishing				
Item No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Learner)
A.	<i>Learning Materials</i>			
	TTLM	Operation sheet Information sheet, Lap test	5	1:5
	Textbooks			
B.	<i>Learning Facilities & Infrastructure</i>			
1.	Lecture Room	Standard	1	1:25
2	Visual training media (LCD, laptops, blackboard, whiteboard, flip chart)	LCD	1	1:25
C.	<i>Consumable Materials</i>			
1.	Fabric			
2.	Poly bag		1pack	1:1
D.	<i>Tools and Equipment's</i>			
1.	Flat iron	Stem iron	5	1:5
2.	Vacuum press	Standard	2	1:15

LEARNING MODULE 08

TVET-PROGRAMME TITLE: Garment Production I

MODULE TITLE: **Applying 5S procedures**

MODULE CODE: **IND GAP1 M08 0322**

NOMINAL DURATION: **32** Hours

MODULE DESCRIPTION: This Module covers knowledge, skills and attitudes required to apply 5S procedures and other standards set by 5S in work place..

LEARNING OUTCOMES

At the end of the module the learner will be able to:

- LO1. Develop understanding of quality system**
- LO2. Sort needed items from unneeded**
- LO3. Set workplace in order**
- LO4 .Shine work area**
- LO5. Standardize activities**
- LO6. Sustain 5S system**

MODULE CONTENTS:

LO1. Develop understanding of quality system

- 1.1. OHS requirements of 5s.
- 1.2. Purpose and elements of quality assurance (QA) system
- 1.3. Quality assurance procedures
- 1.4. Meaning and concept of kaizen
- 1.5. Relationship of quality system and continuous improvement
- 1.6. 5s system
- 1.7. Identifying waste (MUDA)

Lo2 Sort needed items from unneeded

- 2.1. Identifying and distinguishing essential and non-essential item
- 2.2. Method of Sorting items
- 2.3. Sorting items required for regulatory purposes
- 2.4. Placing non-essential item
- 2.5. Regularly check up of items in the work area

LO3. Set workplace in order

- 3.1. Identifying location and placing each essential item
- 3.2. Regular checking of item in its location

LO4. Shine work area

- 4.1. Keeping the work area clean and tidy
- 4.2. Regular housekeeping activities

LO 5. Standardize activities

- 5.1. Procedures of Standardizing activities
- 5.2. Standardizing activities using checklists
- 5.3. Keeping work area standard

LO 6 Sustain 5S system

- 6.1. Sustaining clean up
- 6.2. Identifying non-compliance and taking actions
- 6.3. Inspecting work area regularly
- 6.4. Recommending improvements in the workplace

LEARNING METHODS:				
For None Impaired Trainees	Reasonable Adjustment for Trainees with Disability (TWD)			
	Low Vision	Deaf	Hard of hearing	Physical impairment
Lecture-discussion	<ul style="list-style-type: none"> ❖ Provide large print text ❖ Prepare the lecture in Audio/video ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Write short notes on the black/white board using large text ❖ Make sure the luminosity of the light of class room is kept ❖ Use normal tone of voice ❖ Encourage trainees to record the lecture in audio format ❖ Provide Orientation on the physical feature of the work shop ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Assign sign language interpreter ❖ Arrange the class room seating to be conducive for eye to eye contact ❖ Make sure the luminosity of the light of class room is kept ❖ Introduce new and relevant vocabularies ❖ Use short and clear sentences ❖ Give emphasis on visual lecture and ensure the attention of the trainees ❖ Avoid movement during lecture time ❖ Present the lecture in video format ❖ Summarize main points 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible to trainees ❖ Speak loudly ❖ Ensure the attention of the trainees ❖ Present the lecture in video format ❖ Ensure the attention of the trainees 	<ul style="list-style-type: none"> ❖ Organize the class room seating arrangement to be accessible for wheelchairs users. ❖ Facilitate and support the trainees who have severe impairments on their upper limbs to take note ❖ Provide Orientation on the physical feature of the work shop
Demonstration	<ul style="list-style-type: none"> ❖ Conduct close follow up ❖ Use verbal description ❖ Provide special attention in the process of guidance ❖ facilitate the support of peer trainees ❖ Prepare & use simulation 	<ul style="list-style-type: none"> ❖ use Sign language interpreter ❖ Use video recorded material ❖ Ensure attention of the trainees ❖ Provide structured training ❖ Show clear and short method ❖ Use gesture ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Illustrate in clear & short method ❖ Use Video recorded material ❖ Ensure the attention of the trainees ❖ Provide tutorial support (if necessary) 	<ul style="list-style-type: none"> ❖ Facilitate and support the trainees having severe upper limbs impairment to operate equipments/ machines ❖ Assign peer trainees to assist ❖ Conduct close follow up

				❖ provide tutorial support (if necessary)
Group discussion	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Brief the thematic issues of the work 	<ul style="list-style-type: none"> ❖ Use sign language interpreters ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member 	<ul style="list-style-type: none"> ❖ Facilitate the integration of trainees with group members ❖ Conduct close follow up ❖ Introduce the trainees with other group member ❖ Inform the group members to speak loudly 	❖ Introduce the trainees with their peers
Exercise	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/practical training ❖ Introduce new and relevant vocabularies 	<ul style="list-style-type: none"> ❖ Conduct close follow up and guidance ❖ Provide tutorial support if necessary ❖ provide special attention in the process/ practical training 	<ul style="list-style-type: none"> ❖ Assign peer trainees ❖ Use additional nominal hours if necessary
ASSESSMENT METHODS:				
Interview		<ul style="list-style-type: none"> ❖ Use sign language interpreter ❖ Ensure or conform whether the proper communication was conducted with the trainee through the service of the sign 	<ul style="list-style-type: none"> ❖ Speak loudly ❖ Using sign language interpreter if necessary 	❖ Use written response as an option for the trainees having

		<p>language interpreter</p> <ul style="list-style-type: none"> ❖ Use short and clear questioning ❖ Time extension 		<p>speech challenges</p>
<p>Written test</p>	<ul style="list-style-type: none"> ❖ Prepare the exam in large texts ❖ Use interview as an option if necessary ❖ Prepare the exam in audio format ❖ Assign human reader (if necessary) ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers ❖ Avoid essay writing ❖ Time extension 	<ul style="list-style-type: none"> ❖ Prepare the exam using short sentences, multiple choices, True or False, matching and short answers if necessary. 	<ul style="list-style-type: none"> ❖ Use oral response as an option to give answer for trainees having severe upper limb impairment ❖ Time extension for trainees having severe upper limb impairment

ASSESSMENT CRITERIA:

LO.1 Develop understanding of quality system.

- OHS requirements are applied throughout the work.
- Discuss quality assurance procedures of the enterprise or organization
- Understand the relationship of quality system and continuous improvement in the workplace
- Identify and relate to workplace requirements the purpose and elements of quality assurance (QA) system
- Explain the 5S system as part of the quality assurance of the work organization

LO.2. Sort needed items from unneeded

- Identify all items in the work area
- Distinguish between essential and non-essential items
- Sort items to achieve deliverables and value expected by downstream and final customers
- Sort items required for regulatory or other required purposes
- Place any non-essential item in a appropriate place other than the workplace
- Regularly check that only essential items are in the work area

LO.3. Set workplace in order

- Identify the best location for each essential item
- Place each essential item in its assigned location
- After use immediately return each essential item to its assigned location
- Regularly check that each essential item is in its assigned location

LO.4. Shine work area

- Keep the work area clean and tidy at all times
- Conduct regular housekeeping activities during shift
- Ensure the work area is neat, clean and tidy at both beginning and end of shift

LO.5. Standardize activities

- Follow procedures
- Follow checklists for activities, where available
- Keep the work area to specified standard

LO.6. Sustain 5S system

- Clean up after completion of job and before commencing next job or end of shift
- Identify situations where compliance to standards is unlikely and take actions specified in procedures
- Inspect work area regularly for compliance to specified standard
- Recommend improvements to lift the level of compliance in the workplace

Annex: Resource Requirements

IND GAP1 M08 0322 Apply 5S Procedures				
Item No.		Description/ Specifications	Quantity	Recommended Ratio (Item: Learner)
A.	<i>Learning Materials</i>			
	TTLM	Prepare by Teacher	1	1:25
	Textbooks		25	1:1
	Ethiopia kaizen books		5	1:5
B.	<i>Learning Facilities & Infrastructure</i>			
	Lecture Room	5*5m	1	1:25
	Library	Standard		
C.	<i>Consumable Materials</i>			
	Paper For check list	A4	5rim	1:5
	paper for shop lay out	A3	5rim	1:5
	Color paint		5	1:1
	thinner		canon	1:5
	soap	Hand wash		1:1
	Brush & broom	Plastic/ragger	25	1:1
D.	<i>Tools and Equipment's</i>			
	wheel brow	steel	5	1:5
	Shovel	steel	12	1:2
	Mask		25	1:1
	Glove	plastic	25	1:1
	Eye glass	plastic	25	1:1
	helmet	plastic	25	1:1
	Safety Shoe	Rubber soul	25	1:1
	Waste segregation box for re use	wooden	1	1:25
	Waste segregation box for disposal	wooden	1	1:25

Acknowledgements

The **Ministry of Labor and Skills** wishes to thank and appreciation for the trainers who donated their effort and time to develop this outcome based curriculum for the TVET Program **garment production Level I**.

We also thank all regional Labor and Skill/TVET Bureaus, Ministry of labor and skills coordinators, all instructors who developed this curriculum for active facilitation of this curriculum development.

Page 67 of 70	Author/Copyright : Ministry of Labor and Skill	Garment Production Level- I	Version - I March 2022
---------------	---	--------------------------------	---------------------------

The trainers who developed the curriculum

No	Name	Qualification	Educational background	Region	College	Mobile number	E-mail
1	MELKIE ERKYIHUN	BSC	Garment Engineering	A.A	Bole manufacturing college	0925755581	merkyhun826@gmail.com
2	GITASEW SHEGAW	BED	Garment Engineering	Amahara	BDR poly T/College	0919919300	getasewmb24@gmail.com
3	MEKIDES ALEMU	MSC	Garment	A.A	ETU	0991442429	mekidalemu@gmail.com
4	YOHANNES ADMASSU	MSC	Garment	A.A	ETU	0941956066	admassu77777@gmail.com
5	MENGISTU AYANO	BSC	Garment /Construction	A.A.	ETIDI	0911990599	mengetidi@gmail.com