



# Skills for Employment Investment Program (SEIP)

## ASSESSMENT TOOL FOR APPAREL MERCHANDISING *(RMG SECTOR)*

Finance Division, Ministry of Finance  
Government of the People's Republic of Bangladesh

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## **PART A – THE ASSESSOR**

### **Instructions to Assessor**

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Assessment is the process of identifying a candidate's skills and knowledge set against the industry established standards in the workplace. It requires the candidate to consistently and over time demonstrate skills, knowledge and attitude that enable confident completion of workplace tasks in a variety of situations.

In judging assessment evidence, the assessor must ensure that the evidence is:

- authentic (the candidate's own work)
- valid (directly related to the current version of the endorsed competency standard)
- reliable (show that the candidate consistently meets the endorsed unit of competency)
- current (reflects the candidate's current capacity to perform the aspect of work covered by the endorsed unit of competency)
- sufficient (covers the full range of elements in the relevant unit of competency)

There are a number of assessment methods that may be employed including but not limited to:

- written examination
- oral questioning
- practical demonstration

A single unit of competency may be assessed or a group of units of competency may be assessed, either in an actual workplace or a simulated workplace environment.

### **Conducting Assessment**

Prior to commencement of assessment, candidates must have the tasks clearly explained to them. Also, the assessor should provide candidates with clear advice and information about the:

- date, time and place for assessment
- structure of assessment
- number of times performance must be demonstrated or observed
- amount or type of assistance candidates can expect
- assessment environment
- resources required for assessment
- performance standards or benchmarks relevant to the qualification

As well as informing the candidate of what they will be required to do during the assessment, the assessor will also need to explain what evidence they will need to provide in response to the various assessment tasks.

If a candidate is required to submit evidence, any explanation must include specific guidance on:

- what to include as evidence
- how to present the evidence
- how to submit the evidence and to whom

## **Assessing Competence**

Competency-based assessment does not award grades, but simply identifies if the candidate has the skills, knowledge and attitudes to undertake the required task to the specified standard.

Therefore, when assessing competency an assessor has two possible results (assessment decisions) that can be awarded:

- Competent (C)
- Not Yet Competent (NYC)

### Competent (C)

If the candidate is able to successfully answer and demonstrate what is required to the expected standard of the assessment criteria, they will be deemed as 'Competent'.

The assessor will award 'Competent' if they feel the candidate has the necessary skills, knowledge and attitudes in all assessment tasks for a given package.

### Not Yet Competent (NYC)

If the candidate is unable to answer and demonstrate competency to the expected standard, they will be deemed to be 'Not Yet Competent'.

This does not mean the candidate will need to complete all the assessment tasks again. When applying for reassessment, the focus will be on the specific assessment tasks that were not performed to the required standard.

The candidate may be required to:

- (a) undertake further training or instruction
- (b) undertake the specific assessment task again until they are deemed to be competent

## **Recording Assessment Information**

When all assessment tasks are concluded, the evidence summary sheet should be completed, signed by all parties, and any outstanding activities or issues actioned.

The assessor should ensure that all appropriate forms are completed and signed by all parties.

<b>CHECKLIST FOR ASSESSOR</b>		
<b>Prior to the assessment I have:</b>	<b>Tick (✓)</b>	<b>Remarks</b>
Ensured the candidate is informed about the venue and schedule of assessment.		
Received current copies of the assessment criteria to be assessed, assessment plan and evidence plan.		
Reviewed the assessment criteria and evidence plan to ensure I clearly understood the instructions and the requirements of the assessment process.		
Identified and accommodated any special needs of the candidate.		
Checked the set-up and resources for the assessment.		
<b>During the assessment I have:</b>		
Introduced myself and confirmed identities of candidates.		
Collected the admission slips.		
Put candidates at ease by being friendly and helpful.		
Checked completed self-assessment guide.		
Explained to candidates the purpose, context and benefits of the assessment.		
Ensured candidates understood the assessment process and the assessment procedure.		
Provided candidates with an overview of the assessment criteria to be used.		
Gave specific and clear instructions to the candidates.		
Observed carefully the specified time limits provided in the assessment package.		
Stayed at the assessment area during the entire duration of the assessment activity.		
Ensured notes are made on unusual conditions or situations during the assessment and include these in the report.		
Did not provide any assistance during the assessment or indicated in any way whether the candidate is or is not performing the		

activity correctly (intervened only for health and safety reasons).		
Implemented the evidence gathering process and ensured its validity, reliability, fairness and flexibility.		
Collected appropriate evidence and matched relevance to the elements, performance criteria, range of variables and evidence guide in the relevant units of competency.		
Explained the results reporting procedure to the candidate.		
Encouraged candidates to seek clarifications if in doubt about the pre- and post-assessment activity procedures.		
Asked candidates for feedback on the assessment.		
Explained legal, health and safety, and ethical issues, if applicable.		
<b>After the assessment I have:</b>		
<p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ clear and constructive feedback on the assessment decision</li> <li>▪ information on ways of addressing any identified gaps in competency revealed by the assessment</li> <li>▪ opportunity to discuss the assessment process and outcome</li> <li>▪ information on reassessment process (if necessary)</li> <li>▪ information on appeal (if necessary)</li> </ul>		
<p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> <li>▪ record the assessment decision using the prescribed rating sheet</li> <li>▪ maintain records of the assessment procedures, evidence collected and assessment decision</li> <li>▪ endorse assessment decision to BTEB</li> <li>▪ prepare recommendations for the issuance of certificate</li> </ul>		
Thanked candidate for participating in the assessment.		

## Assessment Evidence Guide

The purpose of assessment is to confirm that an individual can perform to the standards expected by in the workplace, as expressed in the competency standards.

To attain the certificate of **Apparel merchandising**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

CODE	UNIT OF COMPETENCY
<b>Generic Competencies</b>	
GN1002A1	Apply OHS practices in the workplace
GN1015A1	Perform basic IT skills
GN2002A1	Operate in a self-directed team
GN2014A1	Carryout workplace interaction
<b>Sector-specific Competencies</b>	
RMG-SS3002A1	Perform measurement and calculations in the RMG Sector
RMG-SS3003A1	Interpret sketch and specifications in manuals
RMG-SS4001A1	Recognize the RMG business scenario
<b>Occupation-specific Competencies</b>	
SEIP-RMG-AM4001A1	Identify the principles and major tasks of apparel merchandising
SEIP-RMG-AM4002A1	Build and maintain an effective business relationship with clients/customers
SEIP-RMG-AM4003A1	Process of sourcing material
SEIP-RMG-AM4004A1	Perform measurement, consumption and cost calculations for causal/formal apparel
SEIP-RMG-AM4005A1	Apply the methods of order follow up procedure
SEIP-RMG-AM4006A1	Interpret the process of commercial and banking activities



## Assessment Evidence Plan

An assessment evidence plan is a document that assists in establishing what evidence needs to be collected by the assessor to ensure that the candidate meets all the appropriate requirements of the competency standard. It usually contains a record of:

- evidence requirements as set out in the competency standard
- who will collect the evidence
- time period needed to collect the evidence

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Apply OHS practices in the workplace					
<b>Unit Code:</b>	GN1002A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify, control and report OSH hazards	1.1. Immediate work area is routinely checked for OSH hazards prior to commencing and during work.					√
	1.2. Hazards and unacceptable performance are identified, and corrective action is taken within the level of responsibility.			√	√	
	1.3. OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.				√	
	1.4. Safety signs and symbols are identified and followed.			√		
2. Conduct work safely	2.1. OSH practices are applied in the workplace.			√		
	2.2. Appropriate personal protective equipment (PPE) is selected and worn.			√		
3. Follow emergency response procedures	3.1. Emergency situations are identified and reported according to workplace reporting requirements.					√
	3.2. Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures.				√	
	3.3. Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.				√	
4. Maintain and improve health and safety in the workplace	4.1. Risks are identified and appropriate control measures are implemented in the work area.				√	
	4.2. Recommendations arising from risk assessments are implemented within level of responsibility.					√

	<b>4.3.</b> Opportunities for improving OSH performance are identified and raised with relevant personnel.		√	
	<b>4.4.</b> Safety records according to company policies are maintained.			√

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Perform Basic IT Skills					
<b>Unit Code:</b>	GN1015A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Identify and use most commonly used IT tools	<b>1.1.</b> Context of IT is interpreted.					√
	<b>1.2.</b> Commonly used IT tools are identified.			√		
	<b>1.3.</b> Safe work practice and OSH Standards are followed.					√
<b>2.</b> Operate computer	<b>2.1.</b> Peripherals are checked and connected with computer as per standard.			√		
	<b>2.2.</b> Power cords/adaptor are connected with computer and power outlets socket safely.			√		
	<b>2.3.</b> Computer is switched on gently.			√		
	<b>2.4.</b> PC desktop/GUI settings are arranged and customized as per requirement.			√		
	<b>2.5.</b> Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.					√
	<b>2.6.</b> Properties of files and folders are viewed and searched.			√		
	<b>2.7.</b> Disks are defragmented, formatted as per requirement.					√
<b>3.</b> Work with word processing software	<b>3.1.</b> Word processing software is selected and started.				√	
	<b>3.2.</b> Basic typing technique is demonstrated.			√		
	<b>3.3.</b> Documents are created as per requirement in personal use and office environment.			√		
	<b>3.4.</b> Contents are entered.			√		
	<b>3.5.</b> Documents are formatted.			√		

	<b>3.6.</b> Paragraph and page settings are completed.	√		
	<b>3.7.</b> Saving and retrieving technique of a document are interpreted.			√
<b>4.</b> Use spread sheet packages to create/prepare worksheets	<b>4.1.</b> Spread sheet packages are selected and started.			√
	<b>4.2.</b> Worksheets are created as per requirement in Personal use and office environment.	√		
	<b>4.3.</b> Data are entered.	√		
	<b>4.4.</b> Functions are used for calculating and editing logical operation.			√
	<b>4.5.</b> Sheets are formatted as per requirement.	√		
	<b>4.6.</b> Charts are created.			√
	<b>4.7.</b> Charts/Sheets are previewed.			√
<b>5.</b> Use presentation packages to create/prepare presentation	<b>5.1.</b> Appropriate presentation software package are selected and started.			√
	<b>5.2.</b> Presentation are created as per requirement in personal use and office environment.			√
	<b>5.3.</b> Image, illustrations, text, table symbols and media are entered as per requirements.			√
	<b>5.4.</b> Presentations are formatted and animated.			√
	<b>5.5.</b> Presentations are viewed.		√	
<b>6.</b> Print the documents	<b>6.1.</b> Printer is connected with computer and power outlet properly.			√
	<b>6.2.</b> Power is switched on at both the power outlet and printer			√
	<b>6.3.</b> Printer is installed and added		√	
	<b>6.4.</b> Correct printer settings are selected and documents is printed			√
<b>7.</b> Use the internet and access E-mail	<b>7.1.</b> Appropriate internet browsers are selected.			√
	<b>7.2.</b> Search engines are used to access information.		√	
	<b>7.3.</b> Video/information are shared/downloaded/uploaded from/ to web site/ social media.			√
	<b>7.4.</b> Web based resources are used.		√	
	<b>7.5.</b> Email services are identified and selected to create a new email address.			√

	7.6. Document is prepared, attached and sent to different types of recipient.			√
	7.7. Email is read, forwarded, replied and deleted as per requirement.		√	
	7.8. Custom email folders are created and manipulated.			√
	7.9. Email message is printed.		√	

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Operate in a self-directed team					
<b>Unit Code:</b>	GN2002A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify team goals and processes	1.1. Team goals and work processes are identified.					√
	1.2. Roles and responsibilities of team members are identified.			√		
	1.3. Relationships within team and with other work areas are identified.					√
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team members and contribute to activities and objectives.			√		√
	2.2. Formal and informal forms of communication are used effectively to support team achievement.			√		
	2.3. Diversity is respected and valued in team functioning.			√	√	
	2.4. Views and opinions of other team members are understood and reflected accurately.			√	√	
	2.5. Workplace staff regulation is used correctly to assist communication.			√	√	
3. Work as a team member	3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.				√	
	3.2. Tasks are performed in accordance with organizational and team requirements.			√		
	3.3. Team members support other members as required to ensure team achieves goals and requirements.				√	

	<b>3.4.</b> Agreed reporting lines are followed using standard operating procedures.		√	
4. Solve problems as a team member	<b>4.1.</b> Current and potential problems faced by team are identified.		√	
	<b>4.2.</b> Procedures for avoiding and managing problems are identified.			√
	<b>4.3.</b> Problems are solved effectively and in a manner that supports the team.		√	

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Carry out workplace interaction					
<b>Unit Code:</b>	GN2014A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Interpret workplace communication and etiquette	<b>1.1.</b> Workplace code of conducts are interpreted as per organisational guidelines.					√
	<b>1.2.</b> Appropriate lines of communication are maintained with supervisors and colleagues.				√	
	<b>1.3.</b> Workplace interactions are conducted in a courteous manner to gather and convey information.			√		
	<b>1.4.</b> Questions about routine workplace procedures and matters are asked and responded as required.				√	
2. Communicate and cooperate with team members	<b>2.1.</b> Workplace documents are interpreted as per standard.					√
	<b>2.2.</b> Assistance is taken to aid comprehension when required from peers/supervisors.				√	
	<b>2.3.</b> Visual information/symbols/signage's are understood and followed.					√
	<b>2.4.</b> Specific and relevant information are accessed from appropriate sources.				√	
	<b>2.5.</b> Appropriate medium is used to transfer information and ideas.			√		
3. Participate in workplace meetings and discussions	<b>3.1.</b> Team meetings are attended on time and followed meeting procedures and etiquette.				√	
	<b>3.2.</b> Own opinions are expressed and listened to those of others without interruption.				√	

	<b>3.3.</b> Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes.	√		
<b>4.</b> Practice professional ethics at workplace	<b>4.1.</b> Responsibilities as a team member are demonstrated and kept promises and commitments made to others.		√	
	<b>4.2.</b> Tasks are performed in accordance with workplace procedures.	√		
	<b>4.3.</b> Confidentiality is respected and maintained.		√	
	<b>4.4.</b> Situations and actions considered inappropriate or which present a conflict of interest are avoided.			√

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Perform measurement and calculations in the RMG Sector					
<b>Unit Code:</b>	RMG-SS3002A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Select measuring devices	<b>1.1.</b> Work instructions are confirmed and applied to the job in hand.					√
	<b>1.2.</b> Materials to be measured are identified as per job specifications.		√			√
	<b>1.3.</b> Appropriate measuring devices are selected based on materials to be measured.		√			
	<b>1.4.</b> Specifications are obtained from relevant documents.		√			√
	<b>1.5.</b> Tolerance and clearance limits are identified and adjusted according to the job requirements.					√
<b>2.</b> Obtain measurements for apparel	<b>2.1.</b> Accurate measurements are obtained in accordance with job requirements.		√			
	<b>2.2.</b> Systems of measurements are identified and measurement conversions done as per requirement.					√
	<b>2.3.</b> Measurements are confirmed and recorded in the given company format.		√			
<b>3.</b> Perform simple calculations	<b>3.1.</b> Simple calculations involving basic operations are carried out.		√			
	<b>3.2.</b> Other operations are used to complete tasks.			√		

	<b>3.3.</b> Appropriate formulas for calculating quantities of materials are selected.	√		
	<b>3.4.</b> Calculations are performed and verified.	√	√	
	<b>3.5.</b> Material quantities are calculated and shared with team as per requirement.	√		

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Interpret sketch and specifications in manuals for RMG Sector					
<b>Unit Code:</b>	RMG-SS300A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Identify information from manual	<b>1.1.</b> Appropriate manuals are collected as per sample.					√
	<b>1.2.</b> Importance of manuals is recognised.				√	
	<b>1.3.</b> Required information are collected from manuals.				√	
<b>2.</b> Interpret sketch and specifications	<b>2.1.</b> Relevant sketch and specifications are identified.					√
	<b>2.2.</b> Key terms and abbreviations are identified.					√
	<b>2.3.</b> Signs and symbols are identified.					√
	<b>2.4.</b> Schedules, dimensions, drawings and specifications are interpreted.			√		

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Recognize the RMG Business Scenario					
<b>Unit Code:</b>	RMG-SS4001A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Identify basic business	<b>1.1.</b> The communication requirements in the RMG sector are recognised in alignment to the role of RMG sector.					√

communication practices	1.2. Modes of communication are explained.		√	
	1.3. Communication policies and guidelines are identified and interpreted.			√
2. Recognize history of RMG industries in Bangladesh	2.1. Background of RMG industries in Bangladesh is inferred with reference to the past history, present status and expected future trends.			√
	2.2. Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact.			√
	2.3. Present and projected future trends and technologies relevant to the sector are summarised.			√
3. Identify major departments of RMG industry	3.1. Scope and nature of major departments of the RMG sector are identified.			√
	3.2. Role and responsibilities of individuals are identified in relation to the department and organization as a whole.			√
	3.3. The machines used in different departments are identified.			√
4. List prime export markets	4.1. The types of prime export markets are categorized on the basis of their current and future potential.			√
	4.2. Export marketing process is interpreted.		√	

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Identify the principles and major tasks of apparel merchandising					
<b>Unit Code:</b>	SEIP-RMG-AM4001A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Interpret job role of an apparel merchandiser	1.1. Job description of an apparel merchandiser is interpreted.				√	
	1.2. Role and responsibilities of an apparel merchandiser is identified.		√			
	1.3. Organisational policies, guidelines and code of conduct inferred.				√	
2. List the organizations of RMG sector	2.1. Types of RMG industries are listed with key differentiators.				√	
	2.2. Key organisational features of RMG industries are identified.		√			



	<b>2.3.</b> Source companies are listed.			√
	<b>2.4.</b> Buyer organizations are listed.			√
<b>3.</b> Illustrate functional flow chart of apparel merchandising	<b>3.1.</b> Functional flow chart of apparel merchandising is interpreted.		√	
	<b>3.2.</b> The functions, relationships and dependencies among the components of the flow chart are recognised.		√	
	<b>3.3.</b> Quality issues are identified.			√
	<b>3.4.</b> Preventive measures are recognised for defects reduction and zero error products.		√	

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Build and maintain an effective business relationship with clients/customers					
<b>Unit Code:</b>	SEIP-RMG-AM4002A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Establish good relationships with clients/customers	<b>1.1.</b> Communication requirements of customers are identified.				√	
	<b>1.2.</b> Communication with customers is demonstrated.		√			
	<b>1.3.</b> Rapport building techniques are demonstrated.		√			
<b>2.</b> Interpret the apparel marketing process	<b>2.1.</b> Marketing process is interpreted.		√			
	<b>2.2.</b> Effective business communication with customers is demonstrated.					√
	<b>2.3.</b> Market segments are identified with key details and data.					√
<b>3.</b> Perform the order handling procedure	<b>3.1.</b> Information about style and materials are collected.					√
	<b>3.2.</b> Order confirmation is interpreted.				√	
	<b>3.3.</b> Execution process of orders is illustrated.				√	
	<b>3.4.</b> Order handling procedure is demonstrated.		√			
	<b>4.1.</b> Reporting process is interpreted.				√	

4. Interpret the process of monitoring	4.2. Report is prepared and submitted.		√	
	4.3. Reports are documented.		√	

<b>Occupation:</b>	Apparel Merchandising					
<b>Unit Name:</b>	Process of sourcing materials					
<b>Unit Code:</b>	SEIP-RMG-AM4003A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Interpret types of fabrics used for woven and knit apparels	1.1. Woven fabrics are categorised and compared in accordance with the requirements.				√	
	1.2. Knit fabrics are categorised and compared in accordance with the requirements.				√	
	1.3. Fabrics are selected and collected according to work order.			√		
2. Interpret the trims and accessories	2.1. The specifications of trims and accessories based on the products are identified.			√		
	2.2. Trims and accessories are identified.			√		
	2.3. Trims and accessories are collected and delivered to the concerned department.			√		
3. Prepare Bill of Material (BoM) sheet	3.1. Purpose of BOM sheet is stated.				√	
	3.2. Procedure of preparing BOM sheet is interpreted.			√		
	3.3. BOM for each style is prepared.			√		
4. Demonstrate the process of negotiation and booking	4.1. Negotiation process with suppliers is demonstrated.				√	
	4.2. Price and availability of material is negotiated.			√		
	4.3. Booking process and procedures are followed and executed.					√

<b>Occupation:</b>	Apparel Merchandising				
<b>Unit Name:</b>	Perform measurement, consumption and cost calculation for casual/formal apparel				
<b>Unit Code:</b>	SEIP-RMG-AM4004A1				

Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret the sketch and measurement	1.1.	Sketch is comprehended as per technical package.	√			
	1.2.	Measurement charts are recognised, followed and applied.	√			
	1.3.	Measurements charts are updated in accordance with changes.		√		
2. Interpret the points of measurement	2.1.	Points of measuring of the measurement guide are recognised.	√			
	2.2.	Level of tolerance specified in the measuring guide are identified and stated.	√			
3. Perform fabric consumption and cost calculation	3.1.	Fabric consumption is identified and interpreted.	√			
	3.2.	Fabric consumption formula is applied.	√			
	3.3.	Cost calculation is computed.	√			
4. Perform trims and accessories consumption and cost calculation	4.1.	Trims and accessories consumption calculation is identified and interpreted.	√			
	4.2.	Trims and accessories consumption formula is applied.	√			
	4.3.	Costing of the trims and accessories is computed.	√			
5. Interpret process of Cost Manufacturing (CM)	5.1.	The process of CM calculation is interpreted.			√	
	5.2.	CM calculation formula is applied.			√	
	5.3.	CM calculation for apparel is computed.	√			
6. Apply the costing format and methods of calculation	6.1.	Method of costing format is identified.			√	
	6.2.	Cost format is applied to compute cost.	√			
	6.3.	The concept of FOB (Free on Board) prices is identified.	√			
	6.4.	FOB price is prepared in accordance with specifications.	√			

<b>Occupation:</b>	Apparel merchandising
<b>Unit Name:</b>	Apply the methods of order follow up procedure

<b>Unit Code:</b>	SEIP-RMG-AM4005A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Interpret the order follow up procedure	1.1. Methods of order follow up are interpreted.					√
	1.2. Approvals of samples at different stages of order execution are obtained.				√	
	1.3. All information of approved samples is collected, recorded and maintained as per company guidelines.			√		
2. Recognize the suppliers' evaluation process	2.1. Suppliers evaluation process is interpreted.					√
	2.2. Order follow up chart is prepared.					√
	2.3. Supplier evaluation chart is applied.					√
3. Demonstrate the time and action (TNA) plan	3.1. Types of TNA plan is interpreted on basis lead time.			√		
	3.2. TNA plan of order is prepared.			√		
	3.3. TNA is applied.			√		

<b>Occupation:</b>	Apparel merchandising					
<b>Unit Name:</b>	Interpret the process of commercial and banking activities					
<b>Unit Code:</b>	SEIP-RMG-AM4006A1					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Process the commercial and banking requirements	1.1. Legal requirement for apparel business are interpreted.					√
	1.2. Commercial documentation is performed.					√
	1.3. International commercial terms (INCOTERMS) is interpreted.					√
	1.4. Banking requirements for apparel business are identified.				√	

	<b>1.5.</b> Banking requirements and procedures are finalized		√	
<b>2.</b> Perform the procedures for letter of credit (L/C)	<b>2.1.</b> Purpose of letter of credit (L/C) is recognised.			√
	<b>2.2.</b> Different types of letter of credits are interpreted.			√
	<b>2.3.</b> L/C procedures are followed.		√	
	<b>2.4.</b> L/C documentation are prepared and executed.		√	
<b>3.</b> Perform documentation for payment	<b>3.1.</b> Purpose of payment documentation is interpreted.		√	
	<b>3.2.</b> Payment documentation are identified.		√	
	<b>3.3.</b> Payment documents are prepared.		√	

## PART B – THE CANDIDATE

### Instructions to Candidate

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To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in Apparel Merchandising. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

In judging the evidence, your assessor must ensure that the evidence is:

- authentic (your own work)
- valid (directly related to the current version of the units of competency)
- reliable (consistently demonstrates of your knowledge and skill)
- current (shows your current capacity to perform the work)
- sufficient (covers the full range of elements comprised within the units of competency)

Furthermore, the assessment process must:

- provide for valid, reliable, flexible and fair assessment
- provide for judgment to be made on the basis of sufficient evidence
- offer valid, authentic and current evidence
- include workplace requirements

There are two types of assessment:

1. Knowledge Assessment - is designed to enable assessment against the various *elements* contained within the units of competency through a variety of activities such as multiple choice, short-answer questions, oral questioning. It is essentially examining your theoretical knowledge.

This provides the assessor with substantial evidence of your knowledge and aptitude to perform the work relating to the specific unit of competency, in conjunction with other assessment tools such as workplace observation.

You should complete the knowledge assessment as directed by the assessor and follow all instructions as and when given. If you are unable to complete the knowledge assessment, please speak to the assessor about alternative assessment solutions.

2. Skill Assessment - is designed to enable assessment against the various *performance criteria* contained within the units of competency through, for example, demonstration of skill in a simulated or actual work environment. In essence, it is an examination of your practical ability.

This provides the assessor with substantial evidence of your ability to perform the work relating to the specific unit of competency to the standard expected by industry (the benchmark).

You should complete the skill assessment as directed by the assessor and follow all instructions as and when given, ensuring your own health and safety.

Once you have been assessed as competent against all of the units of competency comprising of the qualification being undertaken, you will be awarded your certificate.

Your assessor will discuss in more detail the requirements for assessment for each unit of competency at the appropriate time.

And please do not panic if you are not assessed as competent on any part of your qualification at your first attempt. Your assessor will discuss with you any identified skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

## Self-Assessment Guide

Before undertaking any assessment, you should review the list of skills, knowledge and aptitudes relating to the assessment (drawn from the units of competency, its various elements and performance criteria) to determine whether you have current competency in these areas.

If you believe you can demonstrate the skills and knowledge required and can successfully complete the various assessment activities, you should then proceed to discuss your assessment with the assessor and complete Assessment Agreement.

However, should you not believe, for whatever reason, that you are not able to successfully complete the various assessment activities, then speak with the assessor. The assessor will assist you in identifying any skill and knowledge gaps, work through those with you and assist you as much as possible in attaining competency.

Please complete the self-assessment checklist below and discuss with the assessor.

<b>Qualification:</b>	<b>Apparel Merchandising</b>	
<b>Units of competency:</b>	<p><b>Generic units:</b></p> <p>Apply OSH practices in the workplace</p> <p>Perform basic IT skills</p> <p>Operate in a self-directed team</p> <p>Carryout workplace interaction</p> <p><b>Sector-specific units:</b></p> <p>Perform measurement and calculations in the RMG sector</p> <p>Interpret sketch and specifications in manuals for RMG sector</p> <p>Recognize the RMG business scenario</p> <p><b>Occupation-specific units:</b></p> <p>Identify the principles and major tasks of apparel merchandising</p> <p>Build and maintain an effective business relationship with clients/customers</p> <p>Process of sourcing material</p> <p>Perform measurement, consumption &amp; cost calculations for casual/formal apparel</p> <p>Apply the methods of order follow up procedure</p> <p>Interpret the process of commercial banking activities</p>	
<b>Instructions:</b>		
<ul style="list-style-type: none"> <li>▪ Read each of the questions in the left-hand column of the chart</li> <li>▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>▪ Check routinely immediate work area for OHS hazards prior to commencing and during work</li> </ul>		



<ul style="list-style-type: none"> <li>▪ Identify hazards and unacceptable performance and take corrective action within the level of responsibility</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Report OSH hazards and incidents to appropriate personnel according to workplace procedures</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and follow safety signs and symbols</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Apply safety practices in the workplace</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Select and wear appropriate Personal Protective Equipment (PPE)</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and report emergency situations according to workplace reporting requirements</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Follow emergency procedures as appropriate to the nature of the emergency and according to workplace procedures</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Follow workplace procedures for dealing with accidents, fires and emergencies whenever necessary within scope of responsibilities</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify risks and implement appropriate control measures in the work area</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Implement recommendations arising from risks assessments within level of responsibility</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify and raise opportunities for improving OSH performance with relevant personnel</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Maintain safety records according to company policies</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Interpret context of IT</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Identify commonly used IT tools</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Follow safe work practice and OSH standards</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Check and connect peripherals with computer as per standard</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Connect power cords/adapter with computer and power outlets sockets safely</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Switch on computer gently</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Arrange and customize PC desktop/GUI settings as per requirement</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Create, open, copy, rename, delete and sort files and folders as per requirement</li> </ul>		
<ul style="list-style-type: none"> <li>▪ View and search properties of files and folders</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Defragment, format disks as per requirement</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Select and start word processing software</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Demonstrate basic typing technique</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Create documents as per requirement in personal use and office environment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Enter contents</li> </ul>		

▪ Format documents		
▪ Complete paragraph and page settings		
▪ Interpret saving and retrieving technique		
▪ Select and start spread sheet packages		
▪ Create worksheets as per requirement in Personal use and office environment		
▪ Use function for calculating and editing logical operation		
▪ Format sheets as per requirement		
▪ Create charts		
▪ Preview charts/sheets		
▪ Select and start appropriate presentation software packages		
▪ Create presentation as per requirement in personal use and office environment		
▪ Enter image, illustrations, text, table, symbols and media as per requirements		
▪ Format and animate presentations		
▪ Preview presentation		
▪ Connect printer with computer and power outlet properly		
▪ Switch on power at both the power outlet and printer		
▪ Install and add printer		
▪ Select correct printer settings and print document		
▪ Select appropriate internet browsers		
▪ Used search engines to access information		
▪ Share/download/upload from/to web site/social media video/information		
▪ Use web based resources		
▪ Identify and select email services to create a new email address		
▪ Prepare document, attach and send to different types of recipients		
▪ Read email, forward, reply and delete as per requirement		
▪ Create and manipulate custom email folders		
▪ Print email message		
▪ Identify team goals and work processes		
▪ Identify roles and responsibilities of team members		
▪ Identify relationships within team and with other work areas		

▪ Use effective interpersonal skills to interact with team members and contribute to activities and objectives		
▪ Use formal and informal forms of communication effectively to support team achievement		
▪ Respect diversity and value in team functioning		
▪ Understand views and opinions of other team members and reflect accurately		
▪ Use workplace staff regulation correctly to assist communication		
▪ Identify duties, responsibilities, authorities, objectives and task requirements and clarify with team		
▪ Perform tasks in accordance with organizational and team requirements, specifications and workplace procedures		
▪ Support other team members as required to ensure team achieves goals and requirements		
▪ Follow agreed reporting lines using standard operating procedures		
▪ Identify current and potential problems faced by team		
▪ Identify procedures for avoiding and managing problems		
▪ Solve problems effectively and in a manner that supports the team		
▪ Interpret workplace code of conducts as per organizational guidelines		
▪ Maintain appropriate lines of communication with supervisors and colleagues		
▪ Conduct workplace interactions in a courteous manner to gather and convey information		
▪ Ask questions about routine workplace procedures and matters and respond as required		
▪ Interpret workplace documents as per standard		
▪ Take assistance to aid comprehension when required from peers/supervisors		
▪ Understand and follow visual information/symbols/signage's		
▪ Access specific and relevant information from appropriate sources		
▪ Use appropriate medium to transfer information and ideas		
▪ Attend team meetings on time and followed meeting procedure and etiquette		
▪ Express and listen to own opinions of others without interruption		
▪ Provide inputs consistent with the meeting purpose and interpret and implement meeting outcomes		
▪ Demonstrate responsibilities as a team member and keep promises and commitments made to others		

▪ Perform tasks in accordance with workplace procedures		
▪ Respect and maintain confidentiality		
▪ Avoid situations and actions considered inappropriate or which present a conflict of interest		
▪ Confirm and apply work instructions to the job in hand		
▪ Identify materials to be measured as per job specifications		
▪ Select appropriate measuring devices based on materials to be measured		
▪ Obtain specifications from relevant documents		
▪ Identify and adjust tolerance and clearance limits according to the job requirements		
▪ Obtain accurate measurements in accordance with job requirements		
▪ Identify systems of measurements and do measurement conversions as per requirement		
▪ Confirm and record measurement in the given format		
▪ Carryout simple operations involving basic operations		
▪ Use other operations to complete tasks		
▪ Select appropriate formulas for calculating quantities of materials		
▪ Perform and verify calculations		
▪ Calculate and share material quantities with team as per requirement		
▪ Collect appropriate manuals as per sample		
▪ Recognize importance of manuals		
▪ Collect required information from manuals		
▪ Identify relevant sketch and specifications		
▪ Identify key terms and abbreviations		
▪ Identify signs and symbols		
▪ Interpret schedules, dimensions, drawings and specifications		
▪ Recognize the communication requirements in the RMG sector in alignment to the role of RMG sector		
▪ Explain modes of communication		
▪ Identify and interpret communication policies and guidelines		
▪ Infer background of RMG industries in Bangladesh with reference to the past history, present status and expected future trends		
▪ State the importance of the RMG sector in relation to Bangladesh labour market with emphasis on manpower and economic impact		

▪ Summarize present and future trends and technologies relevant to the sector		
▪ Identify scope and nature of major departments of the RMG sector		
▪ Identify role and responsibilities of individuals in relation to the department and organization as a whole		
▪ Identify the machines used in different departments		
▪ Categorize the types of prime export markets on the basis of their current and future potential		
▪ Interpret export marketing process		
▪ Interpret the job description of an apparel merchandiser		
▪ Identify role and responsibilities of an apparel merchandiser		
▪ Infer organizational policies, guidelines and code of conduct		
▪ List types of RMG industries with key differentiators		
▪ Identify key organizational features of RMG industries		
▪ List source companies		
▪ List buyer organizations		
▪ Interpret functional flow chart of apparel merchandising		
▪ Recognize the functions, relationships and dependencies among the components of the flow chart		
▪ Identify quality issues		
▪ Recognize preventive measures for defects reduction and zero error products		
▪ Identify communication requirements of customers		
▪ Demonstrate communication with customers		
▪ Demonstrate rapport building techniques		
▪ Interpret marketing process		
▪ Demonstrate effective business communication with customers		
▪ Identify market segments with key details and data		
▪ Collect information about style and materials		
▪ Interpret order confirmation		
▪ Illustrate execution process of order		
▪ Demonstrate order handling procedure		
▪ Interpret reporting process		
▪ Prepare and submit report		
▪ Document reports		

▪ Categorize and compare woven fabrics in accordance with the requirements		
▪ Categorize and compare knit fabrics in accordance with the requirements		
▪ Select and collect fabrics according to work order		
▪ Identify the specification of trims and accessories based on the product		
▪ Identify trims and accessories		
▪ Collect and deliver trim and accessories to the concerned department		
▪ State the purpose of BOM sheet		
▪ Interpret the procedure of preparing BOM sheet		
▪ Prepare BOM for each style		
▪ Demonstrate negotiation process with suppliers		
▪ Negotiate price and availability of materials		
▪ Follow and execute booking process and procedures		
▪ Comprehend sketch as per technical package		
▪ Recognize, follow and apply measurements charts		
▪ Update measurements charts in accordance with changes		
▪ Recognize points of measuring of the measurement guide		
▪ Identify and state level of tolerance specified in the measuring guide		
▪ Identify and interpret fabric consumption		
▪ Apply fabric consumption formula		
▪ Compute cost calculation		
▪ Identify and interpret trims and accessories consumption calculation		
▪ Apply trims and accessories consumption formula		
▪ Compute the cost of the trims and accessories		
▪ Interpret the process of CM calculation		
▪ Apply the CN calculation formula		
▪ Compute for the CM calculation for apparel		
▪ Identify the method of costing format		
▪ Apply cost format to compute cost		
▪ Identify the concept of FOB (Free on Board) price		
▪ Prepare FOB price in accordance with specifications		

▪ Interpret methods of order follow up		
▪ Obtain approvals of samples at different stages of order execution		
▪ Collect, record and maintain all information of approved samples as per company guidelines		
▪ Interpret suppliers evaluation process		
▪ Prepare order follow up chart		
▪ Apply supplier evaluation chart		
▪ Interpret types of TNA plan on basis lead time		
▪ Prepare TNA plan of order		
▪ Apply TNA		
▪ Interpret legal requirements for apparel business		
▪ Perform commercial documentation		
▪ Interpret international commercial terms (INCOTERMS)		
▪ Identify banking requirements for apparel business		
▪ Finalize banking requirements and procedures		
▪ Recognize purpose of letter of credit (L/C)		
▪ Interpret different types of letter of credits		
▪ Follow L/C procedures		
▪ Prepare and execute L/C documentation		
▪ Interpret purpose of payment documentation		
▪ Identify payment documentation		
▪ Prepare payment documents		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes, and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>		<b>Date:</b>

## PART C – THE ASSESSMENT

### Assessment Agreement – Apparel merchandising

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The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of Apparel merchandising, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
<b>Generic Competencies</b>	
GN1002A1	Apply OHS practices in the workplace
GN1015A1	Perform basic IT Skills
GN2002A1	Operate in a self-directed team
GN2014A1	Carryout workplace interaction
<b>Sector-specific Competencies</b>	
RMG-SS3002A1	Perform measurement and calculations in the RMG sector
RMG-SS3003A1	Interpret sketch and specifications in manuals for RMG sector
RMG-SS4001A1	Recognize the RMG business scenario
<b>Occupation-specific Competencies</b>	
SEIP-RMG-AM4001A1	Identify the principles and major tasks of apparel merchandising
SEIP-RMG-AM4002A1	Build and maintain an effective business relationship with clients/customers
SEIP-RMG-AM4003A1	Process of sourcing material
SEIP-RMG-AM4004A1	Perform measurement, consumption and cost calculations for casual/formal apparel
SEIP-RMG-AM4005A1	Apply the methods of order follow up procedure
SEIP-RMG-AM4006A1	Interpret the process of commercial and banking activities

After successful completion of learning and assessment, you shall be awarded with a certificate.



<b>Assessment Agreement</b>	
<b>Occupation:</b>	Apparel Merchandising
<b>Assessment Centre:</b>	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
GN2002A1	Apply OHS practices in the workplace
GN1015A1	Perform basic IT skills
GN2002A1	Operate in a Self-directed team
GN2014A1	Carryout workplace interaction
<b>Sector-specific Competencies</b>	
RMG-SS3002A1	Perform measurement and calculation in the RMG sector
RMG-SS3003A1	Interpret sketch and specifications in manuals for RMG sector
RMG-SS4001A1	Recognize the RMG business scenario
<b>Occupation-specific Competencies</b>	
SEIP-RMG-AM4001A1	Identify the principles and major tasks of apparel merchandising
SEIP-RMG-AM4002A1	Carry out pavement laying works
SEIP-RMG-AM4003A1	Process of sourcing material
SEIP-RMG-AM4004A1	Perform measurement, consumption and cost calculations for casual/formal/apparel
SEIP-RMG-AM4005A1	Apply the methods of order follow up procedure
SEIP-RMG-AM4006A1	Interpret the process of commercial and banking activities
<b>Resources Required for Assessment</b>	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> <li>▪ copies of activities, questions, projects nominated by the assessor</li> <li>▪ relevant organisational policies, protocols and procedural documents (if required)</li> <li>▪ devices or tools to record answers</li> <li>▪ appropriate actual or simulated workplace</li> <li>▪ all necessary tools and equipment used in performance of the work-based task</li> <li>▪ any other resources normally used in the workplace</li> </ul>	
<b>Assessment Instructions</b>	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.</p>	

Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.

### Performance Standards

To receive a **satisfactory** result for the assessments, candidates must complete all activities, questions, projects, and tasks nominated by the assessor, to the required standard.

Completion of all tasks for a unit of competency, to a satisfactory level, will contribute to an assessment of competence for that specific individual unit (or units if holistic assessment approach is taken).

Successful completion of all units of competency that comprise of the qualification Apparel merchandising will result in the candidate being issued with the relevant, nationally recognised certificate.

Assessors must clearly explain the required performance standards.

### Declaration

I declare that:

- the assessment requirements have been clearly explained to me
- all the work completed towards assessment will be my own
- cheating and plagiarism are unacceptable

<b>Candidate Name:</b>		<b>Date:</b>	
<b>Assessor Name:</b>		<b>Date:</b>	

## PART D – ASSESSMENT TOOLS

### Specific Instructions to Assessor

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Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
  - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration assessment activities:
    - Set A:
      - calculate the cost for casual apparel (knit fabric)
      - calculate the cost for formal wear (woven fabric)
      - make a time and action plan
    - Set B:
      - measure the points specified for a sample shirt
      - calculate the manufacturing cost (CM) per dozen of lady's tang top
      - make a time and action plan
    - Set C:
      - measure the points for a sample shirt
      - calculate the Bill of Material (BOM) from a given tech pack
      - make a time and action plan
  - provide the candidate with the copy of the specific instruction to candidate
  - allow practical demonstration to be performed within five (5) hours including preparation of the materials
  - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
  - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
  - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
  - (a) Written Test (1 hour) – **knowledge evidence**
  - (b) Practical Demonstration (5 hours) – **performance evidence**

The practical demonstration activities will be divided into three (3) tasks (contained in one set):

- (i) Practical Demonstration 1 (1.5 hours)
- (ii) Practical Demonstration 2 (1.5 hours)
- (iii) Practical Demonstration 3 (2 hours)

3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

**COMPETENT**

**NOT YET COMPETENT**

5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:
  - Set A – Practical Demonstration 1: page 51
  - Set A – Practical Demonstration 2: page 57
  - Set A – Practical Demonstration 3: page 61-62
  - Set B – Practical Demonstration 1: page 67
  - Set B – Practical Demonstration 2: page 72
  - Set B – Practical Demonstration 3: page 76-77
  - Set C – Practical Demonstration 1: page 82
  - Set C – Practical Demonstration 2: page 87
  - Set C – Practical Demonstration 3: page 91-92

## Specific Instructions to Candidate

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You should respond to the assessment either in writing or verbally as agreed with the assessor. Written responses can be recorded in the spaces provided; if more space is required attach additional pages) or submit a word-processed document.

If you answer verbally, the assessor should record your answers in detail. Please check your recorded answers carefully and thoroughly to ensure that they are accurate.

You may also be undertaking observable activities (i.e. practical demonstration) that provide evidence of performance. The assessor must provide you with clear instructions on what is expected during this type of assessment and arrange a suitable time and location for demonstration of these skills.

To receive a satisfactory result for the assessments, you must complete all of the assessment activities; including questions, projects and tasks nominated by the assessor, to the required standard.

This assessment is based upon the units of competency in Apparel Merchandising. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (5 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
    - calculate the cost for casual apparel (knit fabric) (1.5 hours)
    - calculate the cost for formal wear (woven fabric) (1.5 hours)
    - make a time and action plan (2 hours)
  - Set B:
    - measure the points specified for a sample shirt (1.5 hours)
    - calculate the manufacturing cost (CM) per dozen of lady's tang top (1.5 hours)
    - make a time and action plan (2 hours)
  - Set C:
    - measure the points for a sample shirt (1.5 hours)
    - calculate the Bill of Material (BOM) from a given tech pack (1.5 hours)
    - make a time and action plan (2 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
  4. These assessments cover all units of competency for Apparel Merchandising.
  5. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

**COMPETENT**

**NOT YET COMPETENT**

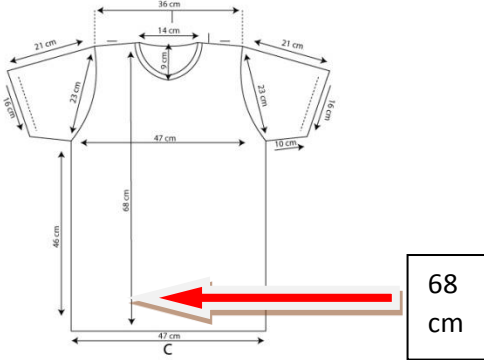
6. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

## Written Test

WRITTEN TEST - INSTRUCTIONS	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
GN1002A1	Apply OHS practices in the workplace
GN1015A1	Perform basic IT skills
GN2002A1	Operate in a self-directed team
GN2014A1	Carryout workplace interaction
<b>Sector-specific Competencies</b>	
RMG-SS3002A1	Perform measurement and calculations in the RMG sector
RMG-SS3003A1	Interpret sketch and specifications in manuals for RMG sector
RMG-SS4001A1	Recognize the RMG business scenario
<b>Occupation-specific Competencies</b>	
SEIP-RMG-AM4001A1	Identify the principles and major tasks of apparel merchandising
SEIP-RMG-AM4002A1	Build and maintain an effective business relationship with clients/customers
SEIP-RMG-AM4003A1	Process of sourcing material
SEIP-RMG-AM4004A1	Perform measurement, consumption and cost calculations for causal/formal apparel
SEIP-RMG-AM4005A1	Apply the methods of order follow up procedure
SEIP-RMG-AM4006A1	Interpret the processes of commercial and banking activities
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this written examination is based on the performance criteria from all the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning knowledge</li> <li>▪ write your answers on the paper provided</li> <li>▪ answer all the questions as best as possible</li> <li>▪ you have 1 (one) hour to complete this test</li> </ul>	

WRITTEN TEST		
Multiple Choice		
This is a <b>multiple-choice</b> of test. Choose the appropriate answer and circle the letter that corresponds with your answer.		
1.	Emergency equipment that must be provided by employer in garment factories are the following except for:	<ul style="list-style-type: none"> <li>a. Alarms</li> <li>b. Evacuation plans</li> <li>c. Emergency light</li> <li>d. Fire extinguisher</li> </ul>
2.	This is a general term for the various kinds of programs used to operate computers and related devices:	<ul style="list-style-type: none"> <li>a. Satellite</li> <li>b. Software</li> <li>c. Hardware</li> <li>d. Internet</li> </ul>
3.	The following are some of the duties and responsibilities of an apparel merchandiser except for:	<ul style="list-style-type: none"> <li>a. Communicate with buyers by sending mail with formal letters/profile</li> <li>b. Estimate time schedule for the export of those garments as per L/C</li> <li>c. Operate the cutting machine</li> <li>d. Sourcing of fabrics and accessories</li> </ul>
4.	Being an apparel merchandiser, how should Maria communicate with the production head?	<ul style="list-style-type: none"> <li>a. Hey! Mr. Badal, you have to finish my order immediately!</li> <li>b. Badal! I am ordering you to follow our timeline!</li> <li>c. No way! Badal, if you do not finish on time, i will make it sure that you will be reported immediately!</li> <li>d. Mr. Badal, please make it sure that you finish in accordance to our time and action plan, we have due dates to follow.</li> </ul>
5.	The following are measuring devices used in apparel merchandising except for:	<ul style="list-style-type: none"> <li>a. Calculator</li> <li>b. Measuring tape</li> <li>c. Steel rule</li> <li>d. sets square</li> </ul>
6.	What is 9 centimetres of length of shoulder in inches?	<ul style="list-style-type: none"> <li>a. 4.25 inch</li> <li>b. 3.543 inch</li> <li>c. 3.500 inch</li> <li>d. 2.54 inch</li> </ul>



7.	<p>In this tech pack, what is being measured by the 68cm?</p> 	<ul style="list-style-type: none"> <li>a. collar</li> <li>b. shoulder</li> <li>c. body length</li> <li>d. back length</li> </ul>
8.	<p>In the communication process of the RMG sector, message channel may include all except for:</p>	<ul style="list-style-type: none"> <li>a. Email</li> <li>b. Verbal communication</li> <li>c. Merchandiser</li> <li>d. Picture</li> </ul>
9.	<p>The following are steps in “order handling/execution procedure” except for:</p>	<ul style="list-style-type: none"> <li>a. Cutting</li> <li>b. Obtain technical package</li> <li>c. Pricing</li> <li>d. Negotiations</li> </ul>
10.	<p>Produced by inter-looping of the yarns. The loop which interlocks with each other forms the fabric. Loops formation contributes to its stretch characteristic. This fabric is known as:</p>	<ul style="list-style-type: none"> <li>a. Woven fabrics</li> <li>b. Knitted fabrics</li> <li>c. Cotton fabrics</li> <li>d. Non-woven fabrics</li> </ul>
11.	<p>It is a material list, where we can find, requirements of fabrics, trims and accessories for an order.</p>	<ul style="list-style-type: none"> <li>a. Bill of product (BOP)</li> <li>b. Bill of materials (BOM)</li> <li>c. Bill of equipment (BOE)</li> <li>d. Bill of tools (BOT)</li> </ul>
12.	<p>This type of evaluation assesses the company after its product or service has been delivered.</p>	<ul style="list-style-type: none"> <li>a. Categorical method of evaluation</li> <li>b. Performance-based evaluation</li> <li>c. Cost-ratio method of evaluation</li> <li>d. Process-based evaluation</li> </ul>
13.	<p>It is the first and foremost sample. It is made at the initial stage.</p>	<ul style="list-style-type: none"> <li>a. Fit sample</li> <li>b. Development/styling sample</li> </ul>

		c. Pre-production sample d. Size fit sample
14.	It is a document issued by a financial institution, or a similar party, assuring payment to a seller of goods and/or services. It also insures that all the agreed upon standards and quality of goods are met by the supplier.	a. Letter of credit b. Letter of debit c. Letter of disallowance d. Letter of allowance
15.	The following are papers/documents required to open an L/C except for:	a. Valid IRC, ERC b. Valid Passport c. Valid bonded warehouse license (foreign import) d. TIN and income tax payment certificate
16.	Garment factory uses many heated processes, it is important for workers to avoid heat stress by following suggested activities except for:	a. Rotate tasks or take frequent, short break b. Label and guard hot surfaces c. Drink plenty of water during shift d. Ensure proper ventilation is in place
17.	The following are considered as browsers except for:	a. Internet explorer b. Firefox c. Safari d. Yahoo.com


### True or False Quiz

Tick (√) the box corresponding to the correct answer.

18.	Drill fire fighters at least once every six months.	True <input type="checkbox"/> False <input type="checkbox"/>
19.	An apparel merchandiser needs to handover the products which are ordered by the buyer with undamaged condition, the apparel merchandiser needs to ensure to earn profit through garment export execution.	True <input type="checkbox"/> False <input type="checkbox"/>
20.	If some people from the production fail to understand English language, the apparel merchandiser need not pick the real meaning of the message from the client/customer.	True <input type="checkbox"/> False <input type="checkbox"/>
21.	Measurement charts must be updated in accordance with changes.	True <input type="checkbox"/> False <input type="checkbox"/>

### Fill in the Missing Blanks

Write the word or group of words needed to complete the following sentences.

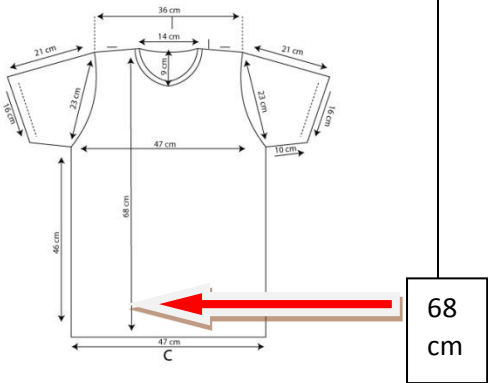
22.	It is also the _____ duty to advise the quality department to maintain acceptable quality level (AQL).					
23.	_____ department is called the heart of apparel manufacturing. In this section, a full garment is assembled by sewing.					
<b>Short Answer</b>						
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).						
24.	Why is timely and regular communication with clients very important to maintain effective business relation with clients/customers?					
25.	What is Fob "Free on Board"?					
26.	CM - Manufacturing cost of 1 dozen of garments, in calculating for CM, what factors do you have to consider? Give at least 3 examples.					
27.	What is a tech pack?					
28.	What does this signage mean? 					
29.	Calculate the fabric consumption per dozen for this order. Fabric 100% cotton; single jersey and fabric GSM 160. Order quantity = 20 000 pieces. <table border="1" data-bbox="279 1921 823 1995"> <tr> <td></td> <td>Chest width</td> <td>Shirt length</td> <td>Sleeve length</td> </tr> </table>		Chest width	Shirt length	Sleeve length	Show calculation:
	Chest width	Shirt length	Sleeve length			

	S	19" (48cm)	28" (71cm)	14" (36cm)	
	M	20 ½" (52cm)	29" (74cm)	15" (38cm)	
	L	22" (56cm)	30" (76cm)	16" (41cm)	
<p>Using the measurement chart for L size, calculate for the fabric consumption per dozen (All measurements in cm).</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>1. Types of fabric GSM will be confirmed by the buyer.</li> <li>2. For body length and sleeve length, approximately sewing allowance (12cm) should be needed at hem, shoulder joint, sleeve hem and armhole joint.</li> <li>3. For chest width, approximately sewing allowance (6cm) should be needed at both side seams.</li> <li>4. And approximate fabric wastage in various stages is 10%.</li> </ol>					
<b>Feedback to candidate:</b>					
Assessment decision for this assessment activity:					
<input type="checkbox"/> <b>Competent</b>			<input type="checkbox"/> <b>Not Yet Competent</b>		
<b>Candidate's Signature:</b>				<b>Date:</b>	
<b>Assessor' Signature:</b>				<b>Date:</b>	


## Written Test - Answers

Answers are highlighted in **bold** and *italics*.

Multiple Choice		
1.	Emergency equipment that must be provided by employer in garment factories are the following except for:	<p>a. Alarms</p> <p><b>b. <i>Evacuation plans</i></b></p> <p>c. Emergency light</p> <p>d. Fire extinguisher</p>
2.	This is a general term for the various kinds of programs used to operate computers and related devices:	<p>a. Satellite</p> <p><b>b. <i>Software</i></b></p> <p>c. Hardware</p> <p>d. Internet</p>
3.	The following are some of the duties and responsibilities of an apparel merchandiser except for:	<p>a. Communicate with buyers by sending mail with formal letters/profile</p> <p>b. Estimate time schedule for the export of those garments as per L/C</p> <p><b>c. <i>Operate the cutting machine</i></b></p> <p>d. Sourcing of fabrics and accessories</p>
4.	Being an apparel merchandiser, how should Maria communicate with the production head?	<p>a. Hey! Mr. Badal, you have to finish my order immediately!</p> <p>b. Badal! I am ordering you to follow our timeline!</p> <p>c. No way! Badal, if you do not finish on time, i will make it sure that you will be reported immediately!</p> <p><b>d. <i>Mr. Badal, please make it sure that you finish in accordance to our time and action plan, we have due dates to follow.</i></b></p>
5.	The following are measuring devices used in apparel merchandising except for:	<p>a. Calculator</p> <p>b. Measuring tape</p> <p>c. Steel rule</p> <p><b>d. <i>sets square</i></b></p>
6.	What is 9 centimetres of length of shoulder in inches?	<p>a. 4.25 inch</p> <p><b>b. <i>3.543 inch</i></b></p> <p>c. 3.50 inch</p> <p>d. 2.54 inch</p>
7.	In this tech pack, what is being measured by the 68cm?	<p>a. collar</p> <p>b. shoulder</p>

		<p><b>c. body length</b></p> <p>d. back length</p>
8.	<p>In the communication process of the RMG sector, message channel may include all except for:</p>	<p>a. Email</p> <p>b. Verbal communication</p> <p><b>c. Merchandiser</b></p> <p>d. Picture</p>
9.	<p>The following are steps in “order handling/execution procedure” except for:</p>	<p><b>a. Cutting</b></p> <p>b. Obtain technical package</p> <p>c. Pricing</p> <p>d. Negotiations</p>
10.	<p>Produced by inter-looping of the yarns. The loop which interlocks with each other forms the fabric. Loops formation contributes to its stretch characteristic. This fabric is known as:</p>	<p>a. Woven fabrics</p> <p><b>b. Knitted fabrics</b></p> <p>c. Cotton fabrics</p> <p>d. Non-woven fabrics</p>
11.	<p>It is a material list, where we can find requirements of fabric trims and accessories for an order.</p>	<p>a. Bill of product (BOP)</p> <p><b>b. Bill of materials (BOM)</b></p> <p>c. Bill of equipment (BOE)</p> <p>d. Bill of tools (BOT)</p>
12.	<p>This type of evaluation assesses the company after its product or service has been delivered.</p>	<p>a. Categorical method of evaluation</p> <p><b>b. Performance-based evaluation</b></p> <p>c. Cost-ratio method of evaluation</p> <p>d. Process-based evaluation</p>
13.	<p>It is the first and foremost sample. It is made at the initial stage.</p>	<p>a. Fit sample</p> <p><b>b. Development/styling sample</b></p> <p>c. Pre-production sample</p>

		d. Size fit sample
14.	It is a document issued by a financial institution, or a similar party, assuring payment to a seller of goods and/or services. It also insures that all the agreed upon standards and quality of goods are met by the supplier.	<b>a. Letter of credit</b> b. Letter of debit c. Letter of disallowance d. Letter of allowance
15.	The following are papers/documents required to open an L/C except for:	a. Valid IRC, ERC <b>b. Valid Passport</b> c. Valid bonded warehouse license (foreign import) d. TIN and income tax payment certificate
16.	Garment factory uses many heated processes, it is important for workers to avoid heat stress by following suggested activities except for:	<b>a. Rotate tasks or take frequent, short break</b> b. Label and guard hot surfaces c. Drink plenty of water during shift d. Ensure proper ventilation is in place
17.	The following are considered as browsers except for:	a. Internet explorer b. Firefox c. Safari <b>d. Yahoo.com</b>
<b>True or False Quiz</b>		
18.	Drill fire fighters at least once every six months.	<b>True</b> ✓ False <input type="checkbox"/>
19.	An apparel merchandiser needs to handover the products which are ordered by the buyer with undamaged condition, the apparel merchandiser needs to ensure to earn profit through garment export execution.	<b>True</b> ✓ False <input type="checkbox"/>
20.	If some people from the production fail to understand English language, the apparel merchandiser need not pick the real meaning of the message from the client/customer.	True <input type="checkbox"/> <b>False</b> ✓
21.	Measurement charts must be updated in accordance with changes.	<b>True</b> ✓ False <input type="checkbox"/>
<b>Fill in the Missing Blanks</b>		
22.	It is also the <b>apparel merchandiser's</b> duty to advise the quality department to maintain acceptable quality level (AQL).	

23.	<b>Sewing</b> department is called the heart of apparel manufacturing. In this section, a full garment is assembled by sewing.					
<b>Short Answer</b>						
24.	Why is timely and regular communication with clients very important to maintain effective business relation with clients/customers?	<p><b>May include any of the following (but are not limited to the below list)</b></p> <ul style="list-style-type: none"> <li>• <i>It is essential to ensure updated feedback to both the merchandiser and client/customer</i></li> <li>• <i>It will help ensure needed information are communicated to the production area accordingly so as not to hamper production</i></li> </ul>				
25.	What is Fob “Free on Board”?	<p><b>FOB – Free on board: Freight on board. It means that the cost of product being delivered to the nearest port is included in the purchase price, but the purchaser is liable to pay the shipping costs from the port. The supplier will pay for the inland delivery costs from their factory to the port. This will not include costs in relation to onward shipping fees.</b></p>				
26.	CM - Manufacturing cost of 1 dozen of garments, in calculating for CM, What factors do you have to consider? Give at least 3 examples.	<p><b>Any three of the following:</b></p> <p><b>Average Monthly expense of factory</b></p> <p><b>Total running machines</b></p> <p><b>Machine quantity to execute the layout of the mentioned order</b></p> <p><b>Daily (8 hour per day) productivity of the order</b></p> <p><b>Dollar conversion rate (if monthly expense is different from US\$)</b></p>				
27.	What is a tech pack?	<p><b>A tech pack is also known as specification sheet, BOM (Bill of materials) or GSW (garment worksheet). It is a working document that are updated regularly over the duration of the fit and manufacture process until the approve fit sample is acceptable.</b></p>				
28.	<p>What does this signage mean?</p> 	<p><b>This signage shows the exit point of gathering point in case of emergency.</b></p>				
29.	<p>Calculate the fabric consumption per dozen for this order. Fabric 100% cotton; single jersey and fabric GSM 160. Order quantity =10 000 pieces.</p> <table border="1" data-bbox="280 1910 767 1984"> <tr> <td></td> <td>Chest width</td> <td>Shirt length</td> <td>Sleeve length</td> </tr> </table>		Chest width	Shirt length	Sleeve length	<p><b>= (body length + sleeve length + allowance)</b></p> <p><b>x (1/2 chest width + allowance)</b></p> <p><b>+ wastage</b></p> <p><b>x2xGSMx12</b></p> <hr/> <p><b>10 000 000</b></p> <p><b>% (in kg)</b></p>
	Chest width	Shirt length	Sleeve length			

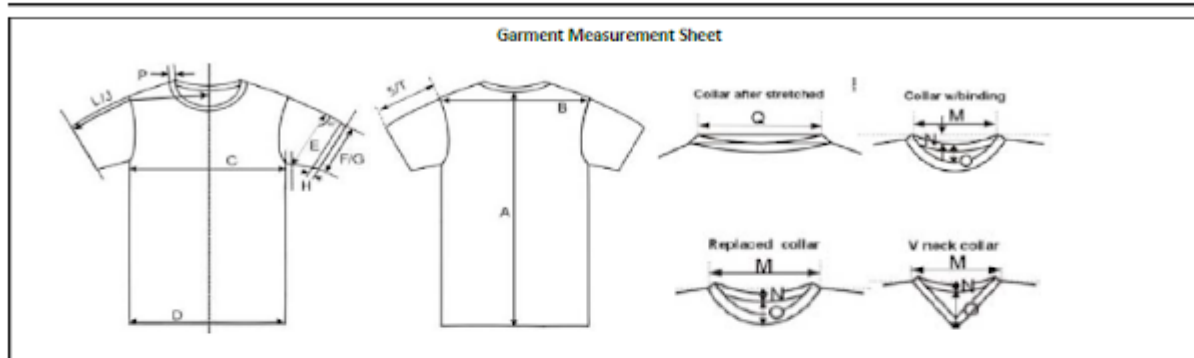


S	19" (48cm)	28" (71cm)	14" (36cm)	$=(76cm+41cm+12cm) \times (1/2(52cm)+6cm) \times 2 \times 160 \times 12$ <hr/> <b>10 000 000</b> <b>=129 x 32 x 2 x 160 x 12</b> <hr/> <b>10 000 000</b> <b>= 1.58 + 10%</b> <b>= 1.58 + 0.158</b> <b>=1.74 kg/dozen</b>
M	20 1/2" (52cm)	29" (74cm)	15" (38cm)	
L	22" (56cm)	30" (76cm)	16" (41cm)	
<p>Using the measurement chart for L size, calculate for the fabric consumption per dozen (All measurements in cm).</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>Types of fabric GSM confirmed by the buyer. (160)</li> <li>For body length and sleeve length, approximately sewing allowance (12cm) should be needed at hem, shoulder joint, sleeve hem and armhole joint.</li> <li>For chest width, approximately sewing allowance (6cm) should be needed at both side seams.</li> <li>And approximate fabric wastage in various stages is 10%.</li> </ol>				<p><b>+ wastage</b></p> <p><b>10% (in kg)</b></p>

## Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Calculate the cost for casual apparel (Knit)
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have one and a half (1.5) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Collect required materials for the job (refer to the list provided to you by the assessor).</li><li>2. Read and analyse the given tech pack.</li><li>3. Given the required information in the tech pack, calculate the consumption of casual apparel (knit).</li><li>4. Report to the assessor for evaluation.</li></ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	
The tech pack below is a reference for you to finish this task.	

## Tech pack of basic T-shirt



Measurement set: 01 UOM: CM (Note: Measurements are not approved. Ensure to use approved measurement for bulk)

Code	NAME	XXS	XS	S	M	L	XL	Allowance (+/-)
A	LENGTH OF BACK ON CENTER	48.00	51.00	54.00	58.00	62.00	66.00	
B	LENGTH OF SHOULDERS ON BACK	31.00	32.50	34.00	36.00	38.00	40.00	
C	1/2 WIDTH OF CHEST	37.00	39.00	41.00	44.00	47.00	50.00	
D	1/2 WIDTH OF BOTTOM	37.00	39.00	41.00	44.00	47.00	50.00	
E	1/2 WIDTH OF SLEEVE 2 CM UNDER ARM HOLE	13.50	14.50	15.50	17.00	18.50	20.00	
F	1/2 WIDTH OF BOTTOM SLEEVE	12.50	13.00	13.50	14.20	14.90	15.60	
J	LENGTH OF SLEEVE FROM 1/2 NECK HOLE	28.00	30.00	32.00	34.00	36.00	38.00	
M	WIDTH OF NECK HOLE	15.90	16.20	16.50	17.00	17.50	18.00	
N	DEPTH OF BACK NECK HOLE	2.50	2.50	2.50	2.50	2.50	2.50	
O	DEPTH OF FRONT NECK HOLE	6.10	6.30	6.50	6.80	7.10	7.40	
P	HEIGHT OF COLLAR / RIB WIDTH	2.00	2.00	2.00	2.00	2.00	2.00	
Q	1/2 MINIMUM NECK HOLE WIDTH, AFTER STRETCHED	26.50	27.00	27.50	28.20	28.90	29.60	
S	LENGTH OF SLEEVE FROM SHOULDERS	12.50	13.75	15.00	16.00	17.00	18.00	

**Fabric shell:** 100% Cotton Single Jersey, 190 GSM, **Neck :** 100% cotton rib, 210 GSM.

**Color:** white - red - navy blue

**Size ratio:** 1-1-2-2-1-1.

Main level, care level, size level. hang tag with price, Individual polybag, 24 pcs per carton.

### Resources Required:

Tools:	Measuring tape
Equipment:	N/A
Machinery:	N/A
Materials:	Writing material Calculator
PPE:	Dress appropriately (as required for an apparel merchandiser)

## Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Calculate the cost for casual apparel (Knit)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Selected and collected fabrics according to work order (Knit)	<input type="checkbox"/>	<input type="checkbox"/>
Identified the specifications of trims and accessories based on the products	<input type="checkbox"/>	<input type="checkbox"/>
Identified trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Collected and delivered trims and accessories to the concerned department	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted procedure of preparing BOM	<input type="checkbox"/>	<input type="checkbox"/>
Prepared BOM for each style	<input type="checkbox"/>	<input type="checkbox"/>
Negotiated price and availability of materials	<input type="checkbox"/>	<input type="checkbox"/>

Comprehended sketch as per technical package	<input type="checkbox"/>	<input type="checkbox"/>
Recognized, followed and applied measurement charts	<input type="checkbox"/>	<input type="checkbox"/>
Recognized points of measuring of the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and stated level of tolerance specified in the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and fabric consumption	<input type="checkbox"/>	<input type="checkbox"/>
Applied fabric consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed cost calculation	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted trims and accessories consumption calculation	<input type="checkbox"/>	<input type="checkbox"/>
Applied trims and accessories consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed costing of the trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Computed CM calculation for apparel	<input type="checkbox"/>	<input type="checkbox"/>
Applied cost format to compute cost	<input type="checkbox"/>	<input type="checkbox"/>
Identified the concept of FOB (Free on Board) prices	<input type="checkbox"/>	<input type="checkbox"/>
Prepared FOB price in accordance with specifications	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>
<b>Candidate's Signature:</b>		<b>Date:</b>
<b>Assessor' Signature:</b>		<b>Date:</b>

## Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Calculate the cost for formal apparel (Woven)
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one and a half (1.5) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Collect required materials for the job (refer to the list provided to you by the assessor).</li> <li>2. Read and analyse the given tech package.</li> <li>3. Given the required measurement in the tech pack, calculate the costing of casual apparel (woven).</li> <li>4. Consider the price of materials on your own way.</li> <li>5. Report to the assessor for evaluation.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	
The tech pack below is a reference for you to finish this task.	



Style no: AM 001      Date:  
 Category: Menswear      Size: Medium (40)  
 Season: Spring-summer Designer's name: Shahariar Mehta  
 Description of garment: Men tailored formal evening wear shirt

Measurements:

1. Full length = 27"
2. ½ chest = 18"
3. Collar length = 16"
4. Collar width = 1.5"
5. Collar band length = 16.5"
6. Collar band width = 1.5"
7. Sleeve length = 20"
8. ½ armhole = 10.5"
9. Cuff length = 8"
10. Cuff width = 3.25"
11. Back yoke length = 19"
12. Back yoke width = 5"
13. Placket length = 22"
14. Placket width = 1.5"

Fabric: 100% cotton poplin, width = 46"

Trims: 7 buttons in front, DTM sewing threads 20/2, 1 main label, 1 care label

Packing: Standard pack, individual Poly bag, 20 per carton.

Wash: NO wash



<b>Resources Required:</b>	
Tools:	Measuring tape Calculator
Equipment:	N/A
Machinery:	N/A
Materials:	Writing material
PPE:	Dress appropriately (as required for an apparel merchandiser)

## Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Calculate the cost of formal apparel (Woven)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Selected and collected fabrics according to work order (Woven)	<input type="checkbox"/>	<input type="checkbox"/>
Identified the specifications of trims and accessories based on the products	<input type="checkbox"/>	<input type="checkbox"/>
Identified trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Collected and delivered trims and accessories to the concerned department	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted procedure of preparing BOM	<input type="checkbox"/>	<input type="checkbox"/>
Prepared BOM for each style	<input type="checkbox"/>	<input type="checkbox"/>

Negotiated price and availability of materials	<input type="checkbox"/>	<input type="checkbox"/>
Comprehended sketch as per technical package	<input type="checkbox"/>	<input type="checkbox"/>
Recognized, followed and applied measurement charts	<input type="checkbox"/>	<input type="checkbox"/>
Recognized points of measuring of the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and stated level of tolerance specified in the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted fabric consumption	<input type="checkbox"/>	<input type="checkbox"/>
Applied fabric consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed cost calculation	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted trims and accessories consumption calculation	<input type="checkbox"/>	<input type="checkbox"/>
Applied trims and accessories consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed costing of the trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Computed CM calculation for apparel	<input type="checkbox"/>	<input type="checkbox"/>
Applied cost format to compute cost	<input type="checkbox"/>	<input type="checkbox"/>
Identified the concept of FOB (Free on Board) prices	<input type="checkbox"/>	<input type="checkbox"/>
Prepared FOB price in accordance with specifications	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate's Signature:</b>		<b>Date:</b>
<b>Assessor' Signature:</b>		<b>Date:</b>

## Set A: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Make a time and action plan
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the given situation</li> <li>▪ you have two (2) hours to complete this output (printed output of a time and action plan)</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Collect required information for the job.</li> <li>2. Given the scenario and information related to the time and action plan, develop a comprehensive plan.</li> <li>3. Encode your time and action plan in the computer provided to you.</li> <li>4. Save the TNA in your new created folder named "apparel merchandising", print the TNA and submit to your assessor.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	
<p>Assumption:</p> <p>20 000 pieces of casual 5-pocket pant, made out of 95% cotton and 5% polyester, plain woven solid dyed fabric, with embroidery logo on it. Delivery date is 31<sup>st</sup> of October 2018, shipment at U.K. The lead time is 90 days.</p>	
<b>Resources Required:</b>	
Tools:	N/A
Equipment:	Computer, printer

Machinery:	N/A
Materials:	Writing material Ink Paper (for printing)
PPE:	Dress appropriately (as required for an apparel merchandiser)

## Set A: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Make a time and action plan (TNA)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Collected, recorded and maintained all information of approved samples as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted types of TNA plan on basis lead time	<input type="checkbox"/>	<input type="checkbox"/>
Prepared TNA plan of order	<input type="checkbox"/>	<input type="checkbox"/>
Applied TNA	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		

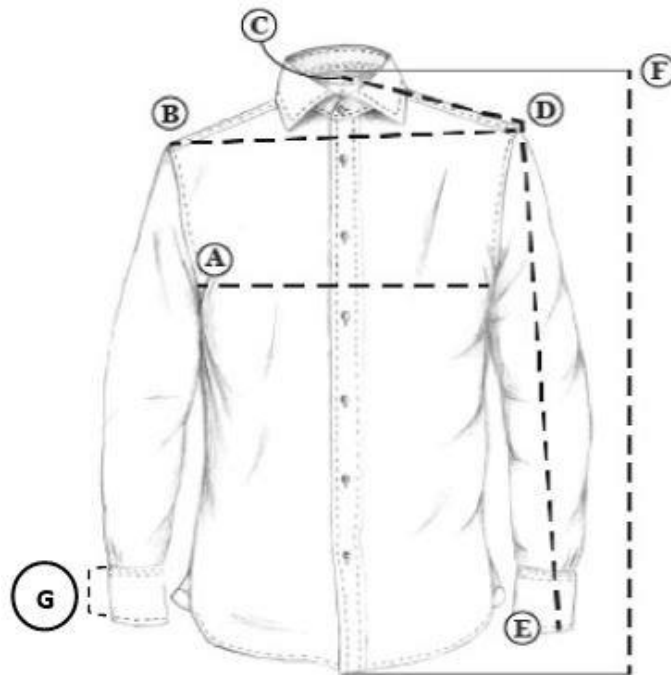


<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	

## Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Measure the points specified for a sample shirt
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have one and a half (1.5) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Collect required tools and materials required for the task.</li><li>2. Get the measurement of each point of the sample shirt as given in the drawing.</li><li>3. Make a table as given below in a word file.</li><li>4. Print your output</li></ol>	
<b>Diagram/Drawing:</b>	

Write down the name of the points which is marked on the above sketch (A to G).



Sample table:

Points of measurement	Name of Point	Measurement in Inch
A		
B		
C		
D		
E		
F		
G		

Resources Required:

Tools:	Measuring tools
Equipment:	Computer and printer
Machinery:	N/A
Materials:	Paper
PPE:	Business attire (or as required for an apparel merchandiser)

## Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Measure the points specified for a sample shirt	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Comprehended sketch as per technical package	<input type="checkbox"/>	<input type="checkbox"/>
Recognized, followed and applied measurement charts	<input type="checkbox"/>	<input type="checkbox"/>
Recognized points of measuring of the measurement guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and stated level of tolerance specified in the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:			
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>	
<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	

## Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Calculate the manufacturing cost (CM) per dozens of lady's tang top
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have one and a half (1.5) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Collect required tools and materials.</li><li>2. Analyse the given problem.</li><li>3. Calculate the Cost of Manufacturing (CM) on the basis of the given data.</li><li>4. Give the step by step calculation.</li></ol>	
<b>Diagram/drawing</b>	
<ul style="list-style-type: none"><li>• Name of the company: XYZ Apparels</li><li>• Average monthly fixed cost and overheads: Tk. 3050590</li><li>• Total no. of machine in the factory: 220</li><li>• No. of machine needed for the line: 15</li><li>• Production per hour: 340 pieces/line</li><li>• Working hours per day: 8 hours</li><li>• Working days in the month: 26</li><li>• Conversion rate of US\$: Tk. 82/US\$</li></ul>	



**Resources Required:**

Tools:	Calculator
Equipment:	N/A
Machinery:	N/A
Materials:	Writing materials
PPE:	N/A



## Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Calculate the manufacturing cost (CM) per dozens of lady's tang top	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Comprehended sketch as per technical package	<input type="checkbox"/>	<input type="checkbox"/>
Recognized, followed and applied measurement charts	<input type="checkbox"/>	<input type="checkbox"/>
Recognized points of measuring of the measurement guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and stated level of tolerance specified in the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted fabric consumption	<input type="checkbox"/>	<input type="checkbox"/>
Applied fabric consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed cost calculation	<input type="checkbox"/>	<input type="checkbox"/>

Identified and interpreted trims and accessories consumption calculation	<input type="checkbox"/>	<input type="checkbox"/>
Applied trims and accessories consumption formula	<input type="checkbox"/>	<input type="checkbox"/>
Computed costing of the trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Computed CM calculation for apparel	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate's Signature:</b>		<b>Date:</b>
<b>Assessor' Signature:</b>		<b>Date:</b>

## Set B: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Make a time and action plan
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have two (2) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Collect required information for the job.</li> <li>2. Given the scenario and information related to the time and action plan, develop a comprehensive plan.</li> <li>3. Encode your time and action plan in the computer provided to you.</li> <li>4. Save the TNA in your new created folder named "apparel merchandising", print the TNA and submit to your assessor.</li> </ol>	
<b>Diagram/drawing</b>	
<p>Assumption:</p> <p>40 000 pieces of casual 5 pocket pants, 90% cotton and 10% polyester, plain woven solid dyed fabric, with embroidery logo on it. Delivery date is 31<sup>st</sup> of October 2018, shipment at U.K. The lead time is 80 days.</p>	
<b>Resources Required:</b>	
Tools:	Calculator
Equipment:	N/A

Machinery:	N/A
Materials:	N/A
PPE:	N/A

## Set B: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Make a time and action plan (TNA)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Collected, recorded and maintained all information of approved samples as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted types of TNA plan on basis lead time	<input type="checkbox"/>	<input type="checkbox"/>
Prepared TNA plan of order	<input type="checkbox"/>	<input type="checkbox"/>
Applied TNA	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		

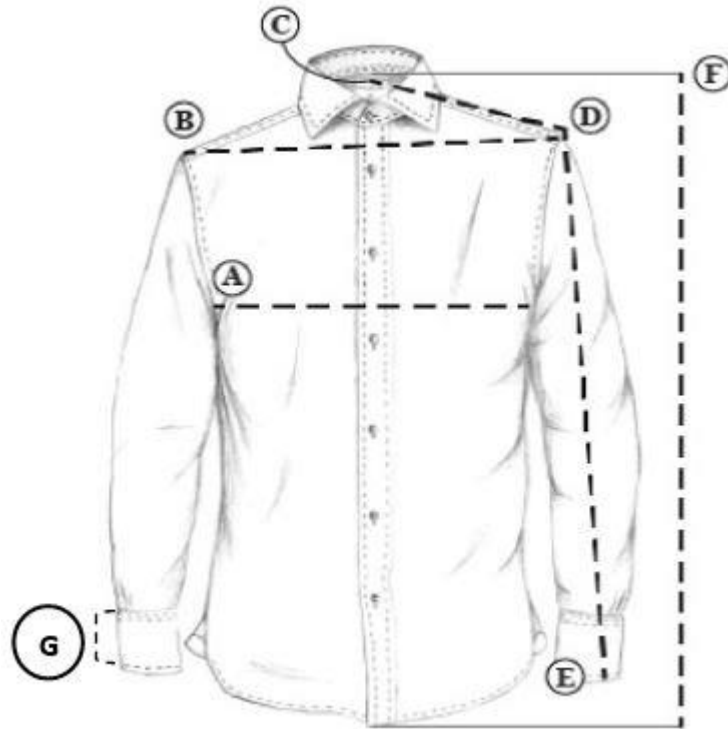
<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	



## Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Measure the points specified for a sample shirt
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have one and a half (1.5) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Collect required tools and materials required for the task.</li><li>2. Get the measurement of each point of the sample shirt as given in the drawing.</li><li>3. Make a table as given below in a word file.</li><li>4. Print your output.</li></ol>	
<b>Diagram/Drawing:</b>	

Write down the name of the points which is marked on the above sketch (A to G).



Sample table:

Points of measurement	Name of Point	Measurement in Inch
A		
B		
C		
D		
E		
F		
G		

Resources Required:

Tools:	Measuring tools
Equipment:	Computer and printer
Machinery:	N/A
Materials:	Paper
PPE:	Business attire (or as required for an apparel merchandiser)

## Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Measure the points specified for a sample shirt	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Comprehended sketch as per technical package	<input type="checkbox"/>	<input type="checkbox"/>
Recognized, followed and applied measurement charts	<input type="checkbox"/>	<input type="checkbox"/>
Recognized points of measuring of the measurement guide	<input type="checkbox"/>	<input type="checkbox"/>
Identified and stated level of tolerance specified in the measuring guide	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:			
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>	
<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	

## Set C: Practical Demonstration 2

<b>PRACTICAL DEMONSTRATION 2</b>	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Task:</b>	Calculate the Bill of Material (BOM) by following the given tech pack
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one and a half (1.5) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Collect required tools and materials.</li> <li>2. Analyse the given tech pack.</li> <li>3. Fill-in your answers in the table provided to you by your assessor.</li> </ol>	
<b>Diagram/drawing</b>	
<p><b>Tech Pack:</b></p> <p>Style: 5540 (Basic crew neck T-shirt)            Total Number of colors: 6            Total Print styles: 6            Order Quantity: 60000 pieces</p>	



<b>Buyer</b>	Kingsman
<b>Style</b>	5540
<b>PO#</b>	9028
<b>Order Qty</b>	60000 pcs

<b>Prepared by</b>	
<b>Date</b>	

SL. No	Item Description	Consumption	Extra Purchase	Total consumption	Unit Measure (UoM)	Unit Price	Amount	Remarks
1	Shell Fabric: 100% cotton S/J	1.65 Kg/Dzn	15%		Kg	\$ 4.10/Kg		
2	Sewing thread	80 meter/pcs	20%		Cone	\$ 0.55/cone		2200 meter/cone
3	Main Label	1 pcs/garment	3%		Dzn	\$ 0.45/Dzn		
4	Care label	1 pcs/garment	4%		Dzn	\$ 0.30/Dzn		
5	Hang tag	1 pcs/garment	3%		Dzn	\$ 0.40/Dzn		
6	Poly (individual)	1 pcs/garment	3%		Dzn	\$ 0.70/Dzn		
7	Carton	50 pcs/ Carton	0%		Piece	\$ 0.65/pcs		
						<b>Total Amount</b>		

**Resources Required:**

Tools:	Calculator
Equipment:	N/A
Machinery:	N/A
Materials:	Writing materials
PPE:	N/A

## Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Calculate the Bill of Material (BOM) by following the given tech pack	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>



Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated communication with customers	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated rapport building techniques	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted marketing process	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated order handling procedure	<input type="checkbox"/>	<input type="checkbox"/>
Selected and collected fabrics according to work order	<input type="checkbox"/>	<input type="checkbox"/>
Identified the specifications of trims and accessories based on the products	<input type="checkbox"/>	<input type="checkbox"/>
Identified trims and accessories	<input type="checkbox"/>	<input type="checkbox"/>
Collected and delivered trims and accessories to the concerned department	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted procedure of preparing BOM	<input type="checkbox"/>	<input type="checkbox"/>
Prepared BOM for each style	<input type="checkbox"/>	<input type="checkbox"/>
Negotiated price and availability of materials	<input type="checkbox"/>	<input type="checkbox"/>

**Feedback to candidate:**

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate's Signature:**

**Date:**

**Assessor' Signature:**

**Date:**

## Set C: Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel merchandising
<b>Task:</b>	Make a time and action plan (TNA)
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Apparel Merchandising</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one and a half (1.5) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Collect required information for the job.</li> <li>2. Given the scenario and information related to the time and action plan, develop a comprehensive plan.</li> <li>3. Encode your time and action plan in the computer provided to you.</li> <li>4. Save the TNA in your new created folder named "apparel merchandising", print the TNA and submit to your assessor.</li> </ol>	
<b>Diagram/drawing</b>	
<p>Assumption:</p> <p>50 000 pieces of casual 5 pocket pants, 90% cotton and 10% polyester, plain woven solid dyed fabric, with embroidery logo on it. Delivery date is 31<sup>st</sup> of October 2018, shipment at U.K. The lead time is 120 days.</p>	
<b>Resources Required:</b>	
Tools:	Calculator
Equipment:	N/A

Machinery:	N/A
Materials:	N/A
PPE:	N/A

## Set C: Practical Demonstration 3 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Apparel Merchandising	
<b>Task:</b>	Make a time and action plan (TNA)	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified and followed safety signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Apply Osh practices in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Selected and worn appropriate personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
Identified commonly used IT tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and connected peripherals with computer as per standard	<input type="checkbox"/>	<input type="checkbox"/>
Switched on gently the computer	<input type="checkbox"/>	<input type="checkbox"/>
Arranged and customized PC desktop/GUI settings as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Viewed and searched properties of files and folders	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated basic typing technique	<input type="checkbox"/>	<input type="checkbox"/>

Created documents as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Entered contents	<input type="checkbox"/>	<input type="checkbox"/>
Formatted documents	<input type="checkbox"/>	<input type="checkbox"/>
Completed paragraph and page settings	<input type="checkbox"/>	<input type="checkbox"/>
Created worksheets as per requirement in personal use and office environment	<input type="checkbox"/>	<input type="checkbox"/>
Formatted sheets as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication effectively to support team achievement	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with organizational and team requirements	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in a courteous manner to gather and convey information	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate medium to transfer information and ideas	<input type="checkbox"/>	<input type="checkbox"/>
Provided inputs consistent with the meeting purpose and interpreted and implemented meeting outcomes	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate measuring devices based on materials to be measured	<input type="checkbox"/>	<input type="checkbox"/>
Obtained accurate measurements in accordance with job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Conformed and recorded measurements in the given company format	<input type="checkbox"/>	<input type="checkbox"/>
Carried out simple calculations involving basic operations	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate formulas for calculating quantities of materials	<input type="checkbox"/>	<input type="checkbox"/>
Calculated and shared material quantities with team as per requirement	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted schedules, dimensions, drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Collected, recorded and maintained all information of approved samples as per company guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Interpreted types of TNA plan on basis lead time	<input type="checkbox"/>	<input type="checkbox"/>
Prepared TNA plan of order	<input type="checkbox"/>	<input type="checkbox"/>
Applied TNA	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		
Assessment decision for this assessment activity:		
<input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		

<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	

## Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Apparel Merchandising
<b>Unit of Competency</b>	
Generic Competencies	
GN1002A1	Apply OHS practices in the workplace
GN1015A1	Perform basic IT skills
GN2002A1	Operate in a self-directed team
GN2014A1	Carryout workplace interaction
Sector-specific Competencies	
RMG-SS3002A1	Perform measurement and calculations in the RMG sector
RMG-SS3003A1	Interpret sketch and specifications in manuals for RMG Sector
RMG-SS4001A1	Recognize the RMG business scenario
Occupation-specific Competencies	
SEIP-RMG-AM4001A1	Identify the principles and major tasks of apparel merchandising
SEIP-RMG-AM4002A1	Build and maintain an effective business relationship with clients/customers
SEIP-RMG-AM4003A1	Process of sourcing material
SEIP-RMG-AM4004A1	Perform measurement, consumption and cost calculations for casual/formal apparel
SEIP-RMG-AM4005A1	Apply the methods of order follow up procedure
SEIP-RMG-AM4006A1	Interpret the process of commercial and banking activities
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ these oral questions are based on the performance criteria from all the units of competency in Apparel merchandising</li> <li>▪ oral questions are designed to enable additional assessment of your underpinning knowledge</li> <li>▪ you should present your responses as directed by the assessor</li> <li>▪ answer all the questions asked by the assessor as best as possible</li> </ul>	



ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What is the purpose of garments test sample?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What are the documents for getting payments?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Why is it necessary to obtain sketches?	<input type="checkbox"/>	<input type="checkbox"/>
4.	How will you ensure that you will arrive on time for the meeting in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
5.	What will you do in case you have a transaction for delivery when the person in-charge for packing collapsed while on duty?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What safety precaution will you do in operating the computer?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Proper lighting conditions shall also be provided to workers in the apparel industry, what action will you take when the interior colour of ceiling is too dark, and the walls are too bright?	<input type="checkbox"/>	<input type="checkbox"/>
8.	In a Tech pack, what is meant by HPS?	<input type="checkbox"/>	<input type="checkbox"/>
9.	When was the breakthrough of the garments industry noticeable in Bangladesh?	<input type="checkbox"/>	<input type="checkbox"/>
10.	How should you handover products ordered by buyer?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Why should a skilled merchandiser follow-up all processes very sharply from his/her end in case of each and every approval?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Differentiate trims and accessories.	<input type="checkbox"/>	<input type="checkbox"/>
13.	As an apparel merchandiser, why is it important to have good negotiation skills?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What are the 4P's of the marketing process?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Why is sample garment necessary in apparel merchandising?	<input type="checkbox"/>	<input type="checkbox"/>
16.	The apparel merchandiser should be in good communication with the Production Unit of the company. Do you think the apparel merchandiser should communicate directly to the cutting manager? Sewing room manager? Or finishing room manager?	<input type="checkbox"/>	<input type="checkbox"/>
17.	It is usual to measure 1" inch below armhole horizontally from edge to edge.	<input type="checkbox"/>	<input type="checkbox"/>
18.	What will you do to track the changes you make to your documents?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Amara, one of your co-workers in the apparel industry mentioned about the conflict she has with another apparel merchandiser in your company. What action will you take?	<input type="checkbox"/>	<input type="checkbox"/>
20.	What will you do if one of your co-workers mentioned a personal concern to you?	<input type="checkbox"/>	<input type="checkbox"/>
21.	How does an accurate measure help the apparel industry?	<input type="checkbox"/>	<input type="checkbox"/>

22.	Why do you need to accomplish the requirements in the commercial and banking process?	<input type="checkbox"/>	<input type="checkbox"/>
23.	What is your expectation of customer service as part of review categories for supplies in the garments industry?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>			
Assessment decision for this assessment activity:			
<input type="checkbox"/> <b>Competent</b>		<input type="checkbox"/> <b>Not Yet Competent</b>	
<b>Candidate's Signature:</b>		<b>Date:</b>	
<b>Assessor' Signature:</b>		<b>Date:</b>	

## Oral Questioning Guideline

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<b>General Guidelines For Effective Questioning</b>	
▪	Keep questions short and focused on one key concept
▪	Ensure that questions are structured
▪	Test the questions to check that they are not ambiguous
▪	Use `open-ended questions such as `what if...?' and `why...?' questions, rather than closed questions
▪	Keep questions clear and straight forward and ask one at a time
▪	Use words that the candidate is able to understand
▪	Look at the candidate when asking questions
▪	Check to ensure that the candidate fully understands the questions
▪	Ask the candidate to clarify or re-phrase their answer if the assessor does not understand the initial response
▪	Confirm the candidate's response by repeating the answer back in his/her own words
▪	Encourage a conversational approach with the candidate when appropriate, to put him or her at ease
▪	Use questions or statements as prompts for keeping focused on the purpose of the questions and the kind of evidence being collected
▪	Use language at a suitable level for the candidate
▪	Listen carefully to the answers for opportunities to find unexpected evidence
▪	Follow up responses with further questions, if useful, to draw out more evidence or to make links between knowledge areas
▪	Compile a list of acceptable responses to ensure reliability of assessments

## Oral Questions (Optional) - Answers

Answers are highlighted in **bold** and *italics*.

ORAL QUESTIONS		
Question		Answer
1.	What is the purpose of garments test sample?	<b><i>Samples need to be tested in testing house to make sure that the garments do not contain harmful elements as well as to maintain the customer standard.</i></b>
2.	What are the documents for getting payments?	<b><i>May include but are not limited to: -commercial invoice -Packing list -Inspection certificate -Bill of lading</i></b>
3.	Why is it necessary to obtain sketches?	<b><i>Sketches helps to figure out what measurements are essential for the product and to understand the detailed styling.</i></b>
4.	How will you ensure that you will arrive on time for the meeting in your workplace?	<b><i>Leave the house as early as possible taking into consideration the traffic conditions of the meeting place .</i></b>
5.	What will you do in case you have a transaction for delivery when the person in-charge for packing collapsed while on duty?	<b><i>Call for the emergency response team of the company. Let them give the first aid to the person who collapsed.</i></b>  <b><i>Ask the production manager to immediately assign a substitute for the packaging of order clothes as you also need to meet the deadline for the delivery.</i></b>
6.	What safety precaution will you do in operating the computer?	<b><i>May include but are not limited to: a. Connect power cords/adaptor with computer and power outlets socket safely b. Ensure connections are correct c. Ensure that there is a preventive maintenance to avoid virus in damaging the computer</i></b>
7.	Proper lighting conditions shall also be provided to workers in the apparel industry, what action will you take when the interior color of ceiling is too dark and the walls are too bright?	<b><i>Recommend to have a ceiling as close to white as possible. Pale colours for walls.</i></b>
8.	In a Tech pack, what is meant by HPS?	<b><i>High point shoulder – main reference point located at the highest point of the shoulder.</i></b>
9.	When was the breakthrough of the garments industry noticeable in Bangladesh?	<b><i>1984-1985 – the number of garment factories increased by 587, In 1999 – RMG factories shot-up to 2900</i></b>

10.	How should you handover products ordered by buyer?	<b>Products should be handover to the buyer with undamaged condition.</b>
11.	Why should a skilled merchandiser follow-up all processes very sharply from his/her end in case of each and every approval?	<b>Constant follow up ensure less defects to execute the goods in specific shipment.</b>
12.	Differentiate trims and accessories.	<b>Trims: directly attached with the fabric to make a good garment. Materials used in sewing rooms other than fabric. Accessories: materials which are used to make a garment attractive for selling and packing other than the fabric are trims.</b>
13.	As an apparel merchandiser, why is it important to have good negotiation skills?	<b>Good negotiation skills are important in merchandising, it ensures that messages are properly delivered to the receiver, it assures that the required product is delivered to the client/customer. Also, it helps to get the advantages on price, quality and lead time.</b>
14.	What are the 4P's of the marketing process?	<b>Product Pricing Promotion Place</b>
15.	Why is sample garment necessary in apparel merchandising?	<b>A sample is necessary to be sent to the buyer for approval to correct faults and write comment on sample garments.</b>
16.	The apparel merchandiser should be in good communication with the Production Unit of the company. Do you think the apparel merchandiser should communicate directly to the cutting manager? Sewing room manager? Or finishing room manager?	<b>In a very structured set-up, the apparel merchandiser should first communicate with the production manager – however the communication process should be very clear.</b>
17.	It is usually measure 1" below armhole horizontally from edge to edge.	<b>Across chest.</b>
18.	What will you do to track the changes you make to your documents?	<b>Go to "review" then click "tracking", the "track changes".</b>
19.	Amara, one of your co-workers in the apparel industry mentioned about the conflict she has with another apparel merchandiser in your company. What action will you take?	<b>Try to resolve the conflict, first within your level. If not solved, bring it to your manager.</b>
20.	What will you do if one of your co-workers mentioned a personal concern to you?	<b>Always maintain confidentiality in all the issues and concerns of your co-workers.</b>
21.	How does an accurate measure help the apparel industry?	<b>Accurate measure works well to ensure that there is no losses in cost of the apparel goods.</b>
22.	Why do you need to accomplish the requirements in the commercial and banking process?	<b>To ensure that the business will have good bank standing.</b>

23.	What is your expectation of customer service as part of review categories for supplies in the garments industry?	<b><i>Customer service should be expected to be proactive and flexible, and delivery performance needs to be optimized.</i></b>
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## Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
<b>Candidate Name:</b>			
<b>Assessor Name:</b>			
<b>Qualification:</b>	Certificate in Apparel Merchandising		
<b>Assessment Centre:</b>			
<b>Date(s) of Assessment:</b>			
The performance of the candidate in the following unit or units of competency and the methods engaged to assess performance are as follows:			
Unit of Competency	Assessment Method	Competent	Not Yet Competent
All units of competency comprising of the qualification	Written Test	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 1 (Set ....)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 2 (Set ....)	<input type="checkbox"/>	<input type="checkbox"/>
	Practical Demonstration 3 (Set ....)	<input type="checkbox"/>	<input type="checkbox"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b> Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for <b>ALL</b> units of competency.			
Recommendation			
<input type="checkbox"/> Issuance of Statement of Achievement ( <i>indicate title of SOA, if full Certificate is not met</i> )	<input type="checkbox"/> Submission of additional documents Specify:	<input type="checkbox"/> Reassessment Specify:	
Did the candidate overall performance meet the required evidence/standard?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Overall Evaluation:	<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>		
General Comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	

Institution Manager Signature:		Date:	
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**CANDIDATES COPY**  
(Please presents this form when you claim your Certificate)

<b>ASSESSMENT RESULTS SUMMARY</b>			
<b>Qualification:</b>	Certificate in Apparel Merchandising		
<b>Name of Candidate:</b>		<b>Date:</b>	
<b>Name at Assessment Centre:</b>		<b>Date:</b>	
<b>Assessment Results:</b>	<input type="checkbox"/> <b>Competent</b> <input type="checkbox"/> <b>Not Yet Competent</b>		
<b>Recommendation:</b>	<input type="checkbox"/> Issuance of SOA ( <i>indicate title of SOA, if full certificate is not met</i> )		
	<input type="checkbox"/> Submission of additional documents – specify:		
	<input type="checkbox"/> Reassessment - specify:		
<b>Assessed by:</b> (name and signature)		<b>Date:</b>	
<b>Attested by:</b> (name and signature):		<b>Date</b>	



## Assessment Validation Map

This identifies how the assessment tools in this resource may assess:

- elements and performance criteria
- critical aspects of assessment
- skills and knowledge
- employability skills

<b>Unit of Competency:</b>		GN1002A1 – Apply OHS practices in the workplace		
<b>Element</b>	<b>Assessment Evidence Method</b>			
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>	
1. Identify, control and report OHS hazards.	1, 16	A1-3 B1-3 C1-3		
2. Conduct work safely.	16	A1-3 B1-3 C1-3		
3. Follow emergency response procedures.	18	A1-3 B1-3 C1-3	7	
4. Maintain and improve health and safety in the workplace.		A1-3 B1-3 C1-3	7	
<b>Unit of Competency:</b>		GN1015A1 – Perform basic IT skills		
<b>Element</b>	<b>Assessment Method</b>			
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>	
1. Identify and use most commonly used IT Tools.	2	A3, B3, C3		
2. Operate computer.		A3, B3, C3	6	
3. Work with word processing software.		A3, B3, C3	18	
4. Use spread sheet packages to create/prepare worksheets.		A3, B3, C3		
5. Use presentation packages to create/prepare presentation.		A3, B3, C3		

6. Print the documents.		A3, B3, C3	
7. Use the Internet and access e-mail.	17	A3, B3, C3	
<b>Unit of Competency:</b>	GN2002A1 – Operate in a self-directed team		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.	3		
2. Communicate and cooperate with team members.	19	A1-3 B1-3 C1-3	19
3. Work as a team member.		A1-3 B1-3 C1-3	5
4. Solve problem as a team member.		A1-3 B1-3 C1-3	5, 19
<b>Unit of Competency:</b>	GN2014A1 – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.	4		
2. Read and understand workplace documents.	28	A1-3 B1-3 C1-3	
3. Participate in workplace meetings and discussions.		A1-3 B1-3 C1-3	4
4. Practice professional ethics at workplace.		A1-3 B1-3 C1-3	4, 20
<b>Unit of Competency:</b>	RMG – SS3002A1 – Perform measurement and calculations in the RMG sector		
Element	Assessment Method		
	Written	Practical	Oral

1. Select measuring devices.	5	A1, A2, B1, B2, C1, C2	3
2. Obtain measurements for apparel.	6	A1, A2, B1, B2, C1, C2	21
3. Perform simple calculations.	6	A1, A2, B1, B2, C1, C2	
<b>Unit of Competency:</b>	RMG – SS3003A1 – Interpret sketch and specifications in manuals for RMG sector		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Identify information from manual.	27		8
2. Interpret sketch and specifications.	7	A1, A2, B1, B2, C1, C2	17
<b>Unit of Competency:</b>	RMG-SS4001A1 – Recognize the RMG business scenario		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Identify basic business communication practices.	8		
2. Recognize history of RMG industries in Bangladesh.			9
3. Identify major departments of RMG industry.	20		16
4. List prime exports markets.	20		
<b>Unit of Competency:</b>	SEIP-RMG-AM4001A1 – Identify the principles and major tasks of apparel merchandising		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Interpret job role of an apparel merchandiser.	22		
2. List the organizations of RMG sector.			10
3. Illustrate functional flow chart of apparel merchandising.	23		15
<b>Unit of Competency:</b>	SEIP-RMG-AM4002A1 – Build and maintain and effective business relationship with clients/customers		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>

1. Establish good relationship with clients/customers.	24		
2. Interpret the apparel marketing process.	24		14
3. Perform the order handling procedure.	9		
4. Interpret the process of reporting.			11
<b>Unit of Competency:</b>	SEIP-RMG-AM4003A1 – Process of sourcing materials		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret types of fabrics used for woven and knit apparels.	10	A1, A2, B1, B2, C1, C2	
2. Interpret the trims and accessories.		A1, A2, B1, B2, C1, C2	12
3. Prepare Bill of Material (BOM) sheet.	11	A1, A2, B1, B2, C1, C2	
4. Demonstrate the process of negotiation and booking.			13
<b>Unit of Competency:</b>	SEIP-RMG-AM4004A1 – Perform measurement, consumption and cost calculation for casual/formal apparel		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret the sketch and measurement chart.	21	A1, A2, B1, B2, C1, C2	
2. Interpret the points of measurement.	29	A1, A2, B1, B2, C1, C2	
3. Perform fabric consumption and cost calculation.	29	A1, A2, B1, B2, C1, C2	
4. Perform trims and accessories consumption and cost calculation.		A1, A2, B1, B2, C1, C2	
5. Interpret process of Cost Manufacturing (CM).	26	A1, A2, B1, B2, C1, C2	
6. Apply the costing format and methods of calculation.	25	A1, A2, B1, B2, C1, C2	

<b>Unit of Competency:</b>	SEIP-RMG-AM4005A1 – Apply the methods of order follow-up		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Interpret the order follow up procedure.	13		1
2. Recognize the supplier's evaluation process.	12		23
3. Demonstrate the time and action (TNA) plan.		A3, B3, C3	
<b>Unit of Competency:</b>	SEIP-RMG-AM4006A1 – Interpret the process of commercial and banking activities		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Process the commercial and banking requirements.	14		22
2. Perform the procedures for letter of credit (L/C).	15		
3. Perform documentation for payment.			2