



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR BASIC TECHNIQUES OF YARN MANUFACTURING (*TEXTILE SECTOR*)

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

Table of Contents

PART A – THE ASSESSOR	3
Instructions to Assessor.....	3
Assessment Evidence Guide.....	7
Assessment Evidence Plan.....	8
PART B – THE CANDIDATE	19
Instructions to Candidate	19
Self-Assessment Guide.....	21
PART C – THE ASSESSMENT	27
Assessment Agreement – Basic Techniques of Yarn Manufacturing.....	27
PART D – ASSESSMENT TOOLS	30
Specific Instructions to Assessor	30
Specific Instructions to Candidate.....	32
Written Test.....	33
Written Test - Answers.....	37
Practical Demonstration – Set A	40
Practical Demonstration 1	40
Practical Demonstration 1 – Observation Checklist.....	42
Practical Demonstration 2.....	45
Practical Demonstration 2 – Observation Checklist.....	47
Practical Demonstration – Set B	50
Practical Demonstration 1	50
Practical Demonstration 1 – Observation Checklist.....	52
Practical Demonstration 2.....	54
Practical Demonstration 2 – Observation Checklist.....	56
Practical Demonstration – Set C.....	58
Practical Demonstration 1	58
Practical Demonstration 1 – Observation Checklist.....	60
Practical Demonstration 2.....	62
Practical Demonstration 2 – Observation Checklist.....	64
Oral Questions (Optional)	66
Oral Questioning Guideline	69
Oral Questions (Optional) - Answers	70
Assessment Evidence Summary Sheet.....	72
Assessment Validation Map.....	74

PART A – THE ASSESSOR

Instructions to Assessor

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.

CHECKLIST FOR ASSESSOR		
Prior to the assessment I have:	Tick (✓)	Remarks
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.		
During the assessment I have:		
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.		
After the assessment I have:		
<p>Provided feedback on the assessment decision. This includes the following:</p> <ul style="list-style-type: none"> ▪ clear and constructive feedback on the assessment decision ▪ information on ways of addressing any identified gaps in competency revealed by the assessment ▪ opportunity to discuss the assessment process and outcome ▪ information on reassessment process (if necessary) ▪ information on appeal (if necessary) 		
<p>Prepared the necessary assessment reports. This includes the following:</p> <ul style="list-style-type: none"> ▪ record the assessment decision using the prescribed rating sheet ▪ maintain records of the assessment procedures, evidence collected and assessment decision ▪ endorse assessment decision to BTEB ▪ prepare recommendations for the issuance of certificate 		
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 **Basic Techniques of Yarn Manufacturing**, 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
Generic Competencies	
SEIP-TEX-SPN-01-G	Use basic mathematical concepts
SEIP-TEX-SPN-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-SPN-03-G	Carry out workplace interaction
SEIP-TEX-SPN-04-G	Operate in a team environment
SEIP-TEX-SPN-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-SPN-01-S	Explore the history of textile sector
SEIP-TEX-SPN-02-S	Use hand and power tools
SEIP-TEX-SPN-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-SPN-01-O	Interpret the basics of yarn manufacturing
SEIP-TEX-SPN-02-O	Operate blow room machine
SEIP-TEX-SPN-03-O	Prepare materials for spinning
SEIP-TEX-SPN-04-O	Perform spinning operation
SEIP-TEX-SPN-05-O	Perform spinning and finishing
SEIP-TEX-SPN-06-O	Carry out quality control of materials

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

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-TEX-SPN-01-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
1. Identify calculation requirements in the workplace	1.1. Calculation requirements are identified from workplace information.					√
	1.2. Mathematical problems are constructed from workplace.					√
2. Select appropriate mathematical methods/concepts for the calculation	2.1. Appropriate method is selected to carry out calculation requirement.					√
	2.2. Constructed mathematical problems are solved with appropriate method.					√
3. Use tools/instrument to perform calculations	3.1. Tools and instruments required for computation are identified.					√
	3.2. Calculation is performed using appropriate tools and equipment.					√

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Apply occupational health and safety (OHS) practice in the workplace					
Unit Code:	SEIP-TEX-SPN-02-G					
Assessment Method:	P	O	W			
	Performance <i>(including demonstration and observation)</i>	Oral questioning	Written examination <i>(including short-answer, multiple choice, and true or false questions)</i>			
Element	Performance Criteria			P	O	W
1. Identify OHS policies and procedures	1.1. OHS policies and safe operating procedures are interpreted.			√		√

	1.2. Safety signs and symbols are identified and followed.	√		
	1.3. Emergency response, evacuation procedures and other contingency measures are interpreted correctly.			√
2. Apply personal health and safety practices	2.1. OHS policies and procedures are applied in the workplace.	√		√
	2.2. Common health issues are recognised.	√		
	2.3. Common safety issues are identified.	√		
3. Report hazards and risks	3.1. Hazards and risks are identified.	√	√	
	3.2. Hazards and risks assessment and controls are interpreted.		√	
4. Respond to emergencies	4.1. Responded to alarms and warning devices.			√
	4.2. Emergency response plans and procedures are responded to.		√	
	4.3. First aid procedures during emergency situations are identified.	√		

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-TEX-SPN-03-G					
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 workplace communication and etiquette	1.1. Workplace codes of conduct are interpreted as per organisational guidelines.					√
	1.2. Appropriate lines of communication are maintained with supervisors and colleagues.				√	
	1.3. Workplace interactions are conducted in a courteous manner to gather and convey information.			√		
	1.4. Workplace procedures and matters are comprehended.				√	
2. Read and understand workplace documents	2.1. Workplace documents are interpreted correctly.					√
	2.2. Visual information/symbols/signage are understood correctly and followed.					√

	2.3. Specific and relevant information are accessed from appropriate sources.			√
	2.4. Appropriate medium is used to transfer information and ideas	√		
3. Participate in workplace meetings and discussions	3.1. Team meetings are attended on time to ensure active participation.	√		
	3.2. Meeting procedures and etiquette are followed.		√	
	3.3. Active participation is ensured, opinions are expressed and heard.	√	√	
	3.4. Opinions and ideas of others and their importance in the development of relationships are respected.	√		√
	3.5. Inputs are provided and interpreted in line with the meeting purpose.	√	√	
4. Practice professional ethics at work	4.1. Responsibilities as a team member are performed.	√	√	
	4.2. Tasks are performed in accordance with workplace procedures.	√		
	4.3. Confidentiality is maintained.		√	
	4.4. Inappropriate and conflicting situations are avoided.		√	

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-TEX-SPN-04-G					
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. Identify team goals and work processes	1.1. Roles and objectives of the team are interpreted.					√
	1.2. Roles and responsibilities of team members are interpreted.				√	
2. Identify own role and responsibilities within team	2.1. Personal role and responsibilities are identified within the team environment.					√
	2.2. Reporting relationships are interpreted within team and external to team.					√
3. Communicate and co-operate with team members	3.1. Other teammates' tasks are identified and provided support.	√				√
	3.2. The team is encouraged through sharing information or expertise, working together to solve problems putting team success first.	√				√

	3.3. Views and opinions of other team members are interpreted and respected.	√	√	
4. Practice problem solving within the team	4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.			√
	4.2. A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.		√	
	4.3. The good ideas of others to help develop solutions are recognised and seek advice from those who've solved similar problems.		√	
	4.4. It is looked beyond the obvious and not stopped at the first answers.		√	

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Apply basic IT skills					
Unit Code:	SEIP-TEX-SPN-05-G					
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. Identify and use most commonly used IT tools	1.1. History of information technology (IT) is identified and summarised.					√
	1.2. Commonly used IT tools are identified and described.					√
2. Understand use of computer	2.1. Basic parts of a computer are identified.					√
	2.2. Turning on and off technique of a computer is performed.					√
	2.3. Working environment, functions and features of operating system is interpreted.			√		
	2.4. Simple trouble-shooting techniques are applied.			√		
3. Work with word processing application	3.1. Word processing application appropriate to perform activity is operated.			√		
	3.2. Basic typing technique to document is applied.			√		
	3.3. Word processing techniques to document are employed.					√
	3.4. Personal CV writing using suitable word processing techniques is practiced.			√		

	3.5. Saving and retrieving technique of a document is used.		√	
4. Access email and search the internet	4.1. Use of email account in online environment is explained.		√	
	4.2. Writing and sending of workplace emails is completed.		√	
	4.3. Different browsers are identified to work online.			√
	4.4. Browsing different web portals and apply proper search techniques.			√

Occupation:	Basic Techniques of Yarn Manufacturing				
Unit Name:	Explore the history of Textile Sector				
Unit Code:	SEIP-TEX-SPN-01-S				
Assessment Method:		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. Examine the background of textile sector	1.1. The historical background of textile sector is examined and described.			√	
	1.2. Steps of textile processing are clearly identified	√			
	1.3. Backward and forward linkages are identified.		√		
2. Identify prime local and export markets	2.1. Prime local markets and export markets are identified.			√	
	2.2. Local and export markets are listed.			√	

Occupation:	Basic Techniques of Yarn Manufacturing				
Unit Name:	Use hand and power tools				
Unit Code:	SEIP-TEX-SPN-02-S				
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. Identify and inspect hand and power tools	1.1. Appropriate hand and power tools are identified.	√			

	1.2. Application of hand and power tools is recognised.		√	
	1.3. Usability of hand and power tools are checked and verified.	√		
2. Use hand tools properly and safely	2.1. Appropriate hand tools are selected.	√		√
	2.2. Safety precautions are ensured before using hand tools.	√		√
	2.3. Unsafe or faulty hand tools are identified and marked for repair.	√		√
	2.4. Measuring tools are checked and calibrated before use.	√		
	2.5. Use hand tools properly and safely to perform work activity.	√		
3. Operate power tools properly and safely	3.1. Appropriate power tools are selected.	√		
	3.2. Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.		√	
	3.3. Safety precautions are ensured before using power tools in accordance with manufacturer's operating specification.	√		
	3.4. Proper sequence of operation applied for using power tools.	√		
	3.5. Unsafe or faulty power tools are identified and marked for repair.	√		
	3.6. Operate power tools properly and safely to perform work activity.	√		
4. Clean and maintain hand and power tools	4.1. Dust and foreign matters are removed from hand and power tools in accordance to workplace standards.	√		
	4.2. Condition of hand and power tools is checked after use and report.	√		
	4.3. Appropriate lubricant is applied after use and prior to storage.	√		
	4.4. Measuring tools are checked and calibrated after use.	√		
	4.5. Defective hand and power tools are inspected and repaired or replaced.	√		
	4.6. Hand and power tools are stored and secured in accordance with workplace requirements.	√		

Occupation:	Basic Techniques of Yarn Manufacturing
Unit Name:	Read and interpret sketches and drawings

Unit Code:	SEIP-TEX-SPN-03-S					
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 information and specifications	1.1. Appropriate manuals and specifications for work activity are identified and collected.					√
	1.2. Information and specifications and their importance is recognised.				√	
2. Read and interpret sketches and drawings	2.1. Relevant sketches and drawings are identified for job requirement.			√		
	2.2. Signs and symbols are identified and interpreted.			√		
	2.3. Schedules, dimensions, drawings and specifications are correctly read and interpreted.				√	

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Interpret the basics of yarn manufacturing					
Unit Code:	SEIP-TEX-SPN-01-O					
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. Understand yarn manufacturing process	1.1. Yarn manufacturing processes is identified and explained.					√
	1.2. Role of an operator in a textile mill is explained.			√		
	1.3. Types of yarn are identified.			√		
	1.4. Lay-out of spinning floor is identified and illustrated.					√
2. Identify raw materials	2.1. Types of fibres are identified.			√		
	2.2. Types of impurities are identified.			√		
	2.3. Fibre contaminations is identified and described.			√		
3. Identify tools, equipment and machines	3.1. Tools and equipment required for spinning are identified.			√		
	3.2. Different machines required for spinning are identified.			√		

4. Interpret technical terms	4.1. Technical terms used in spinning process are identified.			
	4.2. Technical terms are interpreted.			

Occupation:	Basic Techniques of Yarn Manufacturing			
Unit Name:	Operate blow room machine			
Unit Code:	SEIP-TEX-SPN-02-O			
Assessment Method:	P	O	W	
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)	
1. Carry out bale opening operation	1.1. Materials are identified according to job requirements.		√	
	1.2. Tools are identified and selected according to job requirements.		√	
	1.3. The fibres are brushed to remove dust during loading and unloading.		√	
	1.4. Fibres are laid down according to bale management.			
2. Perform cleaning operation	2.1. Natural impurities are removed.		√	
	2.2. Foreign materials are removed.		√	
	2.3. Fibres are opened.		√	
3. Operate blow room line machine	3.1. Machine is operated (i.e. starting and stopping) as per standard operating procedure.		√	
	3.2. Machine is stopped in case of any emergency.		√	
	3.3. Control points of blow room line machine are identified.			√
4. Carry out blending of different fibres	4.1. Fibres from different bales are blended.		√	
	4.2. Different types of fibres are blended.		√	
5. Dispose of waste materials	5.1. Waste material from machine is identified.		√	
	5.2. Waste material is separated and disposed of as per standard operating procedure.		√	

Occupation:	Basic Techniques of Yarn Manufacturing			
Unit Name:	Prepare materials for spinning			
Unit Code:	SEIP-TEX-SPN-03-O			
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. Operate the machines	1.1. Appropriate personal protective equipment (PPE) is identified and selected.	√	√		
	1.2. Hand tools are identified and selected as per job requirement.	√			
	1.3. Control points are identified.		√		
	1.4. The machine is operated as per standard operating procedure.	√			
2. Perform production of silver and lap	2.1. Materials are fed into the machines as per standard operating procedure.	√			
	2.2. Broken materials are pieced as per standard operating procedure.	√			
	2.3. Carded and drawn sliver, and mini laps are collected.	√			
	2.4. Carded and drawn sliver, and mini laps are doffed.	√			
3. Clean the machine	3.1. Machine parts are cleaned as per manufacturer instructions.	√			
	3.2. Can and spools are cleaned as per standard operating procedure.	√			
4. Dispose of waste material	4.1. Waste material from machine is defined.	√			
	4.2. Waste material is separated and disposed of as per standard operating procedure.	√			

Occupation:	Basic Techniques of Yarn Manufacturing				
Unit Name:	Perform spinning operation				
Unit Code:	SEIP-TEX-SPN-04-O				
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. Handle lap trolley	1.1. Lap trolley of full and empty packages is collected as per schedule.	√		√	
	1.2. Trolley wheels are cleaned as per schedule.			√	
2. Operate the machine	2.1. Appropriate personal protective equipment (PPE) is identified and selected.	√	√		

	2.2. Hand tools are identified and selected as per job requirement.	√		
	2.3. Control points are identified.	√		
	2.4. The machines operated as per standard operating procedure.	√		
3. Perform feeding of materials and piecing	3.1. Materials are fed into the machine as per standard operating procedure.	√		
	3.2. Broken materials are pieced as per standard operating procedures.	√		
4. Clean the machine waste material	4.1. Machine parts are cleaned as per manufacturer instructions.	√		
	4.2. Cans and spool are cleaned as per standard operating procedure.	√		
5. Dispose of waste material	5.1. Waste material from machine is identified.	√		
	5.2. Waste material is separated and disposed of as per standard operating procedure.	√		

Occupation:	Basic Techniques of Yarn Manufacturing				
Unit Name:	Perform spinning and finishing				
Unit Code:	SEIP-TEX-SPN-05-O				
Assessment Method:		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. Operate the machine	1.1. Appropriate personal protective equipment (PPE) is identified and selected.	√	√		
	1.2. Hand tools are identified and selected as per job requirement.	√			
	1.3. Control points are identified.	√			
	1.4. The machines are operated as per standard operating procedure.	√			
	1.5. Block of materials are identified and separated.	√			
2. Perform feeding, creeling and piecing	2.1. Materials are identified and arranged.	√			
	2.2. Materials are fed into the machines as per standard operating procedure.	√			
	2.3. Broken materials are pieced to continue production.	√			

3. Perform doffing operation	3.1. Roving and yarns are collected.	√		
	3.2. Full and empty packages are arranged as required.	√		
4. Clean the machines and packages	4.1. Machine parts are cleaned as per manufacturer instructions.	√		
	4.2. Packages are cleaned as per standard operating procedure.	√		
5. Dispose of waste material	5.1. Waste material from machine is identified.	√		
	5.2. Waste material is separated and disposed of as per standard operating procedure.	√		

Occupation:	Basic Techniques of Yarn Manufacturing					
Unit Name:	Identify weaving accessories and fabric faults					
Unit Code:	SEIP-TEX-SPN-06-O					
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. Identify spinning accessories	1.1. Spinning accessories are identified and selected as per the product specifications.			√		
	1.2. Selected spinning accessories are implemented.			√		
2. Identify fibre and yarn faults	2.1. Fibre and yarn faults are identified.					√
	2.2. Identified faults are reported to appropriate authority.				√	
3. Test the quality of the material	3.1. Material quality is identified and established.			√		
	3.2. Fibre and yarn properties are tested.			√		
	3.3. Test results are reported to appropriate authority.			√		

PART B – THE CANDIDATE

Instructions to Candidate

To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of this unit of competency that comprise of the Certificate in **Basic Techniques of Yarn Manufacturing**. 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.

Qualification:	Basic Techniques of Yarn Manufacturing	
Units of competency:	<p>Generic units:</p> <p>Use basic mathematical concepts</p> <p>Apply occupational health and safety (OHS) practices in the workplace</p> <p>Carry out workplace interaction</p> <p>Operate in a team environment</p> <p>Apply basic IT skills</p> <p>Sector-specific units:</p> <p>Explore the history of Textile Sector</p> <p>Use hand and power tools</p> <p>Read and interpret sketches and drawings</p> <p>Occupation-specific units:</p> <p>Interpret the basics of yarn manufacturing</p> <p>Operate blow room machine</p> <p>Prepare materials for spinning</p> <p>Perform spinning operation</p> <p>Perform spinning and finishing</p> <p>Carry out quality control of materials</p>	
<p>Instructions:</p> <ul style="list-style-type: none"> ▪ Read each of the questions in the left-hand column of the chart ▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer 		
Can I?	YES	NO
<ul style="list-style-type: none"> ▪ Identify calculation requirements from workplace information 		
<ul style="list-style-type: none"> ▪ Construct mathematical problems from workplace 		

▪ Select appropriate method to carry out calculation requirement		
▪ Solve constructed mathematical problems with appropriate method		
▪ Identify tools and instruments required for computation		
▪ Perform calculation using appropriate tools and equipment		
▪ Interpret OHS policies and safe operating procedures		
▪ Identify and follow safety signs and symbols		
▪ Interpret correctly emergency response, evacuation procedures and other contingency measures		
▪ Apply OHS policies and procedures in the workplace		
▪ Recognise common health issues		
▪ Identify common safety issues		
▪ Interpret hazards and risks assessment and controls		
▪ Respond to alarms and warning devices		
▪ Respond to emergency response plans and procedures		
▪ Identify first aid procedures during emergency situations		
▪ Interpret workplace codes of conduct as per organizational guidelines		
▪ Maintain appropriate lines of communication with supervisors and colleagues.		
▪ Conduct workplace interactions in courteous manner to gather and convey information		
▪ Comprehend workplace procedures and matters		
▪ Interpret correctly workplace documents		
▪ Understand correctly and follow visual information/symbol/signage		
▪ Access specific and relevant information from appropriate sources		
▪ Use appropriate medium to transfer information and ideas		
▪ Attend team meetings on time to ensure active participation		
▪ Follow meeting procedures and etiquette		
▪ Ensure active participation, express and hear opinions		
▪ Respect opinions and ideas of others and their importance in the development of relationships		
▪ Provide and interpret inputs in line with the meeting purpose		
▪ Perform responsibilities as a team member		
▪ Perform tasks in accordance with workplace procedures		
▪ Maintain confidentiality		
▪ Avoid inappropriate and conflicting situations		

▪ Interpret roles and objectives of the team		
▪ Interpret roles and responsibilities of the team members		
▪ Identify personal role and responsibilities within the team environment		
▪ Interpret reporting relationships within team and external to team		
▪ Identify and provide support to other teammates' tasks		
▪ Encourage the team through sharing information or expertise, working together to solve problems putting team success first		
▪ Interpret and respect views and opinions of other team members		
▪ Identify problems faced at the individual and team level and shows insight into the root-causes of the problems		
▪ Identify a range of solutions and courses of action together with benefits, costs, and risks associated with each		
▪ Recognise the good ideas of others to help develop solutions and seek advice from those who've solved similar problems		
▪ Look beyond the obvious and not stop at the first answers		
▪ Identify and summarise history of information technology (IT)		
Identify and describe commonly used IT tools		
▪ Identify basic parts of a computer		
▪ Perform turning on and off technique of a computer		
▪ Interpret working environment, functions and features of operating system		
▪ Apply simple trouble-shooting techniques		
▪ Operate word processing application appropriate to perform activity		
▪ Apply basic typing technique to document		
▪ Employ word processing techniques to document		
▪ Practice personal CV writing using suitable word processing techniques		
▪ Use saving and retrieving techniques of a document		
▪ Explain use of email account in online environment		
▪ Complete writing and sending of workplace emails		
▪ Identify different browsers to work online		
▪ Browse different web portals and apply proper search techniques		
▪ Examine and describe the historical background of textile sector		
▪ Identify clearly the steps of textile processing		
▪ Identify backward and forward linkages		

▪ Identify prime local markets and export markets		
▪ List local and export markets		
▪ Identify appropriate hand and power tools		
▪ Recognise application of hand and power tools		
▪ Check and verify usability of hand and power tools		
▪ Select appropriate hand tools		
▪ Ensure safety precautions before using hand tools		
▪ Identify unsafe or faulty hand tools and mark for repair		
▪ Check and calibrate measuring tools before use		
▪ Use hand tools properly and safely to perform work activity		
▪ Select appropriate power tools		
▪ Inspect power supply outlet and electrical cord and confirm safe for use in accordance with workplace safety requirements		
▪ Ensure safety precautions before using power tools in accordance with manufacturer's operating specification		
▪ Apply proper sequence of operation for using power tools		
▪ Identify and mark for repair unsafe or faulty power tools		
▪ Operate power tools properly and safely to perform work activity		
▪ Remove dust and foreign matters from hand and power tools in accordance to workplace standards		
▪ Check condition of hand and power tools after use and report		
▪ Apply appropriate lubricant after use and prior to storage		
▪ Check and calibrate measuring tools after use		
▪ Inspect defective hand and power tools and repair or replace		
▪ Store and secure hand and power tools in accordance with workplace requirements		
▪ Identify and collect appropriate manuals and specifications for work activity		
▪ Recognise importance of information and specifications		
▪ Identify relevant sketches and drawings for job requirement		
▪ Identify and interpret signs and symbols		
▪ Read and interpret correctly schedules, dimensions, drawings and specifications		
▪ Identify and explain yarn manufacturing processes		
▪ Explain role of an operator in a textile mill		
▪ Identify types of yarn		

▪ Identify and illustrate lay-out of spinning floor		
▪ Identify types of fibres		
▪ Identify types of impurities		
▪ Identify and describe fibre contaminations		
▪ Identify tools and equipment required for spinning		
▪ Identify different machines required for spinning		
▪ Identify technical terms used in spinning processes		
▪ Technical terms are interpreted		
▪ Identified materials according to job requirements		
▪ Identified and selected tools according to job requirements		
▪ Brush the fibres to remove dust during loading and loading		
▪ Lay down fibres according to bale management		
▪ Remove natural impurities		
▪ Remove foreign materials		
▪ Open fibres		
▪ Operate machine as per standard operating procedure		
▪ Stop machine in case of any emergency		
▪ Identify control points of blow room line machine		
▪ Blend fibres from different bales		
▪ Blend different types of fibres		
▪ Identify waste material from machine		
▪ Separate and dispose of waste material as per standard operating procedure		
▪ Feed materials into the machines as per standard operating procedure		
▪ Piece broken materials as per standard operating procedure		
▪ Card and draw silver, and collect mini laps		
▪ Card and draw silver and doffed mini laps		
▪ Clean machine parts as per manufacturer instructions		
▪ Collect lap trolley of full and empty packages as per schedule		
▪ Clean trolley wheels as per schedule		
▪ Collect roving and yarns		
▪ Arrange full and empty packages as required		
▪ Identify and select spinning accessories as per the product specifications		

▪ Implement selected spinning accessories		
▪ Identify fibre and yarn faults		
▪ Report identified faults to appropriate authority		
▪ Identify and establish material quality		
▪ Test fibre and yarn properties		
▪ Report test results to appropriate authorities		
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.		
Candidate's signature:		Date:

PART C – THE ASSESSMENT

Assessment Agreement – Basic Techniques of Yarn Manufacturing

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 **Basic Techniques of Yarn Manufacturing**, you must demonstrate competence in the following units, as established in the assessment agreement:

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

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-TEX-SPN-01-G	Use basic mathematical concepts
SEIP-TEX-SPN-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-SPN-03-G	Communicate in English in the workplace
SEIP-TEX-SPN-04-G	Work in a self-directed team
SEIP-TEX-SPN-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-SPN-01-S	Explore the history of textile sector
SEIP-TEX-SPN-02-S	Use hand tools and power tools
SEIP-TEX-SPN-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-SPN-01-O	Interpret the basics of yarn manufacturing
SEIP-TEX-SPN-02-O	Operate blow room machine
SEIP-TEX-SPN-03-O	Prepare materials for spinning
SEIP-TEX-SPN-04-O	Perform spinning operation
SEIP-TEX-SPN-05-O	Perform spinning and finishing
SEIP-TEX-SPN-06-O	Carry out quality control of material

Assessment Agreement	
Occupation:	Basic Techniques of Yarn Manufacturing
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-TEX-SPN-01-G	Use basic mathematical concepts
SEIP-TEX-SPN-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-SPN-03-G	Communicate in English in the workplace
SEIP-TEX-SPN-04-G	Work in a self-directed team
SEIP-TEX-SPN-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-SPN-01-S	Explore the history of textile sector
SEIP-TEX-SPN-02-S	Use hand tools and power tools
SEIP-TEX-SPN-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-SPN-01-O	Interpret the basics of yarn manufacturing
SEIP-TEX-SPN-02-O	Operate blow room machine
SEIP-TEX-SPN-03-O	Prepare materials for spinning
SEIP-TEX-SPN-04-O	Perform spinning operation
SEIP-TEX-SPN-05-O	Perform spinning and finishing
SEIP-TEX-SPN-06-O	Carry out quality control of material
Resources Required for Assessment	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> ▪ copies of activities, questions, projects nominated by the assessor ▪ relevant organisational policies, protocols and procedural documents (if required) ▪ devices or tools to record answers ▪ appropriate actual or simulated workplace ▪ all necessary tools and equipment used in performance of the work-based task ▪ any other resources normally used in the workplace 	
Assessment Instructions	
<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>	

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.

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 the units of competency that comprise of the qualification **Basic techniques of yarn manufacturing**, 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

Candidate Signature:		Date:	
Assessor Signature:		Date:	

PART D – ASSESSMENT TOOLS

Specific Instructions to Assessor

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:
 - operate carding machine and breaker draw frame
 - operate a ring frame
 - Set B:
 - prepare finished sliver
 - prepare cotton yarn from finished sliver
 - Set C:
 - prepare mini lap
 - prepare yarn from lap
 - Provide the candidate with the copy of the specific instruction to candidate
 - allow each practical demonstration to be performed within two (2) 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 (4 hours) – **performance evidence**

The practical demonstration activities will be divided into two (2) tasks (contained in one set):

1. Practical demonstration 1 (2 hours)
2. Practical demonstration 2 (2 hours)
3. Final assessment is your responsibility as the accredited/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 40-41

Set A – Practical Demonstration 2: page 45-46

Set B – Practical Demonstration 1: page 51

Set B – Practical Demonstration 2: page 55

Set C – Practical Demonstration 1: page 59

Set C – Practical Demonstration 2: page 63

Specific Instructions to Candidate

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 Basic Techniques of Yarn Manufacturing. 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 (4 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:
 - operate carding machine and breaker draw frame (2 hours)
 - operate a ring frame (2 hours)
 - Set B:
 - prepare finished sliver (2 hours)
 - prepare cotton yarn from finished sliver (2 hours)
 - Set C:
 - prepare mini lap (2 hours)
 - prepare yarn from lap (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 **Basic techniques of yarn manufacturing**.
 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	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Unit of Competency	
Generic Competencies	
SEIP-TEX-SPN-01-G	Use basic mathematical concepts
SEIP-TEX-SPN-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-SPN-03-G	Carry out workplace interaction
SEIP-TEX-SPN-04-G	Operate in a team environment
SEIP-TEX-SPN-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-SPN-01-S	Explore the history of textile sector
SEIP-TEX-SPN-02-S	Use hand and power tools
SEIP-TEX-SPN-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-SPN-01-O	Interpret the basics of yarn manufacturing
SEIP-TEX-SPN-02-O	Operate blow room machine
SEIP-TEX-SPN-03-O	Prepare materials for spinning
SEIP-TEX-SPN-04-O	Perform spinning operation
SEIP-TEX-SPN-05-O	Perform spinning and finishing
SEIP-TEX-SPN-06-O	Carry out quality control of materials
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this written examination is based on the performance criteria from all the units of competency in Basic Techniques of Yarn Manufacturing ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST		
Multiple Choice		
This is a multiple-choice of test. Choose the appropriate answer and circle the letter that corresponds with your answer.		
1.	Which step in the textile industry is included in yarn manufacturing?	<ul style="list-style-type: none"> a. Spinning b. Weaving c. Knitting d. Pattern making
2.	Why are signs and symbols important in the textile industry?	<ul style="list-style-type: none"> a. It gives information on production rate b. It provides quality control aspects of the product c. It gives information on working instructions d. It gives information on time requirement
3.	The following are considered as hand tools required in spinning except for:	<ul style="list-style-type: none"> a. Hack saw b. Screw driver c. Mattock d. Hammer
4.	How many grams of yarn do you have in 25,000 kilograms?	<ul style="list-style-type: none"> a. 250 000 000 b. 250 000 c. 2 500 000 d. 25 000 000
5.	Which machine is not used in yarn manufacturing?	<ul style="list-style-type: none"> a. Carding machine b. Ring frame c. Warping machine d. Lap former
6.	What is the output of carding machine?	<ul style="list-style-type: none"> a. Carded mat b. Chute mat c. Combed sliver d. Carded sliver
7.	Which system is needed to stop the machine instantly?	<ul style="list-style-type: none"> a. Maintenance system b. Brake system c. Cleaning system

		d. Start and stop system
8.	What action will you take in case conflicts among your co-workers arise?	a. Communicate with the authorized group to handle the case b. Talk to the group and resolved the case without asking help from others c. Ensure that you report the incident to your best friend d. Continue whatever you are doing, it is not your concern to stop their conflicts
9.	In the quality control of materials, which is not a yarn fault?	a. Neps b. Slubs c. Bobbin d. All of the above
10.	Piecing is also known as:	a. Feeding b. Packing c. Cleaning d. Joining

True or False Quiz

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

11.	Polite words should be utilized when doing official communication through the email.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	Marina knows that she has a meeting by 9:00 in the morning, it is part of professional ethics to come to the meeting even if she is late by 1 hour, anyway, the team members will wait for her.	True <input type="checkbox"/> False <input type="checkbox"/>
13.	Wearing PPE inside the production area for yarn manufacturing protects the worker and also the production process.	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.

14.	_____ is the input for lap former.
15.	The ring frame produces _____.

Short Answer

Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).

16.	How will you ensure quality of materials in the blow room?	
17.	Why is it important to take note of the controlling points of machine?	
18.	Lot mix could be occurred in which area?	
19.	What action will you take in case of hazards and risks in the production area?	
20.	The short cut to “copy” a word or text in word processing document.	
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Written Test - Answers

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

Multiple Choice		
1.	Which step in the textile industry is included in yarn manufacturing?	<ul style="list-style-type: none"> a. Spinning b. Weaving c. Knitting d. Pattern making
2.	Why are signs and symbols important in the textile industry?	<ul style="list-style-type: none"> a. It gives information on production rate b. It provides quality control aspects of the product c. <i>It gives information on working instructions</i> d. It gives information on time requirement
3.	The following are considered as hand tools required in spinning except for:	<ul style="list-style-type: none"> a. Hack saw b. Screw driver c. Mattock d. Hammer
4.	How many grams of yarn do you have in 25,000 kilograms?	<ul style="list-style-type: none"> a. 250 000 000 b. 250 000 c. 2 500 000 d. 25 000 000
5.	Which machine is not used in yarn manufacturing?	<ul style="list-style-type: none"> a. Carding machine b. Ring frame c. Warping machine d. Lap former
6.	What is the output of carding machine?	<ul style="list-style-type: none"> a. Carded mat b. Chute mat c. Combed sliver d. Carded sliver
7.	Which system is needed to stop the machine instantly?	<ul style="list-style-type: none"> a. Maintenance system b. Brake system c. Cleaning system d. Start and stop system

8.	What action will you take in case conflicts among your co-workers arise?	<p>a. Communicate with the authorized group to handle the case</p> <p>b. Talk to the group and resolved the case without asking help from others</p> <p>c. Ensure that you report the incident to your best friend</p> <p>d. Continue whatever you are doing, it is not your concern to stop their conflicts</p>
9.	In the quality control of materials, which is not a yarn fault?	<p>a. Neps</p> <p>b. Slubs</p> <p>c. Bobbin</p> <p>d. All of the above</p>
10.	Piecing is also known as:	<p>a. Feeding</p> <p>b. Packing</p> <p>c. Cleaning</p> <p>d. Joining</p>
True or False Quiz		
11.	Polite words should be utilized when doing official communication through the email.	True ✓ False <input type="checkbox"/>
12.	Marina knows that she has a meeting by 9:00 in the morning, it is part of professional ethics to come to the meeting even if she is late by 1 hour, anyway, the team members will wait for her.	True <input type="checkbox"/> False ✓
13.	Wearing PPE inside the production area for yarn manufacturing protects the worker and also the production process.	True ✓ False <input type="checkbox"/>
Fill in the Missing Blanks		
14.	<u>Drawn sliver</u> is the input for lap former.	
15.	The ring frame produces <u>yarn</u> .	
Short Answer		
16.	How will you ensure quality of materials in the blow room?	<p>May include but not limited to:</p> <p>Check the materials for input of the process. Make sure that it complies with the required standards.</p>
17.	Why is it important to take note of the controlling points of machine?	<p>To ensure that accident will not take place during production, control points of machines should be monitored.</p>

18.	Lot mix could be occurred in which area?	<i>Lot mix can be occurred in Silver, Roving or Yarn processing area.</i>
19.	What action will you take in case of hazards and risks in the production area?	<i>Follow company rules and procedures on occupational health and safety to avoid accident in the workplace.</i>
20.	The short cut to “copy” a word or text in word processing document.	<i>“Control C”</i>

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Task:	Operate carding machine and breaker draw frame
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Collect required tools, equipment, machinery and materials required for the task. 2. Collect raw materials for feeding. 3. Feed the chute mat or card mat in the carding machine from input to output package. 4. Operate the carding machine including brake system. 5. Feed carded sliver in the breaker draw frame. 6. Operate the breaker draw frame including brake system. 7. Perform piecing in case of breakage. 8. Clean tools, equipment, machinery and work area. 9. Dispose of waste materials and excess materials. 	
Resources Required:	
Tools:	Sample cutter Pliers Screwdriver Tension meter Industrial weight box

	Machine brush
Equipment:	N/A
Machinery:	Carding machine and breaker draw frame
Materials:	Chute mat or card mat Carded sliver
PPE:	Apron Mask Safety helmet Ear Plug Gloves (long) Safety shoes

Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing	
Task:	Operate carding machine and breaker draw frame	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Use appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate power tools	<input type="checkbox"/>	<input type="checkbox"/>
Ensured safety precautions before using power tools in accordance with manufacturer's operating specification	<input type="checkbox"/>	<input type="checkbox"/>
Applied proper sequence of operation for using power tools	<input type="checkbox"/>	<input type="checkbox"/>
Identified unsafe or faulty power tools and marked for repair	<input type="checkbox"/>	<input type="checkbox"/>
Operated power tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from hand and power tools in accordance to workplace standards	<input type="checkbox"/>	<input type="checkbox"/>
Checked and reported condition of hand and power tools after use	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools after	<input type="checkbox"/>	<input type="checkbox"/>
Inspected defective hand and power tools and repaired or replaced	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stored and secured hand and power tools in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Identified relevant sketches and drawings for job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Explained role of an operator in a textile mill	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of yarn	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of fibres	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of impurities	<input type="checkbox"/>	<input type="checkbox"/>
Identified and described fibre contaminations	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for spinning	<input type="checkbox"/>	<input type="checkbox"/>
Identified different machines for spinning	<input type="checkbox"/>	<input type="checkbox"/>
Identified materials according to job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected tools according to job requirements	<input type="checkbox"/>	<input type="checkbox"/>
Removed natural impurities	<input type="checkbox"/>	<input type="checkbox"/>
Removed foreign materials	<input type="checkbox"/>	<input type="checkbox"/>
Opened fibres	<input type="checkbox"/>	<input type="checkbox"/>
Blended fibres from different bales	<input type="checkbox"/>	<input type="checkbox"/>
Blended different types of fibres	<input type="checkbox"/>	<input type="checkbox"/>
Operated machine as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Fed materials into the machine as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>

Pieced broken materials as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Carded and drawn sliver, and collected mini laps	<input type="checkbox"/>	<input type="checkbox"/>
Carded and drawn sliver, and doffed mini laps	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned machine parts as per manufacturer instructions	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned can and spools as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Defined waste materials from machine	<input type="checkbox"/>	<input type="checkbox"/>
Separated and disposed waste materials as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Task:	Operate a ring frame
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Collect required tools, equipment, machinery and materials required for the task. 2. Collect raw materials (Roving) for feeding. 3. Feed roving in the ring frame. 4. Operate the machine. 5. Make piecing in case of yarn breakage. 6. Change the empty package with full one. 7. Separate block of materials. 8. Clean tools, equipment, machinery and working area. 9. Dispose of waste materials and excess materials. 	
Reminder: Stop the machine in case of emergency	
Resources Required:	
Tools:	Sample cutter Yarn tension meter Tape tensioner Machine brush

Equipment:	Industrial weight scale Electronic balance
Machinery:	Ring frame
Materials:	Roving
PPE:	Apron Mask Safety helmet Ear plug Gloves (long) Safety shoes

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing	
Task:	Operate a ring frame	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Use appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Selected appropriate power tools	<input type="checkbox"/>	<input type="checkbox"/>
Ensured safety precautions before using power tools in accordance with manufacturer's operating specification	<input type="checkbox"/>	<input type="checkbox"/>
Applied proper sequence of operation for using power tools	<input type="checkbox"/>	<input type="checkbox"/>
Identified unsafe or faulty power tools and marked for repair	<input type="checkbox"/>	<input type="checkbox"/>
Operated power tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Removed dust and foreign matters from hand and power tools in accordance to workplace standards	<input type="checkbox"/>	<input type="checkbox"/>
Checked and reported condition of hand and power tools after use	<input type="checkbox"/>	<input type="checkbox"/>
Applied appropriate lubricant after use and prior to storage	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools after	<input type="checkbox"/>	<input type="checkbox"/>
Inspected defective hand and power tools and repaired or replaced	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stored and secured hand and power tools in accordance with workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>
Identified relevant sketches and drawings for job requirement	<input type="checkbox"/>	<input type="checkbox"/>
Identified and interpreted signs and symbols	<input type="checkbox"/>	<input type="checkbox"/>
Explained role of an operator in a textile mill	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of yarn	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of fibres	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of impurities	<input type="checkbox"/>	<input type="checkbox"/>
Identified and described fibre contaminations	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for spinning	<input type="checkbox"/>	<input type="checkbox"/>
Identified different machines for spinning	<input type="checkbox"/>	<input type="checkbox"/>
Identified control points	<input type="checkbox"/>	<input type="checkbox"/>
Operated machines as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Fed materials into the machine as per standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
Pieced broken materials as per standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned machine parts as per manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned can and spool as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Collected roving and yarns	<input type="checkbox"/>	<input type="checkbox"/>
Arranged full and empty packages as required	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned machine parts as per manufacturer instructions	<input type="checkbox"/>	<input type="checkbox"/>

Cleaned packages as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Identified waste material from machine	<input type="checkbox"/>	<input type="checkbox"/>
Separated and disposed of waste material as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Identified spinning accessories and selected as per the product specifications	<input type="checkbox"/>	<input type="checkbox"/>
Implemented selected spinning accessories	<input type="checkbox"/>	<input type="checkbox"/>
Identified and established material quality	<input type="checkbox"/>	<input type="checkbox"/>
Tested fibre and yarn properties	<input type="checkbox"/>	<input type="checkbox"/>
Reported test results to appropriate authority	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Task:	Prepare finished sliver
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two (2) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required tools, equipment, machinery and materials required for the task.2. Collect raw materials for feeding in blow room machine.3. Brush the fibres to remove dust during loading and unloading.4. Remove natural impurities and foreign matters.5. Open and blend the fibres.6. Operate the blow room machine.7. Check feeding and operate the carding machine.8. Feed carded sliver and operate the breaker draw frame.9. Feed drawn sliver and operate the lap former.10. Feed lap and operate the combing machine.11. Feed combed sliver and operate the finisher draw frame.12. Make piecing in case of breakage.13. Clean tools, equipment, machinery and work area.14. Dispose of waste materials and excess materials.	
Drawing, Plan, Diagram or Sketch:	
N/A	

Resources Required:	
Tools:	Sample cutter Pliers Screwdriver Scissor
Equipment:	N/A
Machinery:	Blow room Carding Breaker draw frame Lap former Combing machine Finisher draw frame
Materials:	Cotton bale Chute mat Carded sliver Drawn sliver Lap Combed sliver Finished sliver
PPE:	Apron Mask Safety helmet Safety shoes Goggles

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing	
Task:	Prepare finished sliver	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools, equipment, machinery and materials required for the task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials for feeding in blow room machine	<input type="checkbox"/>	<input type="checkbox"/>
Brushed the fibres to remove dust during loading and unloading	<input type="checkbox"/>	<input type="checkbox"/>
Removed natural impurities and foreign matters	<input type="checkbox"/>	<input type="checkbox"/>
Opened and blended the fibres	<input type="checkbox"/>	<input type="checkbox"/>
Operated the blow room machine	<input type="checkbox"/>	<input type="checkbox"/>
Checked feeding and operate the carding machine	<input type="checkbox"/>	<input type="checkbox"/>
Feed carded sliver and operated the breaker draw frame	<input type="checkbox"/>	<input type="checkbox"/>
Feed drawn sliver and operated the lap former	<input type="checkbox"/>	<input type="checkbox"/>
Feed lap and operated the combing machine	<input type="checkbox"/>	<input type="checkbox"/>
Feed combed sliver and operated the finisher draw frame	<input type="checkbox"/>	<input type="checkbox"/>
Made piecing in case of breakage	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned tools, equipment, machinery and work area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed of waste materials and excess materials	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of YARN Manufacturing
Task:	Prepare of cotton yarn from finished sliver
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Collect required tools, equipment, machinery and materials required for the task. 2. Collect raw materials (finished sliver) and feed in the simplex machine. 3. Operate the machine. 4. Collect raw materials (roving) and feed in the Ring frame machine. 5. Operate the machine. 6. Collect raw materials (roving cop) and feed in the Auto coner machine. 7. Operate the machine. 8. Make piecing in case of yarn breakage. 9. Replace the full package with empty package. 10. Stop the machine in case of emergency. 11. Separate block of materials. 12. Clean tools, equipment, machinery and working area. 13. Dispose of waste materials and excess materials. 	
Drawing, Plan, Diagram or Sketch:	
N/A	

Resources Required:	
Tools:	Sample cutter Yarn tension meter Tape tensioner Machine brush
Equipment:	Industrial weight scale Electronic balance
Machinery:	Simplex Ring frame Auto coner
Materials:	Roving Yarn
PPE:	Apron Mask Ear plug Safety helmet Gloves (long) Safety shoes

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing	
Task:	Prepare cotton yarn from finished sliver	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools, equipment, machinery and materials required for the task	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials (finished sliver) and feed in the simplex machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials (roving) and feed in the Ring frame machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials (roving cop) and feed in the Auto coner machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the machine	<input type="checkbox"/>	<input type="checkbox"/>
Made piecing in case of yarn breakage	<input type="checkbox"/>	<input type="checkbox"/>
Replaced the full package with empty package	<input type="checkbox"/>	<input type="checkbox"/>
Stopped the machine in case of emergency	<input type="checkbox"/>	<input type="checkbox"/>
Separated block of materials	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned tools, equipment, machinery and working area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed of waste materials and excess materials	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Task:	Prepare mini lap
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two (2) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required tools, equipment, machinery and materials required for the task.2. Collect raw materials for feeding in blow room machine.3. Remove natural impurities and foreign matters.4. Open and blend the fibres.5. Operate the blow room machine.6. Check feeding and operate the carding machine.7. Feed carded sliver and operate the breaker draw frame.8. Feed drawn sliver and operate the lap former.9. Collect lap from the lap former.10. Make piecing in case of breakage.11. Clean tools, equipment, machinery and work area.12. Dispose of waste materials and excess materials.	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	

Tools:	<p>Sample cutter</p> <p>Pliers</p> <p>Screwdriver</p> <p>Scissor</p>
Equipment:	N/A
Machinery:	<p>Blow room</p> <p>Carding</p> <p>Breaker draw frame</p> <p>Lap former</p>
Materials:	<p>Cotton bale</p> <p>Chute mat</p> <p>Carded sliver</p> <p>Drawn sliver</p> <p>Lap</p> <p>Combed sliver</p> <p>Finished sliver</p>
PPE:	<p>Apron</p> <p>Mask</p> <p>Safety helmet</p> <p>Safety shoes</p> <p>Goggles</p>

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic techniques of yarn manufacturing	
Task:	Prepare mini lap	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools, equipment, machinery and materials required for the task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials for feeding in blow room machine.	<input type="checkbox"/>	<input type="checkbox"/>
Removed natural impurities and foreign matters.	<input type="checkbox"/>	<input type="checkbox"/>
Opened and blended the fibres.	<input type="checkbox"/>	<input type="checkbox"/>
Operated the blow room machine.	<input type="checkbox"/>	<input type="checkbox"/>
Checked feeding and operated the carding machine	<input type="checkbox"/>	<input type="checkbox"/>
Feed carded sliver and operated the breaker draw frame	<input type="checkbox"/>	<input type="checkbox"/>
Feed drawn sliver and operated the lap former	<input type="checkbox"/>	<input type="checkbox"/>
Collected lap from the lap former	<input type="checkbox"/>	<input type="checkbox"/>
Made piecing in case of breakage	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned tools, equipment, machinery and work area	<input type="checkbox"/>	<input type="checkbox"/>
Disposed of waste materials and excess materials	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor's Signature:		Date:

Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Task:	Prepare yarn from lap
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully:	
<ul style="list-style-type: none">▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Techniques of Yarn Manufacturing▪ this assessment activity will be used to measure your underpinning skills▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used▪ you have two (2) hours to complete this demonstration	
Procedure:	
<ul style="list-style-type: none">▪ observe and wear personal protective equipment (PPE) as required for the task to be performed▪ read the specification information provided▪ collect all materials needed to complete the task▪ perform the task within the given time▪ observe and follow all health and safety (OHS) requirements at all times	
Job Specification Information:	
<ol style="list-style-type: none">1. Collect required tools, equipment, machinery and materials required for the task.2. Collect lap and feed in the combing machine.3. Operate the combing machine.4. Collect combed sliver and feed in the finisher draw frame.5. Operate the finisher draw frame.6. Collect finished sliver and feed in the simplex machine.7. Operate the simplex machine.8. Collect raw materials (roving) and feed in the Ring frame machine.9. Operate the ring frame machine.10. Collect raw materials (roving cop) and feed in the auto coner machine.11. Operate the machine.12. Collect yarn in the cone package.13. Make piecing in case of yarn breakage.14. Replace the full package with empty package.15. Stop the machine in case of emergency.16. Separate block of materials.17. Clean tools, equipment, machinery and working area.	

18. Dispose of waste materials and excess materials.	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	
Tools:	Sample cutter Yarn tension meter Tape tensioner Machine brush
Equipment:	Industrial weight scale Electronic balance
Machinery:	Combing machine Finisher draw frame Simplex Ring frame Auto coner
Materials:	Roving Yarn
PPE:	Apron Mask Safety helmet Ear plug Gloves (long) Safety shoes

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing	
Task:	Prepare yarn from lap	
Assessment Centre:		
Date of Assessment:		
Instructions:	<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"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
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"/>
Recognized common health issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified common safety issues	<input type="checkbox"/>	<input type="checkbox"/>
Identified first aid procedures during emergency situations	<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"/>
Attended team meetings on time to ensure active participation	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures	<input type="checkbox"/>	<input type="checkbox"/>
Used appropriate tools and instrument to perform accurate calculation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified clearly steps of textile processing	<input type="checkbox"/>	<input type="checkbox"/>

Identified appropriate hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and verified usability of hand and power tools	<input type="checkbox"/>	<input type="checkbox"/>
Checked and calibrated measuring tools before use	<input type="checkbox"/>	<input type="checkbox"/>
Used hand tools properly and safely to perform work activity	<input type="checkbox"/>	<input type="checkbox"/>
Collected required tools, equipment, machinery and materials required for the task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected lap and feed in the combing machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the combing machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected combed sliver and feed in the finisher draw frame	<input type="checkbox"/>	<input type="checkbox"/>
Operated the finisher draw frame	<input type="checkbox"/>	<input type="checkbox"/>
Collected finished sliver and feed in the simplex machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the simplex machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials (roving) and feed in the Ring frame machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the ring frame machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected raw materials (roving cop) and feed in the Auto coner machine	<input type="checkbox"/>	<input type="checkbox"/>
Operated the machine	<input type="checkbox"/>	<input type="checkbox"/>
Collected yarn in the cone package	<input type="checkbox"/>	<input type="checkbox"/>
Made piecing in case of yarn breakage	<input type="checkbox"/>	<input type="checkbox"/>
Replaced the full package with empty package	<input type="checkbox"/>	<input type="checkbox"/>
Stopped the machine in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>
Separated block of materials.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned tools, equipment, machinery and working area.	<input type="checkbox"/>	<input type="checkbox"/>
Disposed of waste materials and excess materials.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent		<input type="checkbox"/> Not Yet Competent
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing
Unit of Competency	
Generic Competencies	
SEIP-TEX-SPN-01-G	Use basic mathematical concepts
SEIP-TEX-SPN-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-SPN-03-G	Carry out workplace interaction
SEIP-TEX-SPN-04-G	Operate in a team environment
SEIP-TEX-SPN-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-SPN-01-S	Explore the history of Textile sector
SEIP-TEX-SPN-02-S	Use hand and power tools
SEIP-TEX-SPN-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-SPN-01-O	Interpret the basics of manufacturing
SEIP-TEX-SPN-02-O	Operate blow room machine
SEIP-TEX-SPN-03-O	Prepare materials for spinning
SEIP-TEX-SPN-04-O	Perform spinning operation
SEIP-TEX-SPN-05-O	Perform spinning and finishing
SEIP-TEX-SPN-06-O	Carry out quality control of materials
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ these oral questions are based on the performance criteria from all the units of competency in Basic Techniques of Yarn Manufacturing ▪ oral questions are designed to enable additional assessment of your underpinning knowledge ▪ you should present your responses as directed by the assessor ▪ answer all the questions asked by the assessor as best as possible 	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What are the major divisions of textile industry particularly the yarn manufacturing?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What techniques will you use to calculate for the amount of input to be use measured in meters if you wanted to use millimetre?	<input type="checkbox"/>	<input type="checkbox"/>
3.	What action will you take to ensure safe use of machine at all times?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Respect among co-workers is expected in the workplace, how will you communicate in case you noticed that your co-worker in your production line is making an error during feeding of raw material?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Why are manuals important in the operation of machine?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Name at least 3 impurities of fibres.	<input type="checkbox"/>	<input type="checkbox"/>
7.	What actions will you take in case an earthquake occurs during your production process?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Which types of raw materials are used for spinning?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Why do we use blow room machine?	<input type="checkbox"/>	<input type="checkbox"/>
10.	What are the controlling points of blow room machine?	<input type="checkbox"/>	<input type="checkbox"/>
11.	How to prepare a empty cone before doffing of full one?	<input type="checkbox"/>	<input type="checkbox"/>
12.	What materials are used for feeding in the finisher draw frame?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Why do we need to ensure maintenance check of the entire machine in the production area?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is it acceptable that quality control is the sole responsibility of the quality control inspector? Explain your answer.	<input type="checkbox"/>	<input type="checkbox"/>
15.	What is doffing?	<input type="checkbox"/>	<input type="checkbox"/>
16.	How will you ensure that tools are cleaned before storage?	<input type="checkbox"/>	<input type="checkbox"/>
17.	What will you do in case you are using your desktop and there is frequent electrical failure in your area?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Yarn manufacture in Bangladesh is progressive; it is in support of what particular industry in the country?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Information and specification in machine manuals are important, what action will you take to ensure that you maximize the use of the manual?	<input type="checkbox"/>	<input type="checkbox"/>
20.	What is the output of simplex machine?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			

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

Oral Questioning Guideline

General Guidelines For Effective Questioning	
▪	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 are the major divisions of textile industry?	<i>Spinning, weaving, knitting, dyeing, printing and finishing.</i>
2.	What techniques will you use to calculate for the amount of input to be use is measured in meters if you wanted to use millimetre?	<i>Multiply the amount by 1000</i>
3.	What action will you take to ensure safe use of machine at all times?	<i>Be familiar with the machine before attempting to use it. Follow safety precautions of the company. If in doubt, ask the line leader about the machine.</i>
4.	Respect among co-workers is expected in the workplace, how will you communicate in case you noticed that your co-worker in your production line is making an error during feeding of raw material?	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Ask your co-worker politely to stop from working and resolve the issue</i> ▪ <i>Ask your co-worker to stop from working, ask the authorized person to teach the correct way of feeding; or,</i> ▪ <i>Ask the authorized person to deal with your co-worker</i>
5.	Why are manuals important in the operation of machine?	<i>They contain the proper use of the machine.</i>
6.	Name at least one (1) impurity of fibres.	<i>May include but at are not limited to: Cotton seeds, broken metal parts and packing materials</i>
7.	What actions will you take in case an earthquake occurs during your production process?	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Stop from whatever you are doing, take cover as designated by your safety team</i> ▪ <i>Proceed to the designated area by the safety team</i>
8.	Which types of raw material are used for spinning?	<i>Fibre</i>
9.	Why do we use blow room machine?	<i>Blow room machine is used to make a chute mat by fibre opening, cleaning and blending.</i>
10.	What are the controlling points of blow room machine?	<i>Feed zone, delivery zone, brake system, starting and stopping of the machine.</i>
11.	How to prepare an empty cone before doffing of full one?	<i>By labelling and checking is there proper lot and count mentioned or not.</i>
12.	What materials are used for feeding in the finisher draw frame?	<i>Combed sliver</i>

13.	Why do we need to ensure maintenance check of the entire machine in the production area?	<i>To avoid sudden breakage of machine during processing, thus, avoiding losses.</i>
14.	Is it acceptable that quality control is the sole responsibility of the quality control inspector? Explain your answer.	<i>No, quality control is everybody's responsibility.</i>
15.	What is doffing?	<i>To replace a full package with an empty package.</i>
16.	How will you ensure that tools are cleaned before storage?	<i>Check the tools for cleanliness prior to storage.</i>
17.	What will you do in case you are using your desktop and there is frequent electrical failure in your area?	<i>Use UPS</i>
18.	Yarn manufacture in Bangladesh is progressive; it is in support of what particular industry in the country?	<i>Weaving and knitting</i>
19.	Information and specification in machine manuals are important, what action will you take to ensure that you maximize the use of the manual?	<i>Take care of the manual, store the manual properly, be familiar with the manual before machine usage.</i>
20.	What is the output of simplex machine?	<i>Roving</i>

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Basic Techniques of Yarn Manufacturing		
Assessment Centre:			
Date(s) of Assessment:			
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"/>
	Oral Questioning (optional)	<input type="checkbox"/>	<input type="checkbox"/>
Note: Issuance of a certificate will only be given to a candidate who has successfully been assessed as competent for ALL 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"/> Competent <input type="checkbox"/> Not Yet Competent		
General Comments:			
Candidate Signature:		Date:	
Assessor Signature:		Date:	
Institution Manager Signature:		Date:	

CANDIDATES COPY
(Please presents this form when you claim your Certificate)

ASSESSMENT RESULTS SUMMARY			
Qualification:	Certificate in Basic techniques of yarn manufacturing		
Name of Candidate:		Date:	
Name at Assessment Centre:		Date:	
Assessment Results:	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Recommendation:	<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:		
Assessed by: (name and signature)		Date:	
Attested by: (name and signature):		Date	

Assessment Validation Map

This identifies how the assessment tools in this resource assess:

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

Unit of Competency:	SEIP-TEX-SPN-01-G – Use basic mathematical concepts		
Element	Assessment Evidence Method		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	4		2
2. Select appropriate mathematical methods/concepts for the calculation.	4, 18		2
3. Use tools and instruments to perform calculations.	4		
Unit of Competency:	SEIP-TEX-SPN-02-G – Apply occupational health and safety (OHS) practice in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.	13	A1-2 B1-2 C1-2	3
2. Apply personal health and safety practices.	13	A1-2 B1-2 C1-2	
3. Report hazards and risks.	19	A1-2 B1-2 C1-2	3, 7
4. Respond to emergencies.	19	A1-2 B1-2 C1-2	7
Unit of Competency:	SEIP-TEX-SPN-03-G – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral

1. Interpret workplace communication and etiquette.	8, 12		4
2. Read and understand workplace documents.		A1, A2, B1, B2, C1, C2	3, 5
3. Participate in workplace meetings and discussions.		A1, A2, B1, B2, C1, C2	
4. Practice professional ethics at work.	8, 12	A1, A2, B1, B2, C1, C2	
Unit of Competency:	SEIP-TEX-SPN-04-G – Operate in a team environment		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.		A1, A2, B1, B2, C1, C2	
2. Identify own role and responsibilities within team.	8	A1, A2, B1, B2, C1, C2	
3. Communicate and co-operate with team members.		A1, A2, B1, B2, C1, C2	4
4. Practice problem solving within team.	8	A1, A2, B1, B2, C1, C2	4
Unit of Competency:	SEIP-TEX-SPN-05-G – Apply basic IT skills		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and use most commonly used IT tools.			17
2. Understand use of computer.			17
3. Work with word processing application.	20		
4. Access email and search the internet.	11		
Unit of Competency:	SEIP-TEX-SPN-01-S – Explore the history of Textile Sector		
Element	Assessment Method		
	Written	Practical	Oral

1. Examine the background of textile sector.	1		1
2. Identify prime local and export markets.			20
Unit of Competency:	SEIP-TEX-SPN-02-S – Use hand and power tools		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and inspect hand and power tools.	3	A1, A2, B1, B2, C1, C2	
2. Use hand tools properly and safely.	3	A1, A2, B1, B2, C1, C2	16
3. Operate power tools properly and safely.		A1, A2, B1, B2, C1, C2	
4. Clean and maintain hand and power tools.		A1, A2, B1, B2, C1, C2	16
Unit of Competency:	SEIP-TEX-SPN-03-S – Read and interpret sketches and drawings		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify information and specifications.	2	A1, A2, B1, B2, C1, C2	3, 5
2. Read and interpret sketches and drawings.	2	A1, A2, B1, B2, C1, C2	5, 19
Unit of Competency:	SEIP-TEX-SPN-01-O – Interpret the basics of yarn manufacturing		
Element	Assessment Method		
	Written	Practical	Oral
1. Understand yarn manufacturing process.	5		6
2. Identify raw materials.		A1, A2, B1, B2, C1, C2	6, 8
3. Identify tools, equipment and machines.	5	A1, A2, B1, B2, C1, C2	9, 10

4. Interpret technical terms.			A1, A2, B1, B2, C1, C2	8
Unit of Competency:	SEIP-TEX-SPN-02-O – Operate blow room machine(Simplex/ Ring)			
Element	Assessment Method			
	Written	Practical	Oral	
1. Carry out bale opening operation.		A1, B1, C1		
2. Perform cleaning operation.		A1, B1, C1	13	
3. Operate blow room line machine.	17		9	
4. Carry out blending of different fibres.		A1, B1, C1	10	
5. Dispose of waste material.		A1, B1, C1	13, 16	
Unit of Competency:	SEIP-TEX-SPN-03-O – Prepare materials for spinning			
Element	Assessment Method			
	Written	Practical	Oral	
1. Operate the machine.	14, 17	A1, B1, C1		
2. Perform production of sliver and lap.	6, 14	A1, B1, C1	11	
3. Clean the machine.		A1, B1, C1	13	
4. Dispose of waste material.		A1, B1, C1	13, 16	
Unit of Competency:	SEIP-TEX-SPN-04-O – Perform spinning operation			
Element	Assessment Method			
	Written	Practical	Oral	
1. Handle lap trolley.		A2, B2, C2		
2. Operate the machine.	17	A2, B2, C2	12	
3. Perform feeding materials and piecing.	10	A2, B2, C2	12	

4. Clean the machine and spools.		A2, B2, C2	13
5. Dispose of waste material.		A2, B2, C2	13, 16
Unit of Competency:	SEIP-TEX-SPN-05-O – Perform spinning and finishing		
Element	Assessment Method		
	Written	Practical	Oral
1. Operate the machine.	7, 15, 17	A2, B2, C2	20
2. Perform feeding, creeling and piecing.		A2, B2, C2	20
3. Perform doffing operation.	17	A2, B2, C2	15, 20
4. Clean the machines and packages.		A2, B2, C2	13
5. Dispose of waste material.		A2, B2, C2	13, 16
Unit of Competency:	SEIP-TEX-SPN-06-O – Carry out quality control of materials		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify spinning accessories.	16	A2, B2, C2	8
2. Identify fibre and yarn faults.	9, 16	A2, B2, C2	14
3. Test the quality of the material.	16	A2, B2, C2	14