Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL

FOR

BASIC WOVEN STRUCTURE

(TEXTILE SECTOR)

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

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PART A – THE ASSESSOR

Instructions to Assessor

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:		
Provided feedback on the assessment decision. This includes the following: ▪ 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)		
Prepared the necessary assessment reports. This includes the following: ▪ 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 **Basis Woven Structure**, 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-BWS-01-G	Use basic mathematical concepts
SEIP-TEX-BWS-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-BWS-03-G	Carry out workplace interaction
SEIP-TEX-BWS-04-G	Operate in a team environment
Sector-specific Competencies	
SEIP-TEX-BWS-01-S	Explore the history of Textile Sector
SEIP-TEX-BWS-02-S	Use hand and measuring tools
SEIP-TEX-BWS-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-BWS-01-O	Apply basic knowledge of woven structure
SEIP-TEX-BWS-02-O	Identify plain weave and its derivatives
SEIP-TEX-BWS-03-O	Identify twill weave and its derivatives
SEIP-TEX-BWS-04-O	Identify satin weave and its derivatives
SEIP-TEX-BWS-05-O	Perform analysis of woven fabric

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 need to collect the evidence

Occupation:	Basic Woven Structure					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-TEX-BWS-01-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 calculation requirements in the workplace	**1.1.** Calculation requirements are identified from workplace information.			√		
	1.2. Mathematical problems are constructed from workplace information.			√		
2. Select appropriate mathematical methods/concepts for calculation	**2.1.** Appropriate method is selected to carry out calculation requirement.			√		
	2.2. Constructed mathematical problems are solved with appropriate method.			√		
3. Use tool/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 Woven Structure					
Unit Name:	Apply occupational health and safety (OHS) practices in the workplace					
Unit Code:	SEIP-TEX-BWS-02-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 OHS policies and procedures	**1.1.** OHS policies and safe operating procedures are read and understood.			√		√

	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 followed and practiced.	√		
	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.** Alarms and warning devices are responded.			√
	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations are identified.		√	

Occupation:	Basic Woven Structure					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-TEX-BWS-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 excessed 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.	√		
	3.2. Meeting procedures and etiquette are followed.		√	
	3.3. Active participation is ensured, opinions are expressed and heard.	√		
	3.4. 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 Woven Structure		
Unit Name:	Operate in a team environment		
Unit Code:	SEIP-TEX-BWS-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 identified and interpreted.		√	
	1.2. Roles and responsibilities of team members are identified and 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 support provided when requested.	√		
	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 advice sought from those who have solved similar problems.		√	
	4.4. It is looked beyond the obvious and not stopped at the first answers.		√	

Occupation:	Basic Woven Structure				
Unit Name:	Explore the history of Textile Sector				
Unit Code:	SEIP-TEX-BWS-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 weaving process are clearly identified.				√	
	1.3. Backward and forward linkages are identified.				√	
2. Identify main industries within textile sector	**2.1.** Main industries of the textile sector are identified.					√
	2.2. Importance of textile sector and main industries is explored and analysed				√	
3. Identify prime local and export markets	**3.1.** Prime local markets and export markets are identified.				√	
	3.2. Local and export markets are listed				√	

Occupation:	Basic Woven Structure				
Unit Name:	Use hand and measuring tools				
Unit Code:	SEIP-TEX-BWS-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**
	1.1. Appropriate hand and measuring tools are identified.			√		

1. Identify and inspect hand and measuring tools	**1.2.** Application of hand and measuring tools is recognised.	√		
	1.3. Usability of hand and measuring tools is 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. Use hand tools properly and safely to perform work activity.	√		
3. Operate measuring tools properly and safely	**3.1.** Appropriate measuring tools are selected.	√		
	3.2. Measuring tools are checked and calibrated before use.	√		
	3.3. Unsafe or faulty hand tools are identified and marked for repair.	√		
	3.4. Measuring tools are operated properly and safely to perform work activity.	√		
4. Clean and maintain hand and measuring tools	**4.1.** Dust and foreign matter is removed from hand and measuring tools in accordance to workplace standards.	√		
	4.2. Condition of hand and measuring tools is checked after use and reported.	√		
	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 measuring tools are inspected and repaired or replaced.	√		
	4.6. Hand and measuring tools are stored and secured in accordance with workplace requirements.	√		

Occupation:	Basic Woven Structure					
Unit Name:	Read and interpret sketches and drawings					
Unit Code:	SEIP-TEX-BWS-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 for work activity are identified and collected.			√		

	1.2. Information and specifications in the manuals are interpreted and applied.	√		
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 Woven Structure		
Unit Name:	Apply basic knowledge of woven structure		
Unit Code:	SEIP-TEX-BWS-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. Identify basic elements of woven structure	**1.1.** Basic woven structures are identified and interpreted.		√	
	1.2. Basic elements of woven structures are identified and described.			√
	1.3. Relationship between the basic elements is described.			√
2. Identify methods of drafting	**2.1.** Methods of drafting are identified and described.		√	
	2.2. Appropriate method is selected.	√		
	2.3. Selected method is used to complete drafting plan.	√		
3. Identify systems of drafting	**3.1.** Systems of drafting are identified and described.		√	
	3.2. Appropriate system is selected.	√		
	3.3. Selected system is used to complete drafting plan.	√		
4. Interpret technical terms	**4.1.** Technical terms are identified.	√		
	4.2. Technical terms are defined.		√	

Occupation:	Basic Woven Structure		
Unit Name:	Identify plain weave and its derivatives		
Unit Code:	SEIP-TEX-BWS-02-O		
Assessment Method:		**O**	**W**
	Performance	Oral questioning	Written examination *(including short-answer,*

	(including demonstration and observation)		*multiple choice, and true or false questions)*			
1. Describe basics of plain weave	**1.1.** Plain weave is described and classified.					√
	1.2. Common uses of plain weave are identified and described.				√	
	1.3. Commercial names of plain weave are identified.			√		
	1.4. Purpose of ornamentation of plain weave is explained.					√
	1.5. Graph paper design of plain weave is identified and explained.					√
2. Identify derivatives of plain weave	**2.1.** Derivatives of plain weave are identified and described.					√
	2.2. Graph paper designs are interpreted.					√

Occupation:	Basic Woven Structure					
Unit Name:	Identify twill weave and its derivatives					
Unit Code:	SEIP-TEX-BWS-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. Describe basics of twill weave	**1.1.** Twill weave is described and classified.				√	
	1.2. Key features of twill weave are identified and described.					√
	1.3. Common uses of twill weave are identified and described.				√	
	1.4. Commercial names of twill weave are identified.				√	
	1.5. Graph paper design of twill weave is identified and explained.					√
2. Identify derivatives of twill weave	**2.1.** Derivatives of twill weave are identified and described.					√
	2.2. Graph paper design is interpreted.					√

Occupation:	Basic Woven Structure		
Unit Name:	Identify satin weave and its derivatives		
Unit Code:	SEIP-TEX-BWS-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. Describe basics of satin weave	**1.1.** Satin weave is described and classified.			√
	1.2. Move number for satin weave is identified.	√		
	1.3. Key features of satin weave are identified and described.		√	
	1.4. Common uses of satin weave are identified and described.		√	
	1.5. Graph paper design of satin weave is identified and explained.			√
2. Identify derivatives of satin weave	**2.1.** Derivatives of satin weave are identified and described.			√
	2.2. Graph paper design is interpreted.			√

Occupation:	Basic Woven Structure		
Unit Name:	Perform analysis of woven fabric		
Unit Code:	SEIP-TEX-BWS-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. Identify objectives of fabric analysis	**1.1.** Objectives of fabric analysis are identified and explained.		√	
	1.2. Importance and process of fabric analysis is described.			√
2. Perform analysis of fabric	**2.1.** Appropriate tools, face and back are identified.	√		
	2.2. Warp and weft direction are identified.	√		
	2.3. Warp and weft yarn count is measured.	√		
	2.4. TPI of warp and weft yarn is measured.	√		
	2.5. Thread density (EPI and PPI) is counted.	√		
	2.6. Weave plan, drafting plan and lifting plan is interpreted.			√
3. Interpret results	**3.1.** Fabric construction is identified as per standard.	√		
	3.2. Fabric construction is interpreted when required.		√	

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 Woven Structure. 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.

You 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 Woven Structure**
Units of competency:	**Generic units:** Use basic mathematical concepts Apply occupational health and safety (OHS) practices in the workplace Carry out workplace interaction Operate in a team environment **Sector-specific units:** Explore the history of Textile Sector Use hand and measuring tools Read and interpret sketches and drawings **Occupation-specific units:** Apply basic knowledge of woven structure Identify plain weave and its derivatives Identify twill weave and its derivatives Identify satin weave and its derivatives Perform analysis of woven fabric

Instructions:

- 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
▪ Identify calculation requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ Select the appropriate method to carry-out calculation requirements		
▪ Solve constructed mathematical problems with appropriate method		
▪ Identify tools and instruments required for computation		

▪ Perform calculation using appropriate tools and instruments accurately		
▪ Interpret OHS policies and safe operating procedures		
▪ Identify and follow the safety signs and symbols		
▪ Interpret correctly the response, evacuation procedures and other contingency measures		
▪ Apply the OHS policies and procedures in the workplace including personal protective equipment (PPE)		
▪ Recognise the common health issues		
▪ Identify common safety issues		
▪ Identify hazards and risk		
▪ Interpret hazards and risk assessment and controls		
▪ Respond to alarms and warning devices		
▪ Respond to emergency response plans and procedures		
▪ Identify first aid procedures during emergency situation		
▪ Interpret workplace codes of conduct as per organisational guidelines		
▪ Maintain appropriate lines of communication with supervisors and colleagues		
▪ Conduct workplace interactions in a courteous manner to gather and convey information		
▪ Interpret workplace documents correctly		
▪ Understand and follow visual information/symbols/signage		
▪ Access specific and relevant information from appropriate sources		
▪ Attend team meeting on time		
▪ Follow meeting procedures and etiquette		
▪ Ensure active participation and express opinions		
▪ Provide and interpret inputs in line with the meeting purpose		
▪ Perform responsibilities as a team member		
▪ Perform tasks in accordance with workplace procedures		
▪ Maintain confidentially		
▪ Avoid inappropriate and conflicting situations		
▪ Identify and interpret roles and objectives of the team		
▪ Identify and interpret roles and responsibilities of team members		
▪ Identify personal role and responsibilities within the team environment		
▪ Interpret reporting relationships within team and external to team		

▪ Identify and provide support other teammates tasks when requested		
▪ Encourage the team through sharing information or expertise, working together to solve problems, and putting team success first		
▪ Interpret and respect views and opinions of other team members		
▪ Identify problems faced at the individual and team level and show 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		
▪ Identify and describe the historical background of textile sector		
▪ Identify steps of fabric manufacturing process		
▪ Identify backward and forward linkages		
▪ Identify main industries of the textile sector		
▪ Explore and analyse importance of textile sector and main industries		
▪ Identify prime local markets and export markets		
▪ List local and export markets		
▪ Identify appropriate hand and measuring tools		
▪ Recognise application of hand and measuring tools		
▪ Check and verify usability of hand and measuring tools		
▪ Select appropriate hand tools		
▪ Ensure Safety precautions before using hand tools		
▪ Identify and mark unsafe or faulty hand tools for repair		
▪ Use hand tools properly and safely to perform work activity		
▪ Select appropriate measuring tools		
▪ Check and calibrate measuring tools before use		
▪ Operate measuring tools properly and safely to perform work activity		
▪ Dust and foreign matter is removed from hand and measuring tools in accordance to workplace standards		
▪ Check and report condition of hand and measuring tools after use		
▪ Check and calibrate measuring tools after use		
▪ Inspect and repair or replace defective hand and measuring tools		
▪ Store and secure hand and measuring tools in accordance with workplace requirements.		
▪ Identify and collect appropriate manuals for work activity		
▪ Interpret and apply Information and specifications in the manuals		
▪ Identify relevant sketches and drawings for job requirement		

▪ Identify and interpret key terms and abbreviations		
▪ Identify and interpret signs and symbols		
▪ Read and interpret schedules, dimensions, sketches, drawings and specifications correctly		
▪ Identify and interpret basic woven structures		
▪ Identify and describe basic elements of woven structures		
▪ Describe relationship between the basic elements		
▪ Identify and describe methods of drafting		
▪ Select appropriate drafting method		
▪ Use selected method to complete drafting plan		
▪ Identify and describe systems of drafting		
▪ Select appropriate drafting system		
▪ Use selected system to complete drafting plan		
▪ Identify technical terms		
▪ Define technical terms		
▪ Describe and classify plain weave		
▪ Identify and describe common uses of plain weave		
▪ Identify commercial names of plain weave		
▪ Explain purpose of ornamentation of plain weave		
▪ Identify and explain graph paper design of plain weave		
▪ Identify and describe derivatives of plain weave		
▪ Describe and classify twill weave		
▪ Identify and describe key features of twill weave		
▪ Identify and describe common uses of twill weave		
▪ Identify commercial names of twill weave		
▪ Identify and explain graph paper design of twill weave		
▪ Identify and describe derivatives of twill weave		
▪ Interpret graph paper design of twill weave		
▪ Describe and classify satin weave		
▪ Identify move number for satin weave		
▪ Identify and describe key features of satin weave		
▪ Identify and describe common uses of satin weave		
▪ Identify and explain graph paper design of satin weave		
▪ Identify and describe derivatives of satin weave		
▪ Interpret graph paper design of satin weave		

▪ Identify and explain objectives of fabric analysis		
▪ Describe importance and process of fabric analysis		
▪ Identify appropriate tools, face and back		
▪ Identify warp and weft direction		
▪ Measure Warp and weft yarn count		
▪ Measure TPI of warp and weft yarn		
▪ Count thread density (EPI and PPI)		
▪ Interpret weave plan, drafting plan and lifting plan		
▪ Identify fabric construction as per standard		
▪ Interpret fabric construction when required		

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 Woven Structure

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 Woven Structure, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-TEX-BWS-01-G	Use basic mathematical concepts
SEIP-TEX-BWS-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-BWS-03-G	Carry out workplace interaction
SEIP-TEX-BWS-04-G	Operate in a team environment
Sector-specific Competencies	
SEIP-TEX-BWS-01-S	Explore the history of Textile Sector
SEIP-TEX-BWS-02-S	Use hand and measuring tools
SEIP-TEX-BWS-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-BWS-01-O	Apply basic knowledge of woven structure
SEIP-TEX-BWS-02-O	Identify plain weave and its derivatives
SEIP-TEX-BWS-03-O	Identify twill weave and its derivatives
SEIP-TEX-BWS-04-O	Identify satin weave and its derivatives
SEIP-TEX-BWS-05-O	Perform analysis of woven fabric

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

Assessment Agreement	
Occupation:	Basic Woven Structure
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	**Element**
Generic Competencies	
SEIP-TEX-BWS-01-G	Use basic mathematical concepts
SEIP-TEX-BWS-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-BWS-03-G	Carry out workplace interaction
SEIP-TEX-BWS-04-G	Operate in a team environment
Sector-specific Competencies	
SEIP-TEX-BWS-01-S	Explore the history of Textile Sector
SEIP-TEX-BWS-02-S	Use hand and measuring tools
SEIP-TEX-BWS-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-BWS-01-O	Apply basic knowledge of woven structure
SEIP-TEX-BWS-02-O	Identify plain weave and its derivatives
SEIP-TEX-BWS-03-O	Identify twill weave and its derivatives
SEIP-TEX-BWS-04-O	Identify satin weave and its derivatives
SEIP-TEX-BWS-05-O	Perform analysis of woven fabric

Resources Required for Assessment

Candidates must have access to the following:

- 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

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.

If candidates answer verbally, the assessor should record their answers in detail.

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 units of competency that comprise of the qualification Basic Woven Structure, will result in the candidate will be 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 Name:		**Date:**	
Assessor Name:		**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 and materials for completion of the following practical demonstration activities:
        - Develop graph paper of basic weaves with drafting and lifting plan
        - Analyse woven fabric (sample)
    - 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:

    (i) Practical Demonstration 1 (1 hour)

    (ii) Practical Demonstration 2 (3 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

    ❑ **COMPETENT**

    ❑ **NOT YET COMPETENT**
5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at page 35 and 40 respectively.

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 Woven Structure. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true of 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 two (2) practical demonstration activities:

   (j) Develop graph paper of basic weaves with drafting and lifting plan

   (ii) Analyse woven fabric (sample).

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 Woven Structure.

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 Woven Structure
Unit of Competency	**Element**
Generic Competencies	
SEIP-TEX-BWS-01-G	Use basic mathematical concepts
SEIP-TEX-BWS-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-BWS-03-G	Carry out workplace interaction
SEIP-TEX-BWS-04-G	Operate in a team environment
Sector-specific Competencies	
SEIP-TEX-BWS-01-S	Explore the history of Textile Sector
SEIP-TEX-BWS-02-S	Use hand and measuring tools
SEIP-TEX-BWS-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-BWS-01-O	Apply basic knowledge of woven structure
SEIP-TEX-BWS-02-O	Identify plain weave and its derivatives
SEIP-TEX-BWS-03-O	Identify twill weave and its derivatives
SEIP-TEX-BWS-04-O	Identify satin weave and its derivatives
SEIP-TEX-BWS-05-O	Perform analysis of woven fabric
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully: ▪ this written examination is based on the performance criteria from all the units of competency in Basic Woven Structure ▪ 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.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	Which is not basic element of woven structure?	a. Weave plan b. Drafting plan c. Lifting plan d. Lay out plan
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	How many basic weaves are used for woven structures?	a. 3 b. 4 c. 5 d. 6
5.	What is repeat size?	a. Number of warp and weft in a repeat b. Number of warp and weft in one inch c. Number of heald frames d. Number of weaves
6.	Which drafting system is used for twill weave?	a. Skip b. Straight c. Pointed d. Broken
7.	Which is the formula number of satin weave?	a. $\frac{1}{1}$ b. $\frac{2}{2}$ c. $\frac{4}{1}$ d. $\frac{4}{2}$

8.	Which drafting system is used for satin weave?	a. Skip b. Straight c. Broken d. Pointed
9.	Move number of 5 end satin is?	a. 2,3 b. 1,4 c. 1,5 d. 1,3
10.	Ways to build relationships within a team may include?	a. Discuss team member work styles b. Define “team personality” c. Discuss individual goals, hopes, concerns d. All of the above
True or False Quiz		
Tick (√) the box corresponding to the correct answer.		
11.	The word “all right” indicates a positive response.	True ☐ False ☐
12.	20 x 18 can be a repeat size of diaper design.	True ☐ False ☐
13.	Weft rib is a derivative of plain weave.	True ☐ False ☐
Fill In the Missing Blanks		
Write the word or group of words needed to complete the following sentences.		
14.	Order of interlacement of warp and weft yarn is known as _____.	
15.	The minimum repeat size of twill weave is _____.	
Short Answer		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
16.	What is formula number?	
17.	What is meant by drafting plan?	

18.	What are the systems of drafting?	
19.	What is the design capacity of tappet loom?	
20.	What will be the repeat size of a diamond design based on $\frac{4}{2}$ Z twill?	
Feedback to candidate:		
Assessment decision for this assessment activity: ☐ **Competent** ☐ **Not Yet Competent**		

Candidate Signature:		**Date:**	
Assessor Signature:		**Date:**	

Written Test - Answers

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

Multiple Choice		
1.	What percentage of 250 is 50?	a. 10% ***b. 20%*** c. 25% d. 50%
2.	Which is not basic element of woven structure?	a. Weave plan b. Drafting plan c. Lifting plan ***d. Lay out plan***
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change ***e. All of the above***
4.	How many basic weaves are used for woven structures?	***a. 3*** b. 4 c. 5 d. 6
5.	What is repeat size?	***a. Number of warp and weft in a repeat*** b. Number of warp and weft in one inch c. Number of heald frames d. Number of weaves
6.	Which drafting system is used for twill weave?	a. Skip ***b. Straight*** c. Pointed d. Broken
7.	Which is the formula number of satin weave?	a. $\frac{1}{1}$ b. $\frac{2}{2}$ ***c.*** $\frac{\mathbf{4}}{\mathbf{1}}$ d. $\frac{4}{2}$

8.	Which drafting system is used for satin weave?	a. Skip ***b. Straight*** c. Broken d. Pointed
9.	Move number of 5 end satin is	***a. 2,3*** b. 1,4 c. 1,5 d. 1,3
10.	Ways to build relationships within a team may include?	a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes, concerns ***d. All of the above***
True or False Quiz		
11.	The word "all right" indicates a positive response.	***True*** √ False ☐
12.	20 x 18 can be a repeat size of diaper design.	True ☐ ***False*** √
13.	Weft rib is a derivative of plain weave.	***True*** √ False ☐
Fill In the Missing Blanks		
14.	Order of interlacement of warp and weft yarn is known as ***woven structure***.	
15.	The minimum repeat size of twill weave is ***3 × 3***.	
Short Answer		
16.	What is formula number?	***It is a small fraction of numbers represent the interlacement of warp and weft yarn.***
17.	What is meant by drafting plan?	***The process of drawing the warp yarn through the eyes of heald frames according to design. It also denotes the number of helad shaft required for a given weave repeat.***
18.	What are the systems of drafting?	▪ ***Skip*** ▪ ***Straight*** ▪ ***Pointed*** ▪ ***Broken*** ▪ ***Curved*** ▪ ***Grouped*** ▪ ***Divided*** ▪ ***Combined***
19.	What is the design capacity of tappet loom?	***12 x 12***

20.	What will be the repeat size of a diamond design based on $\frac{4}{2}$ Z twill?	***12 x 12***

Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Woven Structure
Task:	Develop graph paper of basic weaves with drafting and lifting plan
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	

Instructions:

Read and understand the directions carefully:

- this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Woven Structure
- 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 one (1) hour to complete this demonstration

Procedure:

- 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

Job Specification Information:

1. Collect required tools required for the task.
2. Draw weave plans of basic weave.
3. Draw drafting and lifting plan according to weave plan.
4. Identify formula number, repeat size and repeat unit.
5. Identify loom required for producing designed basic weave.
6. Identify commercial name of designed basic weave.
7. List and describe end use of designed basic weave.
8. Clean, maintain and store tools.
9. Clean and workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:

N/A

Resources Required:

Tools:	Ruler Pencil Rubber Graph paper
Equipment:	N/A

Machinery:	N/A
Materials:	N/A
PPE:	Apron Gloves

Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Woven Structure
Task:	Develop graph paper of basic weaves with drafting and lifting plan
Assessment Centre:	
Date of Assessment:	
Instructions:	The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate. Performance can be observed in an actual workplace or in a simulated working environment. 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. The assessment activity (practical demonstration) should: ▪ 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, read and interpreted job specifications and other workplace documents.	☐	☐
Technical terms are identified and defined.	☐	☐
Identified and collected required tools, equipment and materials for task.	☐	☐
Inspected worksite for hazards and implement appropriate controls (if necessary).	☐	☐
Identified and collected appropriate PPE.	☐	☐
Calculated quantity of materials required as per job specification.	☐	☐
Performed measurements and calculations as per job specifications.	☐	☐
Inspected and checked tools and equipment.	☐	☐
Inspected and checked materials.	☐	☐
Identified and selected appropriate method of drafting.	☐	☐
Identified, described and classified types of basic weave.	☐	☐
Identified and described derivatives of different basic weaves.	☐	☐

Identified and described common uses of different basic weaves.	☐	☐
Identified common names of different basic weaves.	☐	☐
Identified and interpreted graph paper design.	☐	☐
Used selected system to complete drafting plan.	☐	☐
Carried out graph paper design of basic weave using drafting and lifting plan.	☐	☐
Removed dust and foreign matter from hand and measuring tools.	☐	☐
Tools and equipment are cleaned, maintained and stored.	☐	☐
Defective or faulty tools and equipment are detected and reported according to standard operating procedure.	☐	☐
Workplace is cleaned and waste material disposed of.	☐	☐
Appropriate lines of communication are maintained with supervisors and colleagues.	☐	☐
Workplace interactions are conducted in courteous manner to gather and convey information.	☐	☐
Used appropriate medium to transfer information and ideas.	☐	☐
Responsibilities as a team member are performed.	☐	☐
Tasks are performed in accordance with workplace procedures.	☐	☐
Other teammates' tasks are identified and provided support.	☐	☐
Active participation is ensured, opinions are expressed and heard.	☐	☐
Inputs are provided and interpreted in line with the meeting purpose.	☐	☐
Confidentiality is maintained.	☐	☐
Inappropriate and conflicting situations are avoided.	☐	☐
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	☐	☐
Feedback to candidate:		
Assessment decision for this assessment activity: ☐ **Competent** ☐ **Not Yet Competent**		

Candidate Signature:		**Date:**	
Assessor Signature:		**Date:**	

Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Woven Structure
Task:	Analyse woven fabric (sample)
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	

Instructions:

Read and understand the directions carefully:

- this practical demonstration is based on the performance criteria from all or some of the units of competency in Basic Woven Structure
- 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 three (3) hours to complete this demonstration

Procedure:

- 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

Job Specification Information:

1. Collect tools, equipment, machinery and materials required for the task.
2. Collect woven sample.
3. Identify face and back side of sample.
4. Identify warp and weft direction of sample.
5. Measure EPI and PPI of sample.
6. Measure warp and weft yarn count.
7. Measure TPI of warp and weft yarn.
8. Draw weave plan, drafting plan and lifting plan of sample.
9. Identify loom used to produce sample.
10. State end uses of sample.
11. State name of design.
12. Determine commercial name of sample.
13. Interpret specification of sample.
14. Finalise analysis of sample.
15. Clean, maintain and store tools, equipment and machinery.
16. Clean and maintain workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:

N/A

Resources Required:	
Tools:	Sample cutter/scissors Needle Counting glass Ruler Pencil Rubber Graph paper
Equipment:	Electronic weighing balance
Machinery:	Beasley's balance Ordinary twist tester
Materials:	Woven sample
PPE:	Apron Gloves

Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Woven Structure
Task:	Analyse woven fabric (sample)
Assessment Centre:	
Date of Assessment:	
Instructions:	The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate. Performance can be observed in an actual workplace or in a simulated working environment. 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. The assessment activity (practical demonstration) should: ▪ 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, read and interpreted job specifications and other workplace documents.	☐	☐
Technical terms are identified and defined.	☐	☐
Identified and collected required tools, equipment and materials for task.	☐	☐
Inspected worksite for hazards and implement appropriate controls (if necessary).	☐	☐
Identified and collected appropriate PPE.	☐	☐
Calculated quantity of materials required as per job specification.	☐	☐
Performed measurements and calculations as per job specifications.	☐	☐
Inspected and checked tools and equipment.	☐	☐
Inspected and checked materials.	☐	☐
Identified and interpreted basic woven structure.	☐	☐
Identified and described basic elements of woven structure.	☐	☐
Described relationship between basic elements.	☐	☐

Identified objectives of fabric analysis.	☐	☐
Described importance and process of fabric analysis.	☐	☐
Identified warp and weft direction.	☐	☐
Measured warp and weft yarn count.	☐	☐
Measured TPI of warp and weft yarn.	☐	☐
Counted thread density (EPI and PPI).	☐	☐
Identified fabric construction as per standard.	☐	☐
Interpreted fabric construction (if required).	☐	☐
Drew weave plan, drafting plan and lifting plan of sample.	☐	☐
Identified loom used to produce sample.	☐	☐
Stated end uses of sample.	☐	☐
Stated name of design.	☐	☐
Determined commercial name of sample.	☐	☐
Interpreted specification of sample.	☐	☐
Completed analysis of sample.	☐	☐
Workplace is cleaned and waste material disposed of.	☐	☐
Appropriate lines of communication are maintained with supervisors and colleagues.	☐	☐
Workplace interactions are conducted in courteous manner to gather and convey information.	☐	☐
Used appropriate medium to transfer information and ideas.	☐	☐
Responsibilities as a team member are performed.	☐	☐
Tasks are performed in accordance with workplace procedures.	☐	☐
Other teammates' tasks are identified and provided support.	☐	☐
Active participation is ensured, opinions are expressed and heard.	☐	☐
Inputs are provided and interpreted in line with the meeting purpose.	☐	☐
Confidentiality is maintained.	☐	☐
Inappropriate and conflicting situations are avoided.	☐	☐
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	☐	☐
Feedback to candidate:		
Assessment decision for this assessment activity: ☐ **Competent** ☐ **Not Yet Competent**		

Candidate Signature:		**Date:**	
Assessor Signature:		**Date:**	

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Basic Woven Structure
Unit of Competency	
Generic Competencies	
SEIP-TEX-BWS-01-G	Use basic mathematical concepts
SEIP-TEX-BWS-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-BWS-03-G	Carry out workplace interaction
SEIP-TEX-BWS-04-G	Operate in a team environment
Sector-specific Competencies	
SEIP-TEX-BWS-01-S	Explore the history of Textile Sector
SEIP-TEX-BWS-02-S	Use hand and measuring tools
SEIP-TEX-BWS-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-BWS-01-O	Apply basic knowledge of woven structure
SEIP-TEX-BWS-02-O	Identify plain weave and its derivatives
SEIP-TEX-BWS-03-O	Identify twill weave and its derivatives
SEIP-TEX-BWS-04-O	Identify satin weave and its derivatives
SEIP-TEX-BWS-05-O	Perform analysis of woven fabric
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
Read and understand the directions carefully: ▪ these oral questions are based on the performance criteria from all the units of competency in Basic Woven Structure ▪ 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.	Name the basic weaves.	☐	☐
2.	What is the special feature of twill weave?	☐	☐
3.	What is right hand twill?	☐	☐
4.	What is balanced twill?	☐	☐
5.	What is the formula number of plain weave?	☐	☐
6.	Which drafting system is used for plain weave?	☐	☐
7.	What is the formula number of regular matt design?	☐	☐
8.	List the derivatives of plain weave.	☐	☐
9.	What is the characteristic of rib design?	☐	☐
10.	How many heald shafts are required for drafting of 5 end satin?	☐	☐
11.	Which drafting system is used for diamond design?	☐	☐
12.	What is lifting?	☐	☐
13.	Name the four twill derivatives.	☐	☐
14.	For a weave repeat 16 x 16, which shedding mechanism is used?	☐	☐
15.	What are two commercial names of plain fabrics?	☐	☐
16.	List two commercial names of twill fabrics.	☐	☐
17.	What will be the repeat size of plain weave?	☐	☐
18.	What will be the repeat size of 4/3 S twill?	☐	☐
19.	What will be the formula number of 5 end satin?	☐	☐
20.	How many heald shafts will be required for a 6 end satin?	☐	☐
21.	Which drafting system is used for diaper design?	☐	☐
22.	How can you produce cheque or stripe weaves?	☐	☐
23.	What is crepe yarn?	☐	☐
24.	How can you produce a crepe effect?	☐	☐
25.	What will be the weave design for a denim fabric?	☐	☐
26.	What will be the construction of a poplin fabric?	☐	☐
27.	What measuring tool is used to measure the TPI of warp and weft yarn?	☐	☐
28.	How can you identify warp and weft direction?	☐	☐
29.	What is EPI and PPI?	☐	☐
30.	What measuring tool is used to measure EPI and PPI?	☐	☐
31.	What are the basic steps of the weaving process?	☐	☐
32.	What are the main industries within the textile sector?	☐	☐
33.	Name three prime local and export markets.	☐	☐
34.	Explain alarm signals.	☐	☐

35.	What factors should be considered when planning for a meeting?	☐	☐
Feedback to candidate:			
Assessment decision for this assessment activity: ☐ **Competent** ☐ **Not Yet Competent**			
Candidate 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.	Name the basic weaves.	***Basic weaves are:*** ▪ ***Plain*** ▪ ***Twill*** ▪ ***Satin***
2.	What is the special feature of twill weave?	***A diagonal line or twill line will be produced from left to right or from right to left.***
3.	What is right hand twill?	***Z twill***
4.	What is balanced twill?	***2/2 will be a balanced twill.***
5.	What is the formula number of plain weave?	***1/1***
6.	Which drafting system is used for plain weave?	***Skip draft***
7.	What is the formula number of regular matt design?	***2/2 (2)***
8.	List the derivatives of plain weave.	***Rib and matt***
9.	What is the characteristic of rib design?	***A rib or thick line will be produced in the warp way or weft way.***
10.	How many heald shafts are required for drafting of 5 end satin?	***5***
11.	Which drafting system is used for diamond design?	***Pointed or V-draft***
12.	What is lifting?	***To pass the warp yarn through the heald eyes of the heald frame according to weave plan.***
13.	Name the four twill derivatives.	***Diamond and diaper***
14.	For a weave repeat 16 x 16, which shedding mechanism is used?	***Dobby***
15.	What are two commercial names of plain fabrics?	***Poplin and sheeting***
16.	List two commercial names of twill fabrics.	***Denim and gabardine***
17.	What will be the repeat size of plain weave?	***2 x 2***
18.	What will be the repeat size of 4/3 S twill?	***7 x 7***
19.	What will be the formula number of 5 end satin?	***4/1 for warp-faced satin or ¼ for weft-faced sateen.***
20.	How many heald shafts will be required for a 6-end satin?	***Straight draft***
21.	Which drafting system is used for diaper design?	***Straight or broken***
22.	How can you produce cheque or stripe weaves?	***By using coloured yarn.***
23.	What is crepe yarn?	***Highly twisted yarn***
24.	How can you produce a crepe effect?	***By using highly twisted warp and weft yarn.***
25.	What will be the weave design for a denim fabric?	***Twill***
26.	What will be the construction of a poplin fabric?	***140 x 70/40 x 40***

27.	What measuring tool is used to measure the TPI of warp and weft yarn?	***Ordinary twist tester***
28.	How can you identify warp and weft direction?	***Selvedge direction will be the warp direction.***
29.	What is EPI and PPI?	***Ends per inch and picks per inch.***
30.	What measuring tool is used to measure EPI and PPI?	***Counting glass***
31.	What are the basic steps of the weaving process?	▪ ***Winding*** ▪ ***Warping*** ▪ ***Sizing*** ▪ ***Drafting*** ▪ ***Denting*** ▪ ***Looming*** ▪ ***Weaving***
32.	What are the main industries within the textile sector?	▪ ***Spinning*** ▪ ***Weaving*** ▪ ***Knitting*** ▪ ***Dyeing*** ▪ ***Printing*** ▪ ***Finishing***
33.	Name three prime local and export markets.	▪ ***Local:*** o ***Wet processing mills*** o ***Wholesale market*** o ***Retail market*** ▪ ***Export:*** o ***Europe*** o ***United States*** o ***Australia***
34.	Explain alarm signals.	***The warning alarm and the evacuation alarm trigger a number of (simultaneous or successive) actions.*** ▪ ***The warning alarm:*** ○ ***consists of a three-second tone or an announcement*** ○ ***alerts occupants that a fire has been detected*** ○ ***alerts the First Intervention Team*** ○ ***does not equal an evacuation order*** ▪ ***The evacuation alarm:*** ○ ***consists of a steady tone lasting 5 minutes or a direct announcement*** ○ ***instructs all occupants to leave the building (or a particular part of the building) immediately and***

		proceed to the designated assembly points
35.	What factors should be considered when planning for a meeting?	***Following factors must be consider during planning a meeting:*** ▪ ***Is this meeting necessary?*** ▪ ***What do I want to achieve?*** ▪ ***Who needs to be there to achieve it?*** ▪ ***Do I have the physical space and materials to run a meeting?*** ▪ ***Is the timing right?***

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Basic Woven Structure		
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	☐	☐
	Practical Demonstration 1	☐	☐
	Practical Demonstration 2	☐	☐
	Oral Questioning (optional)	☐	☐
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			
❑ Issuance of Certificate of Competency *(indicate title of COC, if full Certificate is not met)*	❑ Submission of additional documents Specify:	❑ Reassessment Specify:	
Did the candidate overall performance meet the required evidence/standard?		☐ Yes ☐ No	
Overall Evaluation:	❑ **Competent** ❑ **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 Woven Structure		
Name of Candidate:		**Date:**	
Name at Assessment Centre:		**Date:**	
Assessment Results:	❑ **Competent** ❑ **Not Yet Competent**		
Recommendation:	❑ Issuance of COC *(indicate title of COC, it full certificate is not met)*		
	❑ Submission of additional documents – specify:		
	❑ Reassessment - specify:		
Assessed by: (name and signature)		**Date:**	
Attested by: (name and signature):		**Date**	

Assessment and Validation Map

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

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

Unit of Competency:	SEIP-TEX-BWS-01-G – Use basic mathematical concept		
Element	**Assessment Evidence Method**		
	Written	**Practical**	**Oral**
1. Identify calculation requirements in the workplace.	1	1	
2. Select appropriate mathematical methods/concepts for calculation.	1	1	
3. Use tool/instrument to perform calculations.	1	1	
Unit of Competency:	SEIP-TEX-BWS-02-G – Apply occupational health and safety (OHS) practices in the workplace		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Identify OHS policies and procedures.		1, 2	
2. Apply personal health and safety practices.	14	1, 2	2, 3
3. Report hazards and risks.	12	1, 2	1
4. Respond to emergencies.			34
Unit of Competency:	SEIP-TEX-BWS-03-G- Carry out workplace interaction		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Interpret workplace communication and etiquette.	11	1, 2	
2. Read and understand workplace documents.		1, 2	
3. Participate in workplace meetings and discussions.		1, 2	35
4. Practice professional ethics at work.		1, 2	
Unit of Competency:	SEIP-TEX-BWS-04-G – Operate in a team environment		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**

1. Identify team goals and work processes.	3		
2. Identify own role and responsibilities within team.			4
3. Communicate and co-operate with team members.	10	1, 2	
4. Practice problem solving within the team.		1, 2	

Unit of Competency:	SEIP-TEX-BWS-01-S – Explore the history of Textile Sector		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Examine the background of textile sector.			31
2. Identify main industries within textile sector.			32
3. Identify prime local and export markets.			33

Unit of Competency:	SEIP-TEX-BWS-02-S – Use hand and measuring tools		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Identify and inspect hand and measuring tools.		1, 2	
2. Use hand tools properly and safely.		1, 2	5
3. Operate measuring tools properly and safely.		1, 2	27
4. Clean and maintain hand and measuring tools.		1, 2	

Unit of Competency:	SEIP-TEX-BWS-03-S – Read and interpret sketches and drawings		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Interpret information and specifications.	12	1, 2	7
2. Read and interpret sketches and drawings.		1, 2	14

Unit of Competency:	SEIP-TEX-BWS-01-O – Apply basic knowledge of woven structure		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Identify basic elements of woven structure.	2, 4, 14		1
2. Identify methods of drafting.	17	1	21, 22
3. Identified systems of drafting.	6, 18	1	2, 11
4. Interpret technical terms.	5, 16, 19	1, 2	6, 12, 23

Unit of Competency:	SEIP-TEX-BWS-02-O – Identify plain weave and its derivatives

Element	Assessment Method		
	Written	Practical	Oral
1. Describe basics of plain weave.		1, 2	4, 6, 15, 17
2. Identify derivatives of plain weave.	13	1	8, 9
Unit of Competency:	SEIP-TEX-BWS-03-O – Identify twill weave and its derivatives		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Describe basics of twill weave.	15	1, 2	2, 3, 16, 18
2. Identify derivatives if twill weave.	20	1	13
Unit of Competency:	SEIP-TEX-BWS-04-O – Identify satin weave and its derivatives		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Describe basics of satin weave.	7, 8, 9	1, 2	10, 19, 20
2. Identify derivatives of satin weave.		1	24
Unit of Competency:	SEIP-TEX-BWS-05-O – Perform analysis of woven fabric		
Element	**Assessment Method**		
	Written	**Practical**	**Oral**
1. Identify objectives of fabric analysis.		2	29
2. Perform analysis of fabric.		2	28, 30
3. Interpret results.		2	25, 26