



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL

FOR

COMPUTERISED SWEATER MACHINE

OPERATION

(RMG 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	17
Instructions to Candidate	17
Self-Assessment Guide	18
PART C – THE ASSESSMENT	24
Assessment Agreement – Computerized Sweater Machine Operation	24
PART D – ASSESSMENT TOOLS	27
Specific Instructions to Assessor	27
Specific Instructions to Candidate	29
Written Test	30
Written Test - Answers	37
Set A: Practical Demonstration 1	42
Set A: Practical Demonstration 1 – Observation Checklist	44
Set A: Practical Demonstration 2	46
Set A: Practical Demonstration 2 – Observation Checklist	50
Set B: Practical Demonstration 1	52
Set B: Practical Demonstration 1 – Observation Checklist	54
Set B: Practical Demonstration 2	56
Set B: Practical Demonstration 2 – Observation Checklist	60
Set C: Practical Demonstration 1	62
Set C: Practical Demonstration 1 – Observation Checklist	64
Set C: Practical Demonstration 2	66
Set C: Practical Demonstration 2 – Observation Checklist	70
Oral Questions (Optional)	72
Oral Questioning Guideline	74
Oral Questions (Optional) - Answers	75
Assessment Results Summary	77
Assessment Validation Map	79

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 **Computerized Sweater Machine Operation**, 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-RMG-CSM-01-G	Use basic mathematical concepts
SEIP-RMG-CSM-02-G	Carry out workplace interaction
SEIP-RMG-CSM-03-G	Operate in a team environment
SEIP-RMG-CSM-04-G	Acquire basic IT skills
Sector-specific Competencies	
SEIP-RMG-CSM-01-S	Understand the RMG business
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-CSM-03-S	Carry out calculations and measurements
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture
SEIP-RMG-CSM-02-O	Identify yarn and machine parts
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system
SEIP-RMG-CSM-04-O	Operate computer sweater machine
SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance

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:	Computerized Sweater Machine Operation					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-RMG-CSM-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 information.			√		
2. Select appropriate mathematical methods/concepts for calculation	2.1. Appropriate method is selected to carry out the 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 instruments accurately.			√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-RMG-CSM-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. Carry out workplace interaction	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.		√	
	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:	Computerized Sweater Machine Operation					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-RMG-CSM-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. 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, and 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:	Computerized Sweater Machine Operation					
Unit Name:	Apply basic IT skills					
Unit Code:	SEIP-RMG-CSM-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 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. Access email and search the internet.		√	
	4.2. Writing and sending of workplace emails is completed.			√
	4.3. Different browsers to work online are identified and selected.			√
	4.4. Browse different web portals and apply proper search techniques.			√

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Understand the RMG business					
Unit Code:	SEIP-RMG-CSM-01-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 basic business communication practices	1.1. Communication requirements in RMG Sector are interpreted in accordance with specific job role.					√
	1.2. Modes of communication are identified and described.				√	
	1.3. Communication policies and guidelines are interpreted and followed.				√	
2. Recognise the history of RMG industry in Bangladesh	2.1. History of RMG industry in Bangladesh is explored with reference to the past and present status and expected future trends.					√
	2.2. Importance of the RMG industry and its relationship to the Bangladesh labour market is stated with emphasis on manpower and economic impact.					√
	2.3. Present and projected future trends and technologies relevant to the sector are identified.				√	
3. Identify major departments of RMG sector	3.1. Scope and nature of major departments of the RMG sector are identified.					√
	3.2. Role and responsibilities of self are identified in relation to the department and organisation as a whole.					√
	3.3. Machines used in different departments are identified.					√

4. List prime export markets	4.1. Types of prime export markets are categorised based on their current and future potential.			√
	4.2. Export marketing process is clearly identified and described.			√

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Apply occupational health and safety (OHS) practice in the workplace					
Unit Code:	SEIP-RMG-CSM-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 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. 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 including personal protective equipment (PPE).			√		
	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. Respond 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:	Computerized Sweater Machine Operation				
Unit Name:	Carry out measurements and calculations				
Unit Code:	SEIP-RMG-CSM-03-S				
Assessment Method:	P	O	W		
	Performance	Oral questioning	Written examination (including short-answer,		

	<i>(including demonstration and observation)</i>		<i>multiple choice, and true or false questions)</i>		
Element	Performance Criteria		P	O	W
1. Selecting measuring devices	1.1.	Work instructions are confirmed and applied to the job in hand.	√		
	1.2.	Materials to be measured are identified as per job specifications.	√		
	1.3.	Appropriate measuring devices are selected based on materials to be measured.	√		
	1.4.	Specifications are obtained from relevant documents.	√		
	1.5.	Tolerance and clearance limits are identified and adjusted according to the job requirements.	√		
2. Obtain measurements for apparel	2.1.	Accurate measurements are obtained in accordance with job requirements.	√		
	2.2.	Systems of measurements are identified and measurement conversions done as per requirement.	√		
	2.3.	Measurements are confirmed and recorded in the given company format.	√		
3. Perform simple calculations	3.1	Simple calculations involving basic operations are carried out.	√		
	3.2	Other operations are used to complete tasks.	√		
	3.3	Appropriate formulas for calculating quantities of materials are selected and calculations are performed and verified.	√		
	3.4	Material quantities are accurately calculated and shared with team.	√		

Occupation:	Computerized Sweater Machine Operation				
Unit Name:	Read and interpret sketches and drawings				
Unit Code:	SEIP-RMG-CSM-04-S				
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. 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. Key terms and abbreviations are identified and interpreted.	√		
	2.3. Signs and symbols are identified and interpreted.	√		√
	2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted.	√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Understand fundamentals of sweater manufacture					
Unit Code:	SEIP-RMG-CSM-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 history, types and styles of sweater	1.1. Historical background of sweater is examined and described.					√
	1.2. Types and styles of sweater are identified.	√				√
	1.3. Styles and stitches of sweater are identified.	√				
	1.4. Different parts of the sweater are identified.	√				√
2. Identify roles and responsibilities	2.1. Roles and responsibilities of a computerised sweater machine operator are identified.			√		
	2.2. Roles and responsibilities are described.			√		
3. Identify manufacturing process of sweater	3.1. Manufacturing process is identified with key aspects of each process outlined.			√		
	3.2. Manufacturing process breakdown is specified.			√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Identify yarn and machine parts					
Unit Code:	SEIP-RMG-CSM-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)			
Element	Performance Criteria			P	O	W
1. Identify types of yarn	1.1. Raw materials are identified for sweater manufacturing.	√				

	1.2. Types of yarn are identified.	√	√	
	1.3. Materials are itemised and selected as per job requirement.	√		
2. Identify main parts of machine	2.1. Machine parts are identified and checked for proper operating condition.	√		
	2.2. Types of machine needle are identified.	√		
3. Identify types of yarn	3.1. Technical terms used in computerised sweater machine operation are identified and interpreted.	√		
	3.2. Technical specifications are interpreted.	√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Identify and interpret the functions of control system					
Unit Code:	SEIP-RMG-CSM-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. Identify and describe functions to control system	1.1. Control panel is identified.			√		
	1.2. Function keys of control panel are identified.			√		
	1.3. Functions of control panel are described.			√		
2. Interpret technical specifications	2.1. Technical specifications of control panel are identified			√		
	2.2. Technical specification of control panel is interpreted.			√		
3. Interpret production efficiency and reporting	3.1. Production efficiency methods are identified and described.			√		
	3.2. Efficiency calculation report is interpreted.			√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Operate computerised sweater machine					
Unit Code:	SEIP-RMG-CSM-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. Set-up machine for knitting	1.1. Knitting machine is prepared as per standard operating procedure.	√		
	1.2. Yarn feeding mechanism is identified and checked to ensure in good working condition.	√		
	1.3. Yarn is adjusted for knitting as per sample.	√		
	1.4. Computerised sweater machine is checked to ensure in good working condition.	√		
2. Carry out machine operation	2.1. Process for knitting operation on different parts is followed.	√		
	2.2. Program is installed as per selected style.	√		
	2.3. Operation of computerised sweater machine is carried out.	√		
	2.4. Back part is knitted.	√		
	2.5. Front part is knitted.	√		
	2.6. Sleeve is knitted.	√		
	2.7. Neck is knitted.	√		
	2.8. Machine is cleaned and maintained as per standard operating procedure.	√		

Occupation:	Computerized Sweater Machine Operation					
Unit Name:	Perform quality checking and machine maintenance					
Unit Code:	SEIP-RMG-CSM-05-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. Check quality issues on knitted parts	1.1. General faults in knitted parts are identified.			√		
	1.2. Faulty stitches and joints are identified, marked, recorded and reported to appropriate authority.			√		
2. Maintain machine and work place	2.1. Waste material from machine is identified.			√		
	2.2. Waste material is separated and disposed of as per standard operating procedure.			√		
	2.3. Machines are checked and simple maintenance is performed, as required.			√		
	2.4. Workplace is cleaned in accordance with OHS procedures.			√		

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 these units of competency that comprise of the Certificate in Computerized Sweater Machine Operation. 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:	Computerized Sweater Machine Operation	
Units of competency:	<p>Generic units:</p> <ul style="list-style-type: none"> Use basic mathematical concepts Carry out workplace interaction Operate in a team environment Acquire basic IT skills <p>Sector-specific units:</p> <ul style="list-style-type: none"> Understand the RMG business Apply occupational health and safety (OHS) practice in the workplace Perform measurements and calculations Read and interpret sketches and drawings <p>Occupation-specific units:</p> <ul style="list-style-type: none"> Understand fundamentals of sweater manufacture Identify yarn and machine parts Identify and interpret functions of control system Operate computer sweater machine Perform quality checking and basic machine maintenance 	
Instructions:		
<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
▪ Identify calculation requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ Carry out appropriate method to calculation requirements		
▪ Solve constructed mathematical problems with appropriate method		

▪ Identify require tools and instruments for computation		
▪ Perform calculation using appropriate tools and instruments accurately		
▪ 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		
▪ Comprehend workplace procedures and matters		
▪ Interpret workplace documents correctly		
▪ Understand and follow visual information/symbols/signage correctly		
▪ Access specific and relevant information from appropriate sources		
▪ Use appropriate medium to transfer information and ideas		
▪ Attend team meetings on time		
▪ Follow meeting procedures and etiquette		
▪ Ensure active participation, express opinions and heard		
▪ 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		
▪ 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 other teammates' tasks and support provided when requested		
▪ Encourage the team through sharing information or expertise, working together to solve problems, and putting team success first		
▪ Interpret views and opinions of other team members		
▪ Identify problems faced at the individual and team level and showed 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 advice sought from those who have solved similar problems		
▪ It is looked beyond the obvious and not stopped at the first answers		

▪ Identify and summary history of information technology (IT)		
▪ Identify and described 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 technique of a document.		
▪ Identify and interpret spreadsheet working environment, functions and features		
▪ Perform data entry on spreadsheet appropriate to perform activity		
▪ Apply data manipulation techniques to spreadsheet document		
▪ Create and save spreadsheet document		
▪ Explain use of email account in online environment		
▪ Complete writing and sending of workplace emails		
▪ Identify and select different browsers to work online		
▪ Apply browse different web portals and proper search techniques		
▪ Interpret communication requirements in RMG Sector in accordance with specific job role		
▪ Identify and describe modes of communication		
▪ Interpret and follow communication policies and guidelines		
▪ Explore history of RMG industry in Bangladesh with reference to the past and present status, and expected future trends		
▪ State Importance of the RMG industry and its relationship to the Bangladesh labour market with emphasis on manpower and economic impact		
▪ Identify present and projected future trends and technologies relevant to the sector		
▪ Identify scope and nature of major departments of the RMG sector		
▪ Categorize types of prime export markets based on their current and future potential		
▪ Identify and describe export marketing process is clearly		
▪ Interpret OHS policies and safe operating procedures		

▪ Identify and follow safety signs and symbols.		
▪ Interpret response, evacuation procedures and other contingency measures.		
▪ Apply OHS policies and procedures in the workplace including personal protective equipment (PPE)		
▪ Recognise common health issues		
▪ Identify common safety issues		
▪ Identify hazards and risks		
▪ Interpret hazards and risks assessment and controls		
▪ Respond to alarms and warning devices		
▪ Respond emergency response plans and procedures		
▪ Identify first aid procedures during emergency situations		
▪ Apply and confirm work instructions to the job in hand		
▪ Identify materials to be measured as per job specifications		
▪ Appropriate measuring devices are selected based on materials		
▪ Obtain specifications from relevant documents		
▪ Identify and adjust tolerance and clearance limits according to the job requirements		
▪ Obtain accurate measurements in accordance with job requirements		
▪ Identify systems of measurements and measurement conversions done as per requirement		
▪ Confirm and record measurements in the given company format		
▪ Carry out simple calculations involving basic operations		
▪ Use other operations to complete tasks		
▪ Perform and verify appropriate formulas for calculating quantities of materials are selected and calculations		
▪ Calculate material quantities are accurately with team		
▪ 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		
▪ Interpret schedules, dimensions, sketches, drawings and specifications are correctly read		
▪ Explain and describe historical background of sweater		
▪ Identify types and styles of sweater		

▪ Identify styles and stitches of sweater		
▪ Identify different parts of the sweater		
▪ Identify roles and responsibilities of a computerised sweater machine operator		
▪ Describe roles and responsibilities		
▪ Identify manufacturing process with key aspects of each process outlined		
▪ Specify manufacturing process breakdown		
▪ Identify raw materials for sweater manufacturing		
▪ Identify types of yarn		
▪ Select and itemise materials as per job requirement		
▪ Identify and check machine parts for proper operating condition		
▪ Identify types of machine needle		
▪ Manual marker making is interpreted		
▪ Identify and interpret technical terms used in computerised sweater machine operation		
▪ Interpret technical specifications		
▪ Identify control panel		
▪ Identify function keys of control panel		
▪ Describe functions of control panel		
▪ Identify technical specifications of control panel are identified		
▪ Technical specification of control panel		
▪ Identify and describe production efficiency methods		
▪ Interpret efficiency calculation report		
▪ Prepare knitting machine as per standard operating procedure		
▪ Identify and check yarn feeding mechanism to ensure in good working condition		
▪ Adjust yarn for knitting as per sample		
▪ Check computerised sweater machine to ensure in good working condition		
▪ Follow process for knitting operation on different parts		
▪ Install program as per selected style		
▪ Carry out operation of computerised sweater machine		
▪ Knit back part		
▪ Knit front part		
▪ Knit sleeve		

▪ Knit neck		
▪ Clean and maintain machine as per standard operating procedure		
▪ Identify general faults in knitted parts		
▪ Identify and mark faulty stitches and joints recorded and reported to appropriate authority		
▪ Identify waste material from machine		
▪ Separate and dispose waste material of as per standard operating procedure		
▪ Check and perform machines and simple maintenance as required		
▪ Clean workplace in accordance with OHS procedures		
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 – Computerized Sweater Machine Operation

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 Computerized Sweater Machine Operation, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-RMG-CSM-01-G	Use basic mathematical concepts
SEIP-RMG-CSM-02-G	Carry out workplace interaction
SEIP-RMG-CSM-03-G	Operate in a team environment
SEIP-RMG-CSM-04-G	Acquire basic IT skills
Sector-specific Competencies	
SEIP-RMG-CSM-01-S	Understand the RMG business
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-CSM-03-S	Perform measurements and calculations
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture
SEIP-RMG-CSM-02-O	Identify yarn and machine parts
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system
SEIP-RMG-CSM-04-O	Operate computer sweater machine
SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance

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

Assessment Agreement	
Occupation:	Computerized Sweater Machine Operation
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-RMG-CSM-01-G	Use basic mathematical concepts
SEIP-RMG-CSM-02-G	Carry out workplace interaction
SEIP-RMG-CSM-03-G	Operate in a team environment
SEIP-RMG-CSM-04-G	Acquire basic IT skills
Sector-specific Competencies	
SEIP-RMG-CSM-01-S	Understand the RMG business
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-CSM-03-S	Perform measurements and calculations
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture
SEIP-RMG-CSM-02-O	Identify yarn and machine parts
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system
SEIP-RMG-CSM-04-O	Operate computer sweater machine
SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance
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> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.</p>	

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

Performance Standards

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

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

Successful completion of all the units of competency that comprise of the qualification Computerized Sweater Machine Operation, 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 activities:
 - Set A:
 - Set-up computerized sweater machine for knitting (front part of sweater)
 - Perform knitting operation on front part of sweater
 - Set B:
 - Set-up computerized sweater machine for knitting (back part of sweater)
 - Perform knitting operation on back part of sweater
 - Set C:
 - Set-up computerized sweater machine for knitting (sleeve of sweater)
 - Perform knitting operation on sleeve of sweater
 - provide the candidate with the copy of the specific instruction to candidate
 - allow each practical demonstration to be performed within one (1) hour 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):
 - (i) Practical Demonstration 1 (1 hour)
 - (ii) Practical Demonstration 2 (3 hours)(Final assessment is your responsibility as the accredit/certified assessor.)
3. 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

4. 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 43
 - Set A – Practical Demonstration 2: page 48
 - Set B – Practical Demonstration 1: page 53
 - Set B – Practical Demonstration 2: page 58
 - Set C – Practical Demonstration 1: page 63
 - Set C – Practical Demonstration 2: page 68

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 Computerized Sweater Machine Operation. 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:

- o Set A:
 - Set-up computerized sweater machine for knitting (**front part of sweater**) (1 hour)
 - Perform knitting operation on front part of sweater (**3 hours**)
 - o Set B:
 - Set-up computerized sweater machine for knitting (**back part of sweater**) (1 hour)
 - Perform knitting operation on back part of sweater (**3 hours**)
 - o Set C:
 - Set-up computerized sweater machine for knitting (**sleeve of sweater**) (1 hour)
 - Perform knitting operation on sleeve of sweater (**3 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 Computerised Sweater Machine Operation.
 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 Computerized Sweater Machine Operation
Unit of Competency	
Generic Competencies	
SEIP-RMG-CSM-01-G	Use basic mathematical concepts
SEIP-RMG-CSM-02-G	Carry out workplace interaction
SEIP-RMG-CSM-03-G	Operate in a team environment
SEIP-RMG-CSM-04-G	Acquire basic IT skills
Sector-specific Competencies	
SEIP-RMG-CSM-01-S	Understand the RMG business
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-CSM-03-S	Perform measurements and calculations
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture
SEIP-RMG-CSM-02-O	Identify yarn and machine parts
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system
SEIP-RMG-CSM-04-O	Operate computer sweater machine
SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance
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 Computerized Sweater Machine Operation ▪ 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 test. Choose the appropriate answer and circle the letter that corresponds with your answer.		
1.	Which is not the responsibility of a computerized sweater machine operator?	a. Yarn collection b. Operate machine c. Quality follow up d. Designing sweater
2.	Which is a part of a sweater?	a. Tensioner b. Guide c. Needle d. Sleeve
3.	Which is not the style of sweater?	a. Vest b. Pullover c. Cardigan d. Cuff
4.	Which is not the stitch of sweater?	a. Jersey b. Double jersey c. Rib d. Arm
5.	What PPE is not used to operate computerized sweater machine?	a. Goggles b. Mask c. Apron d. Ear plugs
6.	What is the main objective of attending PP meeting?	a. Discussion on quality b. Discussion on industrial policy c. Discussion on technical issues on production d. Discussion on operator's hiring
7.	Good behaviour and following the orders of a supervisor is part of?	a. Professional ethics b. Family norms c. Personal bindings d. Order of the superior
True or False Quiz		
Tick (√) the box corresponding to the correct answer.		
8.	You can make a whole sweater in single time using a computerized sweater machine.	True <input type="checkbox"/> False <input type="checkbox"/>
9.	Yarn feeding mechanism is used to threading the yarns.	True <input type="checkbox"/> False <input type="checkbox"/>
10.	You can make a single colour sweater only in computerized sweater machine.	True <input type="checkbox"/> False <input type="checkbox"/>

11.	Only acrylic yarns are used to make a sweater on a computerized sweater knitting machine.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	You can get the styles and specifications of sweater in the tech pack.	True <input type="checkbox"/> False <input type="checkbox"/>
Short Answer		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
13.	What are the parts engaged with the yarn feeding mechanism?	
14.	What faults can be found after knitting a part of a sweater?	
15.	What are the elements in the technical package of sweaters?	
16.	What are the types of needles used when operating a sweater knitting machine?	
17.	What is the manufacturing process of sweater?	
18.	How many inches and centimetres are on a standard measuring tape?	
19.	Who would a computerized sweater machine operator report to?	
20.	What are the main parts of a computer?	
21.	What are the advantages of a self-directed team?	
22.	Which department is responsible for delivering raw materials for sweater manufacturing?	

Mix and Match

Write the name of the garment style next to the corresponding image.

Image	Style
	
	
	



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.	Which is not the responsibility of a computerized sweater machine operator?	a. Yarn collection b. Operate machine c. Quality follow up d. <i>Designing sweater</i>
2.	Which is a part of a sweater?	a. Tensioner b. Guide c. Needle d. <i>Sleeve</i>
3.	Which is not the style of sweater?	a. Vest b. Pullover c. Cardigan d. <i>Cuff</i>
4.	Which is not the stitch of sweater?	a. Jersey b. Double Jersey c. Rib d. <i>Arm</i>
5.	What PPE is not used to operate computerized sweater machine?	a. Goggles b. Mask c. Apron d. <i>Ear plugs</i>
6.	What is the main objective of attending PP meeting?	a. Discussion on quality b. Discussion on industrial policy c. <i>Discussion on technical issues on production</i> d. Discussion on operator's hiring
7.	Good behaviour and following the orders of a supervisor is part of?	a. <i>Professional ethics</i> b. Family norms c. Personal bindings d. Order of the superior
True or False Quiz		
8.	You can make a whole sweater in single time using a computerized sweater machine.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
9.	Yarn feeding mechanism is used to threading the yarns.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
10.	You can make a single colour sweater only in computerized sweater machine.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
11.	Only acrylic yarns are used to make a sweater on a computerized sweater knitting machine.	True <input type="checkbox"/> False <input checked="" type="checkbox"/>
12.	You can get the styles and specifications of sweater in the tech pack.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>

Short Answer		
13.	What are the parts engaged with the yarn feeding mechanism?	<ul style="list-style-type: none"> ▪ Feeder ▪ Hook ▪ Spring
14.	What faults can be found after knitting a part of a sweater?	<ul style="list-style-type: none"> ▪ Needle drop ▪ Ply missing ▪ Hole ▪ Thick yarn ▪ Thin yarn ▪ Barrie ▪ Laddering ▪ Side damage ▪ Yarn contamination ▪ Tension mistake
15.	What are the elements in the technical package of sweaters?	<ul style="list-style-type: none"> ▪ Styling ▪ Yarn specification ▪ Embroidery/print ▪ Measurement chart
16.	What are the types of needles used when operating a sweater knitting machine?	<ul style="list-style-type: none"> ▪ Latch//knitting ▪ Bearded/selection ▪ Compound ▪ Intermediate selection (IMS)
17.	What is the manufacturing process of sweater?	<ul style="list-style-type: none"> ▪ Collection ▪ Winding ▪ Distribution ▪ Knitting ▪ Inspection ▪ Linking ▪ Trimming ▪ Checking ▪ Mending ▪ Attachment ▪ Washing ▪ Stitching ▪ Ironing ▪ Folding ▪ Packing ▪ Final inspection ▪ Shipment
18.	How many inches and centimetres are on a standard measuring tape?	80 inches/200 centimetres
19.	Who would a computerized sweater machine operator report to?	Supervisor/Production Manager
20.	What are the main parts of a computer?	<ul style="list-style-type: none"> ▪ CPU ▪ Monitor ▪ Keyboard ▪ Mouse
21.	What are the advantages of a self-directed team?	<ul style="list-style-type: none"> ▪ Improved quality, productivity and service ▪ Greater flexibility ▪ Prohibition signs

		▪ Faster response to technological change
22.	Which department is responsible for delivering raw materials for sweater manufacturing?	Procurement
Mix and Match		
Image	Style	
	Vest	
	Cardigan	
	Pullover	

	<p>Vest</p>
	<p>Pullover</p>
	<p>Cardigan</p>

	<p><i>Pullover</i></p>
	<p><i>Vest</i></p>
	<p><i>Cardigan</i></p>

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Set-up computerized sweater machine for knitting (front part of sweater)
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 Computerised Sweater Machine Operation ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Collect materials as per job specification. 7. Inspect and check styling of sweater as per job specification (including measurements). 8. Identify type and style of sweater, stitch and parts. 9. Identify and select yarn as per job specification (including composition and colour). 10. Identify and select machine needle. 11. Thread yarn using feeding mechanism. 12. Make any necessary adjustments. 13. Check control panel and functions. 14. Perform operational test of machine to ensure good working condition. 15. Complete set-up of machine. 16. Perform any routine maintenance of machine (if necessary). 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:

Style:

- Men's sweater
- Jersey knitting
- 12-gauge sweater
- White colour and blue stripped

**Resources Required:**

Tools:	Yarn feeding tool box
Equipment:	Needles
Machinery:	Computerized sweater knitting machine
Materials:	Yarn
PPE:	Apron Mask Safety goggles

Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Set-up computerized sweater machine for knitting (front part of sweater)	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Collected materials.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked styling of sweater as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurements of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types and styles of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of styles of stitch.	<input type="checkbox"/>	<input type="checkbox"/>

Identified parts of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked machine and machine parts to ensure in proper working condition.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of needles.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>
Made any necessary adjustments to yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked control panel and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Completed set-up of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operational test of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Followed quality control and quality assurance system procedures for each job.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

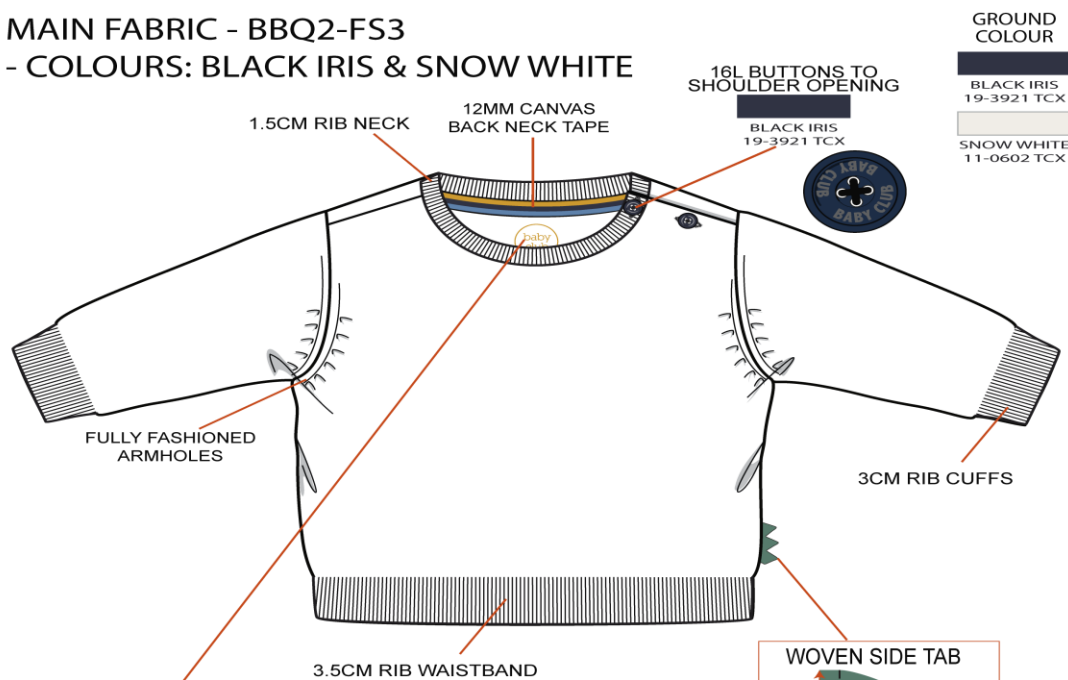
Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Perform knitting operation on front part of sweater
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 Computerized Sweater Machine Operation ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Collect and inspect materials required as per job specification. 6. Inspect and check machine and machine parts. 7. Inspect and check control panel. 8. Collect required yarn as per job specification. 9. Thread yarn into machine using feeding mechanism. 10. Install program as per selected style. 11. Perform operation of computerised sweater machine. 12. Make any necessary adjustments during operation. 13. Inspect quality and check for conformance with job specification. 14. Record and report any general to appropriate authority. 15. Record and report any faulty stitches and joints to appropriate authority. 16. Perform routine maintenance of machines. 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

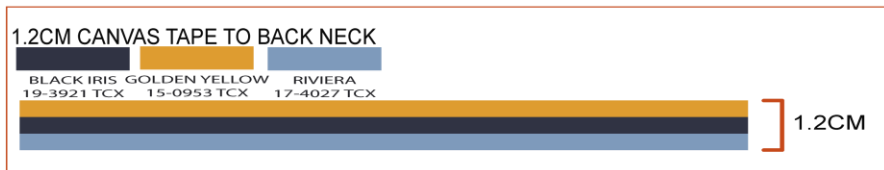
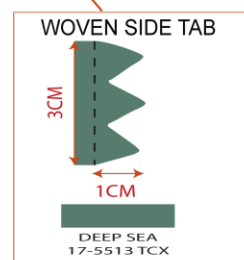
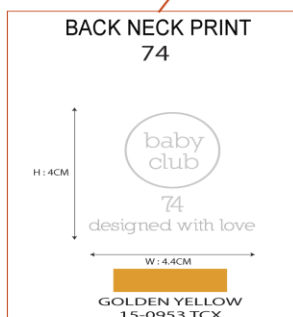
Drawing, Plan, Diagram or Sketch:

Tech pack

**MAIN FABRIC - BBQ2-FS3
- COLOURS: BLACK IRIS & SNOW WHITE**



GROUND COLOUR
 BLACK IRIS 19-3921 TCX
 SNOW WHITE 11-0602 TCX



Measurement Chart

Measurement	Tol (+)	Tol (-)	Size 62
1/2 Chest	0.50	0.50	27.00
1/2 Hem-rib	0.50	0.50	22.00
Front Length from HPS-Garment (flat front)	0.50	0.50	33.00
Across Shoulder	0.50	0.50	21.00
Sleeve Length from shoulder	0.50	0.50	26.50
Armhole Straight	0.50	0.50	12.00

1/2 Bicep 1 cm down from Armpit	0.50	0.50	11.00
1/2 Sleeve Opening 1/2 Slv- rib	0.50	0.50	5.50
Neck Width Seam to Seam	0.50	0.50	12.50
Front Neck Drop Seam to Seam	0.30	0.30	5.00
Back Neck Depth	0.30	0.30	1.50
Neck Rib Height	0.00	0.00	1.50
1/2 Neck Opening Extended (Minimum Body)	0.00	0.00	25.00
Number of poppers/buttons on shoulder placket	0.00	0.00	2.00
Sleeve Cuff Height	0.30	0.30	3.00
Hem Rib Height	0.30	0.30	3.50

Knitting Chart

SIZE 62 LENGHT 33 CHEST 27 SLEEVE LENGHT 26.50 RIBCULF 3 RIB HEM 3.5 NECK DEEP 5 NECK WIDTH 12.50 RIB NECK 1.50 BOTTOM WIDTH 22 ARM HOLE 12 11 SHOULDER 21 4.25 WEIGHT NECK WEIGHT/DOZEN	Yarn Count : 2/32 Ply : 2 PLY Gauge : 7 G G Material : 100% Acrylic	KNITTING SPECIFICATIONS STYLE NO : ROUND NECK DESCRIPTION : BOY'S PULLOVER Arm hole wale : 5/6/1 KATA Neck wale : 1 KATA	Body : 18.5% = 1" Wale draw : cm Rib hem : Pair draw : cm Rib cuff : Pair draw : cm Neck Rib :
	BACK 86" 15N 35N 15N 4% 26% 2-2N=4 (5X) 2-3N=1 (6X) 48% JERSEY 2x2 = 12% ALL = 89N	FRONT 88" 15N 38N 15N 4% 11% 17% 2-2N=4 (5X) 2-3N=1 (6X) 48% JERSEY 2x2 = 12% ALL = 92N	SLEEVE 64" 1% 1-2N=3 (4X) 3-2N=7 (5X) 76N 12% 3+1N=10 JERSEY 2x2 = 10% ALL = 56N

Resources Required:

Tools:	Yarn feeding tools
Equipment:	Needles

Machinery:	Computerized sweater knitting machine
Materials:	Tech pack Yarn
PPE:	Apron Mask Safety goggles

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Perform knitting operation on front part of sweater	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and inspected materials required.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked machine and machine parts.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Collected yarn as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn into machine using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>

Installed program as per selected style.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operation of computerised sweater machine.	<input type="checkbox"/>	<input type="checkbox"/>
Made any adjustments during operation (if required).	<input type="checkbox"/>	<input type="checkbox"/>
Checked the overall quality as per job specification	<input type="checkbox"/>	<input type="checkbox"/>
Identified general faults in knitted parts.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported faulty stitches and joints to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Set-up computerized sweater machine for knitting (back part of sweater)
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 Computerized Sweater Machine Operation ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Collect materials as per job specification. 7. Inspect and check styling of sweater as per job specification (including measurements). 8. Identify type and style of sweater, stitch and parts. 9. Identify and select yarn as per job specification (including composition and colour). 10. Identify and select machine needle. 11. Thread yarn using feeding mechanism. 12. Make any necessary adjustments. 13. Check control panel and functions. 14. Perform operational test of machine to ensure good working condition. 15. Complete set-up of machine. 16. Perform any routine maintenance of machine (if necessary). 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:

Style:

- Men's sweater
- Jersey knitting
- 12-gauge sweater
- Blue colour and black stripped

**Resources Required:**

Tools:	Yarn feeding tool box
Equipment:	Needles
Machinery:	Computerized sweater knitting machine
Materials:	Yarn
PPE:	Apron Mask Safety goggles

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1– OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Set-up computerized sweater machine for knitting (back part of sweater)	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Collected materials.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked styling of sweater as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurements of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types and styles of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of styles of stitch.	<input type="checkbox"/>	<input type="checkbox"/>

Identified parts of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked machine and machine parts to ensure in proper working condition.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of needles.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>
Made any necessary adjustments to yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked control panel and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Completed set-up of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operational test of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Followed quality control and quality assurance system procedures for each job.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

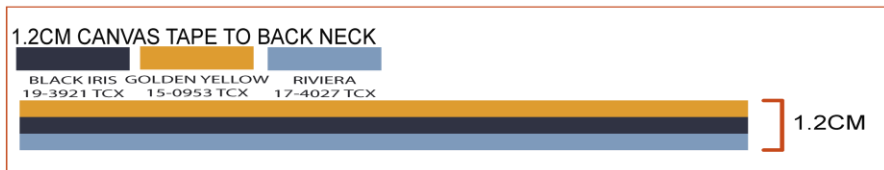
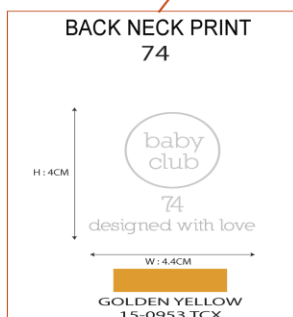
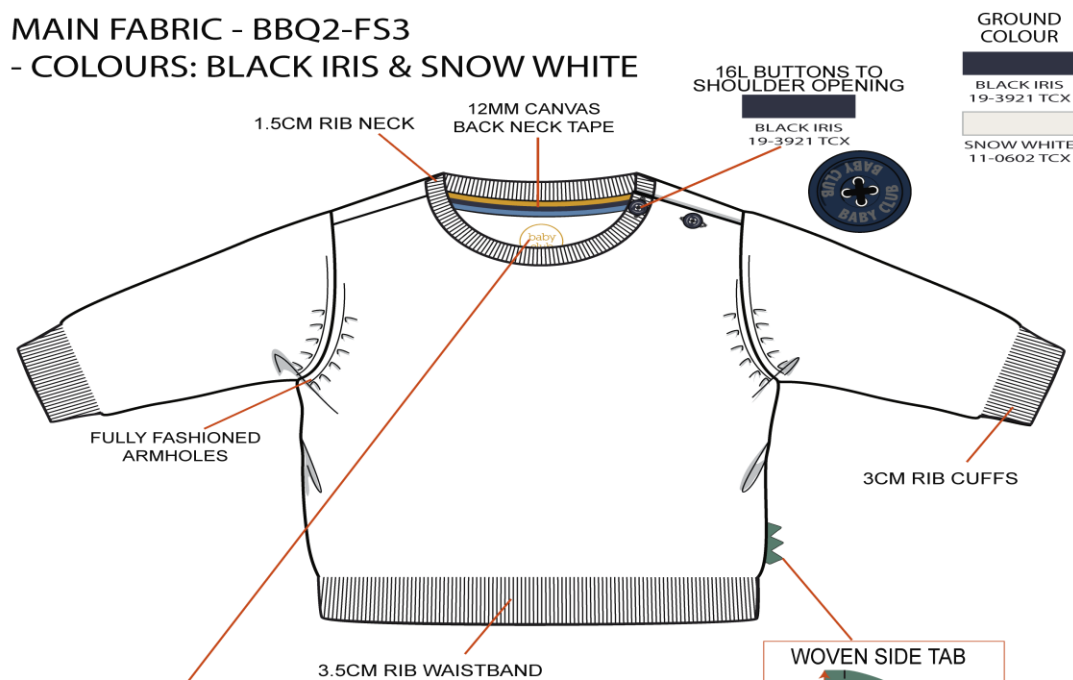
Set- B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Perform knitting operation on back part of sweater
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 Computerized Sweater Machine Operation ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Collect and inspect materials required as per job specification. 6. Inspect and check machine and machine parts. 7. Inspect and check control panel. 8. Collect required yarn as per job specification. 9. Thread yarn into machine using feeding mechanism. 10. Install program as per selected style. 11. Perform operation of computerised sweater machine. 12. Make any necessary adjustments during operation. 13. Inspect quality and check for conformance with job specification. 14. Record and report any general to appropriate authority. 15. Record and report any faulty stitches and joints to appropriate authority. 16. Perform routine maintenance of machines. 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:

Tech pack

**MAIN FABRIC - BBQ2-FS3
- COLOURS: BLACK IRIS & SNOW WHITE**



Measurement Chart

Measurement	Tol (+)	Tol (-)	Size 62
1/2 Chest	0.50	0.50	27.00
1/2 Hem-rib	0.50	0.50	22.00
Front Length from HPS-Garment (flat front)	0.50	0.50	33.00
Across Shoulder	0.50	0.50	21.00
Sleeve Length from shoulder	0.50	0.50	26.50
Armhole Straight	0.50	0.50	12.00

1/2 Bicep 1 cm down from Armpit	0.50	0.50	11.00
1/2 Sleeve Opening 1/2 Slv- rib	0.50	0.50	5.50
Neck Width Seam to Seam	0.50	0.50	12.50
Front Neck Drop Seam to Seam	0.30	0.30	5.00
Back Neck Depth	0.30	0.30	1.50
Neck Rib Height	0.00	0.00	1.50
1/2 Neck Opening Extended (Minimum Body)	0.00	0.00	25.00
Number of poppers/buttons on shoulder placket	0.00	0.00	2.00
Sleeve Cuff Height	0.30	0.30	3.00
Hem Rib Height	0.30	0.30	3.50

Knitting Chart

SIZE	62	LENGTH	33	CHEST	27	SLEEVE LENGTH	26.50	RIBCULF	3	RIB HEM	3.5	NECK DEEP	5	NECK WIDTH	12.50	RIB NECK	1.50	BOTTOM WIDTH	22	ARM HOLE	12 11	SHOULDER	21 4.25	WEIGHT NECK		WEIGHT/DOZEN	
Yarn Count : 2/32		Ply : 2 PLY		Gauge : 7 G G		Material : 100% Acrylic		KNITTING SPECIFICATIONS		STYLE NO : ROUND NECK		DESCRIPTION : BOY'S PULLOVER		JOB NO. :		Wale draw : cm		Wale : cm		Pair draw : cm		Wale : cm		Pair draw : cm		Neck Rib :	
				Arm hole wale : 5/6/1 KATA		Neck wale : 1 KATA.																					

BACK

86"

15N 35N 15N

4 1/2

26 1/2

2-2N=4 (5X)

2-3N=1 (6X)

48 1/2

JERSEY

2 1/2 x 2 = 12 1/2

ALL = 89N

FRONT

88"

15N 38N 15N

4 1/2

11 1/2

17 1/2

2-2N=4 (5X)

2-3N=1 (6X)

48 1/2

JERSEY

2 1/2 x 2 = 12 1/2

ALL = 92N

SLEEVE

64"

1 1/2

1-2N=3 (4X)

3-2N=7 (5X)

76N

12 1/2

3+1N=10

JERSEY

2 1/2 x 2 = 10 1/2

ALL = 56N

Resources Required:

Tools: Yarn feeding tools

Equipment:	Needles
Machinery:	Computerized sweater knitting machine
Materials:	Tech pack Yarn
PPE:	Apron Mask Safety goggles

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2– OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Perform knitting operation on back part of sweater	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and inspected materials required.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked machine and machine parts.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Collected yarn as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn into machine using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>
Installed program as per selected style.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operation of computerised sweater machine.	<input type="checkbox"/>	<input type="checkbox"/>

Made any adjustments during operation (if required).	<input type="checkbox"/>	<input type="checkbox"/>
Checked the overall quality as per job specification	<input type="checkbox"/>	<input type="checkbox"/>
Identified general faults in knitted parts.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported faulty stitches and joints to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Set-up computerized sweater machine for knitting (sleeve of sweater)
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 Computerized Sweater Machine Operation ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Collect materials as per job specification. 7. Inspect and check styling of sweater as per job specification (including measurements). 8. Identify type and style of sweater, stitch and parts. 9. Identify and select yarn as per job specification (including composition and colour). 10. Identify and select machine needle. 11. Thread yarn using feeding mechanism. 12. Make any necessary adjustments. 13. Check control panel and functions. 14. Perform operational test of machine to ensure good working condition. 15. Complete set-up of machine. 16. Perform any routine maintenance of machine (if necessary). 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:

Style:

- Men's sweater
- Jersey knitting
- 12-gauge sweater
- Black colour white and orange stripped

**Resources Required:**

Tools:	Yarn feeding tool box
Equipment:	Needles
Machinery:	Computerized sweater knitting machine
Materials:	Yarn
PPE:	Apron Mask Safety goggles

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Set-up computerized sweater machine for knitting (sleeve of sweater)	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Collected materials.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked styling of sweater as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurements of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types and styles of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of styles of stitch.	<input type="checkbox"/>	<input type="checkbox"/>

Identified parts of sweater.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked machine and machine parts to ensure in proper working condition.	<input type="checkbox"/>	<input type="checkbox"/>
Identified types of needles.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>
Made any necessary adjustments to yarn.	<input type="checkbox"/>	<input type="checkbox"/>
Checked control panel and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Completed set-up of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operational test of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Followed quality control and quality assurance system procedures for each job.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

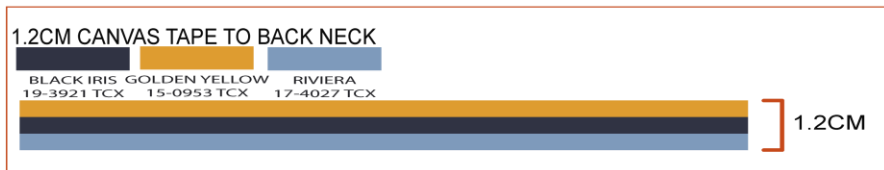
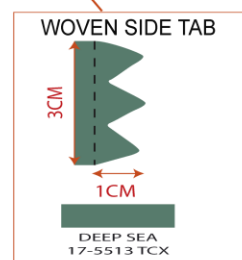
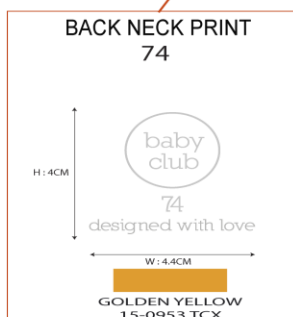
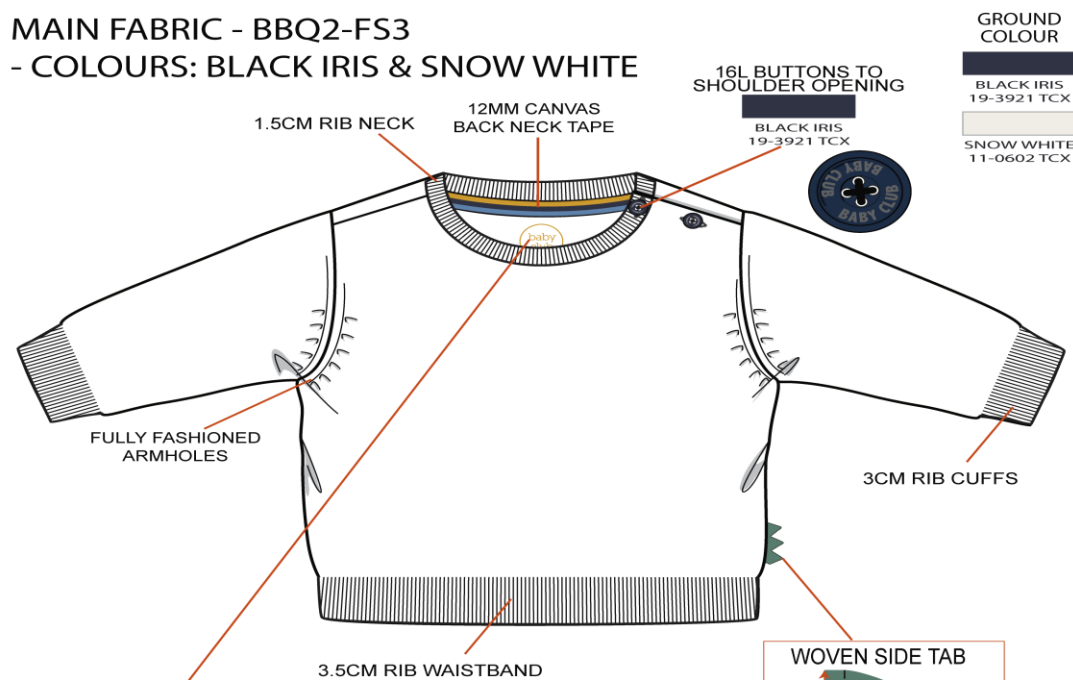
Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Task:	Perform knitting operation on sleeve of sweater
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 Computerized Sweater Machine Operation. ▪ 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:	
<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. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Collect and inspect materials required as per job specification. 6. Inspect and check machine and machine parts. 7. Inspect and check control panel. 8. Collect required yarn as per job specification. 9. Thread yarn into machine using feeding mechanism. 10. Install program as per selected style. 11. Perform operation of computerised sweater machine. 12. Make any necessary adjustments during operation. 13. Inspect quality and check for conformance with job specification. 14. Record and report any general to appropriate authority. 15. Record and report any faulty stitches and joints to appropriate authority. 16. Perform routine maintenance of machines. 17. Clean, maintain and store tools and equipment. 18. Clean workplace and dispose of waste materials. 	

Drawing, Plan, Diagram or Sketch:

Tech pack

**MAIN FABRIC - BBQ2-FS3
- COLOURS: BLACK IRIS & SNOW WHITE**



Measurement Chart

Measurement	Tol (+)	Tol (-)	Size 62
1/2 Chest	0.50	0.50	27.00
1/2 Hem-rib	0.50	0.50	22.00
Front Length from HPS-Garment (flat front)	0.50	0.50	33.00
Across Shoulder	0.50	0.50	21.00
Sleeve Length from shoulder	0.50	0.50	26.50
Armhole Straight	0.50	0.50	12.00

1/2 Bicep 1 cm down from Armpit	0.50	0.50	11.00
1/2 Sleeve Opening 1/2 Slv- rib	0.50	0.50	5.50
Neck Width Seam to Seam	0.50	0.50	12.50
Front Neck Drop Seam to Seam	0.30	0.30	5.00
Back Neck Depth	0.30	0.30	1.50
Neck Rib Height	0.00	0.00	1.50
1/2 Neck Opening Extended (Minimum Body)	0.00	0.00	25.00
Number of poppers/buttons on shoulder placket	0.00	0.00	2.00
Sleeve Cuff Height	0.30	0.30	3.00
Hem Rib Height	0.30	0.30	3.50

Knitting Chart

SIZE	62	LENGTH	33	CHEST	27	SLEEVE LENGTH	26.50	RIBCULF	3	RIB HEM	3.5	NECK DEEP	5	NECK WIDTH	12.50	RIB NECK	1.50	BOTTOM WIDTH	22	ARM HOLE	12 11	SHOULDER	21 4.25	WEIGHT NECK		WEIGHT/DOZEN																									
Yarn Count : 2/32		Ply : 2 PLY		Gauge : 7 G G		Material : 100% Acrylic		KNITTING SPECIFICATIONS								Body : 18.5% = 1"		Wale draw : cm		Wale : cm		Rib hem : Pair draw : cm		Wale : cm		Rib cuff : Pair draw : cm		Neck Rib : cm																							
STYLE NO : ROUND NECK		DESCRIPTION : BOY'S PULLOVER		JOB NO. :		Arm hole wale : 5/6/1 KATA		Neck wale : 1 KATA		NECK								= 0 =		1%		1-2N = 3 (5X)		3-2N = 7 (5X)		76N		42																							
86'		BACK		15N		35N		0.15N		4%		26%		2-2N = 4 (5X)		2-3N = 1 (6X)		48%		JERSEY		2x2 = 12%		ALL = 89N		88		FRONT		15N		38N		0.15N		4%		17%		2-2N = 4 (5X)		2-3N = 1 (6X)		48%		JERSEY		2x2 = 12%		ALL = 92N	
64		SLEEVE		1N		11%		0.20N		11%		12%		3+1N = 10		JERSEY		2x2 = 10%		ALL = 56N		12.50		11		4.25		11		11		4.25		11		4.25		11		4.25		11		4.25							

Resources Required:

Tools: Yarn feeding tools

Equipment:	Needles
Machinery:	Computerized sweater knitting machine
Materials:	Tech pack Yarn
PPE:	Apron Mask Safety goggles

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Computerized Sweater Machine Operation	
Task:	Perform knitting operation on sleeve of sweater	
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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Collected and inspected materials required.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked machine and machine parts.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked control panel.	<input type="checkbox"/>	<input type="checkbox"/>
Collected yarn as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded yarn into machine using feeding mechanism.	<input type="checkbox"/>	<input type="checkbox"/>
Installed program as per selected style.	<input type="checkbox"/>	<input type="checkbox"/>
Performed operation of computerised sweater machine.	<input type="checkbox"/>	<input type="checkbox"/>

Made any adjustments during operation (if required).	<input type="checkbox"/>	<input type="checkbox"/>
Checked the overall quality as per job specification	<input type="checkbox"/>	<input type="checkbox"/>
Identified general faults in knitted parts.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported faulty stitches and joints to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed any routine maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools, equipment and machinery.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned workplace and disposed of waste material.	<input type="checkbox"/>	<input type="checkbox"/>
Used formal and informal forms of communication to support team achievement.	<input type="checkbox"/>	<input type="checkbox"/>
Conducted workplace interactions in 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"/>
Recorded, translated and obeyed instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Performed responsibilities as a team member.	<input type="checkbox"/>	<input type="checkbox"/>
Performed tasks in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Followed agreed reporting lines as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Supported team to ensure team achieves goals, awareness and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
Understood and valued views and opinions of other team members.	<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 Signature:		Date:
Assessor Signature:		Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Computerized Sweater Machine Operation
Unit of Competency	
Generic Competencies	
SEIP-RMG-CSM-01-G	Use basic mathematical concepts
SEIP-RMG-CSM-02-G	Carry out workplace interaction
SEIP-RMG-CSM-03-G	Operate in a team environment
SEIP-RMG-CSM-04-G	Acquire basic IT skills
Sector-specific Competencies	
SEIP-RMG-CSM-01-S	Understand the RMG business
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-CSM-03-S	Perform measurements and calculations
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture
SEIP-RMG-CSM-02-O	Identify yarn and machine parts
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system
SEIP-RMG-CSM-04-O	Operate computer sweater machine
SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance
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 Computerized Sweater Machine Operation ▪ 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 different parts of a sweater.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Give some examples of the duties and responsibilities of a computerized sweater machine operator.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Name three types stitches for sweater.	<input type="checkbox"/>	<input type="checkbox"/>
4.	What are the types of yarn used to make sweaters?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Name main parts of computerized sweater machine.	<input type="checkbox"/>	<input type="checkbox"/>
6.	What are the parts engaged with the yarn feeding mechanism?	<input type="checkbox"/>	<input type="checkbox"/>
7.	What faults can be found after knitting a part of a sweater?	<input type="checkbox"/>	<input type="checkbox"/>
8.	What elements can be found in the technical package?	<input type="checkbox"/>	<input type="checkbox"/>
9.	What types of needle are used in sweater knitting machine?	<input type="checkbox"/>	<input type="checkbox"/>
10.	What is the manufacturing process of sweater?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What is the core responsibility of a sweater machine operator?	<input type="checkbox"/>	<input type="checkbox"/>
12.	If a needle breaks while working, what should you do first?	<input type="checkbox"/>	<input type="checkbox"/>
13.	How can you transfer a design chart from one computer to another?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What is one prime export market for RMG?	<input type="checkbox"/>	<input type="checkbox"/>
15.	If you hear a fire alarm in the factory, what should you do?	<input type="checkbox"/>	<input type="checkbox"/>
16.	How can you classify the major types of sweater yarn?	<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.	Name the different parts of a sweater.	<ol style="list-style-type: none"> a. Front part b. Back part c. Sleeve d. Neck e. Bottom/cuff f. Placket g. Hood h. Placket
2.	Give some examples of the duties and responsibilities of a computerized sweater machine operator.	<ol style="list-style-type: none"> 1. Ordering 2. Logistics 3. Testing 4. Maintenance 5. Operating 6. Trimming 7. Quality assurance 8. Examining 9. Recording 10. Distribution 11. Cleaning
3.	Name three types stitches for sweater.	<ol style="list-style-type: none"> 1. Jersey 2. Double jersey 3. Milano 4. Half cardigan 5. Full cardigan 6. Intarsia 7. Rib 8. Cable
4.	What are the types of yarn used to make sweaters?	<ul style="list-style-type: none"> ▪ Cotton ▪ Acrylic ▪ Blended ▪ Mélange ▪ Wool ▪ Rayon/viscose ▪ Cashmere ▪ Nylon
5.	Name main parts of computerized sweater machine.	<ol style="list-style-type: none"> 1. Tensioner 2. Yarns take up 3. Yarn feeder 4. Needle 5. Needle bed 6. Needle spring 7. Latch brush
6.	What are the parts engaged with the yarn feeding mechanism?	<ol style="list-style-type: none"> 1. Feeder 2. Hook 3. Spring
7.	What faults can be found after knitting a part of a sweater?	<ul style="list-style-type: none"> ▪ Needle drop ▪ Ply missing ▪ Hole ▪ Thick yarn ▪ Thin yarn

		<ul style="list-style-type: none"> ▪ Barrie ▪ Laddering ▪ Side damage ▪ Yarn contamination ▪ Tension mistake
8.	What elements can be found in the technical package?	<ul style="list-style-type: none"> ▪ Sketch ▪ Yarn details ▪ Measurements ▪ Styling details ▪ Finishing packing details
9.	What types of needle are used in sweater knitting machine?	<ul style="list-style-type: none"> ▪ Latch//knitting ▪ Bearded/selection ▪ Compound ▪ Intermediate selection (IMS)
10.	What is the manufacturing process of sweater?	<ol style="list-style-type: none"> 1. Winding 2. Knitting 3. Linking 4. Trimming 5. Mending 6. Washing 7. Stitching 8. Ironing 9. Folding 10. Packing
11.	What is the core responsibility of a sweater machine operator?	To achieve the production target
12.	If a needle breaks while working, what should you do first?	Inform to the supervisor
13.	How can you transfer a design chart from one computer to another?	By pen drive or through the e-mail
14.	What is one prime export market for RMG?	USA
15.	If you hear a fire alarm in the factory, what should you do?	Come out from the factory building by following the evacuation safely.
16.	How can you classify the major types of sweater yarn?	Natural and man-made

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Computerized Sweater Machine Operation		
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 Computerized Sweater Machine Operation		
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 may assess:

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

Unit of Competency:		SEIP-RMG-CSM-01-G – Use basic mathematical concepts		
Element		Assessment Method		
		Written	Practical	Oral
1. Identify calculation requirements in the workplace.		18	A1-2 B1-2 C1-2	
2. Select appropriate mathematical methods/concepts for the calculation.			A1-2 B1-2 C1-2	
3. Use tools and instruments to perform calculations.			A1-2 B1-2 C1-2	
Unit of Competency:		SEIP-RMG-CSM-02-G – Carry out workplace interaction		
Element		Assessment Method		
		Written	Practical	Oral
1. Interpret workplace communication and etiquette.		19	A1-2 B1-2 C1-2	
2. Read and understand workplace documents.			A1-2 B1-2 C1-2	8
3. Participate in workplace meetings and discussions.		6		
4. Practice professional ethics at work.		7		
Unit of Competency:		SEIP-RMG-CSM-03-G – Operate in a team environment		
Element		Assessment Method		
		Written	Practical	Oral
1. Identify team goals and work processes.			A1-2 B1-2 C1-2	
2. Identify own role and responsibilities within team.		1		2, 11

3. Communicate and co-operate with team members.	21	A1-2 B1-2 C1-2	
4. Practice problem solving within the team.		A1-2 B1-2 C1-2	12
Unit of Competency:	SEIP-RMG-CSM-04-G – Apply basic IT skills		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and use most commonly used IT tools.	20		
2. Understand use of computer.	20	A1-2 B1-2 C1-2	
3. Work with word processing application.		A1-2 B1-2 C1-2	
4. Access email and search the internet			13
Unit of Competency:	SEIP-RMG-CSM-01-S – Understand the RMG business		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify basic business communication practices.		A1-2 B1-2 C1-2	
2. Examine the history of RMG Sector.			9
3. Identify major departments of RMG Sector.	22		
4. Identify prime export markets.			14
Unit of Competency:	SEIP-RMG-CSM-02-S – Apply occupational health and safety (OHS) practice in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.		A1-2 B1-2 C1-2	
2. Interpret personal health and safety practices.	5	A1-2 B1-2	

		C1-2	
3. Report hazards and risks.		A1-2 B1-2 C1-2	
4. Respond to emergencies.			15
Unit of Competency:	SEIP-RMG-CSM-03-S – Carry out measurements and calculations		
Element	Assessment Method		
	Written	Practical	Oral
1. Plan and prepare.		A1-2 B1-2 C1-2	
2. Obtain measurements.		A1-2 B1-2 C1-2	
3. Perform calculations.		A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-RMG-CSM-04-S – Read and interpret sketches and drawings		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret information and specifications.	17	A1-2 B1-2 C1-2	
2. Read and interpret sketches and drawings	15	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-RMG-CSM-01-O – Understand fundamentals of sweater manufacture		
Element	Assessment Evidence Method		
	Written	Practical	Oral
1. Identify history, types and styles of sweater.	2, 3, 21	A1-2 B1-2 C1-2	1, 4, 16
2. Identify role and responsibilities.	1		2, 11
3. Identify manufacturing process of sweater.	8, 17		3, 10
Unit of Competency:	SEIP-RMG-CSM-02-O – Identify yarn and machine parts		
Element	Assessment Method		

		Written	Practical	Oral
1. Identify types of yarn.		11	A2, B2, C2	4
2. Identify main parts of machine.			A1-2 B1-2 C1-2	5
3. Interpret technical specifications.		4, 15	A1-2 B1-2 C1-2	
Unit of Competency:	SEIP-RMG-CSM-03-O – Identify and interpret functions of control system			
Element	Assessment Method			
	Written	Practical	Oral	
1. Identify and describe functions of control system.	10	A1-2 B1-2 C1-2		
2. Interpret technical specifications.	12	A1-2 B1-2 C1-2	8	
3. Interpret production efficiency and reporting.		A2, B2, C2		
Unit of Competency:	SEIP-RMG-CSM-04-O – Operate computerised sweater machine			
Element	Assessment Method			
	Written	Practical	Oral	
1. Set-up machine for knitting.	9, 13, 16	A1, B1, C1	6	
2. Carry out machine operation.		A2, B2, C2		
Unit of Competency:	SEIP-RMG-CSM-05-O – Perform quality checking and machine maintenance			
Element	Assessment Method			
	Written	Practical	Oral	
1. Check quality issues on knitted parts.	14	A2, B2, C2	7	
2. Maintain machine and workplace.		A1-2 B1-2 C1-2	12	