



# Skills for Employment Investment Program (SEIP)

## ASSESSMENT TOOL FOR KNIT MACHINE OPERATION *(RMG SECTOR)*

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

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## **PART A – THE ASSESSOR**

### **Instructions to Assessor**

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

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

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

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

- written examination
- oral questioning
- practical demonstration

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

### **Conducting Assessment**

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

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

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

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

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

## **Assessing Competence**

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

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

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

### Competent (C)

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

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

### Not Yet Competent (NYC)

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

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

The candidate may be required to:

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

## **Recording Assessment Information**

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

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

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

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

## Assessment Evidence Guide

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

To attain the certificate of **Knit 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
<b>Generic Competencies</b>	
SEIP-RMG-KNT-01-G	Carry out workplace interaction
SEIP-RMG-KNT-02-G	Perform computations using basic mathematical concepts
SEIP-RMG-KNT-03-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-KNT-04-G	Work in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-RMG-KNT-01-S	Interpret technical drawings and manuals
SEIP-RMG-KNT-02-S	Apply quality systems and procedures
<b>Occupation-specific Competencies</b>	
SEIP-RMG-KNT-01-O	Identify types of knitted fabric, garments and their properties
SEIP-RMG-KNT-02-O	Perform sewing using industrial sewing machines
SEIP-RMG-KNT-03-O	Perform sewing of garment accessories
SEIP-RMG-KNT-04-O	Perform identification of pattern and marking
SEIP-RMG-KNT-05-O	Perform numbering, bundling and bundle handling
SEIP-RMG-KNT-06-O	Perform setting and using of attachments
SEIP-RMG-KNT-07-O	Maintain sewing machines
SEIP-RMG-KNT-08-O	Perform stitching of t-shirt, polo shirt and trousers

## Assessment Evidence Plan

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

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

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Carry out workplace interaction					
<b>Unit Code:</b>	SEIP-RMG-KNT-01-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Obtain instructions verbally	1.1. Instructions are obtained verbally.	√			√	
	1.2. Questions are asked to clarify understanding or gain more information.	√	√			
	1.3. Information/instruction is recorded.	√				
2. Translate information/instruction in writing	2.1. Information/instruction is translated in writing.	√			√	
	2.2. Work signage are positively acted.	√				
	2.3. Written instructions are obeyed in accordance to proper sequence.	√				
3. Transmit directions by the use of verbal and written forms of communication	3.1. Directions are transmitted by the use of verbal and written forms of communication.	√			√	
	3.2. Suitable communication tools and equipment are used.	√			√	
	3.3. Information is transferred using appropriate forms.	√			√	
4. Attend meetings and discussions in the workplace	4.1. Meetings and discussions in the work place is attended.		√			
	4.2. Opinions are stated during meetings.				√	
	4.3. Meeting outputs are applied.		√			

<b>Occupation:</b>	Knit Machine Operation		
<b>Unit Name:</b>	Perform computations using basic mathematical concepts		
<b>Unit Code:</b>	SEIP-RMG-KNT-02-G		
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>



	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Identify calculation requirements in the workplace.	1.1. Calculation requirements are identified from workplace information.	√			
2. Select appropriate mathematical methods for the calculation.	2.1. Appropriate method is selected to carry out the calculation requirements.	√			
3. Use tool/instrument to perform calculations	3.1. Calculations are completed using appropriate tools and instruments.	√			

<b>Occupation:</b>	Knit Machine Operation				
<b>Unit Name:</b>	Apply occupational health and safety (OHS) practice in the workplace				
<b>Unit Code:</b>	SEIP-RMG-KNT-03-G				
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>		
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Identify OHS policies and procedures	1.1. OHS policies and safe operating procedures are read and understood.	√	√	√	
	1.2. Safety signs and symbols are identified and followed.	√			
	1.3. Emergency response, evacuation procedures and other contingency measures are determined.			√	
2. Apply personal health and safety practices	2.1. OHS policies and procedures are followed and practiced.	√			
	2.2. Personal protective equipment (PPE) is selected and used.	√		√	
	2.3. Personal hygiene is maintained.	√			
3. Report hazards and risks	3.1. Hazards and risks are identified, assessed and controlled.	√		√	
	3.2. Incidents arising from hazards and risks are reported to authority.	√		√	
	3.3. Corrective actions are implemented to correct unsafe conditions in the workplace.	√		√	
	4.1. Alarms and warning devices are responded.		√		

4. Respond to emergencies	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations.			√

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Work in a self-directed team					
<b>Unit Code:</b>	SEIP-RMG-KNT-04-G					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify team goals and work processes	1.1. Team goals and collaborative decision-making processes are identified.					√
	1.2. Roles and responsibilities of team members are identified.					√
	1.3. Relationships within team and with other workers are identified.					√
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives.		√			
	2.2. Formal and informal forms of communication are used effectively to support team achievement.		√			
	2.3. Diversity is respected and valued in team functioning.		√			
	2.4. Views and opinions of other team members are understood and valued.		√			
	2.5. Workplace terminology is used correctly to assist communication.		√			
3. Work as a team member	3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.					√
	3.2. Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures.		√			
	3.3. Team member's support with other members are made to ensure team achieves goals, awareness and requirements.		√			
	3.4. Agreed reporting lines are followed using standard operating procedure.		√			√
4. Solve problems as a team member	4.1. Current and potential problems faced by team are identified.					√

	<b>4.2.</b> A solution to the problem is identified.		√	
	<b>4.3.</b> Problems are solved effectively and the outcome of the implemented solution is evaluated.	√		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Interpret technical drawings and manuals					
<b>Unit Code:</b>	SEIP-RMG-KNT-01-S					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Select technical drawing	<b>1.1.</b> Drawing is selected and checked to ensure that it conforms to the job requirements.			√		
	<b>1.2.</b> Drawing is validated.			√		
2. Interpret technical drawings.	<b>2.1.</b> Drawing components of garment are identified.			√		√
	<b>2.2.</b> Dimensions are identified according to job requirement.			√		√
	<b>2.3.</b> Clearances/tolerances are checked in accordance with workplace standard.			√		
	<b>2.4.</b> Instructions are identified and followed accurately.			√		
	<b>2.5.</b> Material specifications are interpreted.			√	√	
	<b>2.6.</b> Symbols in drawing are interpreted.			√	√	

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Apply quality systems and procedures					
<b>Unit Code:</b>	SEIP-RMG-KNT-02-S					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Work within quality system	<b>1.1.</b> Instructions and procedures are followed strictly and duties are performed in accordance with demand of quality improvement system.			√		
	<b>1.2.</b> Conformance to specifications is ensured.			√		
	<b>1.3.</b> Defects are detected and reported to authority according to standard operating procedures.			√		

2. Apply and monitor quality system improvement in the workplace	2.1. Performance measurement systems are identified.		√	√
	2.2. Performance is assessed at regular interval.		√	
	2.3. Specifications and standard operating procedures are established and identified.		√	
	2.4. Process improvement procedures are applied.	√		
	2.5. Quality of product is checked and verified.	√		
3. Hold responsible for work quality	3.1 Concept of supplying product or service to meet the customer quality requirements is understood and accordingly applied.		√	√
	3.2 Responsibility is taken for quality work.	√		
4. Apply standard procedures for each job.	4.1. Quality control and quality assurance system procedures for each job are followed.	√		
	4.2. Conformance to specification is ensured in every case at all situations.	√		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Identify types of knitted fabric, garments and their properties					
<b>Unit Code:</b>	SEIP-RMG-KNT-01-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify knitted fabric and types	1.1. Knitted fabrics are identified.		√		√	
	1.2. Different types of knitted fabric are interpreted.			√		
2. Carry out proper handling of knitted fabric	2.1. Safety and health issues in handling of knitted fabric is described.				√	
	2.2. Proper handling of fabric is carried out.		√			

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform sewing using industrial sewing machines					
<b>Unit Code:</b>	SEIP-RMG-KNT-02-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>

1. Prepare for sewing	1.1. PPE are selected and used.	√		
	1.2. Tools and machine are identified and checked for proper operating condition.	√		√
	1.3. Materials for sewing are collected and checked in accordance with design/style requirement.	√		
	1.4. Required size and type of needle is identified in accordance with fabric, design and style requirement.	√		
	1.5. Machine threading is completed in accordance with standard procedures.	√		
2. Sew knitted fabric using single needle machine	2.1. Single needle machine is started and checked for normal operation.	√		
	2.2. Unusual operating condition is checked and remedied where possible.	√		
	2.3. Necessary adjustments are made to conform to workplace requirements.	√		
	2.4. Knitted fabric are sewn.	√		
	2.5. Quality of stitch is maintained following design/style requirement.	√		
	2.6. Cleaning and maintenance are carried out for single needle sewing machine after use.	√		
3. Sew knitted fabric using over lock machine	3.1. Over lock machine is started and checked for normal operation.	√		
	3.2. Unusual operating condition observed during operation is checked and remedied where possible.	√		
	3.3. Necessary adjustments are made to conform to workplace requirements.	√		
	3.4. Knitted fabric are sewn using over lock sewing machine in accordance with design and style requirement.	√		
	3.5. Quality of stitch is maintained following design/style requirement.	√		
	3.6. Cleaning and maintenance are carried out for over lock sewing machine after use.	√		
4. Sew knitted fabric using flat lock machine	4.1. Flat lock machine is started and checked for normal operation.	√		
	4.2. Unusual operating condition is checked and remedied where possible.	√		
	4.3. Necessary adjustments are made to conform to workplace requirements.	√		
	4.4. Observed problems before, during and after use of machine is reported to proper authority.	√		
	4.5. Knitted fabric are sewn using flat lock machine in	√		

	accordance with design and style requirement.			
	<b>4.6.</b> Quality of stitch is maintained following design/style requirement.	✓		
	<b>4.7.</b> Cleaning and maintenance are carried out for flat lock sewing machine after use.	✓		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform sewing of garments accessories					
<b>Unit Code:</b>	SEIP-RMG-KNT-03-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Prepare for sewing garment accessories	1.1. Tools, machine and materials needed in sewing of garment accessories are prepared.			✓		✓
	1.2. Pre-operational checks and preparations are performed in accordance with machine operating requirements.			✓		
2. Carry out button hole sewing	2.1. Button hole sewing is carried out.			✓		
3. Perform button stitching operation	3.1. Different types of button stitches and their application is described.					✓
	3.2. Button stitching is carried out in accordance with button stitching machine operating procedures.			✓		
4. Check quality of work	4.1. Quality of work is regularly checked and adjusted when necessary.			✓		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform identification of pattern and marking					
<b>Unit Code:</b>	SEIP-RMG-KNT-04-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Identify a working pattern	1.1. Working pattern is identified.			✓		✓
	1.2. Types of patterns are described.				✓	
2. Interpret pattern	2.1. Pattern is interpreted in accordance with the			✓		✓

	design. and measurements.			
<b>3.</b> Mark pattern on garment part	<b>3.1.</b> Pattern is marked on garments part.	√		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform numbering, building and bundle handling					
<b>Unit Code:</b>	SEIP-RMG-KNT-05-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Identify number, bundle and requirements of bundling	<b>1.1.</b> Number and requirements of bundling are identified.			√		
	<b>1.2.</b> Cutting components of bundle are matched.			√		
<b>2.</b> Manage bundle and bundle transferring	<b>2.1.</b> Bundle and bundle transferring are identified.			√		
	<b>2.2.</b> Bundle and bundle transferring are managed.			√		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform setting and using of attachments					
<b>Unit Code:</b>	SEIP-RMG-KNT-06-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
<b>1.</b> Identify the types of attachments	<b>1.1.</b> Types of sewing machine attachments are identified.					√
	<b>1.2.</b> Operation and application of different types of sewing machine attachments are described.					√
<b>2.</b> Set and use presser foot properly	<b>2.1.</b> Different types of presser foot are identified.			√		√
	<b>2.2.</b> Operation and maintenance of different types of presser foot are explained.			√		
	<b>2.3.</b> Presser foot is properly set and used.			√		
	<b>2.4.</b> Presser foot is stored and maintained in accordance with workplace requirements.			√		

3. Set and use feed guide and folders properly	3.1. Different types of feed guide and folders are identified.	√		√
	3.2. Operation and maintenance of different types of guides and folders are explained.	√		
	3.3. Feed guide and folders are set and used properly.	√		
	3.4. Guides and folders are stored and maintained in accordance with workplace requirements.	√		

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Maintain sewing machines					
<b>Unit Code:</b>	SEIP-RMG-KNT-07-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>
1. Fix and replace with correct type of needles	1.1. Needle replacement procedure is determined in accordance with machine manufacturer's instruction.		√			
	1.2. Correct type of needle is fixed and used.		√			
2. Apply proper tension and stitch adjustment	2.1. Operation and function of thread tensioner is explained.				√	
	2.2. Thread tensioning mechanisms are identified.		√			
	2.3. Proper tension adjustment in accordance with knitted fabric is applied.		√			
	2.4. Proper stitch adjustment in accordance with workplace/customer requirements is applied.		√			
3. Clean and lubricate sewing machines	3.1. Sewing machines are cleaned and lubricated in accordance with workplace preventive maintenance requirements.		√			

<b>Occupation:</b>	Knit Machine Operation					
<b>Unit Name:</b>	Perform stitching of t-shirt, polo shirt and trousers					
<b>Unit Code:</b>	SEIP-RMG-KNT-08-O					
<b>Assessment Method:</b>	<b>P</b>	<b>O</b>	<b>W</b>			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
<b>Element</b>	<b>Performance Criteria</b>			<b>P</b>	<b>O</b>	<b>W</b>



<b>1.</b> Carry out stitching operation for t-shirts and Polo Shirts	<b>1.1.</b> Stitching operation for t-shirt and polo shirt is explained in accordance with the flow chart.			√
	<b>1.2.</b> Front part stitching operation for t-shirt and polo shirt is carried out in accordance with workplace/customer specifications.	√		
	<b>1.3.</b> Back part stitching operation for t-shirt and polo shirt is carried out in accordance with workplace/customer specifications.	√		
<b>2.</b> Carry out stitching operations for trousers	<b>2.1.</b> Stitching operation for trouser is explained in accordance with the flow chart.			√
	<b>2.2.</b> Front part stitching operation for trouser is carried out in accordance with workplace/customer specifications.	√		
	<b>2.3.</b> Back part stitching operation for trouser is carried out in accordance with workplace/customer specifications.	√		
<b>3.</b> Carry out assembling operation of t-shirt, Polo Shirt parts	<b>3.1.</b> Assembling operation of t-shirt parts is explained.		√	
	<b>3.2.</b> Assembling operation of polo shirt parts is carried out in accordance with workplace/customer specifications.	√		
<b>4.</b> Carry out assembling operation of trouser parts	<b>4.1.</b> Assembling operation of trouser parts is explained.		√	
	<b>4.2.</b> Assembling operation of trouser parts is carried out in accordance with workplace/customer specifications.	√		

## PART B – THE CANDIDATE

### Instructions to Candidate

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To be assessed as competent, you must provide evidence which demonstrates that you can perform to the necessary standard the various elements of these units of competency that comprise of the Certificate in Knit 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.

<b>Qualification:</b>	<b>Knit Machine Operation</b>	
<b>Units of competency:</b>	<p><b>Generic units:</b></p> <p>Carry out workplace interaction</p> <p>Perform computations using basic mathematical concepts</p> <p>Apply occupational health and safety (OHS) practices in the workplace</p> <p>Work in a self-directed team</p> <p><b>Sector-specific units:</b></p> <p>Interpret technical drawings and manuals</p> <p>Apply quality systems and procedures</p> <p><b>Occupation-specific units:</b></p> <p>Identify types of knitted fabric, garments and their properties</p> <p>Perform sewing using industrial sewing machines</p> <p>Perform sewing of garment accessories</p> <p>Perform identification of pattern and marking</p> <p>Perform numbering bundling and bundle handling</p> <p>Perform setting and using of attachments</p> <p>Maintain sewing machines</p> <p>Perform stitching of t-shirt, polo shirt and trousers</p>	
<b>Instructions:</b>		
<ul style="list-style-type: none"> <li>▪ Read each of the questions in the left-hand column of the chart</li> <li>▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
▪ Obtain instructions verbally		
▪ Ask questions to clarify understanding or gain more information		
▪ Record information/instruction		

▪ Translate information/instruction in writing		
▪ Positive work signage acted		
▪ Obey written instructions in accordance to proper sequence		
▪ Transmit directions by the use of verbal and written forms of communication		
▪ Use suitable communication tools and equipment		
▪ Transfer information using appropriate forms		
▪ Attend meetings and discussions in the work place		
▪ State opinions during meetings		
▪ Apply meeting outputs		
▪ Identify calculation requirements from workplace information		
▪ Select appropriate method to carry out the calculation requirements		
▪ Complete calculations using appropriate tools and instruments		
▪ Read and understand ohs policies and safe operating procedures		
▪ Identify and follow safety signs and symbols		
▪ Determine emergency response, evacuation procedures and other contingency measures		
▪ Follow and practice ohs policies and procedures		
▪ Select and use personal protective equipment (PPE)		
▪ Maintain personal hygiene		
▪ Identify, assess and control hazards and risks		
▪ Report incidents arising from hazards and risks to authority		
▪ Implement corrective actions to correct unsafe conditions in the workplace		
▪ Respond alarms and warning devices		
▪ Implement emergency response plans and procedures		
▪ Apply first aid procedure during emergency situations		
▪ Identify team goals and collaborative decision-making processes		
▪ Identify roles and responsibilities of team members		
▪ Identify relationships within team and with other workers		
▪ Use effective interpersonal skills to interact with team members and to contribute to activities and objectives		
▪ Use formal and informal forms of communication effectively to support team achievement		
▪ Respect diversity and valued in team functioning.		
▪ Understand and value views and opinions of other team members		
▪ Use workplace terminology correctly to assist communication		
▪ Identify and clarify duties, responsibilities, authorities, objectives and task requirements with team		

▪ Perform tasks in accordance with organizational and team requirements, specifications and workplace procedures		
▪ Team member's support with other members are made to ensure team achieves goals, awareness and requirements		
▪ Follow agreed reporting lines using standard operating procedure		
▪ Identify current and potential problems faced by team		
▪ Identify a solution to the problem		
▪ Evaluate problems are solved effectively and the outcome of the implemented solution		
▪ Select and check drawing to ensure that it conforms to the job requirements		
▪ Validate drawing		
▪ Identify drawing components of garment		
▪ Identify dimensions according to job requirement		
▪ Check clearances/tolerances in accordance with workplace standard		
▪ Identify and follow instructions accurately		
▪ Interpret material specifications		
▪ Interpret symbols in drawing		
▪ Follow instructions and procedures strictly and duties are performed in accordance with demand of quality improvement system		
▪ Ensure conformance to specifications		
▪ Detect and report defects to authority according to standard operating procedures		
▪ Identify performance measurement systems		
▪ Assess performance at regular interval		
▪ Establish and identify specifications and standard operating procedures		
▪ Apply process improvement procedures		
▪ Check and verify quality of product		
▪ Understand and apply concept of supplying product or service to meet the customer quality requirements		
▪ Take responsibility for quality work		
▪ Follow quality control and quality assurance system procedures for each job		
▪ Ensure conformance to specification in every case at all situations		
▪ Identify knitted fabrics		
▪ Interpret different types of knitted fabric		
▪ Describe safety and health issues in handling of knitted fabric		
▪ Carry out proper handling of fabric		
▪ Select and use PPE		

▪ Identify and check tools and machine for proper operating condition		
▪ Collect and check materials for sewing are in accordance with design/style requirement		
▪ Identify required size and type of needle in accordance with fabric, design and style requirement		
▪ Complete machine threading in accordance with standard procedures		
▪ Start and check single needle machine for normal operation		
▪ Check and remedy unusual operating condition where possible		
▪ Made necessary adjustments to conform to workplace requirements		
▪ Sew knitted fabric		
▪ Determine quality of stitch following design/style requirement		
▪ Carry out cleaning and maintenance for single needle sewing machine after use		
▪ Start and check over lock machine for normal operation		
▪ Check and remedy unusual operating condition observed during operation where possible		
▪ Make necessary adjustments to conform to workplace requirements		
▪ Sew knitted fabric using over lock sewing machine in accordance with design and style requirement		
▪ Maintain quality of stitch following design/style requirement		
▪ Carry out cleaning and maintenance for over lock sewing machine after use		
▪ Start and check flat lock machine for normal operation		
▪ Check and remedy unusual operating condition where possible		
▪ Make necessary adjustments to conform to workplace requirements		
▪ Report observed problems before, during and after use of machine to proper authority		
▪ Sew knitted fabric using flat lock machine in accordance with design and style requirement		
▪ Maintain quality of stitch following design/style requirement		
▪ Carry out cleaning and maintenance out for flat lock sewing machine after use		
▪ Prepare tools, machine and materials needed in sewing of garment accessories		
▪ Perform pre-operational checks and preparations in accordance with machine operating requirements		
▪ Carry out button hole sewing		
▪ Describe different types of button stitches and their application		
▪ Carryout button stitching in accordance with button stitching machine operating procedures		
▪ Check and adjust quality of work is regularly when necessary		

▪ Identify working pattern		
▪ Describe types of patterns		
▪ Interpret pattern in accordance with the design and measurements		
▪ Mark pattern on garments part		
▪ Identify number and requirements of bundling		
▪ Match cutting components of bundle		
▪ Identify bundle and bundle transferring		
▪ Manage bundle and bundle transferring		
▪ Identify types of sewing machine attachments		
▪ Describe operation and application of different types of sewing machine attachments		
▪ Identify different types of presser foot		
▪ Explain operation and maintenance of different types of presser foot		
▪ Use presser foot is properly set		
▪ Store and maintain presser foot in accordance with workplace requirements		
▪ Identify different types of feed guide and folders		
▪ Explain operation and maintenance of different types of guides and folders		
▪ Set and use feed guide and folders properly		
▪ Store and maintain guides and folders in accordance with workplace requirements		
▪ Determine needle replacement procedure in accordance with machine manufacturer's instruction		
▪ Fix and use correct type of needle		
▪ Explain operation and function of thread tensioner		
▪ Identify thread tensioning mechanisms		
▪ Apply proper tension adjustment in accordance with knitted fabric		
▪ Apply proper stitch adjustment in accordance with workplace/customer requirements		
▪ Clean and lubricate sewing machines in accordance with workplace preventive maintenance requirements.		
▪ Explain stitching operation for t-shirts, polo-shirts in accordance with the flow chart		
▪ Carry out front part stitching operation for t-shirt and polo shirt in accordance with workplace/customer specifications		
▪ Carry out back part stitching operation for t-shirt and polo shirt in accordance with workplace/customer specifications		
▪ Explain stitching operation for trouser in accordance with the flow chart		

▪ Carry out front part stitching operation for trouser out in accordance with workplace/customer specifications		
▪ Carry out back part stitching operation for trouser out in accordance with workplace/customer specifications		
▪ Explain assembling operation of t-shirt parts		
▪ Carry out assembling operation of polo shirt parts is in accordance with workplace/customer specifications		
▪ Explain assembling operation of trouser parts		
▪ Carry out assembling operation of trouser parts in accordance with workplace/customer specifications		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes, and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>		<b>Date:</b>



## PART C – THE ASSESSMENT

### Assessment Agreement – Knit 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 Knit Machine Operation you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
<b>Generic Competencies</b>	
SEIP-RMG-KNT-01-G	Carry out workplace interaction
SEIP-RMG-KNT-02-G	Perform computations using basic mathematical concepts
SEIP-RMG-KNT-03-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-KNT-04-G	Work in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-RMG-KNT-01-S	Interpret technical drawings and manuals
SEIP-RMG-KNT-02-S	Apply quality systems and procedures
<b>Occupation-specific Competencies</b>	
SEIP-RMG-KNT-01-O	Identify types of knitted fabric, garments and their properties
SEIP-RMG-KNT-02-O	Perform sewing using industrial sewing machines
SEIP-RMG-KNT-03-O	Perform sewing of garments accessories
SEIP-RMG-KNT-04-O	Perform identification of pattern and marking
SEIP-RMG-KNT-05-O	Perform numbering, bundling and bundle handling
SEIP-RMG-KNT-06-O	Perform setting and using of attachments
SEIP-RMG-KNT-07-O	Maintain sewing machines
SEIP-RMG-KNT-08-O	Perform stitching of t-shirt, polo shirt and trousers

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

<b>Assessment Agreement</b>	
<b>Occupation:</b>	Knit Machine Operation
<b>Assessment Centre:</b>	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
SEIP-RMG-KNT-01-G	Carry out workplace interaction
SEIP-RMG-KNT-02-G	Perform computations using basic mathematical concepts
SEIP-RMG-KNT-03-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-KNT-04-G	Work in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-RMG-KNT-01-S	Interpret technical drawings and manuals
SEIP-RMG-KNT-02-S	Apply quality systems and procedures
<b>Occupation-specific Competencies</b>	
SEIP-RMG-KNT-01-O	Identify types of knitted fabric, garments and their properties
SEIP-RMG-KNT-02-O	Perform sewing using industrial sewing machines
SEIP-RMG-KNT-03-O	Perform sewing of garments accessories
SEIP-RMG-KNT-04-O	Perform identification of pattern and marking
SEIP-RMG-KNT-05-O	Perform numbering, bundling and bundle handling
SEIP-RMG-KNT-06-O	Perform setting and using of attachments
SEIP-RMG-KNT-07-O	Maintain sewing machines
SEIP-RMG-KNT-08-O	Perform stitching of t-shirt, polo shirt and trousers
<b>Resources Required for Assessment</b>	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> <li>▪ copies of activities, questions, projects nominated by the assessor</li> <li>▪ relevant organisational policies, protocols and procedural documents (if required)</li> <li>▪ devices or tools to record answers</li> <li>▪ appropriate actual or simulated workplace</li> <li>▪ all necessary tools and equipment used in performance of the work-based task</li> <li>▪ any other resources normally used in the workplace</li> </ul>	
<b>Assessment Instructions</b>	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word-processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p>	

Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.

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

**Performance Standards**

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

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

Successful completion of all the units of competency that comprise of the qualification Knit 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

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

## PART D – ASSESSMENT TOOLS

### Specific Instructions to Assessor

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Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
  - provide the candidate with the necessary tools, equipment, machinery and materials for completion of one (1) set of the following practical demonstration activities:
    - Set A:
      - Cut fabric for t-shirt by marking pattern
      - Perform sewing of basic t-shirt
    - Set B:
      - Cut fabric for polo shirt by marking pattern
      - Perform sewing of polo shirt
    - Set C:
      - Cut fabric for knitted trouser by marking pattern
      - Perform sewing of knitted trouser
  - provide the candidate with the copy of the specific instruction to candidate
  - allow practical demonstrations to be performed within four (4) hours including preparation of the materials
  - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
  - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
  - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity

2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:

- (a) Written Test (1 hour) – **knowledge evidence**
- (b) Practical Demonstration (4 hours) – **performance evidence**

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

- (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 49
  - Set B – Practical Demonstration 1: page 55
  - Set B – Practical Demonstration 2: page 60
  - Set C – Practical Demonstration 1: page 66
  - Set C – Practical Demonstration 2: page 71

## Specific Instructions to Candidate

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

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

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

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

This assessment is based upon the units of competency in Knit 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:

- Set A:
    - Cut fabric for t-shirt by marking pattern (1 hour)
    - Perform sewing of basic t-shirt (3 hours)
  - Set B:
    - Cut fabric for polo shirt by marking pattern (1 hour)
    - Perform sewing of polo shirt (3 hours)
  - Set C:
    - Cut fabric for knitted trouser by marking pattern (1 hour)
    - Perform sewing of knitted trouser (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 Knit 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	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Unit of Competency</b>	
<b>Generic Competencies</b>	
SEIP-RMG-KNT-01-G	Carry out workplace interaction
SEIP-RMG-KNT-02-G	Perform computations using basic mathematical concepts
SEIP-RMG-KNT-03-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-KNT-04-G	Work in a self-directed team
<b>Sector-specific Competencies</b>	
SEIP-RMG-KNT-01-S	Interpret technical drawings and manuals
SEIP-RMG-KNT-02-S	Apply quality systems and procedures
<b>Occupation-specific Competencies</b>	
SEIP-RMG-KNT-01-O	Identify types of knitted fabric, garments and their properties
SEIP-RMG-KNT-02-O	Perform sewing using industrial sewing machines
SEIP-RMG-KNT-03-O	Perform sewing of garments accessories
SEIP-RMG-KNT-04-O	Perform identification of pattern and marking
SEIP-RMG-KNT-05-O	Perform numbering, bundling and bundle handling
SEIP-RMG-KNT-06-O	Perform setting and using of attachments
SEIP-RMG-KNT-07-O	Maintain sewing machines
SEIP-RMG-KNT-08-O	Perform stitching of t-shirt, polo shirt and trousers
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this written examination is based on the performance criteria from all the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning knowledge</li> <li>▪ write your answers on the paper provided</li> <li>▪ answer all the questions as best as possible</li> <li>▪ you have 1 (one) hour to complete this test</li> </ul>	

**WRITTEN TEST****Multiple Choice**

This is a **multiple-choice** test. Choose the appropriate answer and circle the letter that corresponds with your answer.

1.	Which one is a knit garment?	a. Formal shirt b. Formal pant c. Formal skirt d. Ladies t-shirt
2.	Knit fabrics are manufactured by the technique of?	a. Interlacement b. Interlooping c. Interchanging d. All of the above
3.	Which one is a knit fabric?	a. Canvas b. Flannel c. Twill d. Pique
4.	Which among the following is the material used to make fabric stretchable?	a. Lycra b. Yarn c. Thread d. Colour
5.	What PPE is used to protect eyes during sewing with high speed sewing machine?	a. Goggles b. Mask c. Hair cap d. Ear plugs
6.	What are sewing trims?	a. Hang tags b. Care labels c. Neck boards d. Butterflies
7.	For sewing on knit fabric, we need to use?	a. Ball point needle b. Universal needle c. Latch needle d. Sharp point needle



8.	What is the mostly used sewing machine when producing knit garments?	a. Bartuck b. Eye hole c. Over lock d. Kansai multi needle
9.	In case of topstitching on knit garments with maximum time, you would need to use?	a. Flat lock b. Over lock c. Button hole d. Button stitch
10	Which one is an attachment for sewing?	a. Collar b. Front part c. Folder d. Cuff
<b>True or False Quiz</b>		
Tick (√) the box corresponding to the correct answer.		
11.	Taffeta is one kind of knit fabric.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	No other needle except ball point should be used to sew knit fabrics.	True <input type="checkbox"/> False <input type="checkbox"/>
13.	Bobbin case screw is also an important element for sewing thread tension on a sewing machine.	True <input type="checkbox"/> False <input type="checkbox"/>
14.	It is not necessary to check the quality of work by the sewing operator.	True <input type="checkbox"/> False <input type="checkbox"/>
15.	Sewing allowance should be kept same in all places of the pattern.	True <input type="checkbox"/> False <input type="checkbox"/>
<b>Fill in the Missing Blanks</b>		
Write the word or group of words needed to complete the following sentences.		
16.	Zipper should be attached in knit garments with _____ foot.	
17.	To avoid shading, it is essential to do _____ after cutting the fabric.	
<b>Short Answer</b>		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
18.	What are the main types of patterns used in the garment industry?	




19.	Name of four types of sewing machine <b>used</b> in knit <b>machine sewing</b> .	
20.	Name of three types of knit fabric.	

**Identify**

Identify the following machinery/parts of machinery and write down the name.

21.		
22.		
23.		

24.		
25.		
26.		
27.		






28.		
29.		
30.		
<b>Feedback to candidate:</b>  		
Assessment decision for this assessment activity:  <input type="checkbox"/> <b>Competent</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Yet Competent</b></span>		
<b>Candidate Signature:</b>		<b>Date:</b>
<b>Assessor Signature:</b>		<b>Date:</b>

## Written Test - Answers

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

Multiple Choice		
1.	Which one is <b>a</b> knit garment?	a. Formal shirt b. Formal pant c. Formal skirt <b>d. Ladies t-shirt</b>
2.	Knit fabrics are manufactured by the technique <b>of</b> ?	a. Interlacement <b>b. Interlooping</b> c. Interchanging d. All of the above
3.	Which one is <b>a</b> knit fabric?	a. Canvas b. Flannel c. Twill <b>d. Pique</b>
4.	Which among the following is the material <b>used</b> to make fabric stretchable?	<b>a. Lycra</b> b. Yarn c. Thread d. Colour
5.	What PPE is used to protect eyes during sewing with high speed sewing machine?	<b>a. Goggles</b> b. Mask c. Hair cap d. Ear plugs
6.	<b>What are</b> sewing trims?	a. Hang tags <b>b. Care labels</b> c. Neck boards d. Butterflies
7.	For sewing on knit fabric, we need to use?	<b>a. Ball point needle</b> b. Universal needle c. Latch needle d. Sharp point needle
8.	<b>What is the</b> mostly used sewing machine when producing knit garments?	a. Bartuck b. Eye hole <b>c. Over lock</b>

		d. Kansai multi needle
9.	In case of topstitching on knit garments with maximum time, you would need to use?	<b>a. Flat lock</b> b. Over lock c. Button hole d. Button stitch
10.	Which one is <b>an</b> attachment for sewing?	a. Collar b. Front part <b>c. Folder</b> d. Cuff
<b>True or False Quiz</b>		
11.	Taffeta is one kind of knit fabric.	True <input type="checkbox"/> <b>False</b> ✓
12.	No <b>other</b> needle except ball point should be used to sew knit fabrics.	<b>True</b> ✓ False <input type="checkbox"/>
13.	Bobbin case screw is also an important element for sewing thread tension on <b>a sewing</b> machine.	<b>True</b> ✓ False <input type="checkbox"/>
14.	It is not necessary to check the quality of work by the sewing operator.	True <input type="checkbox"/> <b>False</b> ✓
15.	Sewing allowance should be kept same in all places <b>of</b> the pattern.	True <input type="checkbox"/> <b>False</b> ✓
<b>Fill in the Missing Blanks</b>		
16.	Zipper should be attached in knit garments with <b><u>Zipper</u></b> foot.	
17.	To avoid shading, it is essential to do <b><u>numbering</u></b> after cutting the fabric.	
<b>Short Answer</b>		
18.	What are the <b>main</b> types of patterns used in <b>the</b> garment industry?	<ul style="list-style-type: none"> <li>▪ <b>Fabric</b></li> <li>▪ <b>Finished</b></li> </ul>
19.	Name of four types of sewing machine <b>used</b> in knit <b>machine sewing</b> .	<b>1. Single needle</b> <b>2. Over lock</b> <b>3. Flat lock</b> <b>4. Button hole</b>
20.	Name of three types of knit fabric.	<ul style="list-style-type: none"> <li>▪ <b>Single jersey</b></li> <li>▪ <b>Rib</b></li> <li>▪ <b>Pique</b></li> </ul>
<b>Identify</b>		
Identify the following machinery/parts of machinery and write down the name.		

21.		<b>Single needle Machine</b>
22.		<b>Bar tuck Machine</b>
23.		<b>Button Hole machine</b>
24.		<b>Over lock machine</b>
25.		<b>Plain feed</b>

26.	 <p>A semi-circular metal needle plate with a central slot for the needle. It has two circular holes on the left side and two on the right side. The text 'Heavy Big Hole' is printed at the top, and 'bobotrona' is at the bottom. There are also some markings like '1', '3/4', and '1/2' on the right side.</p>	<b>Needle plate</b>
27.	 <p>A metal feed dog with a serrated top edge and two circular holes on the bottom. It has a small 'A' marking on the side.</p>	<b>Feed dog</b>
28.	 <p>A metal bobbin case with a central hole and a small protrusion on the right side.</p>	<b>Bobbin case</b>
29.	 <p>A metal bobbin with a central hole and several smaller holes around the perimeter.</p>	<b>Bobbin</b>



30.



**Folder**

## Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Cut fabric for t-shirt by marking pattern
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one (1) hour to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li> <li>2. Identify and collect required tools, equipment and material for task.</li> <li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li> <li>4. Identify and collect appropriate PPE.</li> <li>5. Calculate quantity of fabric required as per job specification.</li> <li>6. Inspect and check fabric as per job specification.</li> <li>7. Inspect and check pattern (including parts, size, grain line).</li> <li>8. Spread fabric as required.</li> <li>9. Mark fabric following pattern set.</li> <li>10. Cut fabric as per standard operating procedure.</li> <li>11. Inspect quality and check for conformance with job specification.</li> <li>12. Record and report any defects to appropriate authority.</li> <li>13. Establish numbering requirements and perform as required.</li> <li>14. Carry out bundling of cut components.</li> <li>15. Transfer work bundles as per standard operating procedure.</li> <li>16. Clean, maintain and store tools and equipment.</li> <li>17. Clean workplace and dispose of waste materials.</li> </ol>	

<b>Drawing, Plan, Diagram or Sketch:</b>	
N/A	
<b>Resources Required:</b>	
Tools:	Scissors Marking pen/chalk
Equipment:	N/A
Machinery:	N/A
Materials:	Knit fabrics Pattern set Measuring tape
PPE:	Apron Mask

## Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Cut fabric for t-shirt by marking pattern	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of fabric required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the fabric as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked pattern (including parts, size, grain line).	<input type="checkbox"/>	<input type="checkbox"/>
Spread fabric as required.	<input type="checkbox"/>	<input type="checkbox"/>

Marked fabric following pattern set.	<input type="checkbox"/>	<input type="checkbox"/>
Performed cutting of fabric as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Established numbering requirements and perform as required.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out bundling of cut components.	<input type="checkbox"/>	<input type="checkbox"/>
Transferred work bundles as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<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"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate Signature:**

**Date:**

**Assessor Signature:**

**Date:**

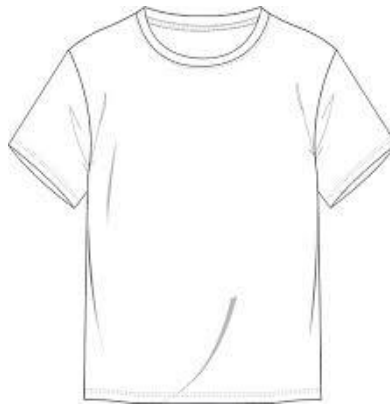
## Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Perform sewing of basic t-shirt
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have three (3) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li> <li>2. Identify and collect required tools, equipment and material for task.</li> <li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li> <li>4. Identify and collect appropriate PPE.</li> <li>5. Collect and open work bundle, inspect and check cut components.</li> <li>6. Identify and select sewing machine.</li> <li>7. Identify and select type and size of needle.</li> <li>8. Identify and select thread and stitch size.</li> <li>9. Check and prepare sewing machine as per standard operating procedure.</li> <li>10. Carry out any necessary adjustments.</li> <li>11. Perform sewing of cut components as per job specification.</li> <li>12. Identify and select attachments (including main label).</li> <li>13. Carry out setting of attachments using presser foot.</li> <li>14. Complete pressing, finishing and assembly of garment.</li> <li>15. Check measurement of garment.</li> <li>16. Inspect quality and check for conformance with job specification.</li> <li>17. Record and report any defects to appropriate authority.</li> <li>18. Perform routine maintenance of sewing machine and presser foot.</li> </ol>	

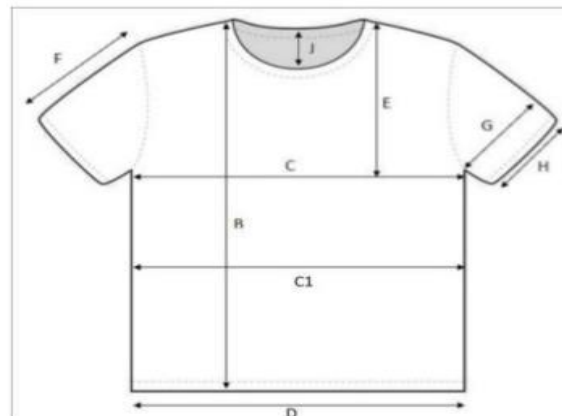
- 19. Clean, maintain and store tools and equipment.
- 20. Clean workplace and dispose of waste materials.

**Drawing, Plan, Diagram or Sketch:**

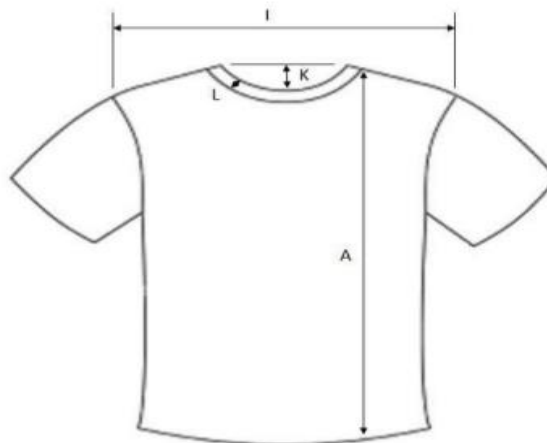
**Basic t-shirt**



**Sketch with Measurement areas**



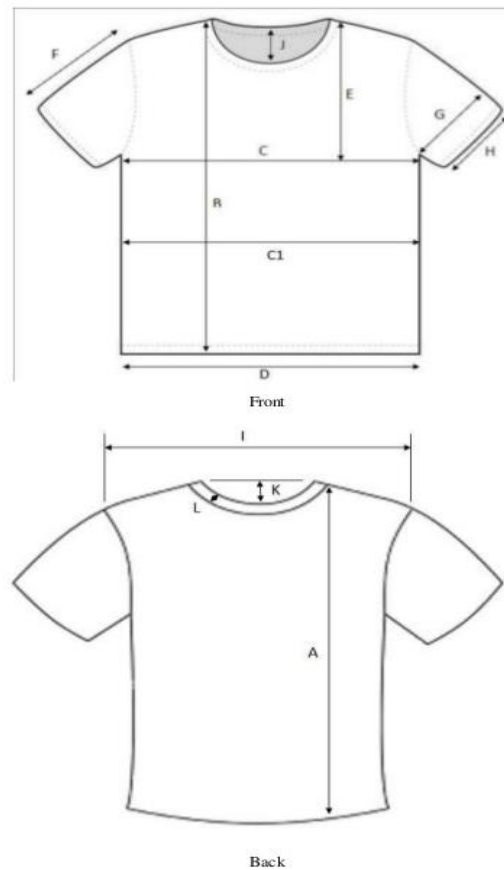
Front



Back



**Sketch with Measurement areas**



**Measurement Chart**

Area	Measurement Name	S	M	L
A	Full Length	72 cm	76 cm	80 cm
B	Front Length	68 cm	72 cm	76 cm
C	½ Chest	43 cm	46 cm	49 cm
C <sub>1</sub>	½ Waist	40 cm	43 cm	46 cm
D	½ Bottom	45 cm	48 cm	51 cm
E	Armhole Height	25 cm	27 cm	19 cm
F	Sleeve Length	16 cm	18 cm	20 cm
G	½ Upper Sleeve	20 cm	22 cm	24 cm
H	½ Sleeve opening	14 cm	16 cm	18 cm
I	Across Shoulder	36 cm	38 cm	40 cm
J	Neckdrop Front	9 cm	10 cm	11 cm
K	Neckdrop Back	2 cm	2 cm	2 cm
L	Neck Width	2 cm	2 cm	2 cm

**Resources Required:**

Tools:	Scissors
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	Trimmer Measuring tape Marking pen/chalk
Equipment:	Presser foot Guide Folder Needles
Machinery:	Single needle machine Over lock machine Flat lock machine Iron
Materials:	Job specification (Tech pack) Cut components/panels Rib fabric Sewing thread Main label Attachments
PPE:	Apron Mask Safety goggles

## Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Perform sewing of basic t-shirt	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected work bundles.	<input type="checkbox"/>	<input type="checkbox"/>
Collected appropriate attachments and trims for garment.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected type and size of needle.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread and stitch size.	<input type="checkbox"/>	<input type="checkbox"/>

Checked and prepared sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out any necessary adjustments.	<input type="checkbox"/>	<input type="checkbox"/>
Performed sewing of cut components as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected attachments (including main label).	<input type="checkbox"/>	<input type="checkbox"/>
Carried out setting of attachments using presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cut excess thread and raw edges.	<input type="checkbox"/>	<input type="checkbox"/>
Complete pressing, finishing and assembly of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurement of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Performed folding as per the standard procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed routine maintenance of sewing machine and presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<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"/>
<b>Feedback to candidate:</b>		

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

## Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Cut fabric for polo shirt by marking pattern
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one (1) hour to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li> <li>2. Identify and collect required tools, equipment and material for task.</li> <li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li> <li>4. Identify and collect appropriate PPE.</li> <li>5. Calculate quantity of fabric required as per job specification.</li> <li>6. Inspect and check fabric as per job specification.</li> <li>7. Inspect and check pattern (including parts, size, grain line).</li> <li>8. Spread fabric as required.</li> <li>9. Mark fabric following pattern set.</li> <li>10. Cut fabric as per standard operating procedure.</li> <li>11. Inspect quality and check for conformance with job specification.</li> <li>12. Record and report any defects to appropriate authority.</li> <li>13. Establish numbering requirements and perform as required.</li> <li>14. Carry out bundling of cut components.</li> <li>15. Transfer work bundles as per standard operating procedure.</li> <li>16. Clean, maintain and store tools and equipment.</li> <li>17. Clean workplace and dispose of waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

N/A	
<b>Resources Required:</b>	
Tools:	Scissors Marking pen/chalk
Equipment:	N/A
Machinery:	N/A
Materials:	Knit fabrics Pattern set Measuring tape
PPE:	Apron Mask

## Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Cut fabric for polo shirt by marking pattern	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of fabric required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the fabric as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked pattern (including parts, size, grain line).	<input type="checkbox"/>	<input type="checkbox"/>
Spread fabric as required.	<input type="checkbox"/>	<input type="checkbox"/>



Marked fabric following pattern set.	<input type="checkbox"/>	<input type="checkbox"/>
Performed cutting of fabric as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Established numbering requirements and perform as required.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out bundling of cut components.	<input type="checkbox"/>	<input type="checkbox"/>
Transferred work bundles as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<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"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate Signature:**

**Date:**

**Assessor Signature:**

**Date:**

## Set B: Practical Demonstration 2

<b>PRACTICAL DEMONSTRATION 2</b>	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Perform sewing of polo shirt
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have three (3) hours to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li> <li>2. Identify and collect required tools, equipment and material for task.</li> <li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li> <li>4. Identify and collect appropriate PPE.</li> <li>5. Collect and open work bundle, inspect and check cut components.</li> <li>6. Identify and select sewing machine.</li> <li>7. Identify and select type and size of needle.</li> <li>8. Identify and select thread and stitch size.</li> <li>9. Check and prepare sewing machine as per standard operating procedure.</li> <li>10. Carry out any necessary adjustments.</li> <li>11. Perform sewing of cut components as per job specification.</li> <li>12. Identify and select attachments (including main label).</li> <li>13. Carry out setting of attachments using presser foot.</li> <li>14. Complete pressing, finishing and assembly of garment.</li> <li>15. Check measurement of garment.</li> <li>16. Inspect quality and check for conformance with job specification.</li> <li>17. Record and report any defects to appropriate authority.</li> <li>18. Perform routine maintenance of sewing machine and presser foot.</li> </ol>	

19. Clean, maintain and store tools and equipment.
20. Clean workplace and dispose of waste materials.

**Drawing, Plan, Diagram or Sketch:**

**Polo Shirt**

**MEASUREMENT CHART**

NAME- SOMYA GOYAL	SEASON- SPRING SUMMER14	CATEGORY- CASUAL WEAR
STYLE NO.- SG94	GARMENT SIZE-S, M, L, XL, XXL	POLO T-SHIRT

	S (in cms)	M	L	XL	XXL
FRONT LENGTH FROM HSP	67	68.5	70	71.5	73
BACK NECK FROM HSP	68.5	70	71.5	73	74.5
FRONT NECK DROP	7	7.5	8	8.5	9
ARMHOLE DEPTH	25	26	27	28	29
ARMHOLE CURVE	24	25	26	27	28
CHEST	47	49	51	53	55
WAIST	44.5	46.5	48.5	50.5	52.5
BOTTOM	47	49	51	53	55
NECK WIDTH	16.5	17.5	18.5	19.5	20.5
SHOULDER TO SHOULDER	38.5	40.5	42.5	44.5	46.5
ACROSS BACK	35	37	38	40	42
ACROSS FRONT	34	36	39	41	43
SHOULDER SLOPE	5	5	5	5.5	5.5
UNDER ARM SLEEVE LENGTH	6.5	7.5	8.5	21	22
SLEEVE LENGTH	18	19	18.5	19.5	20.5
SLEEVE OPENING	13.5	14	14.5	15	15.5

1

**Resources Required:**

Tools:	Scissors
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	Trimmer Measuring tape Marking pen/chalk
Equipment:	Presser foot Guide Folder Needles
Machinery:	Single needle machine Over lock machine Flat lock machine Iron
Materials:	Job specification (Tech pack) Cut components/panels Rib (for collar and cuff) Sewing thread Main label Attachments
PPE:	Apron Mask Safety goggles

## Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Perform sewing of polo shirt	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected work bundles.	<input type="checkbox"/>	<input type="checkbox"/>
Collected appropriate attachments and trims for garment.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected type and size of needle.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread and stitch size.	<input type="checkbox"/>	<input type="checkbox"/>

Checked and prepared sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out any necessary adjustments.	<input type="checkbox"/>	<input type="checkbox"/>
Performed sewing of cut components as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected attachments (including main label).	<input type="checkbox"/>	<input type="checkbox"/>
Carried out setting of attachments using presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cut excess thread and raw edges.	<input type="checkbox"/>	<input type="checkbox"/>
Complete pressing, finishing and assembly of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurement of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Performed folding as per the standard procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed routine maintenance of sewing machine and presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate Signature:**

**Date:**

**Assessor Signature:**

**Date:**



## Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Cut fabric for knitted trouser by marking pattern
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li> <li>▪ this assessment activity will be used to measure your underpinning skills</li> <li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li> <li>▪ you have one (1) hour to complete this demonstration</li> </ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"> <li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li> <li>▪ read the specification information provided</li> <li>▪ collect all materials needed to complete the task</li> <li>▪ perform the task within the given time</li> <li>▪ observe and follow all health and safety (OHS) requirements at all times</li> </ul>	
<b>Job Specification Information:</b>	
<ol style="list-style-type: none"> <li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li> <li>2. Identify and collect required tools, equipment and material for task.</li> <li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li> <li>4. Identify and collect appropriate PPE.</li> <li>5. Calculate quantity of fabric required as per job specification.</li> <li>6. Inspect and check fabric as per job specification.</li> <li>7. Inspect and check pattern (including parts, size, grain line).</li> <li>8. Spread fabric as required.</li> <li>9. Mark fabric following pattern set.</li> <li>10. Cut fabric as per standard operating procedure.</li> <li>11. Inspect quality and check for conformance with job specification.</li> <li>12. Record and report any defects to appropriate authority.</li> <li>13. Establish numbering requirements and perform as required.</li> <li>14. Carry out bundling of cut components.</li> <li>15. Transfer work bundles as per standard operating procedure.</li> <li>16. Clean, maintain and store tools and equipment.</li> <li>17. Clean workplace and dispose of waste materials.</li> </ol>	
<b>Drawing, Plan, Diagram or Sketch:</b>	

N/A	
<b>Resources Required:</b>	
Tools:	Scissors Marking pen/chalk
Equipment:	N/A
Machinery:	N/A
Materials:	Knit fabrics Pattern set Measuring tape
PPE:	Apron Mask

## Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Cut fabric for knitted trouser by marking pattern	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of fabric required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the fabric as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked pattern (including parts, size, grain line).	<input type="checkbox"/>	<input type="checkbox"/>
Spread fabric as required.	<input type="checkbox"/>	<input type="checkbox"/>

Marked fabric following pattern set.	<input type="checkbox"/>	<input type="checkbox"/>
Performed cutting of fabric as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Established numbering requirements and perform as required.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out bundling of cut components.	<input type="checkbox"/>	<input type="checkbox"/>
Transferred work bundles as per standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<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"/>
<b>Feedback to candidate:</b>		

Assessment decision for this assessment activity:

**Competent**

**Not Yet Competent**

**Candidate Signature:**

**Date:**

**Assessor Signature:**

**Date:**

## Set C: Practical Demonstration 2

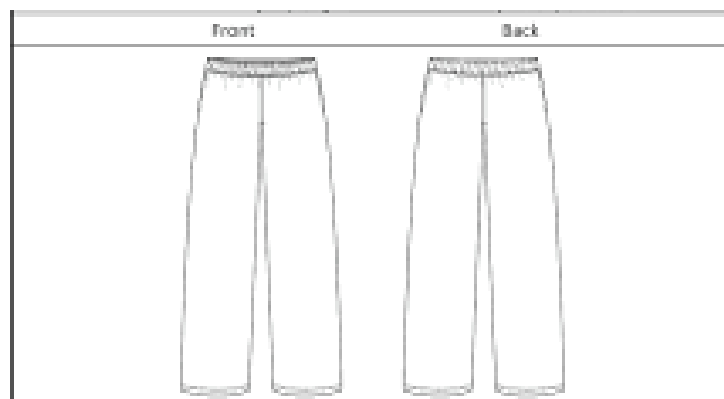
PRACTICAL DEMONSTRATION 2	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Task:</b>	Perform sewing of knitted trouser
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
Read and understand the directions carefully:	
<ul style="list-style-type: none"><li>▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Knit Machine Operation</li><li>▪ this assessment activity will be used to measure your underpinning skills</li><li>▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used</li><li>▪ you have three (3) hours to complete this demonstration</li></ul>	
<b>Procedure:</b>	
<ul style="list-style-type: none"><li>▪ observe and wear personal protective equipment (PPE) as required for the task to be performed</li><li>▪ read the specification information provided</li><li>▪ collect all materials needed to complete the task</li><li>▪ perform the task within the given time</li><li>▪ observe and follow all health and safety (OHS) requirements at all times</li></ul>	
<b>Specification Information:</b>	
<ol style="list-style-type: none"><li>1. Identify, read and interpret job specifications, drawings and other workplace documents.</li><li>2. Identify and collect required tools, equipment and material for task.</li><li>3. Inspect worksite for hazards and implement appropriate controls (if necessary).</li><li>4. Identify and collect appropriate PPE.</li><li>5. Collect and open work bundle, inspect and check cut components.</li><li>6. Identify and select sewing machine.</li><li>7. Identify and select type and size of needle.</li><li>8. Identify and select thread and stitch size.</li><li>9. Check and prepare sewing machine as per standard operating procedure.</li><li>10. Carry out any necessary adjustments.</li><li>11. Perform sewing of cut components as per job specification.</li><li>12. Identify and select attachments (including main label).</li><li>13. Carry out setting of attachments using presser foot.</li><li>14. Complete pressing, finishing and assembly of garment.</li><li>15. Check measurement of garment.</li><li>16. Inspect quality and check for conformance with job specification.</li><li>17. Record and report any defects to appropriate authority.</li><li>18. Perform routine maintenance of sewing machine and presser foot.</li></ol>	

19. Clean, maintain and store tools and equipment.

20. Clean workplace and dispose of waste materials.

**Drawing, Plan, Diagram or Sketch:**

**Knitted Trouser**



**Measurement Chart (measurements in inch)**

Sample Size M		
Point of Measure	TOL. +/-	Original
Waistband Depth	1/8	3/4
Waistband Width	1/4-3/8	16
Waistband Width Stretched	1/4-3/9	20
High Hip Width	1/4-3/10	19 1/2
Low Hip Width	1/4-3/11	21 1/2
Inseam	3/8	28 1/2
Outseam	3/8	37
Front Rise	3/8	10
Back Rise	3/8	
Thigh Width	1/4	12 1/2
Knee Width	1/4	9 1/2
Leg Opening Width	1/8	9
Pocket Opening	1/4	5 1/4

**Resources Required:**

Tools:	Scissors Trimmer Measuring tape Marking pen/chalk
Equipment:	Presser foot Guide Folder Needles

Machinery:	<ul style="list-style-type: none"> <li>Single needle machine</li> <li>Over lock machine</li> <li>Flat lock machine</li> <li>Iron</li> </ul>
Materials:	<ul style="list-style-type: none"> <li>Job specification (Tech pack)</li> <li>Cut components/panels</li> <li>Elastic</li> <li>Sewing thread</li> <li>Main label</li> <li>Attachments</li> </ul>
PPE:	<ul style="list-style-type: none"> <li>Apron</li> <li>Mask</li> <li>Safety goggles</li> </ul>



## Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
<b>Candidate Name:</b>		
<b>Assessor Name:</b>		
<b>Qualification:</b>	Certificate in Knit Machine Operation	
<b>Task:</b>	Perform sewing of knitted trouser	
<b>Assessment Centre:</b>		
<b>Date of Assessment:</b>		
<b>Instructions:</b>	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> <li>▪ fit industry requirements in which the assessment will be conducted</li> <li>▪ adhere, where possible, to reasonable adjustment practices</li> <li>▪ ensure that suitable performance benchmarks are applied and explained to the candidate</li> </ul>	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information form 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"/>
Checked and ensured sufficient lighting on work area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Collected work bundles.	<input type="checkbox"/>	<input type="checkbox"/>
Collected appropriate attachments and trims for garment.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected type and size of needle.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread and stitch size.	<input type="checkbox"/>	<input type="checkbox"/>

Checked and prepared sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out any necessary adjustments.	<input type="checkbox"/>	<input type="checkbox"/>
Performed sewing of cut components as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected attachments (including main label).	<input type="checkbox"/>	<input type="checkbox"/>
Carried out setting of attachments using presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cut excess thread and raw edges.	<input type="checkbox"/>	<input type="checkbox"/>
Complete pressing, finishing and assembly of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Checked measurement of garment.	<input type="checkbox"/>	<input type="checkbox"/>
Performed folding as per the standard procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected quality and check for conformance with job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any defects to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Performed routine maintenance of sewing machine and presser foot.	<input type="checkbox"/>	<input type="checkbox"/>
Cleaned, maintained and stored tools and equipment.	<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"/>
Ensured conformance to specification in every case at all situations.	<input type="checkbox"/>	<input type="checkbox"/>
Applied and monitored quality system improvement.	<input type="checkbox"/>	<input type="checkbox"/>
Maintained appropriate lines of communication with supervisors and colleagues.	<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"/>
Solved problems effectively and evaluated outcome of the implemented solution.	<input type="checkbox"/>	<input type="checkbox"/>
Identified other teammates' tasks and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged the team through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Respected and valued diversity in team functioning.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>		

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

## Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
<b>Candidate Name:</b>	
<b>Assessor Name:</b>	
<b>Qualification:</b>	Certificate in Knit Machine Operation
<b>Unit of Competency</b>	
Generic Competencies	
SEIP-RMG-KNT-01-G	Carry out workplace interaction
SEIP-RMG-KNT-02-G	Perform computations using basic mathematical concepts
SEIP-RMG-KNT-03-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-RMG-KNT-04-G	Work in a self-directed team
Sector-specific Competencies	
SEIP-RMG-KNT-01-S	Interpret technical drawings and manuals
SEIP-RMG-KNT-02-S	Apply quality systems and procedures
Occupation-specific Competencies	
SEIP-RMG-KNT-01-O	Identify types of knitted fabric, garments and their properties
SEIP-RMG-KNT-02-O	Perform sewing using industrial sewing machines
SEIP-RMG-KNT-03-O	Perform sewing of garments accessories
SEIP-RMG-KNT-04-O	Perform identification of pattern and marking
SEIP-RMG-KNT-05-O	Perform numbering, bundling and bundle handling
SEIP-RMG-KNT-06-O	Perform setting and using of attachments
SEIP-RMG-KNT-07-O	Maintain sewing machines
SEIP-RMG-KNT-08-O	Perform stitching of t-shirt, polo shirt and trousers
<b>Assessment Centre:</b>	
<b>Date of Assessment:</b>	
<b>Time of Assessment:</b>	
<b>Instructions:</b>	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> <li>▪ these oral questions are based on the performance criteria from all the units of competency in Knit Machine Operation</li> <li>▪ oral questions are designed to enable additional assessment of your underpinning knowledge</li> <li>▪ you should present your responses as directed by the assessor</li> <li>▪ answer all the questions asked by the assessor as best as possible</li> </ul>	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What <b>does</b> pique fabric <b>look like</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What is the main styling difference between t-shirt and polo shirt?	<input type="checkbox"/>	<input type="checkbox"/>
3.	During sewing, if we find a damaged part in the factory what should we do?	<input type="checkbox"/>	<input type="checkbox"/>
4.	What is the name of the part of <b>the</b> sewing machine which is controlling the SPI?	<input type="checkbox"/>	<input type="checkbox"/>
5.	What PPE should be used during sewing operations?	<input type="checkbox"/>	<input type="checkbox"/>
6.	<b>What</b> verbal instruction should be followed by the sewing operators?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Name a communication tool.	<input type="checkbox"/>	<input type="checkbox"/>
8.	How many centimetres can we get in a measuring tape?	<input type="checkbox"/>	<input type="checkbox"/>
9.	What type of physical hazard can be happen on <b>the</b> production floor?	<input type="checkbox"/>	<input type="checkbox"/>
10.	What should we do if we hear <b>the</b> fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What <b>does</b> SPI <b>stand for</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Which needle should we use to sew on knit fabric?	<input type="checkbox"/>	<input type="checkbox"/>
13.	<b>What</b> is <b>an important</b> pre-operational check before sewing?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Why <b>do we</b> need to use patterns for manufacturing garments?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Why it is important to do numbering on cut panels after cutting the fabric?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Which attachment is mostly <b>commonly</b> used to do folder garments?	<input type="checkbox"/>	<input type="checkbox"/>
17.	What is the main reason for loose stitch on garments?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Name any five knitted garments.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Name the five sewing machines used for sewing knit garments.	<input type="checkbox"/>	<input type="checkbox"/>
20.	<b>Identify</b> any three faults caused by sewing on knitted garments.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feedback to candidate:</b>			

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

## Oral Questioning Guideline

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

## Oral Questions (Optional) - Answers

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

ORAL QUESTIONS		
Question		Answer
1.	What <b>does</b> pique fabric <b>look like</b> ?	<i><b>Pique fabric is one kind of knit fabric and it looks like honeycomb.</b></i>
2.	What is the main styling difference between t-shirt and polo shirt?	<i><b>T-shirt is not having collar but polo shirt has collar.</b></i>
3.	During sewing, if we find a damaged part in the factory what should we do?	<i><b>We should not stitch that part and call the supervisor to replace it.</b></i>
4.	What is the name of the part of <b>the</b> sewing machine which is controlling the SPI?	<i><b>Stitch regulator</b></i>
5.	What PPE should be used during sewing operations?	<ul style="list-style-type: none"> <li>▪ <i><b>Mask</b></i></li> <li>▪ <i><b>Safety eye glasses</b></i></li> <li>▪ <i><b>Safety shoes</b></i></li> <li>▪ <i><b>Apron</b></i></li> <li>▪ <i><b>Hand gloves</b></i></li> </ul>
6.	<b>What</b> verbal instruction should be followed by the sewing operators?	<i><b>Daily production target</b></i>
7.	Name a communication tool.	<i><b>Mobile phone</b></i>
8.	How many centimetres can we get in a measuring tape?	<i><b>150 cm</b></i>
9.	What type of physical hazard can be happen on <b>the</b> production floor?	<i><b>Machine hazards</b></i>
10.	What should we do if we hear <b>the</b> fire alarm?	<i><b>Need to come out safely from the factory and stand in the assembly area.</b></i>
11.	What <b>does</b> SPI <b>stand for</b> ?	<i><b>Stitches per inch</b></i>
12.	Which needle should we use to sew on knit fabric?	<i><b>Ball point needle</b></i>
13.	<b>What</b> is <b>an important</b> pre-operational check before sewing?	<i><b>Threading of machine</b></i>
14.	Why <b>do we</b> need to use patterns for manufacturing garments?	<i><b>For measuring accuracy and perfect fitting.</b></i>
15.	Why it is important to do numbering on cut panels after cutting the fabric?	<i><b>If we do not do numbering, there is a possibility to appear shading on garments.</b></i>
16.	Which attachment is mostly <b>commonly</b> used to do folder garments?	<i><b>Folder</b></i>
17.	What is the main reason for loose stitch on garments?	<i><b>Loose tension in needle and bottom thread.</b></i>



18.	Name any five knitted garments.	<ul style="list-style-type: none"> <li>▪ <b><i>T-shirt</i></b></li> <li>▪ <b><i>Polo shirt</i></b></li> <li>▪ <b><i>Tang top</i></b></li> <li>▪ <b><i>Vest</i></b></li> <li>▪ <b><i>Trouser</i></b></li> </ul>
19.	Name the five sewing machines used for sewing knit garments.	<ul style="list-style-type: none"> <li>▪ <b><i>Single needle</i></b></li> <li>▪ <b><i>Over lock</i></b></li> <li>▪ <b><i>Flat lock</i></b></li> <li>▪ <b><i>Button hole</i></b></li> <li>▪ <b><i>Button stitch</i></b></li> </ul>
20.	<b>Identify</b> any three faults caused by sewing on knitted garments.	<ul style="list-style-type: none"> <li>▪ <b><i>Drop stitch</i></b></li> <li>▪ <b><i>Seam puckering</i></b></li> <li>▪ <b><i>Uncut thread</i></b></li> </ul>

## Assessment Evidence Summary Sheet

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

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

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

## Assessment Validation Map

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

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

<b>Unit of Competency:</b>	SEIP-RMG-KNT-01-G – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Obtain instructions verbally.	13, 14	A1-2 B1-2 C1-2	6
2. Translate information/instruction in writing.	13, 14	A1-2 B1-2 C1-2	
3. Transmit directions by the use of verbal and written forms of communication.	13, 14	A1-2 B1-2 C1-2	7
4. Attend meetings and discussions in the workplace.		A1-2 B1-2 C1-2	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-02-G – Perform computations using basic mathematical concepts		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	5	A1-2 B1-2 C1-2	8
2. Select appropriate mathematical methods for the calculation.		A1-2 B1-2 C1-2	
3. Use tool/instrument to perform calculations.		A1-2 B1-2 C1-2	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-03-G – 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	
18. Apply personal health and safety practices.		5	A1-2 B1-2 C1-2	5
19. Report hazards and risks.			A1-2 B1-2 C1-2	9
20. Respond to emergencies.				10
<b>Unit of Competency:</b>	SEIP-RMG-KNT-04-G – Work in a self-directed team			
Element	Assessment Method			
	Written	Practical	Oral	
1. Identify team goals and work processes.			2	
2. Communicate and cooperate with team members.		A1-2 B1-2 C1-2	18	
3. Work as a team member.	7	A1-2 B1-2 C1-2		
4. Solve problem as a team member.		A1-2 B1-2 C1-2	18	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-01-S – Interpret technical drawings and manuals			
Element	Assessment Method			
	Written	Practical	Oral	
1. Select technical drawing.	8	A1-2 B1-2 C1-2		
2. Interpret technical drawings.	8	A1-2 B1-2 C1-2		
<b>Unit of Competency:</b>	SEIP-RMG-KNT-02-S – Apply quality systems and procedures			
Element	Assessment Method			
	Written	Practical	Oral	

1. Work within quality system.	10	A1-2 B1-2 C1-2	
2. Apply and monitor quality system improvement in the workplace.		A1-2 B1-2 C1-2	
3. Hold responsible for work quality.		A1-2 B1-2 C1-2	
4. Apply standard procedures for each job.		A1-2 B1-2 C1-2	3
<b>Unit of Competency:</b>	SEIP-RMG-KNT-01-O – Identify types of knitted fabric, garments and their properties		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Identify knitted fabric and types.	1, 3, 8, 11, 20		1
2. Carry out proper handling of knitted fabric.	4, 9	A1-2 B1-2 C1-2	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-02-O – Perform sewing using industrial sewing machines		
<b>Element</b>	<b>Assessment Evidence Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Prepare for sewing.	2, 7, 12, 19	A1, B1, C1	4, 11, 12
2. Sew knitted fabric using single needle machine.	21	A2, B2, C2	
3. Sew knitted fabric using over lock machine.	24	A2, B2, C2	13
4. Sew knitted fabric using flat lock machine.		A2, B2, C2	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-03-O – Perform sewing of garments accessories		
<b>Element</b>	<b>Assessment Method</b>		
	<b>Written</b>	<b>Practical</b>	<b>Oral</b>
1. Prepare for sewing garment accessories.	6	A2, B2, C2	

2. Carry out button hole sewing.	13, 23	A2, B2, C2	
3. Perform button stitching operation.	25	A2, B2, C2	19
4. Check quality of work.	14	A1-2 B1-2 C1-2	3, 20
<b>Unit of Competency:</b>	SEIP-RMG-KNT-04-O – Perform identification of pattern and marking		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify a working pattern.	18	A1, B1, C1	
2. Interpret pattern.	15	A1, B1, C1	14
3. Mark pattern on garment part.	17	A1, B1, C1	15
<b>Unit of Competency:</b>	SEIP-RMG-KNT-05-O – Perform numbering, bundling and bundle handling		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify number, bundle and requirements of bundling.		A1, B1, C1	16
2. Manage bundle and bundle transferring.		A1, B1, C1	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-06-O – Perform setting and using of attachments		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify the types of attachments.	10, 16	A2, B2, C2	
2. Set and use presser foot properly.	22	A2, B2, C2	
3. Set and use feed guide and folders properly.		A2, B2, C2	8
<b>Unit of Competency:</b>	SEIP-RMG-KNT-07-O – Maintain sewing machines		
Element	Assessment Method		
	Written	Practical	Oral
1. Fix and replace with correct type of needles adjustment.	15	A2, B2, C2	

2. Apply proper tension and stitch.	29	A2, B2, C2	17
3. Clean and lubricate sewing machines.		A2, B2, C2	
<b>Unit of Competency:</b>	SEIP-RMG-KNT-08-O – Perform stitching of t-shirt, polo shirt and trousers		
Element	Assessment Method		
	Written	Practical	Oral
1. Carry out stitching operation for t-shirts and polo shirts.	26	A2, B2	2, 18
2. Carry out stitching operations for trousers.	27	C2	
3. Carry out assembling operation of t-shirt and polo shirt parts.	30	A2, B2	
4. Carry out assembling operation of trouser parts.		C2	