



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR PREPARATORY PROCESS IN WEAVING *(TEXTILE SECTOR)*

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

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PART A – THE ASSESSOR

Instructions to Assessor

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

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

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

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

- written examination
- oral questioning
- practical demonstration

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

Conducting Assessment

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

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

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

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

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

Assessing Competence

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

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

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

Competent (C)

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

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

Not Yet Competent (NYC)

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

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

The candidate may be required to:

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

Recording Assessment Information

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

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

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

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

Assessment Evidence Guide

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

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

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-TEX-PPW-01-G	Use basic mathematical concepts
SEIP-TEX-PPW-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-PPW-03-G	Carry out workplace interaction
SEIP-TEX-PPW-04-G	Operate in a team environment
SEIP-TEX-PPW-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-PPW-01-S	Explore the history of Textile Sector
SEIP-TEX-PPW-02-S	Use hand and power tools
SEIP-TEX-PPW-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-PPW-01-O	Perform winding operations
SEIP-TEX-PPW-02-O	Perform direct warping operations
SEIP-TEX-PPW-03-O	Perform sectional warping operations
SEIP-TEX-PPW-04-O	Perform sizing operations

Assessment Evidence Plan

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

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

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

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

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

Occupation:	Preparatory Process in Weaving					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-TEX-PPW-03-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret workplace communication and etiquette	1.1. Workplace codes of conduct are interpreted as per organisational guidelines.					√
	1.2. Appropriate lines of communication are maintained with supervisors and colleagues.	√				
	1.3. Workplace interactions are conducted in a courteous manner to gather and convey information.	√				
	1.4. Workplace procedures and matters are comprehended.					√
2. Read and understand workplace documents	2.1. Workplace documents are interpreted correctly.	√				
	2.2. Visual information/symbols/signage are understood correctly and followed.	√				
	2.3. Specific and relevant information are accessed from appropriate sources.	√				

	2.4. Appropriate medium is used to transfer information and ideas.	√		
3. Participate in workplace meetings and discussions	3.1. Team meetings are attended on time.		√	
	3.2. Meeting procedures and etiquette are followed.		√	
	3.3. Active participation is ensured, opinions are expressed and heard.	√		
	3.4. Inputs are provided and interpreted in line with the meeting purpose.		√	
4. Practice professional ethics at work	4.1. Responsibilities as a team member are performed.	√		
	4.2. Tasks are performed in accordance with workplace procedures.	√		
	4.3. Confidentiality is maintained.		√	
	4.4. Inappropriate and conflicting situations are avoided.		√	

Occupation:	Preparatory Process in Weaving					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-TEX-PPW-04-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify team goals and work processes	1.1. Roles and objectives of the team are identified and interpreted.			√		
	1.2. Roles and responsibilities of team members are identified.			√		
2. Identify own role and responsibilities within team	2.1. Personal role and responsibilities are identified within the team environment.			√		
	2.2. Reporting relationships are interpreted within team and external to team.			√		
3. Communicate and co-operate with team members	3.1. Other teammates' tasks are identified and support provided when requested.		√			
	3.2. The team is encouraged through sharing information or expertise, working together to solve problems putting team success first.	√				
	3.3. Views and opinions of other team members are interpreted and respected.	√				
4. Practice problem solving within the team	4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.	√				

	4.2. A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.		√	
	4.3. The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problem.		√	
	4.4. It is looked beyond the obvious and not stopped at the first answers.		√	

Occupation:	Preparatory Process in Weaving					
Unit Name:	Apply basic IT skills					
Unit Code:	SEIP-TEX-PPW-05-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify and use most commonly used IT tools	1.1. History of information technology (IT) is identified and summarised.				√	
	1.2. Commonly used IT tools are identified and described.		√			
2. Understand use of computer	2.1. Basic parts of a computer are identified.		√			
	2.2. Turning on and off technique of a computer is performed.		√			
	2.3. Working environment, functions and features of operating system is interpreted.		√			
	2.4. Simple trouble-shooting techniques are applied.		√			
3. Work with word processing application	3.1. Word processing application appropriate to perform activity is operated.		√			
	3.2. Basic typing technique to document is applied.	√				
	3.3. Word processing techniques to document are employed.		√			
	3.4. Personal CV writing using suitable word processing techniques is practiced.		√			
	3.5. Saving and retrieving technique of a document is used.	√				
4. Work with spreadsheets	4.1. Spreadsheet working environment, functions and features are identified and interpreted.		√			
	4.2. Data entry on spreadsheet appropriate to perform activity is performed.		√			

	4.3. Data entry on spreadsheet appropriate to perform activity is performed.		√	
	4.4. Spreadsheet document is created and saved.		√	
5. Access email and search the inter	5.1. Use of email account in online environment is explained.		√	
	5.2. Writing and sending of workplace emails is completed.		√	
	5.3. Different browsers to work online are identified and selected.		√	
	5.4. Browse different web portals and apply proper search techniques.		√	

Occupation:	Preparatory Process in Weaving					
Unit Name:	Explore the history of Textile Sector					
Unit Code:	SEIP-TEX-PPW-01-S					
Assessment Method:		O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify the background of textile sector	1.1. The background of textile sector is identified and described.			√		
	1.2. Steps of manufacturing process are clearly identified.			√		
	1.3. Backward and forward linkages are identified.			√		
2. Identify main industries within textile sector	2.1. Main industries of the textile sector are identified.				√	
	2.2. Importance of textile sector and main industries is explored and analysed.			√		
3. Identify materials and machines used in weaving	3.1. Different types of yarns are identified.			√		
	3.2. Different types of fabrics are identified.			√		
	3.3. Various input and output packages are identified.	√				
	3.4. Different types of machine are identified.	√				
4. Identify preparatory process in weaving	4.1. Preparatory process in weaving is identified.				√	
	4.2. Preparatory process in weaving is explained.				√	
5. Identify prime local and export markets	5.1. Prime local markets and export markets are identified.			√		
	5.2. Local and export markets are listed.			√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Use hand and power tools					
Unit Code:	SEIP-TEX-PPW-02-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify and inspect hand and power tools	1.1. Appropriate hand and power tools are identified.			√		
	1.2. Application of hand and power tools is recognised.			√		
	1.3. Usability of hand and power tools is checked and verified.			√		
2. Use hand tools properly and safely	2.1. Appropriate hand tools are selected.			√		
	2.2. Safety precautions are ensured before using hand tools.			√		
	2.3. Unsafe or faulty hand tools are identified and marked for repair.			√		
	2.4. Measuring tools are checked and calibrated before use.			√		
	2.5. Use hand tools properly and safely to perform work activity.			√		
3. Operate power tools properly and safely	3.1. Appropriate power tools are selected.			√		
	3.2. Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.			√		
	3.3. Safety precautions are ensured before using power tools in accordance with manufacturer's operating specification.			√		
	3.4. Proper sequence of operation applied for using power tools.			√		
	3.5. Unsafe or faulty power tools are identified and marked for repair.			√		
	3.6. Operate power tools properly and safely to perform work activity.			√		
4. Clean and maintain hand and power tools	4.1. Dust and foreign matter is removed from hand and power tools in accordance to workplace standards.			√		
	4.2. Condition of hand and power tools is checked after use and reported.			√		
	4.3. Appropriate lubricant is applied after use and prior to storage.			√		

	4.4. Measuring tools are checked and calibrated after use.	√		
	4.5. Defective hand and power tools are inspected and repaired or replaced	√		
	4.6. Hand and power tools are stored and secured in accordance with workplace requirements.	√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Read and interpret sketches and drawings					
Unit Code:	SEIP-TEX-PPW-03-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret information and specifications	1.1. Appropriate manuals and specifications for work activity are identified and collected.			√		
	1.2. Information and specifications and their importance are recognised.			√		
2. Read and interpret sketches and drawings	2.1. Relevant sketches and drawings are identified for job requirement.			√		
	2.2. Key terms and abbreviations are identified and interpreted.			√		
	2.3. Signs and symbols are identified and interpreted.			√		
	2.4. Schedules, dimensions, drawings and specifications are correctly read and interpreted.			√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Perform winding operations					
Unit Code:	SEIP-TEX-PPW-01-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify machine and machine parts	1.1. Machine and its functions are identified and described.					√
	1.2. Main parts of machine are identified.			√		
	1.3. Functions of main parts of machine are explained.					√

2. Identify production process	2.1. Production process is identified and explained.		√	
	2.2. Steps of production process are interpreted.		√	
3. Perform creeling, feeding and knotting	3.1. Yarn packages (bobbin or cone) are identified and collected.	√		
	3.2. Yarn packages are checked for suitability	√		
	3.3. Bobbins or cones are creeled as per standard operating procedure.	√		
	3.4. Yarns are correctly fed into winding package.	√		
	3.5. Yarns are knotted when required.	√		
4. Operate winding machine	4.1. Hand tools are identified and selected as per job requirement.	√		
	4.2. Control points are identified.	√		
	4.3. Winding machine is operated as per standard operating procedure.	√		
	4.4. Packages are doffed as per standard operating procedure.	√		
	4.5. Block of materials are identified and separated.	√		
5. Clean and maintain machine	5.1. Machine parts are cleaned as per manufacturer instructions and pursuant to schedule.	√		
	5.2. Winding drum is cleaned periodically as instructed.	√		
6. Dispose of waste material	6.1. Waste material from machine is identified.	√		
	6.2. Waste material is separated and disposed of as per standard operating procedure.	√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Perform direct warping operations					
Unit Code:	SEIP-TEX-PPW-02-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify machine and machine parts	1.1. Machine and its functions are identified and described.					√
	1.2. Main parts of machine are identified.	√				
	1.3. Functions of main parts of machine are explained.					√
	2.1. Types of warping are identified.			√		

2. Identify production process	2.2. Production process is identified and explained.		√	
	2.3. Steps of production process are interpreted.		√	
3. Perform creeling, feeding and knotting	3.1. Yarn packages (cone) are identified and collected.	√		
	3.2. Cones are creeled as per standard operating procedure.	√		
	3.3. Yarns are correctly fed into warpers beam.	√		
	3.4. Yarns are knotted when required.	√		
4. Operate direct warping machine	4.1. Hand tools are identified and selected as per job requirement.	√		
	4.2. Control points are identified.	√		
	4.3. Creel, reed and head stock are correctly aligned.	√		
	4.4. Starting and stopping of machine is performed as per standard operating procedure.	√		
	4.5. Warpers beam is doffed as per standard operating procedure.	√		
5. Clean and maintain machine	5.1. Machine parts are cleaned as per manufacturer instructions and pursuant to schedule.	√		
	5.2. Warpers beam is cleaned periodically as instructed.	√		
6. Dispose of waste material	6.1. Waste material from machine is identified.	√		
	6.2. Waste material is separated and disposed of as per standard operating procedure.	√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Perform sectional warping operations					
Unit Code:	SEIP-TEX-PPW-03-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify machine and machine parts	1.1. Machine and its functions are identified and described.					√
	1.2. Main parts of machine are identified.			√		
	1.3. Functions of main parts of machine are explained.					√
2. Identify production process	2.1. Production process is identified and explained.				√	
	2.2. Steps of production process are interpreted.				√	

3. Perform creeling, feeding and knotting	3.1. Yarn packages (cone) are identified and collected.	√		
	3.2. Cones are creeled as per pattern paper.	√		
	3.3. Yarns are correctly fed into leasing reed and wooden drum.	√		
	3.4. Yarns are knotted when required.	√		
4. Operate sectional warping machine	4.1. Hand tools are identified and selected as per job requirement.	√		
	4.2. Control points are identified.	√		
	4.3. Control points for warping are identified.	√		
	4.4. Creel, reed and head stock are correctly aligned.	√		
	4.5. Sectional warping machine is operated as per standard operating procedure.	√		
	4.6. Creel and head stock are adjusted for each section.	√		
	4.7. Leasing is performed for each section.	√		
	4.8. Warp yarns are transferred to the warpers beam as per standard operating procedure.	√		
	4.9. Warpers beam is doffed as per standard operating procedure.	√		
5. Clean and maintain machine	5.1. Machine parts are cleaned as per manufacturer instructions and pursuant to schedule.	√		
	5.2. Warpers beam is cleaned periodically as instructed.	√		
6. Dispose of waste material	6.1. Waste material from machine is identified.	√		
	6.2. Waste material is separated and disposed of as per standard operating procedure.	√		

Occupation:	Preparatory Process in Weaving					
Unit Name:	Perform sizing operations					
Unit Code:	SEIP-TEX-PPW-04-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify machine, zones and functions	1.1. Machine and its functions are identified and described.					√
	1.2. Main zones of machine are identified.	√				
	1.3. Functions of main parts of machine are explained.					√

2. Identify production process	2.1. Production process is identified and explained.		√	
	2.2. Steps of production process are interpreted.		√	
3. Identify sizing ingredients	3.1. Different size ingredients are identified.	√		
	3.2. Functions of ingredients are identified and explained.	√	√	
	3.3. Application process of ingredients is explained.			√
4. Perform size cooking	4.1. Size ingredients are identified and selected as per job requirement.	√		
	4.2. Control points (cooking) are identified.	√		
	4.3. Ingredients are cooked and stored as per standard operating procedure.	√		
	4.4. Size solution is pumped into the size bath, when required.	√		
5. Perform creeling, feeding and knotting	5.1. Warpings beams are identified and collected.	√		
	5.2. Warpings beams are creeled as per standard operating procedure.	√		
	5.3. Yarns are fed into weavers beam as per standard operating procedure.	√		
	5.4. Yarns are knotted when required.	√		
6. Operate sizing machine	6.1. Hand tools are identified and selected as per job requirement.	√		
	6.2. Control points (machine operation) are identified.	√		
	6.3. Reed is adjusted as necessary.	√		
	6.4. Sizing machine is operated as per standard operating procedure.	√		
	6.5. Leasing is performed as per standard operating procedure.	√		
	6.6. Warpings beam is doffed as per standard operating procedure.	√		
7. Clean and maintain machine	7.1. Machine parts are cleaned as per manufacturer instructions and pursuant to schedule.	√		
	7.2. Warping drum is cleaned periodically as instructed.	√		
8. Dispose of waste material	8.1. Waste material from machine is identified.	√		
	8.2. Waste material is separated and disposed of as per standard operating procedure.	√		

PART B – THE CANDIDATE

Instructions to Candidate

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

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

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

Furthermore the assessment process must:

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

There are two types of assessment:

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

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

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

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

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

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

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

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

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

Self-Assessment Guide

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

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

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

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

Qualification:	Preparatory Process in Weaving	
Units of competency:	<p>Generic units:</p> <p>Use basic mathematical concepts</p> <p>Apply occupational health and safety (OHS) practices in the workplace</p> <p>Carry out workplace interaction</p> <p>Operate in a team environment</p> <p>Apply basic IT skills</p> <p>Sector-specific units:</p> <p>Explore the history of Textile Sector</p> <p>Use hand and power tools</p> <p>Read and interpret sketches and drawings</p> <p>Occupation-specific units:</p> <p>Perform winding operations</p> <p>Perform direct warping operation</p> <p>Perform sectional warping operation</p> <p>Perform sizing operation</p>	
<p>Instructions:</p> <ul style="list-style-type: none"> ▪ Read each of the questions in the left-hand column of the chart ▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer 		
Can I?	YES	NO
▪ Identify calculation requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ Select the appropriate method to carry-out calculation requirements		
▪ Solve constructed mathematical problems with appropriate method		
▪ Identify tools and instruments required for computation		

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

▪ Interpret and respect views and opinions of other team members		
▪ Identify problems faced at the individual and team level and show insight into the root-causes of the problems		
▪ Identify a range of solutions and courses of action together with benefits, costs, and risks associated with each		
▪ Recognise the good ideas of others to help develop solutions are and advice sought from those who have solved similar problems		
▪ Identify and summarise history of information technology (IT)		
▪ Identify and describe commonly used IT tools are		
▪ Identify basic parts of a computer		
▪ Perform turning on and off technique of a computer		
▪ Interpret working environment, functions and features of operating system		
▪ Apply simple trouble-shooting techniques		
▪ Operate word processing application appropriate to perform activity		
▪ Apply basic typing technique to document		
▪ Employ word processing techniques to document		
▪ Identify and interpret spread sheet working environment, functions and features		
▪ Perform data entry on spread sheet appropriate to perform activity		
▪ Explained use of email account in online environment		
▪ Identify and describe the background of textile sector		
▪ Identify steps of manufacturing process clearly		
▪ Identify backward and forward linkages		
▪ Identify different types of yarn		
▪ Identify different types of fabric		
▪ Identify various input and output packages		
▪ Identify different types of machine		
▪ Identify preparatory process in weaving		
▪ Explain preparatory process in weaving		
▪ Identify Prime local markets and export markets		
▪ List Local and export markets		
▪ Identify appropriate hand and power tools		
▪ Recognise the application of hand and power tools.		
▪ Check and verify the usability of hand and power tools		
▪ Select the appropriate hand tools		
▪ Ensure safety precautions before using power tools		
▪ Identify and mark unsafe or faulty hand tools for repair		
▪ Check and calibrate measuring tools before use		

▪ Use hand tools properly and safely to perform work activity		
▪ Select appropriate power tools		
▪ Ensure safety precautions before using power tools in accordance with manufacturer's operating specification		
▪ Apply proper sequence of operation for using safety tools		
▪ Operate power tools properly and safely to perform work activity		
▪ Remove foreign and dust matter from hand and power tools in accordance to workplace standards		
▪ Check and report condition of hand and power tools after use		
▪ Apply appropriate lubricant after and prior use		
▪ Inspect and replace defective hand and power tools		
▪ Store and secure hand and power tools in accordance with workplace		
▪ Identify and collect appropriate manuals for work activity		
▪ Interpret and apply information and specifications in the manuals		
▪ Identify relevant sketches and drawing for job requirements		
▪ Identify and interpret key terms and abbreviations		
▪ Identify and interpret signs and symbols		
▪ Read and interpret schedules, dimensions, sketches, drawings and specifications		
▪ Identify and describe machine and its functions		
▪ Identify main parts of machine		
▪ Explain the functions of the main parts of the machine		
▪ Identify and explain production process		
▪ Interpret steps of production process		
▪ Identify and collect yarn packages (bobbin or cone)		
▪ Check yarn packages for suitability		
▪ Creel bobbins or cones as per standard operating procedure		
▪ Feed yarns correctly into winding package		
▪ Knot yarns when required		
▪ Identify and select hand tools as per job requirement		
▪ Identify control points		
▪ Operate Winding machine as per standard operating procedure		
▪ Doff packages as per standard operating procedure		
▪ Identify and separate block of materials		
▪ Clean machine parts as per manufacture instructions and pursuant to schedule		
▪ Clean winding drum periodically as instructed		
▪ Identify waste material from machine		

▪ Separate waste material and dispose as per standard operating procedure		
▪ Identify and describe machine and its functions		
▪ Identify main parts of machine		
▪ Explain the functions of the main parts of the machine		
▪ Identify types of warping		
▪ Identify and explain production process		
▪ Interpret steps of production process		
▪ Identify and collect yarn packages		
▪ Creel cones as per standard operating beam		
▪ Feed yarns correctly into warpers beam		
▪ Knot yarns when required		
▪ Identify and select hand tools as per job requirement		
▪ Identify control points		
▪ Align creel, reed and head stock correctly		
▪ Perform starting and stopping of machine as per standard operating procedure		
▪ Doff warpers beam as per standard operating procedure		
▪ Clean machine parts as per manufacture instructions and pursuant to schedule		
▪ Clean warpers beam periodically as instructed		
▪ Identify waste material from machine		
▪ Separate waste material and dispose as per standard operating procedure		
▪ Identify and describe machine and its functions		
▪ Identify main parts of machine		
▪ Explain the functions of the main parts of the machine		
▪ Identify and explain production process		
▪ Interpret steps of production process		
▪ Identify and collect yarn packages		
▪ Creel cones as per pattern paper		
▪ Fed yarns correctly into leasing reed and wooden drum		
▪ Knot yarns when required		
▪ Identify and select hand tools as per job requirement		
▪ Identify control points for machine		
▪ Identify control points for warping		
▪ Align creel, reed and head stock correctly		
▪ Operate sectional warping machine as per standard operating procedure		

▪ Adjust creel and head stock for each section		
▪ Perform lease for each section		
▪ Transfer warp yarns to the warpers beam as per standard operating procedure		
▪ Doff warpers beam as per standard operating procedure		
▪ Clean machine parts as per manufacture instructions		
▪ Identify waste material from machine		
▪ Separate and dispose waste material as per standard operating procedure		
▪ Identify and describe machine and its functions		
▪ Identify main zones of machine		
▪ Explain the functions of the main parts of the machine		
▪ Identify and explain production process		
▪ Interpret steps of production process		
▪ Identify different size ingredients		
▪ Identify and explain functions of ingredients		
▪ Explain application process of ingredients		
▪ Identify and select size ingredients as per job requirements		
▪ Identify control points		
▪ Cook and store ingredients as per standard operating procedure		
▪ Pump size solution into the size bath when required		
▪ Identify and collect warpers beams		
▪ Creel warpers beams as per standard operating procedure		
▪ Fed yarns into weavers as per standard operating procedure		
▪ Knot yarns when required		
▪ Select and identify hand tools as per job requirements		
▪ Identify control points		
▪ Adjust reed as necessary		
▪ Operate sizing machine as per standard procedure		
▪ Perform lease as per standard operating procedure		
▪ Doff warpers beam as per standard operating machine		
I agree to undertake assessment in the knowledge that the information gathered will only be used for educational and professional development purposes, and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's signature:		Date:

PART C – THE ASSESSMENT

Assessment Agreement – Preparatory Process in Weaving

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 Preparatory Process in Weaving, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-TEX-PPW-01-G	Use basic mathematical concepts
SEIP-TEX-PPW-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-PPW-03-G	Carry out workplace interaction
SEIP-TEX-PPW-04-G	Operate in a team environment
SEIP-TEX-PPW-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-PPW-01-S	Explore the history of Textile Sector
SEIP-TEX-PPW-02-S	Use hand and power tools
SEIP-TEX-PPW-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-PPW-01-O	Perform winding operations
SEIP-TEX-PPW-02-O	Perform direct warping operations
SEIP-TEX-PPW-03-O	Perform sectional warping operations
SEIP-TEX-PPW-04-O	Perform sizing operations

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

Assessment Agreement	
Occupation:	Preparatory Process in Weaving
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	Element
Generic Competencies	
SEIP-TEX-PPW-01-G	Use basic mathematical concepts
SEIP-TEX-PPW-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-PPW-03-G	Carry out workplace interaction
SEIP-TEX-PPW-04-G	Operate in a team environment
SEIP-TEX-PPW-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-PPW-01-S	Explore the history of Textile Sector
SEIP-TEX-PPW-02-S	Use hand and power tools
SEIP-TEX-PPW-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-PPW-01-O	Perform winding operations
SEIP-TEX-PPW-02-O	Perform direct warping operations
SEIP-TEX-PPW-03-O	Perform sectional warping operations
SEIP-TEX-PPW-04-O	Perform sizing operations
Resources Required for Assessment	
<p>Candidates must have access to the following:</p> <ul style="list-style-type: none"> ▪ copies of activities, questions, projects nominated by the assessor ▪ relevant organisational policies, protocols and procedural documents (if required) ▪ devices or tools to record answers ▪ appropriate actual or simulated workplace ▪ all necessary tools and equipment used in performance of the work-based task ▪ any other resources normally used in the workplace 	
Assessment Instructions	
<p>Candidates should respond to the formative and summative assessments either verbally or in writing as agreed with the assessor. Written responses can be recorded in the spaces provided (if more space is required attach additional pages) or submitted in a word processed document.</p> <p>If candidates answer verbally, the assessor should record their answers in detail.</p> <p>Candidates should also undertake observable tasks that provide evidence of performance. The assessor must provide instruction to candidates on what is expected during observation, and arrange a suitable time and location for demonstration of these skills.</p> <p>Candidates must fully understand what they are required to do to complete these assessment tasks successfully, then sign the declaration.</p>	

Performance Standards

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

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

Successful completion of all units of competency that comprise of the qualification Preparatory Process in Weaving, will result in the candidate will be issued with the relevant, nationally recognised certificate.

Assessors must clearly explain the required performance standards.

Declaration

I declare that:

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

Candidate Name:**Date:****Assessor Name:****Date:**

PART D – ASSESSMENT TOOLS

Specific Instructions to Assessor

Please read carefully and prepare as necessary:

1. The assessor shall (practical demonstration assessment activities):
 - provide the candidate with the necessary tools, equipment, machinery and materials for **completion of the following practical demonstration activities**:
 - operating the winding machine
 - direct/warping machine
 - sizing machine
 - provide the candidate with the copy of the specific instruction to candidate
 - allow each practical demonstration to be performed within given time including preparation of the materials
 - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
 - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
 - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
 - (a) Written Test (1 hour) – **knowledge evidence**
 - (b) Practical Demonstration (5 hours) – **performance evidence**

The practical demonstration activities will be divided into three (3) tasks:

- (i) Practical Demonstration 1 (1 hour)
 - (ii) Practical Demonstration 2 (2 hours)
 - (iii) Practical Demonstration 3 (2 hours)
3. Final assessment is your responsibility as the accredit/certified assessor.
4. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:
 - COMPETENT**
 - NOT YET COMPETENT**
5. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at page 39, 44 and 49 respectively.

Specific Instructions to Candidate

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

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

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

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

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

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

There will be three (3) practical demonstration activities:

- (a) Operate winding machine (1 hour)
 - (b) Operate direct/sectional warping machine (2 hours)
 - (c) Operate sizing machine (2 hours)
3. The assessor will provide all necessary tools, equipment, machinery and materials required to complete each assessment activity.
 4. These assessments cover all units of competency for Preparatory Process in Weaving.
 5. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:
 COMPETENT
 NOT YET COMPETENT
 6. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

Written Test

WRITTEN TEST - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Preparatory Process in Weaving
Unit of Competency	Element
Generic Competencies	
SEIP-TEX-PPW-01-G	Use basic mathematical concepts
SEIP-TEX-PPW-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-PPW-03-G	Carry out workplace interaction
SEIP-TEX-PPW-04-G	Operate in a team environment
SEIP-TEX-PPW-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-PPW-01-S	Explore the history of Textile Sector
SEIP-TEX-PPW-02-S	Use hand and power tools
SEIP-TEX-PPW-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-PPW-01-O	Perform winding operations
SEIP-TEX-PPW-02-O	Perform direct warping operations
SEIP-TEX-PPW-03-O	Perform sectional warping operations
SEIP-TEX-PPW-04-O	Perform sizing operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this written examination is based on the performance criteria from all the units of competency in Preparatory Process in Weaving ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST		
Multiple Choice		
This is a multiple-choice of test. Choose the appropriate answer and circle the letter that corresponds with your answer.		
1.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	What do you mean by courteous manner?	a. Effective questioning b. Active listening c. Speaking skills d. All of the above
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	Which machine is not involved with weaving preparatory process?	a. Warping b. Winding c. Sizing d. Weaving
5.	What instrument is used to measure the viscosity of sizing solutions?	a. Measuring tape b. Viscosity cup c. Techometer d. Refractometer
6.	What equipment is used for joining broken ends of yarns?	a. Creel b. Yarn tensioner c. Winding drum d. Knotter/splicer
7.	What is the function of a sensor?	a. To feed the yarn b. To stop the feeding c. To run the machine d. To stop the machine
8.	Which parameter is not involved for sectional warping?	a. Number of sections b. Width of each section

		c. Number of warp in each section d. Number of weft in one inch
9.	Which is the control point for size cooking?	a. Time b. Temperature c. Viscosity d. All of the above
10.	Ways to build relationships within a team may include?	a. Discuss team member work styles b. Define "team personality" c. Discuss individual goals, hopes, concerns d. All of the above
True or False Quiz		
Tick (√) the box corresponding to the correct answer.		
11.	The word "all right" indicates a positive response.	True <input type="checkbox"/> False <input type="checkbox"/>
12.	Excessive noise can cause permanent hearing loss.	True <input type="checkbox"/> False <input type="checkbox"/>
13.	Sizing is the heart of weaving.	True <input type="checkbox"/> False <input type="checkbox"/>
Fill In the Missing Blanks		
Write the word or group of words needed to complete the following sentences.		
14.	_____ are used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	_____ is the process of transferring yarn from many small packages to one large package.	
Short Answer		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
16.	What is the object of yarn preparation for weaving?	
17.	What is winding?	

18.	What are the main parts of a sectional warping machine?	
19.	Why is leasing necessary?	
20.	What is the function of the drying zone of sizing machine?	
Feedback to candidate:		
Assessment decision for this assessment activity: <input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate's Signature:		Date:
Assessor' Signature:		Date:

Written Test - Answers

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

Multiple Choice		
1.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	What do you mean by courteous manner?	a. Effective questioning b. Active listening c. Speaking skills d. All of the above
3.	What are the advantages of a self-directed team?	a. Improved quality, productivity and service b. Greater flexibility c. Prohibition signs d. Faster response to technological change e. All of the above
4.	Which machine is not involved with weaving preparatory process?	a. Warping b. Winding c. Sizing d. Weaving
5.	What instrument is used to measure the viscosity of sizing solutions?	a. Measuring tape b. Viscosity cup c. Techometer d. Refractometer
6.	What equipment is used for joining broken ends of yarns?	a. Creel b. Yarn tensioner c. Winding drum d. Knotter/splicer
7.	What is the function of a sensor?	a. To feed the yarn b. To stop the feeding c. To run the machine d. To stop the machine
8.	Which parameter is not involved for sectional warping?	a. Number of sections b. Width of each section c. Number of warp in each section

		d. Number of weft in one inch
9.	Which is the control point for size cooking?	a. Time b. Temperature c. Viscosity d. All of the above
10.	Ways to build relationships within a team may include?	a. Discuss team member work styles b. Define “team personality” c. Discuss individual goals, hopes, concerns d. All of the above
True or False Quiz		
11.	The word “all right” indicates a positive response.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
12.	Excessive noise can cause permanent hearing loss.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
13.	Sizing is the heart of weaving.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
Fill In the Missing Blanks		
14.	<u>Glasses or goggles</u> are used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	<u>Warping</u> is the process of transferring yarn from many small packages to one large package.	
Short Answer		
16.	What is the object of yarn preparation for weaving?	To remove yarn faults and prepare the yarns for weaving.
17.	What is winding?	Winding is the transferring process of yarn from one package to another suitable package for using conveniently.
18.	What are the main parts of a sectional warping machine?	Creel, head stock, wooden drum and braking system.
19.	Why is leasing necessary?	To separate the yarn from one layer to another.
20.	What is the function of the drying zone of sizing machine?	Drying zone is important for drying the sized warp to avoid entanglement of yarns.

Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Preparatory Process in Weaving
Task:	Operate winding machine
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Preparatory Process in Weaving ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have one (1) hour to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and follow all health and safety (OHS) requirements at all times ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment, machinery and materials for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Creel bobbins or cones as per standard operating procedure. 8. Feed yarn into winding machine from input to output device. 9. Perform knotting in case of yarn breakage. 10. Identify control points. 11. Operate winding machine including brake system. 12. Doff packages as per standard operating procedure. 13. Identify and separate block of materials. 14. Clean, maintain and store tools, equipment, and machinery. 15. Clean workplace and dispose of waste materials. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	

Tools:	Pocket tape Adjustable wrench Hammer Pliers Screwdriver
Equipment:	N/A
Machinery	Winding machine
Materials:	Cone (yarn package) Cheese (yarn package)
PPE:	Apron Mask Safety helmet Gloves (long) Safety shoes

Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Preparatory Process in Weaving	
Task:	Operate winding machine	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified, read and interpreted job specifications and other workplace documents.	<input type="checkbox"/>	<input type="checkbox"/>
Technical terms are identified and defined.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected required tools, equipment and materials for task.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected worksite for hazards and implement appropriate controls (if necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Performed measurements and calculations as per job specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked materials.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of machine, its parts and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected yarn packages (bobbin or cone).	<input type="checkbox"/>	<input type="checkbox"/>

Checked yarn packages for suitability.	<input type="checkbox"/>	<input type="checkbox"/>
Creeled bobbins or cones as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Fed yarns into winding package.	<input type="checkbox"/>	<input type="checkbox"/>
Knotted yarns when required.	<input type="checkbox"/>	<input type="checkbox"/>
Identified control points.	<input type="checkbox"/>	<input type="checkbox"/>
Operated winding machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Doffed packages as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and separated block of materials.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Defective or faulty tools and equipment are detected and reported according to standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted 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"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Active participation is ensured, opinions are expressed and heard.	<input type="checkbox"/>	<input type="checkbox"/>
Inputs are provided and interpreted in line with the meeting purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate and conflicting situations are avoided.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent		
Candidate Signature:		Date:

Assessor Signature:		Date:	
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Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Preparatory Process in Weaving
Task:	Operate direct/sectional warping machine
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Preparatory Process in Weaving ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and follow all health and safety (OHS) requirements at all times ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment, machinery and materials for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Identify and collect yarn packages (cones). 8. Creel cones as per standard operating procedure. 9. Feed yarn in creel section of direct/sectional warping machine. 10. Perform knotting yarn in case of breakage. 11. Identify control points. 12. Adjust alignment of creel, head stock and drum (if required). 13. Adjust number of sections and ends in each section (number of repeat of weave for sectional warping or calculate number of warpers beam for direct warping). 14. Operate warping machine including brake system. 15. Carry out leasing for each section. 16. Transfer warp yarns to warpers beam as per standard operating procedure. 17. Doff warpers beam as per standard operating procedure. 16. Clean, maintain and store tools, equipment, and machinery. 	

17. Clean workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:

N/A

Resources Required:

Tools:	Pocket tape Adjustable wrench Hammer Pliers Screwdriver
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Equipment:	N/A
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Machinery	Sectional/direct warping machine
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Materials:	Cone (yarn package) Cheese (yarn package)
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PPE:	Apron Mask Safety helmet Gloves (long) Safety shoes
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Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Preparatory Process in Weaving	
Task:	Operate direct/sectional warping machine	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified, read and interpreted job specifications and other workplace documents.	<input type="checkbox"/>	<input type="checkbox"/>
Technical terms are identified and defined.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected required tools, equipment and materials for task.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected worksite for hazards and implement appropriate controls (if necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Performed measurements and calculations as per job specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked materials.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of machine, its parts and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected yarn packages (bobbin or cone).	<input type="checkbox"/>	<input type="checkbox"/>

Checked yarn packages for suitability.	<input type="checkbox"/>	<input type="checkbox"/>
Creeled cones as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Fed yarns into leasing reed and wooden drum.	<input type="checkbox"/>	<input type="checkbox"/>
Knotted yarns when required.	<input type="checkbox"/>	<input type="checkbox"/>
Identified control points.	<input type="checkbox"/>	<input type="checkbox"/>
Aligned creel, reed and head stock correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Operated direct/sectional warping machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted creel and head stock for each section.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out leasing for each section.	<input type="checkbox"/>	<input type="checkbox"/>
Transferred warp yarns to the warpers beam as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Doffed warpers beam as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Defective or faulty tools and equipment are detected and reported according to standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted 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"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Active participation is ensured, opinions are expressed and heard.	<input type="checkbox"/>	<input type="checkbox"/>
Inputs are provided and interpreted in line with the meeting purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate and conflicting situations are avoided.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		
Assessment decision for this assessment activity:		

<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent			
Candidate Signature:		Date:	
Assessor Signature:		Date:	

Practical Demonstration 3

PRACTICAL DEMONSTRATION 3	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Preparatory Process in Weaving
Task:	Operate sizing machine
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ this practical demonstration is based on the performance criteria from all or some of the units of competency in Preparatory Process in Weaving ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and follow all health and safety (OHS) requirements at all times ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment, machinery and materials for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Identify and collect yarn packages (warpers beam). 8. Identified size ingredients, their functions and application. 9. Selected appropriate size ingredients as per job requirements. 10. Identified cooking control points. 11. Identified and collected warpers beams. 12. Feed the yarn package (warpers beam) in the creel of sizing machine. 13. Cook and store sizing solution as per standard operating procedure. 14. Pump size solution into size bath. 15. Creeled warpers beam as per standard operating procedure. 16. Fed yarn into warpers beam. 17. Perform knotting when required. 18. Identify control points of sizing machine. 19. Adjust reed if necessary. 20. Operate sizing machine. 	

21. Carry out leasing as per standard operating procedure.
22. Check quality of the sized yarn.
23. Doff warpers beam as per standard operating procedure.
24. Clean, maintain and store tools, equipment, and machinery.
25. Clean workplace and dispose of waste materials.

Drawing, Plan, Diagram or Sketch:

N/A

Resources Required:

Tools	Yarn tension meter Machine brush
Equipment	Size mixing and cooking tank Size storage tank
Machinery	Sizing machine
Materials:	Warpers beam (warp yarn)
PPE:	Apron Mask Safety helmet Gloves (long) Safety shoes

Practical Demonstration 3 – Observation Checklist



PRACTICAL DEMONSTRATION 3 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Preparatory Process in Weaving	
Task:	Operate sizing machine	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Identified, read and interpreted job specifications and other workplace documents.	<input type="checkbox"/>	<input type="checkbox"/>
Technical terms are identified and defined.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected required tools, equipment and materials for task.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected worksite for hazards and implement appropriate controls (if necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Calculated quantity of materials required as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Performed measurements and calculations as per job specifications.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked materials.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of machine, its parts and functions.	<input type="checkbox"/>	<input type="checkbox"/>

Identified different size ingredients, its functions and application.	<input type="checkbox"/>	<input type="checkbox"/>
Selected size ingredients as per job requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Identified cooking control points.	<input type="checkbox"/>	<input type="checkbox"/>
Cooked and stored ingredients as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Pumped size solution is pumped into the size bath.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected warper's beams.	<input type="checkbox"/>	<input type="checkbox"/>
Creeled warpers beams as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Fed yarns into weavers beam as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Performed knotting when required.	<input type="checkbox"/>	<input type="checkbox"/>
Identified control points of sizing machine.	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted reed as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sizing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Carried out leasing as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Doffed warpers beam as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and equipment are cleaned, maintained and stored.	<input type="checkbox"/>	<input type="checkbox"/>
Defective or faulty tools and equipment are detected and reported according to standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace is cleaned and waste material disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate lines of communication are maintained with supervisors and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>
Workplace interactions are conducted 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"/>
Responsibilities as a team member are performed.	<input type="checkbox"/>	<input type="checkbox"/>
Tasks are performed in accordance with workplace procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Other teammates' tasks are identified and provided support.	<input type="checkbox"/>	<input type="checkbox"/>
Active participation is ensured, opinions are expressed and heard.	<input type="checkbox"/>	<input type="checkbox"/>
Inputs are provided and interpreted in line with the meeting purpose.	<input type="checkbox"/>	<input type="checkbox"/>
Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate and conflicting situations are avoided.	<input type="checkbox"/>	<input type="checkbox"/>
The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:		

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

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Preparatory Process in Weaving
Unit of Competency	
Generic Competencies	
SEIP-TEX-PPW-01-G	Use basic mathematical concepts
SEIP-TEX-PPW-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-PPW-03-G	Carry out workplace interaction
SEIP-TEX-PPW-04-G	Operate in a team environment
SEIP-TEX-PPW-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-PPW-01-S	Explore the history of Textile Sector
SEIP-TEX-PPW-02-S	Use hand and power tools
SEIP-TEX-PPW-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-PPW-01-O	Perform winding operations
SEIP-TEX-PPW-02-O	Perform direct warping operations
SEIP-TEX-PPW-03-O	Perform sectional warping operations
SEIP-TEX-PPW-04-O	Perform sizing operations
Assessment Centre:	
Date of Assessment:	
Time of Assessment:	
Instructions:	
<p>Read and understand the directions carefully:</p> <ul style="list-style-type: none"> ▪ these oral questions are based on the performance criteria from all the units of competency in Preparatory Process in Weaving ▪ oral questions are designed to enable additional assessment of your underpinning knowledge ▪ you should present your responses as directed by the assessor ▪ answer all the questions asked by the assessor as best as possible 	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What will you do when there is too much noise in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What does the following sign mean? 	<input type="checkbox"/>	<input type="checkbox"/>
3.	What does the following sign mean? 	<input type="checkbox"/>	<input type="checkbox"/>
4.	What are your duties and responsibilities as a weaver?	<input type="checkbox"/>	<input type="checkbox"/>
5.	What happens to bolt and nut heads due to use of an adjustable wrench instead of a box wrench?	<input type="checkbox"/>	<input type="checkbox"/>
6.	What is the official system of measurement in almost every country in the world?	<input type="checkbox"/>	<input type="checkbox"/>
7.	What are the raw materials used for weaving?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Which warping system is used to produce stripe and check fabric?	<input type="checkbox"/>	<input type="checkbox"/>
9.	What are the differences between check and stripe fabric?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Why sizing is done?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What are the main sizing ingredients?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Why rewinding is done?	<input type="checkbox"/>	<input type="checkbox"/>
13.	What are the basic steps of yarn preparation for weaving?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What is the name of the package produced in sizing?	<input type="checkbox"/>	<input type="checkbox"/>
15.	How many lease rods will be required for 6 warp beams in the sizing machine?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Which drying system is suitable for drying sized warp yarn?	<input type="checkbox"/>	<input type="checkbox"/>
17.	What is the function of a squeezing roller?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Why is softener or lubricant is used in sizing?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Why is size box required?	<input type="checkbox"/>	<input type="checkbox"/>
20.	What is the function of adjustable reed used in warping machine?	<input type="checkbox"/>	<input type="checkbox"/>
21.	How many stages are involved in sectional warping?	<input type="checkbox"/>	<input type="checkbox"/>
22.	What is the function of a breakage indicator?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Why knotting is done?	<input type="checkbox"/>	<input type="checkbox"/>



24.	What are different types of winding packages?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Which packages are commonly used as weft yarn packages?	<input type="checkbox"/>	<input type="checkbox"/>
26.	How many unsized beams are used in sizing that are received from sectional warping?	<input type="checkbox"/>	<input type="checkbox"/>
27.	What type of winding is done in warpers beam?	<input type="checkbox"/>	<input type="checkbox"/>
28.	If the creel capacity is 760, then how many warp ends are possible to wind at a time?	<input type="checkbox"/>	<input type="checkbox"/>
29.	What are the different types of creel used in warping?	<input type="checkbox"/>	<input type="checkbox"/>
30.	Why is a braking system used in the machine?	<input type="checkbox"/>	<input type="checkbox"/>
31.	What are the basic steps of the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>
32.	What are five types of yarn and fabric?	<input type="checkbox"/>	<input type="checkbox"/>
33.	Name three prime local and export markets.	<input type="checkbox"/>	<input type="checkbox"/>
34.	Explain alarm signals.	<input type="checkbox"/>	<input type="checkbox"/>
35.	What factors should be considered when planning for a meeting?	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			
Assessment decision for this assessment activity:			
<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent			
Candidate Signature:		Date:	
Assessor Signature:		Date:	

Oral Questioning Guideline

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

Oral Questions (Optional) - Answers

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

ORAL QUESTIONS		
Question		Answer
1.	What will you do when there is too much noise in the workplace?	<i>Use appropriate personal protective equipment (PPE) in the workplace such as ear plugs.</i>
2.	What does the following sign mean? 	<i>High voltage electricity hazard</i>
3.	What does the following sign mean? 	<i>Emergency exit</i>
4.	What are your duties and responsibilities as a weaver?	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Awareness and practice good occupational health and safety in the workplace</i> ▪ <i>Awareness on proper and safe use of tools, equipment, supplies and materials</i> ▪ <i>Perform basic operation of the weaving machine.</i>
5.	What happens to bolt and nut heads due to use of an adjustable wrench instead of a box wrench?	<i>Chance of slip and may cause accident.</i>
6.	What is the official system of measurement in almost every country in the world?	<i>Metric</i>
7.	What are the raw materials used for weaving?	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Cotton</i> ▪ <i>Polyester</i> ▪ <i>Cotton polyester blends</i> ▪ <i>Viscose</i>
8.	Which warping system is used to produce stripe and check fabric?	<i>Sectional warping system</i>
9.	What are the differences between check and stripe fabric?	<i>For stripe fabric, coloured warp yarn is used.</i> <i>For check fabric, coloured warp and weft yarn is used.</i>
10.	Why sizing is done?	<ul style="list-style-type: none"> ▪ <i>To improve the weaving efficiency.</i> ▪ <i>To improve the quality of the warp yarn like strength, stiffness and to decrease hairiness.</i>

11.	What are the main sizing ingredients?	<i>PVA starch, modified starch, acrylic binder and wax.</i>
12.	Why rewinding is done?	<i>If yarn package is dyed for stripe or check fabric production, then rewinding is done.</i>
13.	What are the basic steps of yarn preparation for weaving?	<i>Winding – warping –sizing</i>
14.	What is the name of the package produced in sizing?	<i>Weavers beam</i>
15.	How many lease rods will be required for 6 warp beams in the sizing machine?	<i>5</i>
16.	Which drying system is suitable for drying sized warp yarn?	<i>Multi cylinder drying system</i>
17.	What is the function of a squeezing roller?	<i>To remove excess size solution from warp sheet.</i>
18.	Why is softener or lubricant is used in sizing?	<i>To make the yarn soft and pliable.</i>
19.	Why is size box required?	<i>Size solution is kept in the size box for applying size solution on the warp sheet.</i>
20.	What is the function of adjustable reed used in warping machine?	<i>To adjust the width of warp sheet and warp density.</i>
21.	How many stages are involved in sectional warping?	<i>2</i>
22.	What is the function of a breakage indicator?	<i>To inform the operator about the breakage of yarn.</i>
23.	Why knotting is done?	<i>When yarn breaks or new package is fed into the machine.</i>
24.	What are different types of winding packages?	<i>Cone, cheese, and pirn.</i>
25.	Which packages are commonly used as weft yarn packages?	<i>Cone, cheese and pirn.</i>
26.	How many unsized beams are used in sizing that are received from sectional warping?	<i>1</i>
27.	What type of winding is done in warpers beam?	<i>Near parallel.</i>
28.	If the creel capacity is 760, then how many warp ends are possible to wind at a time?	<i>760</i>
29.	What are the different types of creel used in warping?	<i>V-creel, movable(truck) creel and parallel creel.</i>
30.	Why is a braking system used in the machine?	<i>To stop the machine instantly for avoiding accident.</i>
31.	What are the basic steps of the manufacturing process?	<ul style="list-style-type: none"> ▪ Spinning ▪ Weaving ▪ Dyeing ▪ Printing ▪ Finishing ▪ Garments
32.	What are five types of yarn and fabric?	<ul style="list-style-type: none"> ▪ Yarn: <ul style="list-style-type: none"> ○ Cotton ○ Polyester ○ Blended

		<ul style="list-style-type: none"> ○ Wool ○ Silk ▪ Fabric: <ul style="list-style-type: none"> ○ Greige ○ Grey/solid dye ○ Stripe ○ Check ○ Cross over ○ Double cloth ○ Terry
33.	Name three prime local and export markets.	<ul style="list-style-type: none"> ▪ Local: <ul style="list-style-type: none"> ○ Wet processing mills ○ Wholesale market ○ Retail market ▪ Export: <ul style="list-style-type: none"> ○ Europe ○ United States ○ Australia
34.	Explain alarm signals.	<p>The warning alarm and the evacuation alarm trigger a number of (simultaneous or successive) actions.</p> <ul style="list-style-type: none"> ▪ The warning alarm: <ul style="list-style-type: none"> ○ consists of a three-second tone or an announcement ○ alerts occupants that a fire has been detected ○ alerts the First Intervention Team ○ does not equal an evacuation order ▪ The evacuation alarm: <ul style="list-style-type: none"> ○ consists of a steady tone lasting 5 minutes or a direct announcement ○ instructs all occupants to leave the building (or a particular part of the building) immediately and proceed to the designated assembly points
35.	What factors should be considered when planning for a meeting?	<p>Following factors must be considered during planning a meeting:</p> <ul style="list-style-type: none"> ▪ Is this meeting necessary? ▪ What do I want to achieve? ▪ Who needs to be there to achieve it? ▪ Do I have the physical space and materials to run a meeting? ▪ Is the timing right?

Assessment Evidence Summary Sheet

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

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

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

Assessment and Validation Map

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

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

Unit of Competency:	SEIP-TEX-PPW-01-G – Use basic mathematical concepts		
Element	Assessment Evidence Method		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.		1	
2. Select appropriate mathematical methods/concepts for calculation.	1	1	6
3. Use tool/instrument to perform calculations.	1	1	
Unit of Competency:	SEIP-TEX-PPW-02-G – Apply occupational health and safety (OHS) practices in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.		1, 2, 3	
2. Apply personal health and safety practices.	14	1, 2, 3	2, 3
3. Report hazards and risks.	12	1, 2, 3	1
4. Respond to emergencies.			34
Unit of Competency:	SEIP-TEX-PPW-03-G – Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.	2, 11		
2. Read and understand workplace documents.		1, 2, 3	
3. Participate in workplace meetings and discussions.		1, 2, 3	35
4. Practice professional ethics at work.		1, 2, 3	
Unit of Competency:	SEIP-TEX-PPW-04-G – Operate in a team environment		
Element	Assessment Method		
	Written	Practical	Oral

1. Identify team goals and work processes.	3		
2. Identify own role and responsibilities within team.			4
3. Communicate and co-operate with team members.	10	1, 2, 3	
4. Practice problem solving within the team.		1, 2, 3	
Unit of Competency:	SEIP-TEX-PPW-05-G – Apply basic IT		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and use most commonly used IT tools.		2	
2. Understand use of computer.		2	
3. Work with word processing application.		2	
4. Work with spreadsheets.		2	
5. Access email and search the internet.		2	
Unit of Competency:	SEIP-TEX-PPW-01-S – Explore the history of Textile Sector		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify the background of textile sector.			7, 13
2. Identify main industries within textile sector.			9
3. Identify materials and machines used in weaving		1, 2, 3	25, 32
4. Identify preparatory process in weaving		1, 2, 3	31
5. Identify prime local and export markets.			33
Unit of Competency:	SEIP-TEX-PPW-02-S – Use hand and power tools		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and inspect hand and power tools.	6	1, 2, 3	
2. Use hand tools properly and safely.		1, 2, 3	5
3. Operate power tools properly and safely.		1, 2, 3	
4. Clean and maintain hand and power tools.		1, 2, v	
Unit of Competency:	SEIP-TEX-PPW-02-S – Read and interpret sketches and drawings		
Element	Assessment Method		
	Written	Practical	Oral

1. Interpret information and specifications.		1, 2, 3	
2. Read and interpret sketches and drawings.		1, 2, 3	
Unit of Competency:	SEIP-TEX-PPW-01-O – Perform winding operations		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify machine and machine parts.	4	1	22
2. Identify production process.	16, 17	1	24
3. Perform creeling, feeding and knotting.		1	23
4. Operate winding machine.		1	12, 27
5. Clean and maintain machine.		1	
6. Dispose of waste material.		1	
Unit of Competency:	SEIP-TEX-PPW-02-O – Perform direct warping operations		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify machine and machine parts.	7	2	
2. Identify production process.		2	20
3. Perform creeling, feeding and knotting.		2	19
4. Operate direct warping machine.	15	2	28
5. Clean and maintain machine.		2	
6. Dispose of waste material.		2	
Unit of Competency:	SEIP-TEX-PPW-03-O – Perform sectional warping operations		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify machine and machine parts.	18	2	30
2. Identify production process.	8	2	8, 21
3. Perform creeling, feeding and knotting.		2	26
4. Operate sectional warping machine.	19	2	29
5. Clean and maintain machine.		2	
6. Dispose of waste material.		2	
Unit of Competency:	SEIP-TEX-PPW-04-O – Perform sizing operations		

Element	Assessment Method		
	Written	Practical	Oral
1. Identify machine, zones and functions.	5	3	15
2. Identify production process.	13	3	10
3. Identify sizing ingredients.		3	11
4. Perform size cooking.	9	3	16
5. Perform creeling, feeding and knotting.		3	14
6. Operate sizing machine.	20	3	17
7. Clean and maintain machine.		3	18
8. Dispose of waste material.		3	