



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR RING FRAME - BASICS AND TECHNIQUES (*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 **Ring Frame Basics and Techniques**, 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-RF-01-G	Use basic mathematical concepts
SEIP-TEX-RF-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-RF-03-G	Carry out workplace interaction
SEIP-TEX-RF-04-G	Operate in a team environment
SEIP-TEX-RF-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-RF-01-S	Explore the history of Textile Sector
SEIP-TEX-RF-02-S	Use hand and power tools
SEIP-TEX-RF-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-RF-01-O	Interpret the basics of ring frame
SEIP-TEX-RF-02-O	Carry out ring frame operation
SEIP-TEX-RF-03-O	Handle the materials
SEIP-TEX-RF-04-O	Understand drafting system and drafting zone
SEIP-TEX-RF-05-O	Carry out quality control and maintenance
SEIP-TEX-RF-06-O	Carry out production calculation

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:	Ring Frame - Basics and Techniques					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-TEX-RF-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:	Ring Frame - Basics and Techniques					
Unit Name:	Apply occupational health and safety (OHS) practices in the workplace					
Unit Code:	SEIP-TEX-RF-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 read and understood.					√

	1.2. Safety signs and symbols are identified and followed.	√		
	1.3. Emergency response, evacuation procedures and other contingency measures are determined.			√
2. Apply personal health and safety practices	2.1. OHS policies and procedures are followed and practiced.	√		
	2.2. Personal protective equipment is selected and used.	√		
	2.3. Personal hygiene is maintained.	√		
3. Report hazards and risks	3.1. Hazards and risks are identified, assessed and controlled.	√		
	3.2. Incidents arising from hazards and risks are reported to authority.	√		
	3.3. Corrective actions are implemented to correct unsafe conditions in the workplace.	√		
4. Respond to emergencies	4.1. Alarms and warning devices are responded.			√
	4.2. Emergency response plans and procedures are implemented.		√	
	4.3. First aid procedure is applied during emergency situations.		√	

Occupation:	Ring Frame - Basics and Techniques					
Unit Name:	Carry out workplace interaction					
Unit Code:	SEIP-TEX-RF-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:	Ring Frame - Basics and Techniques					
Unit Name:	Operate in a team environment					
Unit Code:	SEIP-TEX-RF-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:	Ring Frame - Basics and Techniques					
Unit Name:	Apply basic IT skills					
Unit Code:	SEIP-TEX-RF-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 internet	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:	Ring Frame - Basics and Techniques			
Unit Name:	Explore the history of Textile Sector			
Unit Code:	SEIP-TEX-RF-01-S			
Assessment Method:		O	W	
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)	
Element	Performance Criteria	P	O	W
1. Examine the background of textile sector	1.1. The historical background of textile sector is examined and described.		√	
	1.2. Steps of textile processing are clearly identified		√	
	1.3. Backward and forward linkages are identified.		√	
2. Identify main industries within textile sector	2.1. Main industries of the textile sector are identified.			√
	2.2. Importance of textile sector and main industries is explored and analysed.		√	
3. Identify prime local and export markets	3.1. Prime local markets and export markets are identified.		√	
	3.2. Local and export markets are listed		√	

Occupation:	Ring Frame - Basics and Techniques		
Unit Name:	Use hand and power tools		
Unit Code:	SEIP-TEX-RF-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:	Ring Frame - Basics and Techniques
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Unit Name:	Read and interpret sketches and drawings					
Unit Code:	SEIP-TEX-RF-03-S					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Interpret information and specifications	1.1. Appropriate manuals for work activity are identified and collected.			√		
	1.2. Information and specifications 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:	Ring Frame - Basics and Techniques					
Unit Name:	Interpret the basics of ring frame					
Unit Code:	SEIP-TEX-RF-01-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Understand the ring frame process	1.1. Production process of ring frame is identified and explained.					√
	1.2. Functions of ring frame are identified and described.				√	
	1.3. Role of a ring frame operator is explained.				√	
2. Identify machine and machine specification	2.1. Origin, brand and model of the machine is identified.				√	
	2.2. Number of spindles of the machine are identified.				√	
	2.3. Spindle speed of the machine are identified.				√	
3. Identify parts and functions of machine	3.1. Different parts of machine are identified and located.			√		

	3.2. Function of different parts of machine are explained.			√
4. Interpret technical terms	4.1. Technical terms used in spinning process are identified.		√	
	4.2. Technical terms are interpreted.		√	

Occupation:	Ring Frame - Basics and Techniques					
Unit Name:	Carry out ring frame operation					
Unit Code:	SEIP-TEX-RF-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. Collect roving for feeding	1.1. Appropriate personal protective equipment (PPE) is identified and selected.		√			
	1.2. Simplex bobbins of roving are identified and collected.		√			
	1.3. Rovings are stored as per standard operating procedure.		√			
2. Perform creeling, feeding and piecing	2.1. Simplex bobbins of rovings are creeled as per standard operating procedure.		√			
	2.2. Simplex bobbins of rovings are fed into machine.		√			
	2.3. Rovings are pieced when required.		√			
3. Operate ring frame	3.1. Hand tools are identified and selected as per job requirement.		√			
	3.2. Control points are identified.		√			
	3.3. Starting and stopping of machine is performed as per standard operating procedure.		√			
	3.4. Yarns are pieced when required as per standard operating procedure.		√			
	3.5. Block of the materials are identified and separated.		√			

Occupation:	Ring Frame - Basics and Techniques				
Unit Name:	Handle the materials				
Unit Code:	SEIP-TEX-RF-03-O				
Assessment Method:	P	O	W		
	Performance	Oral questioning	Written examination (including short-answer,		

	<i>(including demonstration and observation)</i>		<i>multiple choice, and true or false questions)</i>		
Element	Performance Criteria	P	O	W	
1. Perform doffing operation	1.1. Ring cops are doffed.	√			
	1.2. Ring bobbins are placed in the machine as per standard operating procedure.	√			
2. Handle packages and trolley	2.1. Ring cops are collected.	√			
	2.2. Ring bobbins are collected and stored as per standard operating procedure.	√			
	2.3. Roving trolley and basket are cleaned.	√			
3. Dispose of waste material	3.1. Waste material from machine is identified.	√			
	3.2. Waste materials are separated and disposed of as per standard operating procedure.	√			

Occupation:	Ring Frame - Basics and Techniques				
Unit Name:	Understand drafting system and drafting zone				
Unit Code:	SEIP-TEX-RF-04-O				
Assessment Method:	P	O	W		
	<i>Performance (including demonstration and observation)</i>	Oral questioning	<i>Written examination (including short-answer, multiple choice, and true or false questions)</i>		
Element	Performance Criteria	P	O	W	
1. Explain drafting system	1.1. Drafting systems are identified and explained.			√	
	1.2. Working procedure of drafting system is described.			√	
2. Identify functions of drafting zone	2.1. Work instructions are received and confirmed with supervisor.	√			
	2.2. Functions of different parts of drafting zone are explained.			√	
	2.3. Functions of drafting zone is described.		√		
	4.1. Selected hand tools and equipment are used properly and safely.	√			

Occupation:	Ring Frame - Basics and Techniques				
Unit Name:	Carry out quality control and maintenance				
Unit Code:	SEIP-TEX-RF-05-O				
Assessment Method:		O	W		

	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Identify roving and yarn faults	1.1. Roving and yarn faults are identified.	√			
	1.2. Offending materials are collected and separated.	√			
	1.3. Identified faults are reported to appropriate authority.	√			
2. Test quality of materials	2.1. Materials quality is identified and established.	√			
	2.2. Yarn properties are tested.	√			
	2.3. Test results are reported to appropriate authority.	√			
3. Carry out maintenance work	3.1. Maintenance issues are identified and reported.	√			
	3.2. Maintenance schedule is followed.	√			
	3.3. Simple maintenance work is performed as required.	√			

Occupation:	Ring Frame - Basics and Techniques				
Unit Name:	Carry out production calculation				
Unit Code:	SEIP-TEX-RF-06-O				
Assessment Method:	P	O	W		
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria	P	O	W	
1. Identify the speed of different parts	1.1. Spindle speed is identified.			√	
	1.2. Twist per inch (TPI) is identified.	√			
2. Calculate production quantity	2.1. Number of spindles are identified.	√			
	2.2. Machine efficiency is determined.			√	
	2.3. Production rate of ring frame is calculated according to formula.			√	

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 Ring Frame Basics and Techniques. Assessment of competency requires you to consistently demonstrate skill, knowledge and aptitude (through a variety of assessment tools such as multiple choice, short-answer questions, oral questioning, workplace observation, and practical demonstration) that enables confident completion of workplace tasks in a variety of situations.

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

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

Furthermore the assessment process must:

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

There are two types of assessment:

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

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

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

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

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

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

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

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

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

Self-Assessment Guide

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

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

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

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

Qualification:	Ring Frame Basics and Techniques	
Units of competency:	<p>Generic units:</p> <ul style="list-style-type: none"> Use basic mathematical concepts Apply occupational health and safety (OHS) practices in the workplace Carry out workplace interaction Operate in a team environment Apply basic IT skills <p>Sector-specific units:</p> <ul style="list-style-type: none"> Explore the history of Textile Sector Use hand and power tools Read and interpret sketches and drawings <p>Occupation-specific units:</p> <ul style="list-style-type: none"> Identify the basics of ring frame Carry out ring frame operation Handle the materials Understand drafting system and drafting zone Carry out quality control and maintenance Carry out production calculations 	
Instructions:		
<ul style="list-style-type: none"> ▪ Read each of the questions in the left-hand column of the chart ▪ Place a tick (√) in the appropriate box opposite each question to indicate your answer 		
Can I?	YES	NO
▪ Identify calculation requirements from workplace information		
▪ Construct mathematical problems from workplace information		
▪ 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 first aid procedures during emergency situation		
▪ Interpret workplace codes of conduct as per organisational guidelines		
▪ Conduct workplace interactions in a courteous manner to gather and convey information		
▪ Comprehend workplace procedures and matters		
▪ Interpret workplace documents correctly		
▪ Understand and follow visual information/symbols/signage		
▪ Access specific and relevant information from appropriate sources		
▪ Follow meeting procedures and etiquette		
▪ Provide and interpret inputs in line with the meeting purpose		
▪ Perform responsibilities as a team member		
▪ Identify and interpret roles and objectives of the team and team members		
▪ Encourage the team through sharing information or expertise, working together to solve problems, and putting team success first		
▪ Identify problems faced at the individual and team level and show insight into the root-causes of the problems		
▪ Identify and describe commonly used IT tools		
▪ Identify basic parts of a computer		
▪ Apply basic typing technique		
▪ Perform data entry on spread sheet		
▪ Explain using of email account in online environment		
▪ Examine and describe the historical background of textile sector		
▪ Identify steps of textile processing		
▪ Identify the backward and forward linkages		
▪ Identify the main industries of textile sector		
▪ Analyse and explore the importance of textile sector and main industries		
▪ Identify the prime local markets and export markets		
▪ List the export markets are listed		

▪ Identify the 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 explain production process of ring frame		
▪ Identify and describe functions of ring frame		
▪ Explain the role of a ring frame operator		
▪ Identify the origin, brand and model of the machine		
▪ Identify the number of spindles of the machine		
▪ Identify the spindle speed of the machine		
▪ Identify and locate the different parts of the machine		
▪ Explain function of different parts of machine		
▪ Identify the technical terms used in spinning process		

▪ Interpret the technical terms		
▪ Identify and select the appropriate personal protective equipment (PPE)		
▪ Identify and collect simplex bobbins of roving		
▪ Store rovings as per standard operating procedure		
▪ Creel the simplex bobbins of rovings as per standard operating procedure		
▪ Fed simplex bobbins of rovings into machine		
▪ Piece the rovings when required		
▪ Identify and select hand tools as per job requirement		
▪ Identify the control points		
▪ Perform starting and stopping of machines as per standard operating procedure		
▪ Piece yarns when required as per standard operating procedure		
▪ Identify and separate the blocks of the materials		
▪ Clean the machine parts as per manufacturer instructions		
▪ Clean the drafting zone as per standard operating procedure		
▪ Clean work area		
▪ Dispose of waste materials in proper place		
▪ Doff the ring cops		
▪ Place the ring bobbins in the machine as per standard procedures		
▪ Collect the ring cops		
▪ Collect and store the ring bobbins as per standard operating procedure		
▪ Clean the roving trolley and basket		
▪ Identify the waste materials from the machine		
▪ Separate and dispose waste materials as per standard operating procedure		
▪ Identify and explain the drafting systems		
▪ Describe the working procedure of drafting system		
▪ Identify the parts of drafting zone		
▪ Explain the functions of different parts of the drafting zone		
▪ Describe the functions of drafting zone		
▪ Identify the roving and yarn faults		
▪ Collect and separate the offending materials		
▪ Collect and separate offending materials		

▪ Report identified faults to the appropriate authority		
▪ Identify and establish materials quality		
▪ Test the yarn properties		
▪ Report the test results to the appropriate authority		
▪ Identify and report the maintenance issues		
▪ Follow the maintenance schedule		
▪ Perform the simple maintenance work as required		
▪ Identify the spindle speed		
▪ Identify twist per inch (TPI).		
▪ Identify the number of spindles		
▪ Determine the machine efficiency		
▪ Calculate the production rate of ring frame according to formula		
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 – Ring Frame Basics and Techniques

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 Ring Frame Basics and Techniques, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-TEX-RF-01-G	Use basic mathematical concepts
SEIP-TEX-RF-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-RF-03-G	Carry out workplace interaction
SEIP-TEX-RF-04-G	Operate in a team environment
SEIP-TEX-RF-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-RF-01-S	Explore the history of Textile Sector
SEIP-TEX-RF-02-S	Use hand and power tools
SEIP-TEX-RF-03-S	Read interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-RF-01-O	Interpret the basics of ring frame
SEIP-TEX-RF-02-O	Carry out ring frame preparations
SEIP-TEX-RF-03-O	Handle the materials
SEIP-TEX-RF-04-O	Understand drafting system and drafting zone
SEIP-TEX-RF-05-O	Carry out quality control and maintenance
SEIP-TEX-RF-06-O	Carry out production calculations

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

Assessment Agreement	
Occupation:	Ring Frame - Basics and Techniques
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	Element
Generic Competencies	
SEIP-TEX-RF-01-G	Use basic mathematical concepts
SEIP-TEX-RF-02-G	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-RF-03-G	Carry out workplace interaction
SEIP-TEX-RF-04-G	Operate in a team environment
SEIP-TEX-RF-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-RF-01-S	Explore the history of Textile Sector
SEIP-TEX-RF-02-S	Use hand and power tools
SEIP-TEX-RF-03-S	Read and interpret sketches and drawing
Occupation-specific Competencies	
SEIP-TEX-RF-01-O	Identify the basics of ring frame
SEIP-TEX-RF-02-O	Carry out ring frame operations
SEIP-TEX-RF-03-O	Handle the materials
SEIP-TEX-RF-04-O	Understand drafting system and drafting zone
SEIP-TEX-RF-05-O	Carry out quality control and maintenance
SEIP-TEX-RF-06-O	Carry out production calculations
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 Ring Frame Basics and Techniques, 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**:
 - Operate ring frame machine
 - Carry out quality assurance
 - provide the candidate with the copy of the specific instruction to candidate
 - allow each practical demonstration to be performed within two (2) hours including preparation of the materials
 - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
 - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
 - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
 - (a) Written Test (1 hour) – **knowledge evidence**
 - (b) Practical Demonstration (4 hours) – **performance evidence**The practical demonstration activities will be divided into two (2) tasks:
 - (a) **Practical Demonstration 1 (2 hours)**
 - (b) **Practical Demonstration 2 (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 37 and 42 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 Ring Frame Basics and Techniques. Using the performance criteria as a benchmark, evidence will be gathered through:

1. Written Test (1 hour) – a variety of multiple-choice, true or false and short answer theory questions to support your competence with regard to the required knowledge (**knowledge evidence**).
2. Practical Demonstration (4 hours) – observable tasks outlined in the elements and performance criteria of the units of competency, completed to support a judgement of satisfactory performance to the required standard (**performance evidence**).

There will be two (2) practical demonstration activities:

(a) Operate ring frame machine

(b) Carry out quality assurance

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 Ring Frame Basics and Techniques.
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 Ring Frame Basics and Techniques
Unit of Competency	Element
Generic Competencies	
SEIP-TEX-RF-01-G	Use basic mathematical concepts
SEIP-TEX-RF-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-RF-03-G	Carry out workplace interaction
SEIP-TEX-RF-04-G	Operate in a team environment
SEIP-TEX-RF-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-RF-01-S	Explore the history of textile sector
SEIP-TEX-RF-02-S	Use hand tools and power tools
SEIP-TEX-RF-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-RF-01-O	Interpret the basics of ring frame
SEIP-TEX-RF-02-O	Carry out ring frame operations
SEIP-TEX-RF-03-O	Handle the materials
SEIP-TEX-RF-04-O	Understand drafting system and drafting zone
SEIP-TEX-RF-05-O	Carry out quality control and maintenance
SEIP-TEX-RF-06-O	Carry out production calculations
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 Ring Frame Basics and Techniques ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST**Multiple Choice**

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

1.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	Which process is involved with ring frame?	a. Spinning b. Weaving c. Knitting d. Dyeing
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.	What is doffing?	a. Joining of broken yarns b. Removing empty packages c. Removing full packages d. Placement of full packages
5.	What is fed into the ring frame?	a. Carded sliver b. Mini lap c. Roving d. Yarn
6.	What is the function of the brake system?	a. To start the machine b. To stop the machine c. To break the machine d. To feed the materials
7.	What are the waste materials of ring frame?	a. Sweeping b. Fly dust c. Bonda d. All
8.	Which is not involved with drafting zone?	a. Spacer

		b. Apron c. Cradle d. Roving
9.	Which is not a yarn fault?	a. Thick and thin place b. Neps c. Slubs d. Irregular roving
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.	Piecing is the joining of broken yarns.	True <input type="checkbox"/> False <input type="checkbox"/>
Fill In the Missing Blanks		
Write the word or group of words needed to complete the following sentences.		
14.	_____ is used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	A ring frame has operated for a day and after completion the production, the machine should be _____.	
Short Answer		
Write a short answer in the space provided (not to exceed more than approximately twenty-five (25) words).		
16.	What is spinning?	
17.	What is the input and output of ring frame?	

18.	What are the systems of drafting?	
19.	What is the meaning of creeling?	
20.	What is drafting?	
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:

Written Test - Answers

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

Multiple Choice		
1.	What percentage of 250 is 50?	a. 10% b. 20% c. 25% d. 50%
2.	Which process is involved with ring frame?	a. Spinning b. Weaving c. Knitting d. Dyeing
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.	What is doffing?	a. Joining of broken yarns b. Removing empty packages c. Removing full packages d. Placement of full packages
5.	What is fed into the ring frame?	a. Carded sliver b. Mini lap c. Roving d. Yarn
6.	What is the function of the brake system?	a. To start the machine b. To stop the machine c. To break the machine d. To feed the materials
7.	What are the waste materials of ring frame?	a. Sweeping b. Fly dust c. Bonda d. All
8.	Which is not involved with drafting zone?	a. Spacer b. Apron

		c. Cradle d. Roving
9.	Which is not a yarn fault?	a. Thick and thin place b. Neps c. Slubs d. Irregular roving
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.	Piecing is the joining of broken yarns.	True <input checked="" type="checkbox"/> False <input type="checkbox"/>
Fill In the Missing Blanks		
14.	<u>Goggles or glass</u> is used to protect eyes from flying particles and other debris which may cause personal injury to a worker.	
15.	A ring frame has operated for a day and after completion the production, the machine should be <u>cleaned.</u>	
Short Answer		
16.	What is spinning?	Spinning is the process of manufacturing of yarns from fibres.
17.	What is the input and output of ring frame?	Roving is input and yarn is output of ring frame machine.
18.	What are the systems of drafting?	<ul style="list-style-type: none"> ▪ Regular ▪ Apron ▪ 3 over 3 ▪ 4 over 3 ▪ 4 over 4
19.	What is the meaning of creeling?	Creeling is the feeding of full packages in the feed zone of the machine.
20.	What is drafting?	Drafting is the process of attenuating the loose assemblage of fibres called sliver by passing it through a series of rollers, thus straightening the individual fibres and making them more parallel.

Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Ring Frame Basics and Techniques
Task:	Operate ring frame 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 Ring Frame Basics and Techniques ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment, machinery and materials required for the 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. Calculate production rate of ring frame. 7. Collect raw materials for creeling. 8. Feed simplex bobbins of roving in the ring frame from input to output package. 9. Identify, check and adjust the control points. 10. Identify and separate block of the materials (if required). 11. Identify spindle speed and number of spindles. 12. Operate the ring frame machine. 13. Perform piecing in case of yarn breakage. 14. Remove ring cops from the machine. 15. Collect and store ring bobbins as per standard operating procedure. 16. Clean and maintain tools, equipment, machinery and work area. 17. Dispose of waste materials. 	
Drawing, Plan, Diagram or Sketch:	

N/A

Resources Required:

Tools:	Allen key Vernier calliper Wrench box Spanner ring File Hammer Pliers Screwdriver (flat, negative, positive) Tacho meter Pullers
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Equipment:	N/A
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Machinery:	Ring frame
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Materials:	Simples bobbins of rovings
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PPE:	Apron Mask Ear plugs Safety shoes
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Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Ring Frame Basics and Techniques	
Task:	Operate ring frame 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
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information from appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate personal protective equipment (PPE) is identified and selected.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected tools, equipment and machinery used in ring frame operations.	<input type="checkbox"/>	<input type="checkbox"/>
Identified required materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Calculation requirements are identified in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate mathematical methods/concepts for the calculation are selected.	<input type="checkbox"/>	<input type="checkbox"/>

Tools and instruments to perform calculations are used.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate method is selected to carry out the calculation requirement.	<input type="checkbox"/>	<input type="checkbox"/>
Constructed mathematical problems are solved with appropriate method.	<input type="checkbox"/>	<input type="checkbox"/>
Tools and instruments required for computation are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Calculation is performed using appropriate tools and instruments accurately.	<input type="checkbox"/>	<input type="checkbox"/>
Collected required materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Origin, brand and model of the machine is identified.	<input type="checkbox"/>	<input type="checkbox"/>
Parts of the machine are inspected and checked.	<input type="checkbox"/>	<input type="checkbox"/>
Number of spindles of the machine are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Spindle speed of the machine is identified.	<input type="checkbox"/>	<input type="checkbox"/>
Twist per inch (TPI) is identified.	<input type="checkbox"/>	<input type="checkbox"/>
Machine efficiency is determined.	<input type="checkbox"/>	<input type="checkbox"/>
Production rate of ring frame is calculated according to formula.	<input type="checkbox"/>	<input type="checkbox"/>
Simplex bobbins of roving are identified and collected.	<input type="checkbox"/>	<input type="checkbox"/>
Rovings are stored as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Simplex bobbins of rovings are creeded as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Simplex bobbins of rovings are fed into machine.	<input type="checkbox"/>	<input type="checkbox"/>
Rovings are pieced when required.	<input type="checkbox"/>	<input type="checkbox"/>
Control points are identified and adjusted (if necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Starting and stopping of machines is performed as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Yarns are pieced when required as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Block of the materials are identified and separated.	<input type="checkbox"/>	<input type="checkbox"/>
Drafting zone is cleaned as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Ring cops are doffed.	<input type="checkbox"/>	<input type="checkbox"/>
Ring bobbins are placed in the machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Ring cops are collected.	<input type="checkbox"/>	<input type="checkbox"/>
Ring bobbins are collected and stored 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"/>
Machine and machine parts are cleaned as per 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"/>
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 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Ring Frame Basics and Techniques
Task:	Carry out quality assurance
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 Ring Frame Basics and Techniques ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have two (2) hours to complete this demonstration 	
Procedure:	
<ul style="list-style-type: none"> ▪ observe and wear personal protective equipment (PPE) as required for the task to be performed ▪ read the specification information provided ▪ collect all materials needed to complete the task ▪ perform the task within the given time ▪ observe and follow all health and safety (OHS) requirements at all times 	
Job Specification Information:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment, machinery and materials required for the task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Establish quality parameters of materials. 6. Collect rovings and yarns for checking (if required). 7. Identify roving and yarn faults. 8. Collect and separate offending materials. 9. Identified faults are recorded and reported (using Word formatted document). 10. Test properties of yarn, and record and report results (using Excel formatted document). 11. Email fault and testing reports to appropriate authority (use different browsers to access email). 12. Identify and report maintenance issues. 13. Simple maintenance is carried out as per schedule. 	
Drawing, Plan, Diagram or Sketch:	
N/A	
Resources Required:	

Tools	Sample cutter Machine brush
Equipment	Industrial weight scale Electronic balance
Machinery	Uster machine
Materials:	Cone (yarn)
PPE:	Apron Mask Gloves (long)

Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Ring Frame Basics and Techniques	
Task:	Carry out quality assurance	
Assessment Centre:		
Date of Assessment:		
Instructions:	<p>The tasks listed on the observation checklist of the practical demonstration will provide performance evidence of the candidate.</p> <p>Performance can be observed in an actual workplace or in a simulated working environment.</p> <p>If performance of particular tasks cannot be observed, you may ask the candidate to explain a procedure or enter into a discussion on the subject.</p> <p>The assessment activity (practical demonstration) should:</p> <ul style="list-style-type: none"> ▪ fit industry requirements in which the assessment will be conducted ▪ adhere, where possible, to reasonable adjustment practices ▪ ensure that suitable performance benchmarks are applied and explained to the candidate 	
OBSERVATION RECORD		
Performance Criteria	Place a ✓ to show if evidence has been demonstrated competently	
	Yes	No
Workplace documents are interpreted correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Accessed specific and relevant information form appropriate sources.	<input type="checkbox"/>	<input type="checkbox"/>
OHS policies and procedures are applied in the workplace including personal protective equipment (PPE).	<input type="checkbox"/>	<input type="checkbox"/>
Common safety issues are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Hazards and risks assessment and controls are interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate personal protective equipment (PPE) is identified and selected.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and collected tools and equipment required for task.	<input type="checkbox"/>	<input type="checkbox"/>
Materials quality is identified and established.		
Roving and yarn faults are identified.	<input type="checkbox"/>	<input type="checkbox"/>
Offending materials are collected and separated.	<input type="checkbox"/>	<input type="checkbox"/>
Identified faults are reported to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Basic parts of a computer are identified.	<input type="checkbox"/>	<input type="checkbox"/>

Turning on and off technique of a computer is performed.	<input type="checkbox"/>	<input type="checkbox"/>
Working environment, functions and features of operating system is interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Simple trouble-shooting techniques are applied (if necessary).	<input type="checkbox"/>	<input type="checkbox"/>
Word processing application appropriate to perform activity is operated.	<input type="checkbox"/>	<input type="checkbox"/>
Basic typing technique to document is applied.	<input type="checkbox"/>	<input type="checkbox"/>
Word processing techniques to document are employed.	<input type="checkbox"/>	<input type="checkbox"/>
Saving and retrieving technique of a document is used.	<input type="checkbox"/>	<input type="checkbox"/>
Yarn properties are tested.	<input type="checkbox"/>	<input type="checkbox"/>
Test results are reported to appropriate authority.	<input type="checkbox"/>	<input type="checkbox"/>
Spread sheet working environment, functions and features are identified and interpreted.	<input type="checkbox"/>	<input type="checkbox"/>
Data entry on spreadsheet appropriate to perform activity is performed.	<input type="checkbox"/>	<input type="checkbox"/>
Data entry on spread sheet appropriate to perform activity is performed.	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet document is created and saved.	<input type="checkbox"/>	<input type="checkbox"/>
Writing and sending of workplace emails is completed.	<input type="checkbox"/>	<input type="checkbox"/>
Different browsers to work online are identified and selected.	<input type="checkbox"/>	<input type="checkbox"/>
Browse different web portals and apply proper search techniques.	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance issues are identified and reported.	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance schedule is followed.	<input type="checkbox"/>	<input type="checkbox"/>
Simple maintenance work is performed as required.	<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"/>
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:

Competent

Not Yet Competent

Candidate Signature:


Date:

Assessor Signature:

Date:

Oral Questions (Optional)

ORAL QUESTIONS - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Ring Frame Basics and Techniques
Unit of Competency	
Generic Competencies	
SEIP-TEX-RF-01-G	Use basic mathematical concepts
SEIP-TEX-RF-02-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-TEX-RF-03-G	Carry out workplace interaction
SEIP-TEX-RF-04-G	Operate in a team environment
SEIP-TEX-RF-05-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-TEX-RF-01-S	Explore the history of textile sector
SEIP-TEX-RF-02-S	Use hand tools and power tools
SEIP-TEX-RF-03-S	Read and interpret sketches and drawings
Occupation-specific Competencies	
SEIP-TEX-RF-01-O	Interpret the basics of ring frame
SEIP-TEX-RF-02-O	Carry out ring frame operations
SEIP-TEX-RF-03-O	Handle the materials
SEIP-TEX-RF-04-O	Understand drafting system and drafting zone
SEIP-TEX-RF-05-O	Carry out quality control and maintenance
SEIP-TEX-RF-06-O	Carry out production calculations
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 Ring Frame Basics and Techniques ▪ 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 this sign mean? 	<input type="checkbox"/>	<input type="checkbox"/>
3.	What does this sign mean? 	<input type="checkbox"/>	<input type="checkbox"/>
4.	What are your duties and responsibilities as an operator of ring frame machine?	<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 during ring frame operation ?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Why piecing is done in spinning?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Name the parts of drafting zone.	<input type="checkbox"/>	<input type="checkbox"/>
10.	What are the control points of the ring frame machine?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Why doffing is done?	<input type="checkbox"/>	<input type="checkbox"/>
12.	What is creeling?	<input type="checkbox"/>	<input type="checkbox"/>
13.	What is maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
14.	What is TPI?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Name the drafting systems.	<input type="checkbox"/>	<input type="checkbox"/>
16.	What is twisting?	<input type="checkbox"/>	<input type="checkbox"/>
17.	What is the input and output of spinning industry?	<input type="checkbox"/>	<input type="checkbox"/>
18.	What is the importance of drafting in spinning?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Name roving faults.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Name yarn faults.	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to candidate:			

Assessment decision for this assessment activity:

Competent

Not Yet Competent

Candidate Signature:

Date:

Assessor Signature:



Date:

Oral Questioning Guideline

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

Oral Questions (Optional) - Answers

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

ORAL QUESTIONS		
Question		Answer
1.	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 this sign mean? 	<i>High voltage electricity hazard</i>
3.	What does this sign mean? 	<i>Emergency exit</i>
4.	What are your duties and responsibilities as an operator of ring frame machine?	<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 ring frame 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 during ring frame operation?	<i>Rovings of:</i> <ul style="list-style-type: none"> ▪ <i>Cotton</i> ▪ <i>Polyester</i> ▪ <i>Cotton polyester blends</i>
8.	Why piecing is done in spinning?	<i>To join the broken heads of yarns.</i>
9.	Name the parts of drafting zone.	<ul style="list-style-type: none"> ▪ <i>Spacer</i> ▪ <i>Apron</i> ▪ <i>Cradle</i> ▪ <i>Back roller</i>
10.	What are the control points of the ring frame machine?	<ul style="list-style-type: none"> ▪ <i>Brake system</i> ▪ <i>Feed zone</i> ▪ <i>Delivery zone</i> ▪ <i>Start and stop system</i> ▪ <i>Drafting zone</i>

11.	Why doffing is done?	<i>Doffing is done to remove the full package from the delivery side of the machine and feed an empty package to receive the materials.</i>
12.	What is creeling?	<i>Creeling is the feeding of full packages in the feed side of the machine in the package holders.</i>
13.	What is maintenance?	<i>Maintenance is the procedure to clean the machine or replacement of any broken parts of the machine to run it smoothly.</i>
14.	What is TPI?	<i>TPI means twist per inch (i.e. number of twist per inch).</i>
15.	Name the drafting systems.	<ul style="list-style-type: none"> ▪ <i>Regular</i> ▪ <i>Apron</i> ▪ <i>3 over 3</i> ▪ <i>4 over 3</i> ▪ <i>4 over 4</i>
16.	What is twisting?	<i>Twisting is the process by which two or more yarns are combined together.</i>
17.	What is the input and output of spinning industry?	<i>Fibre is the input and yarn is the output of spinning industry.</i>
18.	What is the importance of drafting in spinning?	<i>To make the yarns more parallel.</i>
19.	Name roving faults.	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Irregular roving</i> ▪ <i>Slack package</i> ▪ <i>Stretched roving</i> ▪ <i>Dirt and oil strained roving</i>
20.	Name yarn faults.	<i>May include but are not limited to the following answers:</i> <ul style="list-style-type: none"> ▪ <i>Thick and thin place</i> ▪ <i>Neps</i> ▪ <i>Slubs</i> ▪ <i>Hairiness</i> ▪ <i>Count mixing</i>

Assessment Evidence Summary Sheet

EVIDENCE SUMMARY SHEET			
Candidate Name:			
Assessor Name:			
Qualification:	Certificate in Ring Frame Basics and Techniques		
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"/>
	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 evidences/standards?			<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 Ring Frame Basics and Techniques		
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 resource may assess:

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

Unit of Competency:	SEIP-TEX-RF-01-G - Use basic mathematical		
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-RF-02-G - Apply occupational health and safety (OHS) practices in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.		1, 2	
2. Apply personal health and safety practices.	14	1, 2	2, 3
3. Report hazards and risks.	12	1, 2	1
4. Respond to emergencies.			
Unit of Competency:	SEIP-TEX-RF-03-G - Carry out workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.			
2. Read and understand workplace documents.		1, 2	
3. Participate in workplace meetings and discussions.		1, 2	
4. Practice professional ethics at work.		1, 2	
Unit of Competency:	SEIP-TEX-RF-04-G - Operate in a team environment		
Element	Assessment Method		
	Written	Practical	Oral

1. Identify team goals and work processes.	3		
2. Identify own role and responsibilities within team.			4
3. Communicate and co-operate with team members.	10	1, 2	
4. Practice problem solving within the team.		1, 2	
Unit of Competency:	SEIP-TEX-RF-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-RF-01-S - Explore the history of Textile Sector		
Element	Assessment Method		
	Written	Practical	Oral
1. Examine the background of textile sector.			
2. Identify main industries within textile sector.			
3. Identify prime local and export markets.			
Unit of Competency:	SEIP-TEX-RF-02-S - Use hand and power tools		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify and inspect hand and power tools.		1, 2	
2. Use hand tools properly and safely.		1, 2	5
3. Operate power tools properly and safely.		1, 2	
4. Clean and maintain hand and power tools.	15	1, 2	
Unit of Competency:	SEIP-TEX-RF-03-S - Read and interpret sketches and drawings		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret information and specifications.		1, 2	
2. Read and interpret sketches and drawings.		1, 2	

Unit of Competency:	SEIP-TEX-RF-01-O - Interpret the basics of ring frame		
Element	Assessment Method		
	Written	Practical	Oral
1. Understand the ring frame process.	2		7, 17
2. Identify machine and machine specification.	17		
3. Identify parts and functions of machine.	16	1	
4. Interpret technical terms.	11		16
Unit of Competency:	SEIP-TEX-RF-02-O - Carry out ring frame operation		
Element	Assessment Method		
	Written	Practical	Oral
1. Collect roving for feeding.	5	1	14
2. Perform creeling, feeding and piecing.	13, 19	1	8, 12
3. Operate ring frame.	6	1	10
Unit of Competency:	SEIP-TEX-RF-03-O - Handle the materials		
Element	Assessment Method		
	Written	Practical	Oral
1. Perform doffing operation.	4	1	11
2. Handle packages and trolley.		1	
3. Dispose of waste material.	7	1	
Unit of Competency:	SEIP-TEX-RF-04-O - Understand drafting system and drafting zone		
Element	Assessment Method		
	Written	Practical	Oral
1. Explain drafting system.	18, 20		15, 18
2. Identify functions of drafting zone.	8	1	9
Unit of Competency:	SEIP-TEX-RF-05-O - Carry out quality control and maintenance		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify roving and yarn faults.	9	2	19, 20
2. Test quality of materials.		2	
3. Carry out maintenance work.		2	13

Unit of Competency:	SEIP-TEX-RF-06-O - Carry out production calculation		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify the speed of different parts.		1	
2. Calculate production quantity.		1	