



Skills for Employment Investment Program (SEIP)

ASSESSMENT TOOL FOR SEWING MACHINE OPERATION

(LEATHER AND FOOTWEAR 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 **Sewing Machine Operation**, a candidate must demonstrate competent skill and knowledge in all the units of competency listed below. Upon successful completion of all assessment activities, a candidate shall be awarded with a certificate.

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-LEA-SEW-01-G	Use basic mathematical concepts
SEIP-LEA-SEW-02-G	Carry out workplace interaction
SEIP-LEA-SEW-03-G	Operate in a team environment
SEIP-LEA-SEW-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SEW-02-S	Work in leather goods and footwear industry
Occupation-specific Competencies	
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts
SEIP-LEA-SEW-02-O	Identify sewing machine operation
SEIP-LEA-SEW-03-O	Operate sewing machine
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations
SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine 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 needed to collect the evidence

Occupation:	Sewing Machine Operation					
Unit Name:	Use basic mathematical concepts					
Unit Code:	SEIP-LEA-SEW-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 in the workplace.			√	√	
	1.2. Appropriate mathematical methods/concepts for the calculation are selected.			√		√
	1.3. Tools and instruments to perform calculations are used.			√		√
2. Select appropriate mathematical methods/concepts for calculation	2.1. Appropriate method is selected to carry out the calculation requirement.			√		√
	2.2. Constructed mathematical problems are solved with appropriate method.			√		√
3. Use tools and instruments to perform calculations	3.1. Tools and instruments required for computation are identified.			√		√
	3.2. Calculation is performed using appropriate tools and instruments accurately.			√		√

Occupation:	Sewing Machine Operation				
Unit Name:	Carry out workplace interaction				
Unit Code:	SEIP-LEA-SEW-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. Interpret workplace communication and etiquette	1.1. Workplace codes of conducts are interpreted as per organizational guidelines.	√	√	
	1.2. Appropriate lines of communication are maintained with supervisors and colleagues.	√		
	1.3. Workplace interactions are conducted in courteous manner to gather and convey information.	√		
	1.4. Workplace procedures and matters are comprehended.		√	
2. Interpret 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:	Sewing Machine Operation			
Unit Name:	Operate in a team environment			
Unit Code:	SEIP-LEA-SEW-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
	1.1. Roles and objectives of the team are interpreted.		√	

1. Identify team goals and work processes	1.2. Roles and responsibilities of team members are interpreted.		√	
2. Identify own role and responsibilities within team	2.1. Personal role and responsibilities are identified within the team environment.		√	
	2.2. Reporting relationships are interpreted within team and external to team.		√	
3. Communicate and co-operate with team members	3.1. Other teammates' tasks are identified and provided support.	√	√	
	3.2. The team is encouraged through sharing information or expertise, working together to solve problems, and putting team success first.	√		√
	3.3. Views and opinions of other team members are interpreted.		√	
4. Practice problem solving within the team	4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.		√	
	4.2. A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.		√	
	4.3. The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems.		√	
	4.4. It is looked beyond the obvious and not stopped at the first answers.		√	

Occupation:	Sewing Machine Operation					
Unit Name:	Apply basic IT skills					
Unit Code:	SEIP-LEA-SEW-04-G					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Identify and use most commonly used IT tools	1.1. History of information technology (IT) is identified and summarised.		√			
	1.2. Commonly used IT tools are identified and described.				√	
2. Understand use of computer	2.1. Basic parts of a computer are identified.	√				
	2.2. Turning on and off technique of a computer is performed.	√				

	2.3. Working environment, functions and features of operating system is interpreted.		√	
	2.4. Simple trouble-shooting techniques are applied.	√		
3. Work with word processing application	3.1. Word processing application appropriate to perform activity is operated.	√		
	3.2. Basic typing technique to document is applied.	√		
	3.3. Word processing techniques to document are employed.	√		
	3.4. Personal CV writing using suitable word processing techniques is practiced.			√
	3.5. Saving and retrieving technique of a document is used.	√		
4. 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 manipulation techniques to spreadsheet document are applied.	√		
	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:	Sewing Machine Operation				
Unit Name:	Apply occupational health and safety (OHS) practice in the workplace				
Unit Code:	SEIP-LEA-SEW-01-S				
Assessment Method:	P	O	W		
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)		
Element	Performance Criteria		P	O	W
	1.1. OHS policies and safe operating procedures are interpreted.		√		√

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

Occupation:	Sewing Machine Operation					
Unit Name:	Work in the leather goods and footwear industry					
Unit Code:	SEIP-LEA-SEW-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 basic workflow	1.1. The positions, job roles and responsibilities in the tannery, leather goods and footwear industries are identified.			√		
	1.2. The positions and job roles are differentiated clearly with key responsibilities.				√	
2. Identify materials	2.1. Raw materials commonly used in industry are identified.	√				
	2.2. Leather goods materials are identified.	√				
	2.3. Footwear materials are identified.	√				
	2.4. Different types of materials used in the footwear industry are identified for use.	√				

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:	Sewing Machine Operation					
Unit Name:	Identify sewing machines and their parts					
Unit Code:	SEIP-LEA-SEW-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 sewing machines	1.1. Types of sewing machine are identified.			√		
	1.2. Functions of sewing machine are identified and described.					√
2. Identify basic parts	2.1. Basic sewing machine parts are identified.			√		
	2.2. Parts of needle are identified.			√		
	2.3. Functions of sewing machine parts are identified and described.				√	
	2.4. Function of needle parts are identified and described.				√	
3. Identify tools and equipment	3.1. Tools and equipment used in sewing machine operations are identified.			√		
	3.2. Faults with tools and equipment are identified and marked for repair or replacement as per standard operating procedure.			√		

Occupation:	Sewing Machine Operation					
Unit Name:	Identify sewing machine operation					
Unit Code:	SEIP-LEA-SEW-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
	1.1. Steps of sewing machine operation are explained.				√	

1. Identify basic operation	1.2. Purpose of sewing is identified and described.		√	
	1.3. Types of stitch formation are identified and described.	√		
2. Identify needle specification and thread number	2.1. Needle specification is identified and described.	√		√
	2.2. Needle is selected and inserted as per job requirement.	√		
	2.3. Thread number is selected and threading performed as per job requirement.	√		

Occupation:	Sewing Machine Operation					
Unit Name:	Operate sewing machine					
Unit Code:	SEIP-LEA-SEW-03-O					
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. Prepare for work	1.1. Job specifications and instructions are read and interpreted.			√		
	1.2. Appropriate personal protective equipment (PPE) is identified and selected.			√		
	1.3. Appropriate tools and equipment are identified and selected.			√		
2. Set-up machine	2.1. Machine table, seating posture and lighting are set.			√		
	2.2. Machine is lubricated and cleaned as per standard operating procedure.			√		
	2.3. Safety guards and machine parts are inspected and checked.			√		
	2.4. Work bundles are inspected and checked as per standard operating procedure.			√		
	2.5. Needle point and threads are selected as per job requirement.			√		
	2.6. Thread tension, stitch length and density are checked to conform to job specification.			√		
3. Operate sewing machine	3.1. Stitching line is selected as per job specification.			√		
	3.2. Sewing machine is operated as per standard operating procedure.			√		

	3.3. Accuracy of perforation along stitching line is inspected and maintained.	√		
4. Clean and maintain workplace	4.1 Tools and equipment are cleaned, maintained and stored.	√		
	4.2 Machine and machine parts are cleaned as per standard operating procedure.	√		
	4.3 Workplace is cleaned and waste material disposed of.	√		

Occupation:	Sewing Machine Operation					
Unit Name:	Perform flatbed sewing machine operations					
Unit Code:	SEIP-LEA-SEW-04-O					
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. Prepare for work	1.1. Job specifications and instructions are read and interpreted.			√		
	1.2. Appropriate personal protective equipment (PPE) is identified and selected.			√		
	1.3. Appropriate tools and equipment are identified and selected.			√		
2. Operate flatbed sewing machine	2.1. Leather components are selected as per job requirement.			√		
	2.2. Thread tension, stitch length and density are adjusted as per job specification using dummy piece.			√		
	2.3. Flatbed sewing machine is operated following sewing instructions as per standard operating procedure.			√		
	2.4. Leather is sorted according to size, grain pattern, shade, thickness and finish.			√		
	2.5. Faults are identified, recorded and report as per standard operating procedure.			√		
3. Carry out routine maintenance	3.1. Machine is oiled and cleaned as per manufacturer's specification.			√		
	3.2. Worn needles are identified and replaced.			√		

	3.3. General maintenance is carried out as per standard operating procedure.	√		
4. Clean and maintain workplace	4.1. Tools and equipment are cleaned, maintained and stored.	√		
	4.2. Machine and machine parts are cleaned as per standard operating procedure.	√		
	4.3. Workplace is cleaned and waste material disposed of.	√		

Occupation:	Sewing Machine Operation					
Unit Name:	Perform post bed/cylinder bed sewing machine operations					
Unit Code:	SEIP-LEA-SEW-05-O					
Assessment Method:	P	O	W			
	Performance (including demonstration and observation)	Oral questioning	Written examination (including short-answer, multiple choice, and true or false questions)			
Element	Performance Criteria			P	O	W
1. Prepare for work	1.1. Job specifications and instructions are read and interpreted.			√		
	1.2. Appropriate personal protective equipment (PPE) is identified and selected.			√		
	1.3. Appropriate tools and equipment are identified and selected.			√		
2. Operate post bed/cylinder bed sewing machine	2.1. Leather components are selected as per job requirement.			√		
	2.2. Thread tension, stitch length and density are adjusted as per job specification using dummy piece.			√		
	2.3. Post bed/cylinder bed sewing machine is operated following sewing instructions as per standard operating procedure.			√		
	2.4. Faults are identified, recorded and report as per standard operating procedure.			√		
3. Perform routine maintenance	3.1. Machine is oiled and cleaned as per manufacturer's specification.			√		
	3.2. Worn needles are identified and replaced.			√		
	3.3. General maintenance is carried out as per standard operating procedure.			√		

4. Clean and maintain workplace	4.1. Tools and equipment are cleaned, maintained and stored.	√		
	4.2. Machine and machine parts are cleaned as per standard operating procedure	√		
	4.3. Workplace is cleaned and waste material disposed of.	√		

PART B – THE CANDIDATE

Instructions to Candidate

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

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

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

Furthermore, the assessment process must:

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

There are two types of assessment:

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

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

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

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

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

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

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

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

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

Self-Assessment Guide

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

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

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

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

Qualification:	Sewing Machine Operation	
Units of competency:	<p>Generic units:</p> <p>Use basic mathematical concepts</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>Apply occupational health and safety in the workplace</p> <p>Work in leather goods and footwear industry</p> <p>Occupation-specific units:</p> <p>Identify sewing machines and their parts</p> <p>Identify sewing machine operations</p> <p>Operate sewing machine</p> <p>Perform flatbed sewing machine operations</p> <p>Perform post bed/cylinder bed sewing machine operations</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 in the workplace		
▪ Construct mathematical problems from workplace information		
▪ Select appropriate methods to carry out the calculation requirement		
▪ Solve constructed mathematical problems with appropriate method		
▪ Identify tools and instruments required for computation		

▪ Perform calculation using appropriate tools and instrument accurately		
▪ Interpret workplace codes of conducts as per organizational guidelines		
▪ Maintain appropriate lines of communication with supervisors and colleagues		
▪ Conduct workplace interactions in courteous manner to gather and convey information		
▪ Comprehend workplace procedures and matters		
▪ Interpret workplace documents correctly		
▪ Understand correctly and follow visual information/symbols/signage		
▪ Access specific and relevant information from appropriate sources		
▪ Use appropriate medium to transfer information and ideas		
▪ Attend team meetings on time		
▪ Follow meeting procedures and etiquette		
▪ Express clearly own opinions and listened to those of others without interruption		
▪ Provide inputs consistent with the meeting and interpret and implement meeting outcomes		
▪ Perform responsibilities as a team member		
▪ Perform tasks in accordance with workplace procedures		
▪ Maintain confidentiality		
▪ Avoid inappropriate and conflicting situations		
▪ Identify and interpret roles and objectives of the team		
▪ Identify and interpret roles and responsibilities of team members		
▪ Identify personal role and responsibilities within the team environment		
▪ Interpret reporting relationships within team and external to team		
▪ Identify other teammates' tasks and provide support		
▪ 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 and show problem faced at the individual and team level 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 good ideas of others to help develop solutions and advice sought from those who have solved similar problems		
▪ Look beyond the obvious and not stop at the first answers		
▪ Identify and summarise history of information technology (IT)		

▪ Identify and describe IT tools		
▪ Respect and maintain confidentiality		
▪ Identify basic parts of a computer		
▪ Perform turning on off technique of a computer		
▪ Interpret working environment, functions and features of operating system		
▪ Apply simple trouble-shooting techniques		
▪ Operate word processing application appropriate to perform activity		
▪ Apply basic typing technique to document		
▪ Employ word processing techniques to document		
▪ Practice personal CV writing using suitable word processing techniques		
▪ Use saving and retrieving technique of a document		
▪ Identify and interpret spreadsheet working environment, functions and features		
▪ Perform data entry on spreadsheet appropriate to perform activity is performed		
▪ Apply data manipulation techniques to spreadsheet document		
▪ Create and save spreadsheet document		
▪ Explain use of email account in online environment		
▪ Complete writing and sending of workplace emails		
▪ Identify and select different browsers to work online		
▪ Browse different web portals and apply proper search techniques		
▪ Interpret OHS policies and safe operating procedures		
▪ Identify and follow safety signs and symbols		
▪ Interpret correctly response, evacuation procedures and other contingency measures as per standards		
▪ Apply OHS policies and procedures in the workplace including personal protective equipment (PPE)		
▪ Recognise common health issues		
▪ Identify common safety issues		
▪ Identify hazards and risks		
▪ Interpret hazards and risks assessment and controls		
▪ Respond to alarms and warning devices.		
▪ Respond to emergency response plans and procedures		
▪ Identify first aid procedures during emergency situations		
▪ Identify and describe leather goods workflow process		

▪ Identify and describe footwear workflow process		
▪ Identify raw materials commonly used in industry		
▪ Identify leather goods materials		
▪ Identify footwear materials		
▪ Identify prime local markets and export markets		
▪ List local and export markets		
▪ Identify types of sewing machine		
▪ Identify and describe functions of sewing machine		
▪ Identify basic sewing machine parts are identified		
▪ Identify parts of needle are identified		
▪ Identify and describe functions of sewing machine parts		
▪ Identify and describe function of needle parts		
▪ Identify tools and equipment used in sewing machine operations		
▪ Identify and mark faults with tools and equipment for repair or replacement as per standard operating procedure		
▪ Explain steps of sewing machine operation		
▪ Identify and describe purpose of sewing		
▪ Identify and describe types of stitch formation		
▪ Identify and describe needle specification		
▪ Select and insert needle as per job requirement		
▪ Select thread number and perform threading as per job requirement		
▪ Read and interpret job specifications and instructions		
▪ Identify and select appropriate personal protective equipment (PPE)		
▪ Identify and select appropriate tools and equipment		
▪ Set machine table, seating posture and lighting		
▪ Lubricate and clean machine as per standard operating procedure		
▪ Inspect and check safety guards and machine parts		
▪ Inspect and check work bundles as per standard operating procedure		
▪ Select needle point and threads as per job requirement		
▪ Check threads tension, stitch length and density to conform to job specification		
▪ Select stitching line as per job specification		
▪ Operate sewing machine as per standard operating procedure		
▪ Inspect and maintain accuracy of perforation along stitching line		

▪ Clean, maintain and store tools and equipment		
▪ Clean machine and machine parts as per standard operating procedure.		
▪ Clean workplace and dispose of waste material		
▪ Read and interpret job specifications and instructions		
▪ Identify and select appropriate personal protective equipment (PPE)		
▪ Appropriate tools and equipment are identified and selected		
▪ Select leather components as per job requirement		
▪ Adjust thread tension, stitch length and density as per job specification using dummy piece		
▪ Operate flatbed sewing machine following sewing instructions as per standard operating procedure		
▪ Identify, record and report faults as per standard operating procedure		
▪ Oil and clean machine as per manufacturer's specification		
▪ Identify and replace worn needles		
▪ Carry out general maintenance as per standard operating procedure		
▪ Clean, maintain and store tools and equipment		
▪ Clean machine and machine parts as per standard operating procedure		
▪ Clean workplace and dispose of waste material		
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 – Sewing Machine Operation

The purpose of assessment is to confirm that you can perform to the standards expected in the workplace of an occupation, as expressed in the competency standards (after completion of self-assessment and in agreement with assessor).

To help achieve this, an assessment agreement is required to navigate both you and the assessor through the assessment process.

The assessment agreement is designed to provide a clear understanding of what and how you will be assessed and to nominate the tools that may be used to collect the assessment evidence.

You, the assessor and/or workplace supervisor should agree on the assessment requirements, dates and deadlines.

Therefore, to attain the Certificate of Sewing Machine Operation, you must demonstrate competence in the following units, as established in the assessment agreement:

CODE	UNIT OF COMPETENCY
Generic Competencies	
SEIP-LEA-SEW-01-G	Use basic mathematical concepts
SEIP-LEA-SEW-02-G	Carry out workplace interaction
SEIP-LEA-SEW-03-G	Operate in a team environment
SEIP-LEA-SEW-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-SEW-02-S	Work in the leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts
SEIP-LEA-SEW-02-O	Identify sewing machine operation
SEIP-LEA-SEW-03-O	Operate sewing machine
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations
SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine operations

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

Assessment Agreement	
Occupation:	Sewing Machine Operation
Assessment Centre:	
Candidate Name:	
Assessor Name:	
Unit of Competency	
Generic Competencies	
SEIP-LEA-SEW-01-G	Use basic mathematical concepts
SEIP-LEA-SEW-02-G	Carry out workplace interaction
SEIP-LEA-SEW-03-G	Operate in a team environment
SEIP-LEA-SEW-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-SEW-02-S	Work in the leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts
SEIP-LEA-SEW-02-O	Identify sewing machine operation
SEIP-LEA-SEW-03-O	Operate sewing machine
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations
SEIP-CON-MAS-05-O	Perform post bed/cylinder bed sewing machine 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 Sewing Machine Operation, 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 one (1) set of the following practical demonstration activities:
 - Set A:
 - Operate flatbed sewing machine
 - Operate post bed sewing machine
 - Set B:
 - Operate flatbed sewing machine
 - Operate cylinder bed sewing machine
 - Set C:
 - Operate flatbed sewing machine
 - Operate post bed sewing machine
 - provide the candidate with the copy of the specific instruction to candidate
 - allow the practical demonstration to be performed within four (4) hours including preparation of the materials
 - ensure that the candidate **FULLY** understands the instructions before proceeding to the performance of the assessment activity
 - allow fifteen (15) minutes for the candidate to familiarise themselves with the resources to be used during the practical demonstrations
 - ensure that the candidate is wearing appropriate personal protective equipment (PPE) before allowing them to proceed with the assessment activity
2. Assessment shall be based on the performance criteria in each of the units of competency. The evidence gathering method shall be comprised of:
 - (a) Written Test (1 hour) – **knowledge evidence**
 - (b) Practical Demonstration (4 hours) – **performance evidence**

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

- (i) Practical Demonstration 1 (2 hours)
- (ii) Practical Demonstration 2 (2 hours)

Final assessment is your responsibility as the accredit/certified assessor.

3. At the conclusion of each assessment activity, you will provide feedback to the candidate of the assessment result. The feedback will indicate whether the candidate is:

COMPETENT

NOT YET COMPETENT

4. The list of tools, equipment, machinery and materials to be provided for completion of the practical demonstration assessment activities can be found at:
- Set A – Practical Demonstration 1 page 39
 - Set A – Practical Demonstration 2: page 44
 - Set B – Practical Demonstration 1: page 49
 - Set B – Practical Demonstration 2: page 54
 - Set C – Practical Demonstration 1: page 59
 - Set C – Practical Demonstration 2: page 64

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 Sewing Machine Operation. Using the performance criteria as a benchmark, evidence will be gathered through:

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

There will be one (1) set of practical demonstration activities to complete. The assessor will direct you as to which 'set' you will be required to complete out of the following:

- Set A:
 - Operate flatbed sewing machine (2 hours)
 - Operate post bed sewing machine (2 hours)
 - Set B:
 - Operate flatbed sewing machine (2 hours)
 - Operate cylinder bed sewing machine (2 hours)
 - Set C:
 - Operate flatbed sewing machine (2 hours)
 - Operate post bed sewing 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 Sewing Machine Operation.
 5. The assessor will provide you with feedback of your performance after completion of each assessment activity. This feedback shall indicate whether you are:

COMPETENT

NOT YET COMPETENT

6. Complete of all assessment activities, to a satisfactory level, will contribute to a final assessment of competence.

Written Test

WRITTEN TEST - INSTRUCTIONS	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Unit of Competency	
Generic Competencies	
SEIP-LEA-SEW-01-G	Use basic mathematical concepts
SEIP-LEA-SEW-02-G	Carry out workplace interaction
SEIP-LEA-SEW-03-G	Operate in a team environment
SEIP-LEA-SEW-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice at workplace
SEIP-LEA-SEW-02-S	Work in the leather goods and footwear industries
Occupation-specific Competencies	
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts
SEIP-LEA-SEW-02-O	Identify sewing machine operation
SEIP-LEA-SEW-03-O	Operate sewing machine
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations
SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning knowledge ▪ write your answers on the paper provided ▪ answer all the questions as best as possible ▪ you have 1 (one) hour to complete this test 	

WRITTEN TEST

Multiple Choice

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

1.	The steps for problem solving within a team are?	<ul style="list-style-type: none"> a. Understand the problem b. Devise a plan (translate) c. Carry out the plan, check and interpret d. All of the above
2.	Basic machines used for sewing operation include?	<ul style="list-style-type: none"> a. Flat bed, zigzag and strobel b. Flat bed, cylinder bed and strobel c. Flat bed, post bed and cylinder bed d. Flat bed, cylinder bed and strobel
3.	Tools used for sewing machine operation are?	<ul style="list-style-type: none"> a. Cutter, trimmers, marker and scale b. Cutter, Allen key, screwdrivers and scissors c. Scissor, scale, ruler and marker d. Scissor, marker, cutter and scale
4.	The main purpose of sewing is?	<ul style="list-style-type: none"> a. Joining, cementing and decoration b. Cementing, attaching and reinforcing c. Joining, reinforcing and strengthening d. Joining, reinforcing and decoration
5.	Light intensity in sewing section is important to?	<ul style="list-style-type: none"> a. Relax sewing operator b. Find out defects and reduce fatigue c. Find out scar marks d. Check thickness of leather
6.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	<ul style="list-style-type: none"> a. Biological b. Ergonomic c. Physical d. Chemical
7.	Leather is usually purchased by the square foot, not by the yard. Most leather is available as full hides, sides (which are half a hide), bends and shoulders, which are cut in square shapes of about 14 square feet. How many yards is 14 square feet leather?	<ul style="list-style-type: none"> a. 0.65 yard b. 126 yards c. 5 yards d. 1.56 yards
8.	Needle is specified by?	<ul style="list-style-type: none"> a. Needle system, needle shape and needle size b. Needle number, needle shape and needle size

		<p>c. Needle system, needle size and needle point</p> <p>d. Needle system, needle shape and needle point</p>
9.	<p>Farida was tasked to attend a meeting with a leather and footwear organization by 10:00am. Farida was not able to anticipate the traffic for that day, so she was late for the meeting. The following are actions she could have taken to avoid being late, except for?</p>	<p>a. Make sure to come on time and prepare for the meeting in advance</p> <p>b. Leave home earlier to give time allowance for unexpected road traffic</p> <p>c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place</p> <p>d. Make sure you have a good excuse for being late</p>
10.	<p>A set of rules outlining the social norms, religious rules and responsibilities of, and or proper practices for individuals in an industry is called?</p>	<p>a. Code of conduct</p> <p>b. Good laboratory practices</p> <p>c. Good manufacturing practices</p> <p>d. By-laws</p>
True or False Quiz		
11.	<p>Safety guards and machine parts are inspected and checked before sewing.</p>	<p>True <input type="checkbox"/> False <input type="checkbox"/></p>
12.	<p>Sewing department deals with moulding the finished upper into the shape of a foot and as well as retaining the shape that stimulates the foot shape.</p>	<p>True <input type="checkbox"/> False <input type="checkbox"/></p>
13.	<p>A sewing machine should be adjusted regardless of stitching material type and thickness.</p>	<p>True <input type="checkbox"/> False <input type="checkbox"/></p>
Fill in the Missing Blanks		
14.	<p>Thread tension, stitch length and density are checked to conform to _____.</p>	
15.	<p>Worn needles are identified and _____.</p>	
Short Answer		
16.	<p>What is goal setting and work process in a team environment context?</p>	
17.	<p>What is the definition of roles and responsibilities within a team?</p>	

18.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	
19.	In the production area, accidents happen when hands access the sewing machine during operation . What actions should be taken to ensure that same accident will not happen again?	
20.	What is the function of tension disk and stitch regulator?	
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.	The steps for problem solving within a team are?	<ul style="list-style-type: none"> a. Understand the problem b. Devise a plan (translate) c. Carry out the plan, check and interpret d. All of the above
2.	Basic machines used for sewing operation include?	<ul style="list-style-type: none"> a. Flat bed, zigzag and strobel b. Flat bed, cylinder bed and strobel c. Flat bed, post bed and cylinder bed d. Flat bed, cylinder bed and strobel
3.	Tools used for sewing machine operation are?	<ul style="list-style-type: none"> a. Cutter, trimmers, marker and scale b. Cutter, Allen key, screwdrivers and scissors c. Scissor, scale, ruler and marker d. Scissor, marker, cutter and scale
4.	The main purpose of sewing is?	<ul style="list-style-type: none"> a. Joining, cementing and decoration b. Cementing, attaching and reinforcing c. Joining, reinforcing and strengthening d. Joining, reinforcing and decoration
5.	Light intensity in sewing section is important to?	<ul style="list-style-type: none"> a. Relax sewing operator b. Find out defects and reduce fatigue c. Find out scar marks d. Check thickness of leather
6.	Low-back pain and repetitive strain injuries are two musculoskeletal diseases that are major problems in the footwear industry. These are examples of what type of hazard?	<ul style="list-style-type: none"> a. Biological b. Ergonomic c. Physical d. Chemical
7.	Leather is usually purchased by the square foot, not by the yard. Most leather is available as full hides, sides (which are half a hide), bends and shoulders, which are cut in square shapes of about 14 square feet. How many yards is 14 square feet leather?	<ul style="list-style-type: none"> a. 0.65 yard b. 126 yards c. 5 yards d. 1.56 yards
8.	Needle is specified by?	<ul style="list-style-type: none"> a. Needle system, needle shape and needle size b. Needle number, needle shape and needle size c. Needle system, needle size and needle point

		d. Needle system, needle shape and needle point
9.	Farida was tasked to attend a meeting with a leather and footwear organization by 10:00am. Farida was not able to anticipate the traffic for that day, so she was late for the meeting. The following are actions she could have taken to avoid being late, except for?	<p>a. Make sure to come on time and prepare for the meeting in advance</p> <p>b. Leave home earlier to give time allowance for unexpected road traffic</p> <p>c. If not familiar with the place, check the address ahead of time and check for the traffic scenario of the place</p> <p>d. Make sure you have a good excuse for being late</p>
10.	A set of rules outlining the social norms, religious rules and responsibilities of, and or proper practices for individuals in an industry is called?	<p>a. Code of conduct</p> <p>b. Good laboratory practices</p> <p>c. Good manufacturing practices</p> <p>d. By-laws</p>
True or False Quiz		
11.	Safety guards and machine parts are inspected and checked before sewing.	True ✓ False □
12.	Sewing department deals with moulding the finished upper into the shape of a foot and as well as retaining the shape that stimulates the foot shape.	True □ False ✓
13.	A sewing machine should be adjusted regardless of stitching material type and thickness.	True □ False ✓
Fill in the Missing Blanks		
14.	Thread tension, stitch length and density are checked to conform to <u>job specification</u> .	
15.	Worn needles are identified and <u>replaced</u> .	
Short Answer		
16.	What is goal setting and work process in a team environment context?	Setting goals in a team should be specific, measurable, attainable, relevant, and time-related (SMART) and teamwork processes should be interpersonal activities between team members that contribute to task accomplishment. Teamwork processes are a summation of transition processes, action processes and interpersonal processes.
17.	What is the definition of roles and responsibilities within a team?	Roles are the positions team members assume or are assigned and responsibilities are the specific tasks

		<i>or duties that members are expected to complete according to their roles.</i>
18.	What actions will you take in case two of your co-workers were engaged in a conflict during work?	<i>Make a written report and submit the same to your line manager.</i>
19.	In the production area, accidents happen when hands access the sewing machine during operation . What actions should be taken to ensure that same accident will not happen again?	<i>Guard should be provided on the machine.</i>
20.	What is the function of tension disk and stitch regulator?	<i>Tension disk helps to adjust the tightness or looseness of thread, i.e. thread tension and stitch regulator helps to adjust stitch length.</i>

Set A: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate flatbed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. Clean, maintain and store tools and equipment.
22. Clean cutting machine and parts as per standard operating procedure.
23. Carry out simple routine maintenance (if required).
24. Clean workplace and dispose of waste materials.

Note: vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Flatbed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set A: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate flatbed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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:	

Set A: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate post bed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. Clean, maintain and store tools and equipment.
22. Clean cutting machine and parts as per standard operating procedure.
23. Carry out simple routine maintenance (if required).
24. Clean workplace and dispose of waste materials.

Note: vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Post bed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set A: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate post bed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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:	

Set B: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate flatbed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 	
Procedure:	
<ol style="list-style-type: none"> 1. Identify, read and interpret job specifications, drawings and other workplace documents. 2. Identify and collect required tools, equipment and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. Clean, maintain and store tools and equipment.
22. Clean cutting machine and parts as per standard operating procedure.
23. Carry out simple routine maintenance (if required).
24. Clean workplace and dispose of waste materials.

Note: vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Flatbed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set B: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate flatbed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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:	

Set B: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate cylinder bed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. Clean, maintain and store tools and equipment.
22. Clean cutting machine and parts as per standard operating procedure.
23. Carry out simple routine maintenance (if required).
24. Clean workplace and dispose of waste materials.

Note: vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Cylinder bed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set B: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate cylinder bed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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:	

Set C: Practical Demonstration 1

PRACTICAL DEMONSTRATION 1	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate flatbed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. **Clean, maintain and store tools and equipment.**
22. **Clean cutting machine and parts as per standard operating procedure.**
23. **Carry out simple routine maintenance (if required).**
24. **Clean workplace and dispose of waste materials.**
25. **Note:** vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Flatbed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set C: Practical Demonstration 1 – Observation Checklist

PRACTICAL DEMONSTRATION 1 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate flatbed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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:	

Set C: Practical Demonstration 2

PRACTICAL DEMONSTRATION 2	
Candidate Name:	
Assessor Name:	
Qualification:	Certificate in Sewing Machine Operation
Task:	Operate post bed sewing 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 Sewing Machine Operation ▪ this assessment activity will be used to measure your underpinning skills ▪ you will have fifteen (15) minutes to familiarise yourself with the resources to be used ▪ you have 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 and material for task. 3. Inspect worksite for hazards and implement appropriate controls (if necessary). 4. Identify and collect appropriate PPE. 5. Calculate quantity of materials required as per job specification. 6. Inspect and check materials as per job specification. 7. Prepare and adjust machine table, sitting posture and light intensity of workplace. 8. Inspect and check safety guards and machine parts. 9. Prepare machine for operation. 10. Select and set needle according to job requirement. 11. Select appropriate thread according to needle size. 12. Enter thread into thread guide keeping thread spool on spool pin. 13. Enter thread into tension disk. 14. Put thread in the take-up liver hole. 15. Put thread into thread guide of machine to guide just above needle. 16. Enter thread into needle eye from left to right and pull it through. 17. Check thread tension, stitch length and stitch density according to job specification. 	

18. Put the feed roller on material.
19. Perform sewing machine operation.
20. Switch off machine.
21. Clean, maintain and store tools and equipment.
22. Clean cutting machine and parts as per standard operating procedure.
23. Carry out simple routine maintenance (if required).
24. Clean workplace and dispose of waste materials.
25. **Note:** vary stitch formation, thread density and material.

Drawing, Plan, Diagram or Sketch:



Resources Required:

Tools:	Scissors Trimmer Cutter Screwdriver Allen key Scale/ruler Marker Hammer
Equipment:	Needles
Machinery:	Post bed sewing machine
Materials:	Leather samples Threads
PPE:	Apron Mask Safety goggles

Set C: Practical Demonstration 2 – Observation Checklist

PRACTICAL DEMONSTRATION 2 – OBSERVATION CHECKLIST		
Candidate Name:		
Assessor Name:		
Qualification:	Certificate in Sewing Machine Operation	
Task:	Operate post bed sewing 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"/>
Identified and followed safety signs and symbols.	<input type="checkbox"/>	<input type="checkbox"/>
Checked and ensured sufficient lighting on cutting machine area.	<input type="checkbox"/>	<input type="checkbox"/>
Identified machines, tools and equipment used in cutting machine operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified different types of materials and their use in the leather industry.	<input type="checkbox"/>	<input type="checkbox"/>
Selected materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>

Inspected and checked the materials as per job specification.	<input type="checkbox"/>	<input type="checkbox"/>
Inspected and checked sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Prepared sewing machine for operation.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected stitch formation and line.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected needle specification.	<input type="checkbox"/>	<input type="checkbox"/>
Identified and selected thread tension and density.	<input type="checkbox"/>	<input type="checkbox"/>
Put feed roller on model paper and operated machine on line without needle.	<input type="checkbox"/>	<input type="checkbox"/>
Set needle and operated machine on line for punching the line.	<input type="checkbox"/>	<input type="checkbox"/>
Threaded machine and stitched on the line.	<input type="checkbox"/>	<input type="checkbox"/>
Stitched another line parallel to that line.	<input type="checkbox"/>	<input type="checkbox"/>
Operated sewing machine as per standard operating procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Switched off sewing machine.	<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"/>
Routine maintenance is carried out (if required).	<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"/>
Identified problems faced at the individual and team level and showed insight into the root causes of problems.	<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 Sewing Machine Operation
Unit of Competency	
Generic Competencies	
SEIP-LEA-SEW-01-G	Use basic mathematical concepts
SEIP-LEA-SEW-02-G	Carry out workplace interaction
SEIP-LEA-SEW-03-G	Operate in a team environment
SEIP-LEA-SEW-04-G	Apply basic IT skills
Sector-specific Competencies	
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice in the workplace
SEIP-LEA-SEW-02-S	Work in leather goods and footwear industry
Occupation-specific Competencies	
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts
SEIP-LEA-SEW-02-O	Identify sewing machine operation
SEIP-LEA-SEW-03-O	Operate sewing machine
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations
SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine 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 Sewing Machine Operation ▪ oral questions are designed to enable additional assessment of your underpinning knowledge ▪ you should present your responses as directed by the assessor ▪ answer all the questions asked by the assessor as best as possible 	

ORAL QUESTIONS			
Question		Place a ✓ in the appropriate box to show if evidence has been demonstrated competently	
		Yes	No
1.	What is sewing/stitching? Which type of stitch is mostly used in footwear and leather goods making?	<input type="checkbox"/>	<input type="checkbox"/>
2.	What is the role of a team member?	<input type="checkbox"/>	<input type="checkbox"/>
3.	What are some of the IT tools used in footwear business?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Which type of needle is used in leather products making?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Name the basic parts of sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>
6.	What is meant by needle size/ number?	<input type="checkbox"/>	<input type="checkbox"/>
7.	What do you understand by thread size?	<input type="checkbox"/>	<input type="checkbox"/>
8.	When working with sewing machine, what safety precautions should be applied?	<input type="checkbox"/>	<input type="checkbox"/>
9.	What is stitch density or SPI?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Your co-worker approaches you and suddenly burst into tears and tells you her personal problems. One of your friends in the production area then approaches you and asks about the reasons why your co-worker was crying. What action should you take?	<input type="checkbox"/>	<input type="checkbox"/>
11.	What will you do to ensure proper sewing of upper leather?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Differentiate between local and export marketing.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Why is the bottom thread selected thinner than that of the top thread?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Why do we need to use mask while sewing?	<input type="checkbox"/>	<input type="checkbox"/>
15.	While you are sewing shoe upper leather, you have noticed that the components are not matching. What will you do in this scenario?	<input type="checkbox"/>	<input type="checkbox"/>
16.	When and why are post bed and cylinder bed sewing machines used?	<input type="checkbox"/>	<input type="checkbox"/>
17.	What will you do if the needle breaks?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Why do we clean and maintain the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
19.	What will you do in case you are in the middle of your production and there is a sudden mechanical problem?	<input type="checkbox"/>	<input type="checkbox"/>
20.	What is the benefit of working in a team?	<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 is sewing/stitching? Which type of stitch is mostly used in footwear and leather goods making?	<i>The formation of seam on materials with the help of thread and needle by a stitching/sewing machine. Lock stitch is mostly used in footwear and leather goods making.</i>
2. What is the role of a team member?	<i>The team members role is to successfully perform the tasks that have been allocated, keeping the project manager informed of progress as well as any issues that may arise.</i>
3. What are some of the IT tools used in footwear business?	<i>Cell phone, tablets, computers, laptops, notebooks, software, internet, etc. are used in footwear business.</i>
4. Which type of needle is used in leather products making?	<i>Cutting point.</i>
5. Name the basic parts of sewing machine.	<i>Spool pin, thread guide, tension disc, take-up lever, needle bar, bobbin case, presser foot/pressure wheel, presser foot lifter, stitch regulator, bobbin winder, fly wheel/balance wheel, clutch, slide plate, needle plate/throat plate, feed dog and face plate.</i>
6. What is meant by needle size/ number?	<i>Needle size/number indicates the needle thickness or diameter of the needle blade. Higher the needle numbers thicker/heavier the needle.</i>
7. What do you understand by thread size?	<i>Thread size indicates the thread thickness. Higher the size numbers thinner the threads.</i>
8. When working with sewing machine, what safety precautions should be applied?	<i>Do not wear loose fitting clothing and jewellery. Long hair should be tied-up or cut. Do not put anything on sewing machine bed or on the path of thread.</i>
9. What is stitch density or SPI?	<i>The number of stitches in the distance of unit length (i.e. inch is called stitch density or SPI).</i>
10. Your co-worker approaches you and suddenly burst into tears and tells you her personal problems. One of your friends in the production area then approaches you and asks about the reasons why your co-worker was crying. What action should you take?	<i>Do not tell your friend about the issue. Confidentiality, whether personal or official, should always be put into practice.</i>

11.	What will you do to ensure proper sewing of upper leather?	<i>Check the setting of machine, adjust tension and stitch length with proper thread and material.</i>
12.	Differentiate between local and export marketing.	<i>Local marketing deals with only a single market while export marketing deals with several different countries and markets. In local marketing, the company can have the same policies and strategies while export marketing requires different strategies in the promotion of their products.</i>
13.	Why is the bottom thread selected thinner than that of the top thread?	<i>To accommodate maximum amount of thread in bobbin and make the product (footwear) comfortable for user.</i>
14.	Why do we need to use mask while sewing?	<i>To protect entering dusts or any harmful material with inhalation.</i>
15.	While you are sewing shoe upper leather, you have noticed that the components are not matching. What will you do in this scenario?	<i>Inform supervisor and follow his direction.</i>
16.	When and why are post bed and cylinder bed sewing machines used?	<i>In footwear upper stitching post bed sewing is used. Because during stitching the upper form semi 3D shape. Cylinder bed sewing machine used for binding and repairing purpose.</i>
17.	What will you do if the needle breaks ?	<i>Submit the broken needle and collect a new one from store.</i>
18.	Why do we clean and maintain the workplace?	<i>To prevent workplace injuries and to ensure a clean and safe work environment.</i>
19.	What will you do in case you are in the middle of your production and there is a sudden mechanical problem?	<i>Stop the work, assess the depth of the mechanical breakdown, when allowed, resolve the problem, if not ask for help.</i>
20.	What is the benefit of working in a team?	<i>Working as a team will improve the quality of care and provide great service to individuals. It will increase the ability for employees to participate in problem-solving, planning and decision-making.</i>

Assessment Evidence Summary Sheet

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

CANDIDATES COPY

(Please presents this form when you claim your Certificate)

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

Assessment Validation Map

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

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

Unit of Competency:	SEIP-LEA-SEW-01-G – Use basic mathematical concepts		
Element	Assessment Evidence Method		
	Written	Practical	Oral
1. Identify calculation requirements in the workplace.	7		6,9
2. Select appropriate mathematical methods/concepts for calculation.	7		6,9
3. Use tools and instrument to perform calculations.	7	B1	6,9
Unit of Competency:	SEIP-LEA-SEW-02-G – Carryout workplace interaction		
Element	Assessment Method		
	Written	Practical	Oral
1. Interpret workplace communication and etiquette.			10
2. Interpret workplace documents.	10		
3. Participate in workplace meetings and discussions.	9		
4. Practice professional ethics at work.	18		10
Unit of Competency:	SEIP-LEA-SEW-03-G – Operate in a team environment		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify team goals and work processes.	16		20
2. Identify own role and responsibilities within team.	17		2
3. Communicate and co-operate with team members.			10
4. Practice problem solving within the team.	1		15
Unit of Competency:	SEIP-LEA-SEW-04-G – Apply basic IT skills		
Element	Assessment Method		
	Written	Practical	Oral

1. Identify and use most commonly used IT tools.			3
2. Understand use of computer			3
3. Work with word processing application.		B1	3
4. Work with spreadsheets.			3
5. Access email and search the internet.			3
Unit of Competency:	SEIP-LEA-SEW-01-S – Apply occupational health and safety (OHS) in the workplace		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify OHS policies and procedures.	10		
2. Apply personal health and safety practices.	11, 19	A3,B3,C2	8, 14
3. Report hazards and risks.	6	A3,B3,C2	
4. Respond to emergencies.	18	A3,B3,C2-3	19
Unit of Competency:	SEIP-LEA-SEW-02-S – Work in the leather goods and footwear industries		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify workflow process.	16	C2	
2. Identify materials.		A3,B3,C3	
3. Identify prime local and export markets.			12
Unit of Competency:	SEIP-LEA-SEW-01-O – Identify sewing machine operation		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify sewing machines.	2	A1	
2. Identify basic parts.		A1	5
3. Identify tools and equipment.	3	B1	13
Unit of Competency:	SEIP-LEA-SEW-02-O – Identify sewing machine operation		
Element	Assessment Method		
	Written	Practical	Oral
1. Identify basic operation.	4, 12	A3,B3,C3	9
2. Identify needle specification and thread number.	8, 15	B2,C1	4, 6, 7

Unit of Competency:		SEIP-LEA-SEW-03-O – Operate sewing machine		
Element		Assessment Method		
		Written	Practical	Oral
1. Prepare for work.		5, 14	A1	1
2. Set-up machine.		13, 20	A1	11
3. Operate sewing machine.			A3,B3,C3	15
4. Clean and maintain workplace.			A3,B3,C3	18
Unit of Competency:		SEIP-LEA-SEW-04-O – Perform flatbed sewing machine operations		
Element		Assessment Method		
		Written	Practical	Oral
1. Prepare for work.		5, 14	A1	1
2. Operate flatbed sewing machine.			A3	
3. Carry out routine maintenance.			A3,B3,C3	17
4. Clean and maintain workplace.			A3,B3,C3	18
Unit of Competency:		SEIP-LEA-SEW-05-O – Perform post bed/cylinder bed sewing machine operations		
Element		Assessment Method		
		Written	Practical	Oral
1. Prepare for work.		5, 14	A1	1
2. Operate post bed/cylinder bed sewing machine.			B3,C3	16
3. Perform routine maintenance.			A3,B3,C3	17
4. Clean and maintain workplace.			A3,B3,C3	18