



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

**STANDARD PRACTICE, STANDARD CONTENT
& CURRICULUM of COMPETENCY UNIT
FOR**

**SEWING OPERATION SUPERVISION
LEVEL 3
TA-020-3:2014**



JPK

KEMENTERIAN SUMBER MANUSIA



**MALAYSIAN TEXTILE AND APPAREL
CENTRE**

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Department of Skills Development (DSD)

Ministry of Human Resources

62530 PUTRAJAYA, MALAYSIA

**NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)
DEVELOPMENT GUIDELINE**

**Version 1.0
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GLOSSARY

Apparel	Apparel defines clothing and garments, which are textile materials worn on the body
Armhole	Opening in the bodice to which the sleeve is attached to
Brassiere	A woman's undergarment for supporting the breasts. A short name is bra
Coat	A coat is a long garment worn by both men and women. Coats typically have long sleeves open down the front, closing by means of buttons, zippers, hook-and-loop fasteners, , a belt, or a combination those accessories
Dart	Common technique used for shaping garments. Darts are created by stitching out a wedge-shaped fold of fabric
Embroidery	Variety of decorative needlework in which designs and pictures are created by stitching strands of some material on to a layer of another material
Eyelet	And eyelets are metal, plastic, or rubber rings that are inserted into a hole made through another material. They may be used to reinforce the hole, to shield something from the sharp edges of the hole, or both
Facing	A facing is fabric used to finish the raw edges of a garment such as at neckline and armhole
Gather	A technique for shortening the length of a strip of fabric so that the longer piece can be attached to a shorter piece
Hem	A piece of cloth (in sewing), a garment worker folds up a cut edge, folds it up again, and then sews it down. The process of hemming thus completely encloses the cut edge in cloth, so that it cannot ravel
Interfacing/ interlining	A common term for a variety of materials used on the unseen or "wrong" side of fabrics in sewing to reinforce fabric
Lining	An inner layer of fabric, fur, or other material that provides a neat finish; conceals seam allowances, interfacing, and construction details; and allows a

garment to slip on and off easily

Line balancing	Line balancing is a way to increase productivity as increasing or decreasing unwanted operations from the line can be done. The overall operation layout is considered to be optimum if all machines in the line are utilized optimally and no worker is sitting idle. In other words, it is to reduce wastage of time as some workers might be sitting idle because the pieces are not being delivered to them on time.
Pattern	An original garment from which other garments of a similar style are copied, or the paper or cardboard templates from which the parts of a garment are traced onto fabric before cutting out and assembling (sometimes called paper patterns)
Piping	A type of trim or embellishment consisting of a strip of folded fabric inserted into a seam to define the edges or style lines of a garment or other textile object
Placket	An opening in the upper part of trousers or skirts, or at the neck or sleeve of a garment Plackets allow clothing to be put on or removed easily
Pleat	A type of fold formed by doubling fabric back upon itself and securing it in place. It is commonly used in clothing and upholstery to gather a wide piece of fabric to a narrower circumference
Seam	The line where two pieces of fabric are held together by thread
Seam allowances	Area between the edge of fabric and the stitching line on two (or more) pieces of material being stitched together
Stitch	A single turn or loop of the thread or yarn in sewing, knitting, and embroidery. All stitches made with a sewing needle with an "eye" or hole are variations on seven basic stitches: running stitch, backstitch, overcast stitch, cross stitch, buttonhole or blanket stitch, chain stitch
Trim	In clothing and home decorating is applied ornament such as gimp, ribbon, ruffles, or, as a verb, to apply such ornament

Twill tape

A flat twill-woven ribbon of cotton, linen, polyester, or wool

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR

SEWING OPERATION SUPERVISION

LEVEL 3

(TA-020-3:2014)

1. INTRODUCTION

Occupation Overview

Textile and apparel are basic consumption items, in both developed and developing countries. The industry, especially clothing/apparel, is labour-intensive and requires skilled worker in the operation. The Malaysian textile and apparel industry comprises two main sub-sectors. Those sectors are textile and apparel, which include apparel making and clothing accessories such as buttons, zippers, labels and packaging.

From the official portal of Malaysia External Trade Development Corporation (MATRADE), the various made-in-Malaysia textile and apparel goods are jackets, overcoats, skirts, t-shirt, blouses, pants, undergarments, headgear (caps and hats) and textile accessories such as zippers, buttons, collars, cuffs, etc. In the industry insight sections, it stated that in Malaysia, the apparel sector has a long experience as producer of high end international brands. e.g. Nike, Oshkosh, Burberry, Walt Disney, Puma, GAP, Ashworth, etc under contract manufacturing arrangement. There are approximately 300 garment making companies supplying to domestic and export markets. These experiences have led to Malaysian apparel manufacturers emphasizing on design, production and high quality finishing. Various made in Malaysia apparels have gained international recognition for their quality, reliability and quick as well as prompt delivery. Malaysian apparels industry managed to sustain operation during the economic slowdown with minimal impact, thanks to continued demand for Malaysian made apparels due to the country's image as a reliable supplier. The mixed culture and international training/exposure of designers have enabled Malaysia to produce varied clothes suitable for all markets, from Asia, Europe to Middle East. As an Islamic country, Malaysia is able to cater to the demand of Islamic fashion wear. Malaysia is currently known for its fashionable Islamic apparels. (<http://www.matrade.gov.my/en/foriegn-buyers-section/69-industry-write-up--products/722-textiles-and-apparel->, 04/09/2014, 4.00pm)

The readymade apparel manufacturing processing depends on some steps and techniques. In this document, the term use for industrial sewing is to describe the process available in factories to mass-produce a wide range of clothing and other goods that are created by sewing different components together along the course of a structured process. In order to make the mass production of sewn items as cost effective as possible, it is not unusual for the operation to make use of a series of industrial sewing machines that are configured to perform specific functions. Therefore this NOSS document which covers sewing operation supervision

competencies in apparel manufacturing emphasizes on the complex apparel sewing activities such as coat sewing and sample apparel making for buyer or production. This documents also outlines supervisory role which responsible in ensuring quality products through systematic and efficient production administration as well as good personnel supervision skills. Optionally, this document also covers competencies required for sewing women brassiere and head gear.

With such development in apparel production in Malaysia as well as globally, the demand for the semi-skilled workers such as sewing operators and its equivalence is very high. When the policy shift from import substitution to export oriented industrialization was promulgated in the Second Malaysia Plan (1971-1975), it led to the growth of the textiles and apparel industry.

Although low labour cost is crucial for textile and apparel industry, other factors could be as important. These 'other' factors include labour skills and productivity, availability of workers, availability of supervisory and managerial personnel, readiness of infrastructure, logistic and supply chain, reliability of suppliers, cost and availability of capital, proximity to markets, business climate, and political stability. In order to face the challenging future, the local textile and apparel manufacturers need to identify which are the key factors to their operation. They can benchmark and objectively reassess their situation. They should aim to be above the industry's standard to stay competitive and prosper.

In response to the requirements to develop flexible, dynamic and responsive NOSS package, and also to fulfil the needs in providing multi-tasking and multi skilling personnel in Sewing Operation Supervision for Level 3, a session was conducted to revise the current NOSS (TA-020-1,2,3: 2011) which is developed in 2011.

This was due to the current demands for Sewing Operation Supervision personnel and the anticipated future demand for certification. It will also fulfil the apparel manufacturing industry requirements and also enhance and maintain the competency of the skilled personnel in the field of textiles and apparel. The NOSS document shall be used as a basis for training and assessment by training providers in Malaysia. With the demand of skilled workers, there is a need for the sewing industry to produce quality, professional, well-trained and certified personnel in apparel manufacturing to fill in the demand in the country. This is in line with Ministry of Human Resources strategic initiatives in increasing high skill technical workforce towards transforming Malaysia as a high income nation and developed country.

For this level 3, the prerequisite for program enrolment into training centre is *SijilKemahiran Malaysia Tahap 2/* Malaysia Skills Certificate Level 2 (Sewing Operation) and comply with training centres terms and condition. For job employment purposes, the pre-requisite will follow the company requirements.

2. OCCUPATIONAL STRUCTURE

Sewing Operation Supervision (Level 3) personnel come under sub-sector Apparel Manufacturing. Figure 1.1 and 1.2 show the structured career path and job area of Sewing Operation Supervision (Level 3) personnel.

SECTOR	TEXTILE & APPAREL											
SUB SECTOR	APPAREL MANUFACTURING											
AREA	APPAREL PRODUCTION MANAGEMENT											
JOB AREA	SAMPLE ROOM		MARKER PLANNING	CUTTING SECTION			SEWING SECTION	FINISHING SECTION				
SUB AREA	PATTERN MAKING	SAMPLE MAKING		CUTTING	EMBROIDERY	PANEL PRINTING	SEWING SECTION	WASHING	IRONING	FOLDING	PACKING	
LEVEL 5	APPAREL PRODUCTION MANAGER											
LEVEL 4	SAMPLE ROOM EXECUTIVE		MARKER PLANNING EXECUTIVE	APPAREL PRODUCTION EXECUTIVE								
LEVEL 3	PATTERN MAKER	SAMPLE MAKER SUPERVISOR	MARKER PLANNING SUPERVISOR	CUTTING SECTION PRODUCTION SUPERVISOR			SEWING SECTION SUPERVISOR	FINISHING PRODUCTION SUPERVISOR				
LEVEL 2	ASSISTANT PATTERN MAKER	SAMPLE MAKER	CADCAM OPERATOR	SENIOR CUTTING OPERATOR	EMBROIDERY SENIOR OPERATOR	PANEL PRINTING SENIOR OPERATOR	SEWING LINE LEADER	FINISHING LINE LEADER				
LEVEL 1	NO LEVEL	NO LEVEL	NO LEVEL	CUTTING OPERATOR	EMBROIDERY OPERATOR	PANEL PRINTING OPERATOR	SEWING OPERATOR	FINISHING OPERATOR				

Figure 1.1 Occupational Structures of Sewing Operation Supervision for Textile & Apparel Sector in Malaysia

Occupational Area Structure (OAS)

SECTOR	TEXTILE & APPAREL										
SUB SECTOR	APPAREL MANUFACTURING										
AREA	APPAREL PRODUCTION MANAGEMENT										
JOB AREA	SAMPLE ROOM		MARKER PLANNING	CUTTING SECTION			SEWING SECTION	FINISHING SECTION			
SUB AREA	PATTERN MAKING	SAMPLE MAKING		CUTTING	EMBROIDERY	PANEL PRINTING	SEWING SECTION	WASHING	IRONING	FOLDING	PACKING
LEVEL 5	APPAREL PRODUCTION MANAGER										
LEVEL 4	SAMPLE DEVELOPMENT SPECIALIST			APPAREL PRODUCTION EXECUTIVE							
LEVEL 3	SAMPLE MAKING SUPERVISION		MARKER PLANNING SUPERVISION	CUTTING OPERATION SUPERVISOR			SEWING OPERATION SUPERVISION	FINISHING OPERATION SUPERVISION			
LEVEL 2	SAMPLE MAKING OPERATION		CADCAM OPERATION	CUTTING OPERATION	EMBROIDERY OPERATION	PANEL PRINTING OPERATION	SEWING OPERATION	FINISHING OPERATION			
LEVEL 1	NO LEVEL	NO LEVEL	NO LEVEL				EMBEDDED TO LEVEL 2				

Figure 1.2 Occupational Area Structures of Sewing Operation Supervision for Textile & Apparel Sector in Malaysia

3. DEFINITION OF COMPETENCY LEVELS

3.1 Level of Competency and Definition Stipulated by JPK

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable
Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. AWARD OF CERTIFICATE

The Director General shall award, to any person upon successful completion the NOSS programme shall be awarded Malaysian Skills Certificate / Sijil Kemahiran Malaysia (SKM) Level 3 in Sewing Operation Supervision.

- a) Malaysian Skills Certificate / Sijil Kemahiran Malaysia (SKM) Level 1, 2 & 3
- b) Malaysian Skills Diploma / Diploma Kemahiran Malaysia (DKM) Level 4
- c) Malaysian Skills Advanced Diploma / Diploma Lanjutan Kemahiran Malaysia (DLKM) Level 5
- d) Statement of Achievement / Penyata Pencapaian (PC)

No person shall be awarded a Certificate unless he / she satisfies the requirements set by Malaysian Skills Certification System.

5. OCCUPATIONAL COMPETENCIES

The Sewing Operation Supervision (Level 3) personnel must be competent in performing the following core competencies:

- Coat Sewing
- In-Line Apparel Sample Sewing
- In-Line Apparel Quality Control
- In-Line Sewing Operation Monitoring
- Sewing Operation Personnel Supervision

Optionally, the Sewing Operation Supervision (Level 3) personnel are competent in performing the following elective competencies:-

- Brassier Sewing
- Head Gear Sewing

6. WORKING CONDITIONS

6.1 Working environment

Sewing section supervisors maker typically work in standard shifts, except when approaching deadlines that demand overtime. They work within normal working hours from morning to evening depending on the organisation's nature of business. They may be required to work extra hours to fulfil internal and external requirements from buyers such as pattern approval timeline. They may also be exposed to prolong standing, walking around the operation area and leaning over tables. Most sewing supervisors carry out their work by themselves, although some interact with other supervisors and management staff.

6.2 Issues Related To Area of Work

Good health and stamina are important because these workers must stand a great deal. Prolong exposure to standing, walking and leaning over sewing machine/work station may cause irritation, so special care of ergonomic position must be taken when working. Personnel in this field are also required to adhere to safety and security procedures as well as statutory/regulatory bodies' requirements in order to protect themselves.

7. EMPLOYMENT PROSPECTS

7.1 Malaysian Market

The textiles and textile products industry in Malaysia comprises four sub-sectors, namely primary textiles which cover activities such as polymerisation, spinning, weaving, knitting and wet processing; made-up apparels; made-up textiles; and textile accessories. The growth of Malaysia's textiles and apparel industry accelerated in the early 1970s when the country embarked on export-oriented industrialisation. Due to the intensified global competition, Malaysia textile manufacturers are moving up the value chain by diversifying into the production of higher value-added textiles, implementing automation and computerised manufacturing processes, seeking business collaboration with foreign companies to acquire new technologies and undertaking research and development activities to develop new processes, new applications and value-added products. The industry currently employs more than 68,000 workers. (Source: Malaysian Investment Development Authority- MIDA)

In 2011, the industry was the 10th largest export earner, contributing approximately 2.3 per cent to Malaysia's total exports of manufactured goods. Exports of textiles and textile products for the year 2011 were RM10.8 billion while imports amounted to RM6.6 billion. The main export items were yarn, woven fabrics and apparels while imports were mostly yarn and woven fabrics. Malaysia's apparel manufacturers continue to maintain an excellent reputation for quality to meet high standards set by international brands owner such as Nike, Adidas, DKNY, Ann Taylor, Armani, Talbots, Puma, Asics, Levis and Tommy Hilfiger.

New growth areas in textiles industry have been targeted for promotion under the Third Industrial Master Plan (IMP3). The growth areas for the industry include industrial and home textiles, functional fabrics, high-end fabrics and apparels, ethnic fabrics, and key support facilities and services such as design houses and fashion centres, specialized dyeing and finishing facilities.

There are excellent prospects in the private sector due to a shortage of hands-on experts in the Apparel Pattern Making area. The same is also true in the public sector where this area seems to be currently experiencing a lack of professionals and well-

experienced personnel. This area, thus, has a very good job market potential for skilled personnel due to a shortage of such highly skilled experts in this region.

Upon completion of the Competency Units (Core), other related occupations with respect to employment opportunities are:

- Embroidery Supervisor
- Finishing Supervisor
- Sample Maker
- Cutting Supervisor

Other related industries with respect to employment opportunities are:

- Education (Fashion and Design)
- Fashion house/Boutique
- Fashion magazine
- Film Industry
- Automotive Industry
- Home Accessories

7.2 International Market

There is a potential for our personnel to work overseas by looking at the demands and trends of employment opportunities internationally. Subject to licensing in various countries, there is an opportunity to seek employment abroad.

8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENTS

Sewing operation supervision is a skilled profession and many sewing operators have to work from basic. As for career advancement, most competent sewing operation supervision personnel develop their competency through real-world on-the-job situations. Trainees begin by observing and assisting experienced workers, sometimes in formal training programmes. They then advance to the more difficult tasks performed by experienced workers such as executive and management programmes.

9. SOURCES OF ADDITIONAL INFORMATION

9.1 National

- Malaysian Textile Manufacturers Association (MTMA)
C-9-4, Megan Avenue 1,
189 Jalan Tun Razak,
50400 Kuala Lumpur, Malaysia
Tel: +603-2162 1454 Fax:+603-21625148
Email: info@mtma.org.my

- Malaysian Textile and Apparel Centre (MATAC)
 C-9-4, Megan Avenue 1,
 189 Jalan Tun Razak,
 50400 Kuala Lumpur, Malaysia
 Tel: +603-2162 1454 Fax:+603-21625148
 Email: secretariat@matac.com.my
- Malaysian Knitting Manufacturers Association (MKMA)
 12-1, Jalan Megat, 83000 Batu Pahat,
 Johor, Malaysia
 Tel: 607- 4343203
 Fax: 607 – 4314682
 Email:mkma@streamyx.com
 Website: <http://www.mkma.org>
- Malaysia External Trade Development Corporation (MATRADE)
 Menara MATRADE, Jalan Khidmat Usaha, Off Jalan Duta
 50480 Kuala Lumpur, Malaysia
 Tel:+603-6207 7077 Fax:+603-6203 7037
 Email: info@matrade.gov.my
 Website: www.matrade.gov.my
- Ministry of International Trade and Industry (MITI)
 Block 10, Government Offices Complex, Jalan Duta,
 50622 Kuala Lumpur, Malaysia
 Tel:+603-80008000 Fax:603-62012337
 Email:webmiti@miti.gov.my
- Malaysian Investment Development Authority (MIDA)
 Block 4 Plaza Sentral Jalan Stesen Sentral 5, 50470 Kuala Lumpur,
 Federal Territory of Kuala Lumpur, Malaysia
 +60 3-2267 3633
- Malaysia Production Corporation (MPC)
 Lorong Produktiviti, Off Jalan Sultan,
 46200 Petaling Jaya, Selangor Darul Ehsan. Malaysia
 Tel : 603 - 7955 7266 Fax : 603 - 7957 8068
 Email :marketing@mpc.gov.my
- Ministry of Domestic Trade, Co-operation Consumerism,
 Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan
 No 13, Persiaran Perdana,
 Presint 2, 62623 Putrajaya, Malaysia
 Tel: 603-8000 8000 Fax: 603-8882 5762

- Department of Occupational Safety and Health (DOSH)
Ministry of Human Resources
Level 2,3&4, Block D3, Complex D
Federal Government Administrative Centre
62530 W. P. Putrajaya
Tel: 603-8886 5000 Fax: 603-8889 2443

9.1 International

- Asean Federation of Textile Industries (AFTEX)
Secretariat Office
C-9-4, Megan Avenue 1,
189 Jalan Tun Razak,
50400 Kuala Lumpur, Malaysia
Tel: +603-2162 1454 Fax:+603-21625148
Email: info@mtma.org.my
- The Academy of Fashion Profession (TaF.tc)
Central Plaza #14-06
298 Tiong Bahru Road
Singapore 168730
Tel: (65) 64759897 Fax: (65) 64753583
www. taftc.org
- Garment Manufacturer Association in Cambodia
No. 175 Jawahar Nehru Blvd (Street 215) Phnom Penh,
Kingdom of Cambodia
Tel: (855) 23-301 181 Fax: (855) 23-882 860
Email: info@gmac-cambodia.org
- Cotton Incorporated
488 Madison Avenue
New York, NY 10022-5702
Tel: (212) 4138300
Fax: (212) 4138377
- International Organization for Standardization
ISO Central Secretariat,
1, ch. de la Voie-Creuse, CP 56,
CH-1211, Geneva 20,
Switzerland
Tel: 41-22-749 01 11
Fax: 41-22-733 34 30
E-mail: central@iso.org
Web: <http://www.iso.org>

- International Labour Organisation (ILO)
4 route des, Morillons,
CH-1211, Geneva 22,
Switzerland
Tel: 41-22-799-6111
Fax: 41-22-798-8685
Website: www.ilo.org
E-mail: ilo@ilo.org

10. ACKNOWLEDGEMENTS

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard.

This Standard has been proofread by a qualified personnel, named as follows;

Name (IC No.) : NabilahOoi Abdullah
Qualification : MEd, Open University Malaysia (OUM), BSc (Ed) Hons, University Sains Malaysia (USM) & TESL (Certificate), Institut Bahasa

A draft of this Standard was circulated to the following list of companies for two weeks for validation and feedback:

- i. Trans Pacific Industries SdnBhd
- ii. TaiWah Garments Industry SdnBhd

This Standard has been checked by **MATAC Coordinator, DSD and approved by the members of Skills Development Endorser Committee (SDEC) on 15^h October 2014**
The SDEC members listed bellow have reached a consensus on this standard.

- i. Ms Audra Chin
- ii. Encik Jamizal Bin Mohammad Zinul
- iii. Encik Rosli bin Mad Isa
- iv. Encik ShahifulNawar bin Ismail

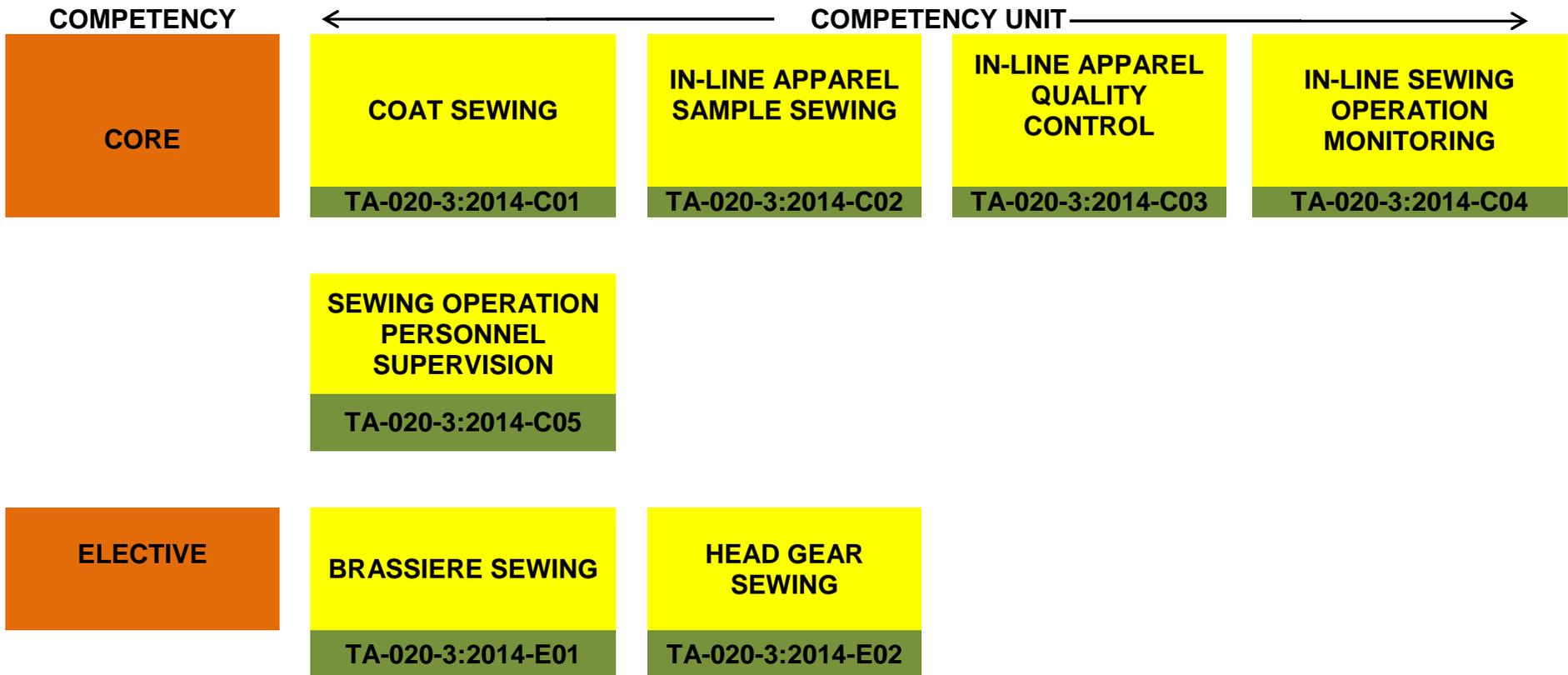
**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTISE (SP),
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND
CURRICULUM OF COMPETENCY UNIT (COCU)**

SEWING OPERATION SUPERVISION – LEVEL 3

PANEL EXPERTS		
1.	Puan Lim Hwi Tin	Supervisor Honsin Apparel Sdn. Bhd. Segamat, Johor
2.	Puan Foo Fong Kwee	Sewing Industrial/ Trainer Honsin Apparel Sdn. Bhd. Segamat, Johor
3.	Puan Zaidah Bin Maskor	Supervisor Song Lin Garments Batu Pahat, Johor
4.	Puan Liam Bin Hoon	Supervisor Seven Star Enterprise Batu Pahat, Johor
5.	Puan Thong Kwai May	Supervisor Keenway Industries Sdn. Bhd. Kluang, Johor
6.	Puan Song Soon Ai	Sewing Operator Sub-Contractor (Sewing) Batu Pahat, Johor
7.	Puan Teo Geok Moi	Sewing Operator Sub-Contractor (Sewing) Batu Pahat, Johor
8.	Puan Chong Kim Tai	Trainer Malaysian Textile and Apparel Centre (MATAC) Batu Pahat, Johor
FACILITATOR		
1.	Puan Siti Salmah Binti Mohd Nor	HKN Consult Sdn. Bhd.

COMPETENCY PROFILE CHART (CPC)

SECTOR	TEXTILE & APPAREL		
SUB SECTOR	APPAREL MANUFACTURING		
JOB AREA	SEWING SECTION		
NOSS TITLE	SEWING OPERATION SUPERVISION		
JOB LEVEL	THREE (3)	JOB AREA CODE	TA-020-3:2014



COMPETENCY PROFILE (CP)

Sub-Sector	APPAREL MANUFACTURING
Job Area	MASS PRODUCTION (SEWING SECTION)
NOSS Title	SEWING OPERATION SUPERVISION
Level	THREE(3)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Coat Sewing	TA-020-3: 2014-C01	<p>Coat Sewing competency unit specifies the competency in coat sewing in accordance with job order, specifications and Standard Operating Procedure (SOP).</p> <p>The person who is competent in coat sewing should be able to comprehend coat design, specifications, coat making procedure, method, technique and Standard Operating Procedure (SOP).</p> <p>She/he should be able to organize coat sewing requirements, prepare coat lining and interlining, create bodice contour, carry out pocket creation and attachment, attach coat outer shoulder, attach coat collar and label, attach coat outer sleeve , carry out lining and outer bodice attachment and</p>	1. Prepare coat sewing requirements	<p>1.1 Coat sewing production information interpreted according to buyer requirements</p> <p>1.2 Coat specifications confirmed according to buyer requirements</p> <p>1.3 Work area, personal hygiene, health and safety confirmed according to Occupational Safety, Health and Environment requirements</p> <p>1.1 Work station/machine setting confirmed and chairs positions adjusted according to work flow and ergonomic department requirements</p> <p>1.2 Sewing machine, components, tools and equipment setting confirmed, functions tested and thread tension/ coat sewing production requirements adjusted according to machine specifications, operation manual and safety</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>create coat accessories.</p> <p>The outcome of this competency is to ensure the coat cut pieces and suitable accessories are assembled, attached and sewn as per requirements, sewing technique and designs.</p>	<p>2. . Prepare coat lining and interlining</p>	<p>requirements</p> <p>1.3 Selected materials for lining, interlining, outer bodice pieces and accessories confirmed according to fabric type, pattern design and quality standards requirements</p> <p>1.4 Materials arrangement on workstation confirmed according to work flow and Standard Operating Procedure</p> <p>2.1 Lining cut pieces specifications determined according to approved sample</p> <p>2.2 Coat lining preparation procedure followed, method and technique applied according to coat specifications</p> <p>2.3 Lining pleats, back bodice centre placement confirmed and sewn according to sewing technique</p> <p>2.4 Lining shoulder, bodice piece sewing position confirmed and sewn according to sewing technique</p> <p>2.5 Sleeve cut pieces (left and right) joining points and hole confirmed and sewn according to sewing technique</p> <p>2.6 Sleeve dimension confirmed, placement at armhole</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Create bodice contour	<p>confirmed and sewn according to sewing technique</p> <p>2.7 Reinforcement materials (Interlining/interfacing) specifications confirmed according to coat design</p> <p>2.8 Interlining cut pieces placement on cut piece fabric confirmed and attached (sew/hot press/iron) according to job order and coat design</p> <p>2.9 Shape and condition of coat lining and reinforced fabric visually checked according to coat design and fabric type</p> <p>3.1 Darts placement and measurement accuracy confirmed according to coat specifications</p> <p>3.2 Bodice contour sewing procedure, method and technique applied according to coat specifications</p> <p>3.3 Darts sewn in sequence according to sewing technique</p> <p>3.4 Left and right back outer bodice panel assembled and sewn according to coat design and sewing technique</p> <p>3.5 Coat contour visually checked according to coat specifications</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Carry out pocket creation and attachment</p> <p>5. Attach coat outer shoulder</p>	<p>4.1 Pocket specifications determined according to approved sample</p> <p>4.2 Pocket creation and attachment procedure followed, method and technique applied according to coat specifications</p> <p>4.3 Pocket flap and welt created according to pocket creation method</p> <p>4.4 Pocket bag cut pieces folded and strengthened by manual/hot press machine according to pocket design and fabric</p> <p>4.5 Pocket bag placement on bodice panel confirmed and sewn completely according to pocket sewing method and technique</p> <p>4.6 Pocket opening marked and cut on interfolded pocket according to pocket design</p> <p>4.7 Completed pocket position alignment and appearance visually checked according to coat specifications</p> <p>5.1 Outer shoulder measurement data determined according to approved sample</p> <p>5.2 Outer shoulder attachment</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Attach coat collar and label	<p>procedure followed, method and technique applied according to coat specifications</p> <p>5.3 Outer shoulder panel placement confirmed and sewn completely according to sewing technique</p> <p>5.4 Outer bodice seam (left and right) sewn according to sewing technique</p> <p>5.5 Outer back neck and front facing placement confirmed and sewn according to sewing technique</p> <p>5.6 Attached outer shoulder finished appearance visually checked according to coat specifications</p> <p>6.1 Collar specifications determined according to approved sample</p> <p>6.2 Collar attachment procedure, method and technique applied according to coat specifications</p> <p>6.3 Collar placement on outer bodice confirmed and sewn according to sewing technique</p> <p>6.4 Label attachment procedure, method and technique applied</p> <p>6.5 Front facing to lining bodice placement confirmed and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			7. Attach coat outer sleeve	<p>sewn completely</p> <p>6.6 Collar shape (sharps edge) created according to coat specifications</p> <p>6.7 Collar edge line top stitched according to collar specifications</p> <p>6.8 Attached collar and label appearance visually checked according to collar specifications</p> <p>7.1 Outer sleeve specifications determined according to approved sample</p> <p>7.2 Front and back bodice alignment accuracy confirmed according coat design</p> <p>7.3 Outer sleeve attachment procedure, method and technique according to coat specifications</p> <p>7.4 Outer sleeve panel placement confirmed and sewn according to sewing technique</p> <p>7.5 Outer sleeve placement at armhole confirmed and sewn according to sewing technique and design</p> <p>7.6 Attached outer sleeve finished appearance visually checked according to coat specifications</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			8. Attach lining and outer bodice attachment	<p>8.1 Lining and outer bodice attachment procedure, method and technique applied according to coat specifications</p> <p>8.2 Bodice lining and outer front facing placement confirmed and sewn according to sewing technique</p> <p>8.3 Shoulder pad specifications confirmed according to coat specifications</p> <p>8.4 Shoulder pad attachment procedure, method and technique</p> <p>8.5 Shoulder pad sewing position/placement confirmed and sewn according to sewing technique</p> <p>8.6 Under arm lining and outer piece joining position confirmed and sewn according to sewing technique</p> <p>8.7 Sleeve opening lining and outer sleeve joining position confirmed and sewn according to sewing technique</p> <p>8.8 Bottom lining and outer bodice joining position confirmed and sewn according to sewing technique</p> <p>8.9 Lining and outer bodice interfolded according to coat</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			9. Create coat accessories	<p>design</p> <p>8.10 Slip hole at lining sleeve sewn according to sewing technique</p> <p>8.11 Coat contour visually checked and fitting tested according to coat specifications</p> <p>9.1 Accessories specifications confirmed and arranged according to job specifications</p> <p>9.2 Accessories selection criteria confirmed according to coat speciation</p> <p>9.3 Accessories attachment procedure, method and technique applied according to coat specifications</p> <p>9.4 Accessories placement accuracy measured according to coat specifications</p> <p>9.5 Accessories positioned confirmed and sewn according to sewing technique and machine specifications</p> <p>9.6 Accessories finished appearance confirmed, defects visually checked according to Quality Standard requirements</p> <p>9.7 Defect/defective issues on coat quality classified, documented and reported to superior according to Standard Operating Procedure (SOP).</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. In-Line Apparel Sample Sewing	TA-020-3: 2014-C02	<p>In-Line Apparel Sample Sewing competency unit specifies the competency in producing apparel sample to be referred by sewing personnel in-line or at work area in accordance with job order, specifications, customer requirements and Standard Operating Procedure (SOP). Sometimes in-line apparel sample also called as approved production sample.</p> <p>The person who is competent in in-line apparel sample sewing should be able to comprehend the apparel design, specifications, apparel sample making procedure, method, technique Standard Operating Procedure (SOP) and company policy.</p> <p>She/he should be able to interpret in-line apparel sample sewing requirements, prepare in-line apparel sample sewing requirements, sew in-line apparel sample, check in-line apparel sample output and acquire in-line apparel sample approval.</p>	1. Interpret in-line apparel sample sewing requirements	<p>1.1 Apparel sample details (for production sample) identified according to company requirements</p> <p>1.2 Production documentations required for production sample development determined according to company policy</p> <p>1.3 Information from job order, job specifications and sample apparel specifications reviewed according to production schedule and buyer approved sample</p> <p>1.4 Special requirements of sample identified according to buyer and regulatory/authority requirements</p> <p>1.5 Apparel measuring data reviewed according to measuring manual</p> <p>1.6 Materials specifications and defects details identified according to job specifications and quality standards requirements</p> <p>1.7 Sewing method and technique identified according to job specifications, machine operating manual and approved production sample</p> <p>1.8 Design (darts, pleats, accessories) placement confirmed according to</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The outcome of this competency is to ensure the in-line apparel sample cut pieces are assembled, assembled and sewn as per requirements and designs.</p>	<p>2. Prepare in-line apparel sample sewing requirements</p>	<p>apparel specifications</p> <p>2.1 Work area, personal hygiene, health and safety confirmed according to Occupational Safety, Health and Environment requirements</p> <p>2.2 Work station/machine setting confirmed and chairs positions adjusted according to work flow and ergonomic department requirements</p> <p>2.3 Sewing machine, components, tools and equipment setting confirmed, functions tested and thread tension/ sample sewing production requirements adjusted according to machine specifications, operation manual and safety requirements</p> <p>2.4 Materials for sample development and accessories selected according to fabric type, pattern design and quality standards requirements</p> <p>2.5 Materials arranged on workstation according to work flow and Standard Operating Procedure</p> <p>2.6 Seam allowances determined according to apparel parts specifications</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Sew in-line apparel sample	<p>2.7 Special requirements (decoration design line, accessories, artwork) confirmed and art position identified according to buyer requirements</p> <p>3.1 Cut pieces measurement confirmed according to apparel specifications and design</p> <p>3.2 Apparel sewing procedure followed, method and technique applied according to apparel specifications /buyer requirements</p> <p>3.3 Cut pieces alignment accuracy confirmed, adjusted and sewn according to sewing technique</p> <p>3.4 Special requirements on design line from buyer placement and measurement confirmed and sewn according to apparel design and sewing technique</p> <p>3.5 Special requirements on country standards, safety and environment requirements compliances ensured according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Check in-line apparel sample output</p> <p>5. Acquire in-line apparel sample approval</p>	<p>4.1 Apparel sample appearance, looks, shape fitting confirmed according to sample specifications</p> <p>4.2 Accuracy in measurement confirmed by measuring according to buyer specifications</p> <p>4.3 Discrepancies in apparel measurement detected according to quality standards requirements</p> <p>4.4 Sample output performance documented according to Standard Operating Procedure (SOP)</p> <p>4.5 Defect/defective issues on sample quality classified, documented and reported to superior/authorised personnel according to Standard Operating Procedure (SOP).</p> <p>5.1 Apparel sample approval criteria identified according to buyer/quality standards requirements</p> <p>5.2 Authorised personnel/parties liaised with for sample approval according to company policy (Quality Assurance/Merchandiser) on production apparel sample /buyer sample</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				5.3 Apparel sample approval confirmed within timeline according to job order 5.4 Approved sample kept/stored in suitable environment, safe places such as sample room and approval information documented according to Standard Operating Procedure (SOP) and company policy.
3. In-Line Apparel Quality Control	TA-020-3: 2014-C03	<p>In-Line Apparel Quality Control competency unit specifies the competency required on quality matters in sewing operation. The competency covers assuring in-line apparel quality compliances, provide support in company audit requirements, maintenance of work area and machineries as well as handling repair/reworks activities in accordance with regulatory/statutory body's requirements, quality auditor requirements, buyer specifications and expectations and company Standard Operation Procedure (SOP).</p> <p>The person who is competent in In-Line Apparel Quality Control should be able to</p>	1. Assure in-line apparel quality compliances	1.1 In-line apparel quality/sewing defect inspected according to quality inspection procedure, quality standards requirements and approved sample specifications 1.2 Sewing quality approval acquired from quality person in charge/department according to standards/company requirements 1.3 Quality meeting participated and quality issues reported for corrective action/countermeasure according to company/customer quality standards 1.4 Defect/defective issues investigated and responded to

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>comprehend interpersonal skills, regulatory /statutory bodies requirements, audit exercises requirements, buyer specifications, Standard Operating Procedure (SOP) and company policy.</p> <p>She/he should be able to assure in-line apparel quality compliances, participate in company audit process, monitor sewing area housekeeping and machineries preventive maintenance and arrange apparel repairs/ reworks.</p> <p>The outcome of this competency is to ensure sewing operation quality matters complied with all requirements, activities related to quality at sewing work area are properly controlled in order to produce quality finished apparel/output as per buyer requirements, meeting quality standards and fulfil all relevant regulatory/statutory bodies' requirements.</p>	<p>2. Participate in company audit process</p> <p>3. Monitor sewing area housekeeping and machineries preventive maintenance</p>	<p>quality team/authorised personnel within timeframe according to Standard Operating Procedure</p> <p>1.5 Production quality improvement activities proposed and performance checked periodically according to quality standards</p> <p>2.1 Standard Operating Procedure (SOP) / guideline/standards interpreted according to company policy.</p> <p>2.2 Company audit requirements from customer/regulatory bodies (SIRIM)/authority checked according to audit procedures</p> <p>2.3 Audit exercises, meetings participated according to audit and company requirements</p> <p>2.4 Non-conformance issues on sewing production raised by auditor (regulatory bodies/customer) responded within timeframe according to company policy</p> <p>3.1 Sewing machineries specifications(condition and function) identified according to sewing process</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Arrange apparel repairs/reworks</p>	<p>3.2 Housekeeping practises confirmed according to company policy</p> <p>3.3 Machineries parts/components inclusive safety precautions elements (needle guard)conditions and functions confirmed according to machine operating manuals and safety requirements</p> <p>3.4 Preventive maintenance records verified according to Standard Operating Procedure (SOP)</p> <p>3.5 Issues and problems on machineries (oil leak, puckering) documented and reported to superior/authorised personnel</p> <p>3.6 Housekeeping and preventive maintenance activities supervised according to company procedure and regulatory/statutory bodies requirements</p> <p>4.1 Degree of defect/defectives on apparels confirmed according to quality standards</p> <p>4.2 Corrective action to repair/rework planned and approval from management acquired according to Standard Operating Procedure</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.3 Knowledge and skills of personnel to carry out repair/rework activities identified according to personnel competency level</p> <p>4.4 Repair/rework job assignment delegated to identified personnel in charge according to repair/rework plan</p> <p>4.5 Status of repair/reworks activities documented and reported to management according to company policy.</p>
<p>4. In-Line Sewing Operation Monitoring</p>	<p>TA-020-3: 2014-C04</p>	<p>In-Line Sewing Operation Monitoring competency unit specifies the competency required to monitor activities implemented in sewing operation in accordance with production schedule, regulatory/ statutory body's requirements, buyer specifications and expectations and company Standard Operation Procedure (SOP).</p> <p>The person who is competent in in-line sewing operation monitoring should be able to comprehend buyer specifications, interpersonal</p>	<p>1. Monitor production schedule implementation</p>	<p>1.1 Scope of work and job descriptions identified according to organization chart</p> <p>1.2 Production schedule details and job order information interpreted and clarified with authorised department/personal according to customer requirements/order and approved sample</p> <p>1.3 Number of skilled personnel reviewed according to job order and sewing work process</p> <p>1.4 Job capacity (number of panels/pieces, batches,</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>skills, master production planning/schedule, production line balancing, manpower calculation, Standard Operating Procedure (SOP) and company policy.</p> <p>She/he should be able to monitor production schedule implementation, carry out sewing production inventory, monitor workplace health, safety, and environment practices and standards compliance, participate in production meeting and monitor production timeline.</p> <p>The outcome of this competency is to ensure sewing operation activities are monitored systematically and efficiently in order to achieve production target and maximise company performance as per company plan.</p>		<p>production line) confirmed according job order</p> <p>1.5 Production line balancing applied and performance checked according to line balancing plan and calculation formula</p> <p>1.6 Jobs assignments delegations to subordinate checked and adjusted according to job functions and line balancing plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>2. Carry out sewing production inventory</p> <p>3. Monitor workplace health, safety, and environment practices and standards compliance</p>	<p>1.7 Production performance/results based on implemented schedule identified, documented and reports generated according to reporting format</p> <p>2.1 Inventory items identified according to inventory procedure</p> <p>2.2 Inventory checking schedule identified according to company policy</p> <p>2.3 Threads, needles, tapes, accessories volume/quantity at sewing production area checked according to production capacity</p> <p>2.4 Inventory status/results documented and reported according to documentation procedure</p> <p>3.1 Personal hygiene, health and safety practices of subordinates/ authorised personnel compliances ensured with Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.2 Work place safety, health and environment requirements practices monitored according to Occupational Safety, Health and Environment Acts. (OSHA)/buyer regulatory bodies requirements</p> <p>3.3 Potential hazard identified according to safety requirements</p> <p>3.4 Workstation and facilities organization such as 5S and safety ensured according to ergonomic department requirements</p> <p>3.5 Electrical parts/component handling procedures followed by subordinate ensured according to safety requirements</p> <p>3.6 Waste (chemical/general) disposal supervised according to regulatory/statutory bodies requirements and company policy</p> <p>3.7 Incidents and accidents reports compiled and submitted to relevant authority in an accurate and timely manner</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>5.3 Corrective action/counter measure on production line issues documented and recommended to superior for further action</p> <p>5.4 Production improvement activities monitored and documented according to reporting procedure</p>
5. Sewing Operation Personnel Supervision	TA-020-3: 2014-C05	<p>Sewing Operation Personnel Supervision competency unit specifies the competency required to supervise personnel in sewing operation in accordance with human resources guidelines, labour law and company policy.</p> <p>The person who is competent in sewing operation personnel supervision should be able to comprehend interpersonal skills, human resources guidelines, labour law, Standard Operating Procedure (SOP) and company policy.</p> <p>She/he should be able to conduct operational briefing, monitor subordinate discipline and subordinate performance,</p>	1. Conduct operational briefing	<p>1.1 Purpose and content of briefing determined according to workplace procedures/ job scope</p> <p>1.2 Meeting logistics determined and related personnel notified according to workplace procedures</p> <p>1.3 Briefing conducted in a systematic and professional manner according to workplace procedures</p> <p>1.4 Effective interpersonal and communication techniques applied to elicit and encourage participation and contribution</p> <p>1.5 Briefing minutes and outcomes recorded and presented to superior for review and further action according to workplace</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>conduct performance appraisal and arrange On Job Training (OJT).</p> <p>The outcome of this competency is to ensure sewing personnel disciplines and performances are monitored efficiently and training activities that related to sewing knowledge, skills and attitude are provided to subordinates in order to achieve production target and maximise company performance as per company plan.</p>	<p>2. Monitor subordinate discipline</p>	<p>procedures</p> <p>2.1 Workplace policies and guidelines related to personnel discipline clearly communicated to subordinates in an effective manner</p> <p>2.2 Subordinates discipline (such as punctuality, attendance, compliance with rules and regulations) observed and recorded according to workplace procedures</p> <p>2.3 Constructive feedback and counselling given in a manner appropriate to the subordinate according to workplace procedures</p> <p>2.4 Disciplinary matters handled effectively within own limit of authority according to workplace procedures</p> <p>2.5 Unresolved disciplinary matters reported to relevant authority for further action</p> <p>2.6 Respect, integrity and confidentiality maintained and demonstrated in handling disciplinary matters</p> <p>2.7 Actions taken and details</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Monitor subordinate performance</p> <p>4. Conduct performance appraisal</p>	<p>accurately recorded and submitted in a timely manner</p> <p>3.1 Subordinates job tasks and target performance interpreted according to job description and specified key performance indicators (KPI)</p> <p>3.2 Actual work status compared with target performance and feedback provided in a professional and timely manner</p> <p>3.3 Improvement recommended based on progress monitoring records according to workplace procedures</p> <p>3.4 Assistance provided, if required to expedite work progress</p> <p>3.5 Sewing operations monitored to ensure compliance with customer ,Health, Safety and Environments and regulatory/authority requirements</p> <p>4.1 Appraisal objective (area for improvement, better communication, skills gap, etc</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Arrange On Job Training</p>	<p>) identified according to company policy</p> <p>4.2 Subordinate appraised according to appraisal procedure, company Key Performance Index (KPI) and objectives</p> <p>4.3 Appraisal results documented, and recommendation made according to company policies and labour law.</p> <p>4.4 Appraisal feedback provided to subordinates for improvement in a professional manner according to workplace procedures</p> <p>4.5 Types of rewards or recognition recommended in accordance with workplace procedures</p> <p>4.6 Training required recommended based on subordinates needs</p> <p>5.1 Training objective identified according to company policy</p> <p>5.2 Training programme identified and selected according to Training Needs Analysis (TNA) results, buyer needs</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>and objectives</p> <p>5.3 Training programme details (type of training, participant, date, time, venue) identified according to training plan</p> <p>5.4 Training facilities (audio visual, rooms/area, materials, etc) on skill prepared according to training programme</p> <p>5.5 Training programme execution confirmed according to training delivery mode (lecture, demonstration/ observation, practical, etc.)</p> <p>5.6 OJT effectiveness assessed based on feedback and subordinates' progress</p> <p>5.7 Subordinates' progress reports and related OJT documentation submitted in an accurate and timely manner</p>
6. Brassiere Sewing	TA-020-3: 2014-E01	Brassiere Sewing competency unit specifies the competency in sewing women under garment that support upper body (breast). Brassiere's sewing competency is important since the sewing technique can have a big	1. Check brassiere sewing requirements	<p>1.1 Job order information identified according to production schedule</p> <p>1.2 Job specifications interpreted according to job order and production approved sample</p> <p>1.3 Special requirements on brassiere confirmed according</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>impact on how it fits on woman's unique body shape. The fitting on wearer depends on the specifications especially the cups dimension and styles.</p> <p>The person who is competent in brassiere sewing should be able to comprehend the design, specifications and brassiere sewing technique and Standard Operating Procedure (SOP).</p> <p>She/he should be able to check brassiere sewing requirements, prepare brassiere sewing requirements, create brassiere cup, attach chest band, attach shoulder straps and attach brassiere accessories.</p> <p>The outcome of this competency is to ensure the brassiere cut pieces, cups, chest band, shoulder straps and decorative materials are assembled and sewn together as per requirements and designs.</p>	<p>2. Prepare brassiere sewing requirements</p>	<p>to approved sample</p> <p>1.4 Brassieres parts of section identified according to approved sample</p> <p>1.5 Brassiere specifications identified according to buyer requirements</p> <p>1.6 Brassiere measuring data reviewed according to measuring manual</p> <p>1.4 Materials specifications and defects on materials identified according to job specifications and quality standards requirements</p> <p>1.5 Sewing method and technique identified according to job specifications, machine operating manual and production approved sample</p> <p>2.1 Work area, personal hygiene, health and safety confirmed according to Occupational Safety, Health and Environment requirements</p> <p>2.2 Work station/machine setting confirmed and chairs positions adjusted according to work flow and ergonomic department requirements</p> <p>2.3 Sewing machine, components, tools and equipment setting confirmed, functions tested</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Create brassiere cup	<p>and thread tension/ brassiere sewing production requirements adjusted according to machine specifications, operation manual and safety requirements</p> <p>2.4 Seam allowances determined according to Brassiere specifications</p> <p>2.5 Materials inclusive accessories and decorative elements selected according to fabric type, pattern design and quality standards requirements</p> <p>2.6 Materials arrangement on workstation confirmed according to work flow and Standard Operating Procedure</p> <p>3.1 Brassiere cup components details confirmed according to job order</p> <p>3.2 Cup constructions/ creation procedure, method and technique according to brassiere specifications</p> <p>3.3 Cup components attached/ assembled according to sewing technique and machine specifications</p> <p>3.4 Underwire and additional</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Attach chest band panels</p>	<p>seaming and stiffening panels (if applicable) as support fixed based on bra design according to machine specifications</p> <p>3.5 Both side of bra cup joint at bridge/centre and zigzag stitching technique applied according to job order</p> <p>3.6 Bra cup construction finished appearance confirmed and defects visually checked according to quality standard requirements</p> <p>4.1 Chest band/extension panel component details confirmed according to design and job order</p> <p>4.2 Chest band attachment procedure, method and technique according to brassiere specifications</p> <p>4.3 Chest band and cup joint strength checked according to bra specifications</p> <p>4.4 Chest band and bra cup support materials fixed/inserted at back wing (joint area between cup and chest band) according to</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Attach shoulder straps</p>	<p>brassiere design</p> <p>4.5 Chest band measurement accuracy confirmed according to bra design and measurement method</p> <p>4.6 Accessories selected and fixed on correct side of chest band/wing edge according to brassiere specifications</p> <p>4.7 Chest band finished appearance confirmed and defects visually checked according to quality standard requirements</p> <p>5.1 Shoulder straps holder position accuracy confirmed and bar tacking/fixing applied according to brassiere specifications</p> <p>5.2 Shoulder straps attachment procedure, method and technique applied according to brassiere specifications</p> <p>5.3 Shoulder straps and accessories (buckle) assembled according to insertion technique and strap specifications</p> <p>5.4 Buckle adjustment and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Attach brassiere decorative materials</p>	<p>position confirmed according to buckle specifications</p> <p>5.5 Attached shoulder straps measurements and fittings tested according to brassiere specifications</p> <p>6.1 Brassiere decorative materials (lace, button, ribbons) specifications identified and selected according to brassiere specifications and safety requirements</p> <p>6.2 Decorative materials positioning confirmed and sewn according to job order and sewing technique</p> <p>6.3 Decorated Brassiere finished appearance confirmed and checked according to Brassiere specifications and quality standard requirements</p> <p>6.4 Defect/defective issues on brassiere category identified, defects documented and reported to superior for further action according to Standard Operating Procedure (SOP)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Create awning</p>	<p>2.2 Work station/machine setting confirmed and chairs positions adjusted according to work flow and ergonomic department requirements</p> <p>2.3 Sewing machine, components, tools and equipment setting confirmed, functions tested and thread tension/ head gear sewing production requirements adjusted according to machine specifications, operation manual and safety requirements</p> <p>2.4 Seam allowances determined according to head gear specifications</p> <p>2.5 Materials inclusive accessories and decorative elements selected according to fabric type, pattern design and quality standards requirements</p> <p>2.6 Materials arrangement on workstation confirmed according to work flow and Standard Operating Procedure</p> <p>3.1 Awning shape cut pieces confirmed based on head gear design</p> <p>3.2 Interlining/interfacing and fabric specifications identified,</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Assemble head gear pieces	<p>selected and inserted/fused according to design</p> <p>3.3 Inserted interlining/interfacing in fabric attached (iron/hot press) alignment confirmed</p> <p>3.4 Awning assembled and sewn according to awning design, sewing technique and machine specifications</p> <p>4.1 Head gear panel confirmed and arranged according to head gear specifications</p> <p>4.2 Fabric centre joints made according to head gear design</p> <p>4.3 Over locking technique applied at gears edge according to machine specifications (baby gauge)</p> <p>4.4 Head gear panel attached according to design, sewing technique and machine specifications</p> <p>4.5 Attached awning together with fabric alignment confirmed and sewn according to sewing technique</p> <p>4.6 Assembled head gear appearances shape and fitting tested according to head gear specifications</p> <p>4.7 Thread trimmed automatically/manually and excess materials removed</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Attach head gear accessories and decorative materials	<p>4.8 from finished head gear Sewing defects (misalignment, puckering, stitch skipping, wobbling, uneven material feed) visually checked according to quality standards requirements</p> <p>4.9 Discrepancies in measurement such as face dimension checked according to quality standards requirements</p> <p>5.1 Head-gear accessories and decorative materials details identified and selected according to head gear specifications and job order</p> <p>5.2 Accessories matching criteria interpreted according to design and job order</p> <p>5.3 Selected accessories placement/ fitting technique applied according to manuals/machine specifications</p> <p>5.4 Decorated head gear finished appearance confirmed and checked according to head gear specifications and quality standard requirements</p> <p>5.5 Defect/defective issues on head gear category identified, defects documented and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				reported to superior for further action according to Standard Operating Procedure (SOP).

CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	TEXTILE & APPAREL						
SUB SECTOR	APPAREL MANUFACTURING						
JOB AREA	MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE	SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE	COAT SEWING						
LEARNING OUTCOME	<p>The person who is competent in this competency unit shall be able to assemble, attach and sew coat cut pieces and suitable accessories as per requirements and designs in accordance with specifications, sewing technique and Standard Operating Procedure (SOP). Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Prepare coat sewing requirements • Prepare coat lining and interlining • Create bodice contour • Carry out pocket creation and attachment • Attach coat outer shoulder • Attach coat collar and label • Attach coat outer sleeve • Attach lining and outer bodice • Create coat accessories 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	TA-020-3: 2014-C01	LEVEL	3	TRAINING DURATION	220 hours	SKILL CREDIT	22.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Prepare coat sewing requirements	i. Coat sewing production information such as: <ul style="list-style-type: none"> • Job order such as: <ul style="list-style-type: none"> ○ Delivery date ○ Quantity 	i. Interpret coat sewing production information ii. Review coat specifications iii. Check work area, personal hygiene,		<u>Attitude:</u> i. Thorough in interpreting and inquisitive in clarifying job	<u>Related Knowledge</u> 8	<u>Related Knowledge</u> Lecture Question and Answer	i. Coat sewing production information listed and specified according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ○ Batch number ○ Colour ○ Special requirements (button, zippers, belt, fasteners, shoulder pad) ● Job specifications such as: <ul style="list-style-type: none"> ○ Coat types (Men's coat/ Woman's coat) ○ Size ○ Style ○ Sketch ○ Measurement method ● Coat measuring data ● Production approved garment sample ● Materials specifications: <ul style="list-style-type: none"> ○ Fabric type ○ Fabric texture ○ Colour shading ○ Thread characteristics ○ Colour ○ Labels ● Defects elements on materials such as: 	<ul style="list-style-type: none"> iv. Check work station/machine table and sewing tools setting v. Adjust chair height and distance from working table vi. Identify types of sewing machine vii. Identify types of machine component viii. Check machine specifications and functions setting ix. Identify types of sewing tools and equipment x. Determine coat sewing seam allowances xi. Select materials for pants bodice attachment xii. Arrange materials on work station 	<ul style="list-style-type: none"> ii. Detailed in checking coat sewing requirements iii. Resourceful in identifying tools, and materials iv. Adhere to work organization method and work procedure <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Sharp tools such as scissors, tweezers always tied up to work station and needles kept in place ii. Always work in proper lighting at workstation <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Adhere to 	<p><u>Related Skill</u></p> <p>16</p>	<p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<ul style="list-style-type: none"> ii. Coat specifications described iii. Work area, personal hygiene, health and safety requirements specified and safety practices demonstrated iv. Work station/machine table and sewing tools setting specified according to work flow v. Chair height and distance from working table adjusted according to ergonomic department requirements vi. Types of sewing machine and components

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Fabric/materials • Colour • Dirt/Oil ii. Coat specifications such as: <ul style="list-style-type: none"> • Design • Style • Dimension <ul style="list-style-type: none"> ○ Length ○ Width ○ Opening • Measurement tolerance (+/-) • Colours • Lining • Interlining/ interfacing • Sewing method and technique iii. Work area, personal hygiene, health and safety requirements <ul style="list-style-type: none"> • Workplace cleanliness and tidiness • Personal appearances • Utilization of Personal Protective Equipment (PPE) • Safety signage iv. Work station/ machine setting 		<p>environmental procedures when handling hazardous chemical/additive materials</p>			<ul style="list-style-type: none"> vii. Machine specifications and functions setting described viii. Types of sewing tools and equipment listed and functions described ix. Coat seam allowances measurement specified x. Selected materials specified and reasons justified according to coat specifications xi. Materials inclusive coat cut pieces arrangement on work station demonstrated according to Standard

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Arrangement • Condition • Height • Adjustable chairs for personnel sitting positions • Ergonomic deportment • Work organization method (5S) v. Types of sewing machine such as: <ul style="list-style-type: none"> • 2,3 and 4 needles lockstitch • Over lock vi. Types of machine component such as: <ul style="list-style-type: none"> • Needles • Threads stands • Bobbin • Bobbin case • Machine safety devices (needle guard, wheel/ belt cover) vii. Machine specifications and functions setting such as: <ul style="list-style-type: none"> • Thread tension • Production specifications requirements such as: <ul style="list-style-type: none"> ○ Stitch per inch 					Operating Procedure xii. Quality standard references, manuals and procedures listed and explained according to quality standard requirements

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> (SPI) <ul style="list-style-type: none"> ○ Speed viii. Machine operation manuals ix. Types of sewing tools and equipment such as: <ul style="list-style-type: none"> • Tweezers • Scissors/shears • Snippers • Measuring marking device/tape • Fabric marking pen (washable) • Equipment: <ul style="list-style-type: none"> ○ Steam press ○ Iron ○ Ironing table x. Seam allowances measurements xi. Selection of coat materials: <ul style="list-style-type: none"> • Styles • Fabric • Purpose xii. Arrangement of materials on workstation xiii. Quality standards requirements such as: <ul style="list-style-type: none"> • Concept of “right the first time” /No defects/ defective 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Measurement accuracy iv. Relevant documents for Quality Standards references, manuals and procedures such as: <ul style="list-style-type: none"> • Visual Defect Reference Guide • Apparel Defect Classification Manual • Accessories card/buyer special requirements manual • Defects work repair/rework procedure • Standard Operating Procedure 					
2. Prepare coat lining and interlining	i. Cut pieces specifications such as: <ul style="list-style-type: none"> • Parts <ul style="list-style-type: none"> ○ Shoulder ○ Sleeves ○ Bodice piece • Length • Width • Thickness • Colour ii. Coat lining	i. Check cut pieces specifications ii. Execute coat lining preparation process iii. Check reinforcement materials/interlining specifications iv. Execute interlining preparation process v. Utilise sewing tools and equipment in	<u>Attitude:</u> <ol style="list-style-type: none"> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination 	<u>Related Knowledge</u> 5	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion	i. Cut pieces specifications listed and described ii. Coat lining preparation process demonstrated iii. Reinforcement materials/interlining

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	preparation procedure, method and technique <ul style="list-style-type: none"> Join lining pleats Assemble back bodice piece centre (left and right of bodice) Join shoulder Assemble bodice piece Join sleeve panel (left & right) and make hole at right or left sleeve Join sleeve to bodice armhole iii. Reinforcement materials/interlining specifications: <ul style="list-style-type: none"> fusible/ infusible, dimension, texture iv. Interlining preparation procedure <ul style="list-style-type: none"> Arrange cut pieces to be interlined <ul style="list-style-type: none"> Collar Front and back neck facing Front bodice (based on fabric) 	lining and interlining preparation <ul style="list-style-type: none"> ix. Check coat lining and interlining appearance 	between eyes and left –right hand motion <ul style="list-style-type: none"> iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> <ul style="list-style-type: none"> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designa 	<u>Related Skill</u> 11	<u>Related Skill</u> Demonstration Observation	specifications listed and described <ul style="list-style-type: none"> iv. Interlining preparation process demonstrated v. Utilization of sewing tools and equipment demonstrated vi. Coat lining and interlining appearance explained and defects detected according to quality standards requirements vii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ○ Pocket cover ○ Coat bottom (if necessary) • Place interlining on fabric • Fuse interlining <p>v. Sewing tools and equipment handling technique</p> <p>vi. Interlining reinforcement method:</p> <ul style="list-style-type: none"> • Fusing (hot press/iron) • Sewing <p>vii. Coat lining and interlining checking method such as:</p> <ul style="list-style-type: none"> • Visual • Measure • Fit on model/mannequin <p>viii. Coat lining and interlining finished appearances:</p> <ul style="list-style-type: none"> • Shape in place • Neatly slashed/trimmed and unsightly threads removed • Cut opening dimension as per specifications • Shape in place • No foreign 		<p>ted area</p> <p>iii. Adhere to safety requirements in handling hot/sharp items</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures when handling hazardous materials</p>			

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Bodice contour finished appearances and defects: <ul style="list-style-type: none"> • Shape in place • Neatly slashed/trimmed and unsightly threads removed • No defective stitching 		operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items			creation demonstrated v. Bodice contour appearance explained and defects detected according to quality standards requirements vi. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			
4. Carry out pocket creation and attachment	i. Pocket specifications ii. Pocket measurement data iii. Pocket creation and attachment procedure, method and technique such as: <ul style="list-style-type: none"> • Create pocket flap and welt • Create pocket bag • Attach pocket flap to bodice panel • Sew pocket bag to bodice piece • Interfold pocket • Mark pocket opening • Cut opening • Interfold pocket • Top stitch/finishing on pocket opening vii. Sewing tools and equipment handling technique	i. Check pocket specifications ii. Check pocket measurement data iii. Execute pocket creation and attachment process ix. Utilize sewing tools and equipment in pocket creation and attachment x. Check pocket attachment finished appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards	<u>Related Knowledge</u> 12 <u>Related Skill</u> 28	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Pocket specifications listed and described ii. Measurement data listed iii. Coat lining preparation process demonstrated iv. Reinforcement materials/ interlining specifications listed and described v. Interlining preparation process demonstrated vi. Utilization of sewing tools and equipment in

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Pocket attachment appearance and defect checking method v. Pocket attachment finished appearances: <ul style="list-style-type: none"> • Shape in place • Neatly slashed/trimmed and unsightly threads removed • Cut opening dimension • No defective stitching 		requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures			pocket creation and attachment demonstrated vii. Attached pocket finished appearance explained and defects detected according to quality standards requirements viii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			when handling hazardous materials			
5. Attach coat outer shoulder	i. Coat shoulder specifications ii. Shoulder measurement data iii. Shoulder attachment procedure, method and technique such as: <ul style="list-style-type: none"> • Attach outer shoulder piece • Sew outer bodice seam (left & right) • Attach outer back neck facing to front facing iv. Sewing tools and equipment handling technique v. Outer shoulder attachment appearance and defect checking method vi. Outer Shoulder attachment finished appearances: <ul style="list-style-type: none"> • Shape in place • Neatly slashed/trimmed 	i. Check coat outer shoulder specifications ii. Check shoulder measurement data iii. Execute shoulder attachment process iv. Utilize sewing tools and equipment in outer shoulder attachment v. Check attached outer shoulder finished appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive	<u>Related Knowledge</u> 5 <u>Related Skill</u> 11	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Coat outer shoulder specifications listed and described ii. Measurement data listed iii. Coat outer shoulder attachment process demonstrated iv. Utilization of sewing tools and equipment in coat outer shoulder attachment demonstrated ix. Attached outer shoulder finished appearance explained and defects detected according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>and unsightly threads removed</p> <ul style="list-style-type: none"> • Joint measurement • No defective stitching 		<p>personal hygiene</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/ designated area iii. Adhere to safety requirements in handling hot/sharp items <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			<p>quality standards requirements</p> <p>x. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Country origin code v. Label attachment procedure, method and technique vi. Sewing tools and equipment handling technique vii. Collar and label attachment appearance and defect checking method vi. Collar and label attachment finished appearances: <ul style="list-style-type: none"> Shape in place Neatly slashed/trimmed and unsightly threads removed Label positions No defective stitching 		during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			Environment (HSE) requirements and good housekeeping practised at all times
7. Attach coat outer sleeve	i. Outer sleeve specifications such as: <ul style="list-style-type: none"> Style Shape Size ii. Front and back bodice	i. Check outer sleeve specifications ii. Check outer sleeve measurement data iii. Check sleeve cut piece placement on	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both	<u>Related Knowledge</u> 5	<u>Related Knowledge</u> Lecture Question and Answer	i. Outer sleeve specifications listed and described ii. Measurement data listed

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Sleeve cut piece placement on body piece iv. Outer sleeve attachment procedure, method and technique <ul style="list-style-type: none"> Join outer sleeve panel Place outer sleeve to armhole Sew joint outer sleeve and bodice piece v. Sewing tools and equipment handling technique vi. Outer sleeve attachment appearance and defect checking method vii. Outer sleeve attachment finished appearances: <ul style="list-style-type: none"> Shape in place Neatly slashed/trimmed and unsightly threads removed Measurement tolerance No defective stitching 	body piece iv. Execute Outer sleeve attachment process v. Utilize sewing tools and equipment in Outer sleeve attachment vi. Check Outer sleeve finished appearance and defect	hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operations ii. Sharp tools such as cutting tools and	11 <u>Related Skill</u>	Group Discussion <u>Related Skill</u> Demonstration Observation	iii. Sleeve cut piece placement on body piece demonstrated iv. Outer sleeve attachment process demonstrated v. Utilization of sewing tools and equipment in Outer sleeve attachment demonstrated vi. Attached Outer sleeve finished appearance explained and defects detected according to quality standards requirements vii. Work area , personal hygiene, Health, Safety, Environment (HSE)

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			requirements and good housekeeping practised at all times
8. Attach lining and outer bodice	i. Bodice lining and outer front facing placement ii. Lining and outer bodice attachment procedure, method and technique iii. Shoulder pad specifications : <ul style="list-style-type: none"> • Shape • Dimension • Thickness 	i. Check bodice lining and outer front facing placement ii. Execute Lining and outer bodice attachment process iii. Check Shoulder pad specifications iv. Execute Shoulder pad attachment process v. Check sewing/joining positions	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes	<u>Related Knowledge</u> 13	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion	i. Bodice lining and outer front facing placement specified ii. Lining and outer bodice attachment process demonstrated iii. Shoulder pad specifications

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Materials iv. Shoulder pad attachment procedure, method and technique v. Shoulder pad sewing position/placement vi. Sewing/joining positions <ul style="list-style-type: none"> • Under arm lining and outer piece • Sleeve opening lining and outer sleeve • Bottom lining and outer bodice vii. Coat sewing finishing procedure, method and technique <ul style="list-style-type: none"> • Interfold lining and outer bodice • Sew slip hole at lining sleeve viii. Sewing tools and equipment handling technique viii. Lining and outer bodice attachment appearance and defect checking method ix. Coat finished appearance: <ul style="list-style-type: none"> • Body contour • Shape in place 	vi. Execute sewing finishing process vii. Utilize sewing tools and equipment in lining and outer bodice attachment viii. Check coat finished appearance and defect	and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area	<u>Related Skill</u> 29	<u>Related Skill</u> Demonstration Observation	specified iv. Shoulder pad attachment process demonstrated v. Sewing/joining positions specified vi. Sewing finishing process demonstrated vii. Utilization of sewing tools and equipment in lining and outer bodice attachment demonstrated viii. Coat finished appearance explained and defects detected according to quality standards requirements ix. Work area , personal hygiene, Health, Safety,

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Neatly slashed/trimmed and unsightly threads removed Shoulder pad secure, uneven pad position No defective stitching 		iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			Environment (HSE) requirements and good housekeeping practised at all times
9. Create coat accessories	i. Coat accessories specifications: <ul style="list-style-type: none"> Types <ul style="list-style-type: none"> Buttons Belts Zippers Fasteners Size Style Positions Colours ii. Accessories selection criteria: <ul style="list-style-type: none"> Fabric type Styles Functions iii. Accessories placement/positions	i. Check Coat accessories specifications ii. Review selected accessories iii. Determine accessories placement/positions on coat bodice iv. Execute Accessories attachment process v. Utilize Sewing tools and equipment in accessories placement vi. Check accessories finished appearance and defects vii. Record coat	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny	<u>Related Knowledge</u> 3 <u>Related Skill</u> 7	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Coat accessories specifications listed and described ii. Accessories selection criteria specified iii. Accessories placement/ position on body piece specified iv. Accessories attachment process demonstrated v. Utilization of

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>on coat bodice</p> <p>iv. Accessories attachment procedure, method and technique</p> <p>v. Sewing tools and equipment handling technique</p> <p>vi. Accessories appearance and defect checking method</p> <p>vii. Accessories finished appearance such as:</p> <ul style="list-style-type: none"> • Neatly slashed/ trimmed and unsightly threads removed • Securely fastened with neat stitches • Size fit, thickness and fabric thickness • Correct positioned • Equal distance/ good proportion between two ends of opening • No rough edges • No dented/cracked • Colours match with fabric • No defective stitching 	<p>completion status</p> <p>viii. Report defect/ defective issues on coat quality to superior</p>	<p>and delicate parts</p> <p>v. Adhere to quality standards requirements</p> <p>vi. Always practice good housekeeping inclusive personal hygiene</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operations</p> <p>ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area</p> <p>iii. Adhere to safety requirements in handling hot/sharp items</p>			<p>sewing tools and equipment in accessories attachment demonstrated</p> <p>vi. Attached accessories finished appearance explained and defects detected according to quality standards requirements</p> <p>vii. Coat completion status and defects/ defective issues documented and report generated according to company policy</p> <p>viii. Work area , personal hygiene, Health, Safety, Environment</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> viii. Coat completeness status ix. Format of reporting x. Organizational chart/hierarchy xi. Company policy 		<u>Environmental:</u> <ul style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			(HSE) requirements and good housekeeping practised at all times

Employability Skills

Core Abilities	Social Skills
01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information 01.09 Utilize business graphic application to process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.	<ul style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of company production documentation (Job order sheet, Job specifications sheet, Standard Operating Procedure, measuring manual)	1:1
2. Quality Standard reference, manuals and procedures (Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card/buyer special requirements manual, Defects work repair/rework procedure)	1:1
3. Production approved sample	1:25
4. Sample of fabrics	As per required
5. Sample of coat bodice cut pieces (collar, pocket,sleeve, bodice piece, etc)	As per required
6. Work station/table with adjustable chairs	1:5
7. Sewing machine (lockstitch, overlock, button holing, button)	1:5
8. Sewing machine component (needles, threads stands, bobbin, bobbin case, machine safety devices (needle guard, wheel/belt cover))	1:25
9. Sample of machine operating manual	As per required
10. Sewing materials (lining, interlining, threads, shoulder pad, zipper, button,belt, etc)	1:25
11. Dummy model	1:1
12. Sewing tools (tweezers, scissors, measuring tape/markings device)	1:5
13. Equipment (hot press/iron/ironing table)	1:1
14. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR	TEXTILE & APPAREL						
SUB SECTOR	APPAREL MANUFACTURING						
JOB AREA	MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE	SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE	IN-LINE APPAREL SAMPLE SEWING						
LEARNING OUTCOME	<p>The person who is competent in this competency unit shall be able to assemble, attach and sew apparel sample cut pieces for buyer or production as per requirements and designs in accordance with specifications, apparel sample sewing technique, Standard Operating Procedure (SOP). Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Interpret in-line apparel sample sewing requirements • Prepare in-line apparel sample sewing requirements • Sew in-line apparel sample • Check in-line apparel sample output • Acquire in-line apparel sample approval 						
PRE-REQUISITE (if applicable)							
COMPETENCY UNIT ID	TA-020-3: 2014-C02	LEVEL	3	TRAINING DURATION	200 hours	SKILL CREDIT	20.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Interpret in-line apparel sample sewing requirements	i. Apparel sample category: <ul style="list-style-type: none"> • Buyer sample • Production sample ii. Production documentations for production sample sewing: <ul style="list-style-type: none"> • Job order 	i. Determine apparel sample category ii. Determine Production documentations for production sample sewing iii. Determine special requirements iv. Check sample specifications		<u>Attitude:</u> i. Thorough in interpreting and inquisitive in clarifying job order ii. Detailed in checking product specifications	<u>Related Knowledge</u> 9	<u>Related Knowledge</u> Lecture Question and Answer	i. Apparel sample category specified ii. Production documentations for production sample sewing listed and described iii. Special

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> o Delivery date o Quantity o Colour o Special requirements • Sample production schedule • Job specifications <ul style="list-style-type: none"> o Apparel types o Size o Buyer code o Style o Sketch o Measurement method iii. Special requirements <ul style="list-style-type: none"> • Safety for users • Environmental safe • Country's regulations / standards iv. Sample apparel specifications <ul style="list-style-type: none"> • Fabric types • Design • Parts of section • Labels • Size • Measurement tolerance v. Apparel measuring data vi. Buyer measuring manuals 	<ul style="list-style-type: none"> v. Review apparel measuring data vi. Interpret Buyer measuring manuals vii. Determine Materials specifications viii. Identify Defects on materials ix. Identify Sample sewing method and technique x. Determine Design line placement 		<u>Related Skill</u> 21	<u>Related Skill</u> Demonstration Observation	<ul style="list-style-type: none"> requirements specified iv. Sample apparel specifications described v. Apparel measuring data listed vi. Buyer measuring manuals defined vii. Materials specifications specified viii. Defects on materials categorised ix. Sample sewing method and technique confirmed according to apparel type x. Design line placement specified according to apparel specifications

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>vii. Materials specifications:</p> <ul style="list-style-type: none"> • Fabric type <ul style="list-style-type: none"> ○ French terry ○ taffeta ○ single jersey ○ cotton ○ woven • Fabric texture <ul style="list-style-type: none"> ○ Light ○ Heavy ○ Smooth ○ coarse) • Colour shading • Thread specifications <ul style="list-style-type: none"> ○ Size/ticket number ○ Length ○ Colour • Labels <ul style="list-style-type: none"> ○ Size (S,M,L,XL /1,2,3,4) ○ Brand ○ Washable/non-washable ○ Country origin code <p>viii. Defects on materials such as:</p> <ul style="list-style-type: none"> • Fabric/materials <ul style="list-style-type: none"> ○ Knots ○ Double thick or thin yarns 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Colour <ul style="list-style-type: none"> ○ Shade to shade panel ○ Wash/Finish Outside of Approved Shade band • Dirt/Oil <ul style="list-style-type: none"> ○ Strong smell due to wash finish and/or residue ○ Removable/ Non-removable stain <p>ix. Sample sewing method and technique</p> <p>x. Design line placement:</p> <ul style="list-style-type: none"> • Darts • Pleats • Accessories • Decorative/Artwork 					
2. Prepare in-line apparel sample sewing requirements	<p>i. Work area, personal hygiene, health and safety requirements such as:</p> <ul style="list-style-type: none"> • Workplace cleanliness and tidiness • Personal appearances • Company uniform/dress code 	<p>i. Check work area, personal hygiene, health and safety requirements</p> <p>ii. Check work station/machine table and sewing tools setting</p> <p>iii. Adjust chair height and distance from working table</p>	<p><u>Attitude:</u></p> <p>i. Resourceful in identifying tools, and materials</p> <p>ii. Adhere to work organization method and work procedure</p> <p><u>Safety:</u></p>	<p><u>Related Knowledge</u></p> <p>5</p> <p><u>Related Skill</u></p> <p>11</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Work area, personal hygiene, health and safety requirements specified and safety practices demonstrated</p> <p>ii. Work station/ machine table and sewing tools</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • policy • Utilization of Personal Protective Equipment (PPE) <p>ii. Work station/ machine setting</p> <ul style="list-style-type: none"> • Arrangement • Condition • Height • Adjustable chairs for personnel sitting positions • Ergonomic department • Work organization method (5S) <p>iii. Types of sewing machine such as:</p> <ul style="list-style-type: none"> • Lockstitch • Overlock • Cover stitch • Interlock • Buttonholing • Button sewing • Bartacking machine • Zig-zag/ Embroidery sewing <p>iv. Types of machine component such as:</p> <ul style="list-style-type: none"> • Needles • Threads stands • Bobbin 	<p>iv. Identify types of sewing machine</p> <p>v. Identify types of machine component</p> <p>vi. Check machine specifications and functions setting</p> <p>vii. Identify types of sewing tools and equipment</p> <p>viii. Select materials for pants bodice attachment</p> <p>ix. Arrange materials on work station</p>	<p>iii. Sharp tools such as scissors, tweezer always tied up to work station and needles kept in place</p> <p>iv. Always work in proper lighting at workstation</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures when handling hazardous chemical/additive materials</p>			<p>setting specified according to work flow</p> <p>iii. Chair height and distance from working table adjusted according to ergonomic department requirements</p> <p>iv. Types of sewing machine and components listed</p> <p>v. Machine specifications and functions setting described</p> <p>vi. Types of sewing tools and equipment listed and functions described</p> <p>vii. Materials for pants bodice attachment selected according to sample specifications</p> <p>viii. Materials inclusive cut pieces</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Bobbin case • Machine safety devices (needle guard, wheel/ belt cover) v. Machine specifications and functions setting such as: <ul style="list-style-type: none"> • Thread tension • Production specifications requirements such as: <ul style="list-style-type: none"> ○ Stitch per inch (SPI) ○ Speed vi. Machine operation manuals vii. Types of sewing tools and equipment such as: <ul style="list-style-type: none"> • Tweezers • Scissors/shears • Snippers • Measuring marking device/tape • Fabric marking pen (washable) • Equipment: <ul style="list-style-type: none"> ○ Steam press ○ Iron ○ Ironing table viii. Seam allowances measurements 					<p>arrangement on work station demonstrated according to Standard Operating Procedure</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ix. Selection of apparel sample materials: <ul style="list-style-type: none"> • Styles • Fabric • Purpose • Users x. Arrangement of materials on workstation					
3. Sew in-line apparel sample	i. Apparel patterns information ii. Sample measurement data: <ul style="list-style-type: none"> • Cut pieces measurements • Sewing placement/ positions • Tolerance iii. Special requirements from buyers such as: <ul style="list-style-type: none"> • Design line • Country standards • Safety • Environmental friendly iv. Apparel sample sewing procedure, method and technique v. Sewing tools and equipment handling technique vi. Types of defective	i. Check apparel patterns information ii. Check sample measurement data iii. Check special requirements from buyers iv. Execute apparel sample sewing process v. Utilize sewing tools and equipment in apparel sample sewing vi. Detect defective stitching and causes vii. Execute apparel defects alteration process (if applicable)	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice	<u>Related Knowledge</u> 36 <u>Related Skill</u> 84	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Apparel patterns information explained ii. Sample measurement data categorised and listed iii. Special requirements from buyers specified iv. Apparel sample sewing process demonstrated v. Utilization of sewing tools and equipment demonstrated vi. Defective stitching inspected and causes identified vii. Apparel defect alteration

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	stitching: <ul style="list-style-type: none"> • Puckering (ugly wrinkles) • Wobbling stitch (irregular stitching) • Stitch skipping (stitches sometimes skip) vii. Defective causes viii. Apparel defects alteration procedure and technique		good housekeeping inclusive personal hygiene <u>Safety:</u> iv. Wear PPE during operations v. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area vi. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> ii. Adhere to environmental procedures when handling hazardous materials			process specified according to Quality standards requirements iii. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
4. Check in-line apparel sample output	<p>i. Apparel sample appearance and defects checking method such as:</p> <ul style="list-style-type: none"> • Visual • Measure • Fit on model/ mannequin • Test using torque and tension gauge <p>ii. Apparel sample finished appearance such as:</p> <ul style="list-style-type: none"> • Shapes in place • Design line, accessories, fasteners and artwork in correct positioned placement • Neatly slashed/ trimmed and unsightly threads removed • Securely fastened with neat stitches • Size fit • Fasteners in equal distance/ good proportion, no rough edges and no dented/cracked • Colours match with fabric 	<p>i. Check apparel sample finished appearance and defect</p> <p>ii. Check discrepancies in measurement</p> <p>iii. Determine Classification of defect/defective issues on apparel sample sewing quality</p> <p>iv. Determine apparel quality status</p> <p>v. Document apparel sample output results</p>	<p><u>Attitude:</u></p> <p>i. Concentrate on sewing path and position</p> <p>ii. Apply both hands during process of sewing</p> <p>iii. Apply correct coordination between eyes and left –right hand motion</p> <p>iv. Both hands and fingers must be flexible when operating tiny and delicate parts</p> <p>v. Adhere to quality standards requirements</p> <p>vi. Always practice good housekeeping inclusive personal hygiene</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operations</p>	<p><u>Related Knowledge</u></p> <p>8</p> <p><u>Related Skill</u></p> <p>16</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer Group Discussion</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Apparel sample finished appearance explained and defect checking demonstrated</p> <p>ii. Measurement method to detect discrepancies demonstrated</p> <p>iii. Classification of defect/ defective issues on apparel sample sewing quality described according to Quality Standard Requirements</p> <p>iv. Apparel quality status categorised</p> <p>v. Apparel sample output results recorded according to documentation procedure</p> <p>vi. Work area , personal hygiene, Health, Safety, Environments (HSE)</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • No defective stitching iii. Measurement accuracy iv. Classification of defect/defective issues on apparel sample sewing quality such as: <ul style="list-style-type: none"> • Critical • Major • Minor v. Apparel quality status: <ul style="list-style-type: none"> • Acceptable • Repairable • Un-repairable vi. Format of reporting vii. Relevant production documentations, Quality standard references, manuals and procedures <ul style="list-style-type: none"> • Visual Defect Reference Guide • Apparel Defect Classification Manual • Accessories card/buyer special requirements manual • Documentation procedure • Defects work 		<ul style="list-style-type: none"> ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <p><u>Environmental:</u></p> <ul style="list-style-type: none"> ii. Adhere to environmental procedures when handling hazardous materials 			<p>requirements and good housekeeping practised at all times</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	repair/rework procedure <ul style="list-style-type: none"> Standard Operating Procedures (SOP) 					
5. Acquire in-line apparel sample approval	i. Apparel sample approval criteria such as: <ul style="list-style-type: none"> Apparel specifications Special requirements compliances Production terms and condition Quality Standards ii. Sample approval timeline iii. Authorised personnel/parties on apparel sample approval iv. Apparel sample approval procedure	i. Review apparel sample approval criteria ii. Determine sample approval timeline iii. Liaised with Authorised personnel/parties on apparel sample approval iv. Acquire apparel sample approval v. Prepare proposal on alterations vi. Keep approved apparel sample and related documents	<u>Attitude:</u> <ol style="list-style-type: none"> Show high commitment in acquiring approval on time Pro-active in acquiring sample approval Adhere to quality standards requirements Always practice good housekeeping inclusive personal 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	<ol style="list-style-type: none"> Apparel sample approval criteria listed Sample approval timeline explained Discussion with Authorised personnel/ parties on apparel sample approval demonstrated Apparel sample approval acquiring process explained Proposal on alterations prepared and presented according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Proposal on alterations vi. Apparel sample and documents storing condition such as: <ul style="list-style-type: none"> • Suitable environment for various types of apparel materials • Safe and secure place • Designated area /sample room vii. Communication technique viii. Documentation procedure ix. Standard Operating Procedure x. Company policy		hygiene <u>Safety:</u> i. Adhere to safety rules and regulations			documentation procedure and communication technique vi. Apparel sample storing condition specified according to company policy vii. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times

Employability Skills

Core Abilities	Social Skills
01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information 01.09 Utilize business graphic application to process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

<p>03.10 Provide consultations and counselling.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liaise to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs..</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p> <p>05.02 Inspect and monitor work done and/or in progress.</p> <p>06.07 Develop and maintain networks.</p>	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of company documentation procedure (Job order sheet, Job specifications sheet, Standard Operating Procedure, measuring manual)	1:1
2. Quality Standard reference, manuals and procedures (Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card/buyer special requirements manual, Defects work repair/rework procedure)	1:1
3. Production apparel sample	1:25
4. Sample of fabric	As per required
5. Sample of apparel cut pieces (collar, sleeve, front and back bodice, pocket, etc)	As per required
6. Work station/table with adjustable chairs	1:5
7. Sewing machine (lockstitch, overlock, blindstitch, interlock, coverstitch, button sewing, zig-zaq, bartack)	1:5
8. Sewing machine component (needles, threads stands, bobbin, bobbin case, Machine safety devices (needle guard, wheel/belt cover)	1:5
9. Sample of machine operating manual	1:25
10. Sewing materials (interlining, threads, zipper, button,etc)	As per required
11. Dummy model	1:25
12. Sewing tools (tweezers, scissors, measuring tape/markings device)	1:1

13. Equipment (hot press/iron/ironing table)	1:5
14. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR		TEXTILE & APPAREL						
SUB SECTOR		APPAREL MANUFACTURING						
JOB AREA		MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE		SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE		IN-LINE APPAREL QUALITY CONTROL						
LEARNING OUTCOME		<p>The person who is competent in this competency unit shall be able to ensure sewing operation quality compliances, control activities related to quality at sewing area in order to produce quality finished apparel/output as per buyer requirements, meeting quality standards and fulfil all relevant regulatory/ statutory bodies requirements. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Assure in-line apparel quality compliances • Participate in company audit process • Monitor sewing area housekeeping and machineries preventive maintenance • Arrange apparel repairs/reworks 						
PRE-REQUISITE (if applicable)								
COMPETENCY UNIT ID		TA-020-3: 2014-C03	LEVEL	3	TRAINING DURATION	180 hours	SKILL CREDIT	18.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Assure in-line apparel quality compliances	i. Quality standards requirements such as: <ul style="list-style-type: none"> • Concept of “right the first time” /No defects/ defective • Measurement accuracy ii. In-line apparel quality checking method such as:	i. Interpret quality standards requirements ii. Employ In-line apparel quality checking method iii. Follow quality inspection schedule iv. Utilise relevant production samples,	<u>Attitude:</u> i. Thorough and detailed in monitoring in-line apparel quality ii. Pro-active in investigating quality issues iii. Factual when	<u>Related Knowledge</u> 16	<u>Related Knowledge</u> Lecture Question and Answer	i. Quality standards requirements defined and described ii. In-line apparel quality checking demonstrated according to method		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Visual • Measure • Fit on model/mannequin • Tester/pulling gauge iii. In-line apparel quality inspection schedule iv. Relevant production samples, procedures and manuals on quality standards such as: <ul style="list-style-type: none"> • Approved sample specifications • Procedures <ul style="list-style-type: none"> ○ Quality inspection procedure ○ Sewing quality approval procedure ○ Defects work repair/rework procedure ○ Standard Operating Procedures • References/Manuals <ul style="list-style-type: none"> ○ Visual Defect Reference Guide ○ Apparel 	procedures and manuals on quality standards v. Categorise apparel quality/sewing defects vi. Investigate apparel defective issues vii. Assure in-line apparel quality status xiii. Participate quality meeting xiv. Prepare quality issues report xv. Propose corrective action/countermeasure for quality improvements xvi. Check corrective action/countermeasure implementation effectiveness xvii. Respond quality issues response time frame	present quality reports iv. Responsible in handling quality improvement actions v. Aware on impact of unattended quality issues vi. Adhere to quality standards requirements vii. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area	<u>Related Skill</u> 24	<u>Related Skill</u> Demonstration Observation	iii. Quality inspection schedule specified iv. Relevant production samples, procedures and manuals on quality standards described v. Apparel quality/sewing defects category recognised vi. Types of apparel defective detected and causes explained vii. In-line apparel quality status specified viii. Quality issues report generated and corrective action/countermeasure for quality improvements presented in quality meeting ix. Quality issues response time

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Defect Classification Manual o Accessories card/buyer special requirements manual o Machine operation manuals v. Apparel quality/sewing defects category such as: <ul style="list-style-type: none"> • Machine • Materials • Human • Method vi. Types of apparel defective stitching such as: <ul style="list-style-type: none"> • Puckering (ugly wrinkles) • Wobbling stitch (irregular stitching) • Stitch skipping (stitches sometimes skip) • Measurement exceeding tolerance • Foreign materials on fabric 		<ul style="list-style-type: none"> iii. Adhere to safety requirements in handling hot/sharp items <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			<ul style="list-style-type: none"> frame and impacts specified x. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Apparel defective investigation procedure viii. Completed apparel quality status such as: <ul style="list-style-type: none"> • Acceptable • Repairable • Un-repairable ix. Quality meeting participation x. Quality issues report format xi. Corrective action/countermeasure for quality improvements and effectiveness xii. Quality issues response time frame and impacts on production					
2. Participate in company audit process	i. Production documentation for sewing operations readiness such as: <ul style="list-style-type: none"> • Standard Operating Procedure (SOP) • Guideline • standards • Records (check sheet, log books, forms) 	i. Check production documentation for sewing operations readiness ii. Check quality audit schedule iii. Assure preparation of audit exercise iv. Liaise with audit bodies/parties v. Attend audit exercises meetings programme	<u>Attitude:</u> i. Thorough and detailed in preparing quality audit process ii. Pro-active in responding auditors requirements iii. Responsible in audit exercise	<u>Related Knowledge</u> 18 <u>Related Skill</u> 42	<u>Related Knowledge</u> Lecture Question and Answer <u>Related Skill</u> Demonstration Observation	i. Production documentation for sewing operations readiness described ii. Quality audit schedule specified iii. Preparation of audit exercise listed and

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Quality audit schedule <ul style="list-style-type: none"> • Periodically • On situation iii. Preparation of audit exercise iv. Audit bodies/parties: <ul style="list-style-type: none"> • Customer/buyer • Stakeholder/ investors • Regulatory/ authority bodies: <ul style="list-style-type: none"> ○ SIRIM ○ Local council ○ Fire safety department (BOMBA) ○ Department of Safety and Health ○ Insurance provider/third parties adjuster v. Audit exercises meetings programme vi. Communication technique vii. Non-conformance issues raised by auditor (regulatory bodies/customer) issues viii. Response time frame	vi. Respond to non-conformance issues within time frame	preparation (sewing section) iv. Aware on impact of non-conformance <u>Safety:</u> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			activities described iv. Audit bodies/ parties liaised according to technique v. Audit exercises meetings programme participated vi. Non-conformance issues responded and documented within time frame

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Monitor sewing area housekeeping and machineries preventive maintenance	i. Housekeeping and preventive maintenance details: <ul style="list-style-type: none"> Schedule Sewing workstation/ Production line Machine quantity Machine conditions ii. Sewing machineries specifications iii. Good housekeeping practices (such as 5S) at workplace iv. Machineries parts/ components inclusive safety precautions elements settings and functions checking method v. Machine operating manuals and safety requirements vi. Types of machineries faults/malfunction such as: <ul style="list-style-type: none"> Oil leaking Broken parts vii. Documentation on issues and problems	i. Check housekeeping and preventive maintenance details ii. Interpret sewing machineries specifications iii. Assure housekeeping practices at workplace iv. Check machineries parts/ components settings and functions v. Comply with machine operating manuals and safety requirements vi. Check types of machineries faults/malfunction vii. Document issues and problems on machineries	<u>Attitude:</u> i. Thorough and detailed in checking housekeeping and preventive maintenance activities ii. Pro-active in reporting machineries faulty/malfunction iii. Responsible in work organization such as 5S practices <u>Safety:</u> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety	<u>Related Knowledge</u> 12 <u>Related Skill</u> 28	<u>Related Knowledge</u> Lecture Question and Answer <u>Related Skill</u> Demonstration Observation	i. Housekeeping and preventive maintenance details listed and described ii. Sewing machineries specifications specified iii. Housekeeping practices such as “5S” conformed iv. Machineries parts/component s settings and functions testing demonstrated v. Machine operating manuals and safety requirements described vi. Types of machineries faults/malfunction listed vii. Issues and problems on

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	viii. Reporting procedure on machineries		requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			machineries recorded and circulated to authorised parties/personnel
4. Arrange apparel repairs/reworks	i. Type of apparel defects: <ul style="list-style-type: none"> • Repairable defects • Defect caused by faulty machines or material : • Un-repairable defect ii. Degree of defect/defectives on apparels such as: <ul style="list-style-type: none"> • Critical - sharp points/edges, broken needle, loose components or other foreign item. • Major - may affect usability or may interfere with performance • Minor defect - will not affect usability 	i. Investigate type of apparel defects ii. Determine degree of defect/defectives on apparels iii. Plan corrective action to repair/rework and seek approval from management iv. Select knowledgeable and skilled personnel to carry out repair/rework activities v. Delegate repair/rework job assignment vi. Follow up status of repair/ reworks progress vii. Document repair/reworks status	<u>Attitude:</u> i. Thorough and detailed in checking housekeeping and preventive maintenance activities ii. Pro-active in reporting machineries faulty/malfunction iii. Adhere to quality standards requirements iv. Always practice good housekeeping inclusive personal hygiene	<u>Related Knowledge</u> 12 <u>Related Skill</u> 28	<u>Related Knowledge</u> Lecture Question and Answer <u>Related Skill</u> Demonstration Observation	i. Type of apparel defects listed and categorised ii. Degree of defect/defectives on apparels explained iii. Corrective action planning to repair/rework defects recommended, generated and approval from management acquired according to rework/repair procedures iv. Personnel with correct knowledge and skill to carry out

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Corrective action to repair/rework planned and approval from management such as: <ul style="list-style-type: none"> • Returned to the operator that performed the operation. • May be sent to a repair station for correction • Might be downgraded to a Second, sold as scrap, or discarded iv. Knowledgeable and skills of personnel to carry out repair/rework activities v. Repair/ rework job assignment delegation to identified personnel in charge vi. Repair/ reworks progress vii. Status of repair/reworks viii. Documentation procedure ix. Reporting format x. Organization Chart xi. Company policy		<u>Safety:</u> <ol style="list-style-type: none"> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> <ol style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			repair/rework activities listed and selection justified v. Repair/ rework job assignment delegation demonstrated vi. Repair/ reworks progress and status reported according to documentation procedure, format and company policy vii. Work area, personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times

Employability Skills

Core Abilities	Social Skills
<ul style="list-style-type: none"> 01.07 Utilize database applications to locate and process information 01.08 Utilize spreadsheets applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client/customer needs 03.17 Identify staff training needs and facilitate access to training 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 06.07 Develop and maintain networks 	<ul style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ul style="list-style-type: none"> 1. Computer with internet, Management Information System (MIS) and peripherals 2. Office facilities (printer, fax, machine, etc.) 3. Stationeries (pen, pencil, files, etc) 4. Sample of various company documentations (schedules, job order sheet, job specifications sheet, Standard Operating Procedure, measuring manual, machine operation manuals, Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card /buyer special requirements manual, defects work repair/rework procedure) 5. Facilities (workstation/machine, adjustable chair, lights, etc) 	<ul style="list-style-type: none"> 1:5 1:25 1:1 1:1 1:5

6. Dummy model	1:25
7. Sample of fabrics (knits, woven, trim, etc)	As per required
8. Sample of work flow chart, organization chart	1:1
9. Sample of apparel cut pieces (collar, sleeve, front and back bodice, pocket, etc)	1:1
10. Sewing machine (lockstitch, overlock, blindstitch, interlock, coverstitch, button sewing, zig-zag, bartack)	1:5
11. Sewing machine component (needles, threads stands, bobbin, bobbin case, Machine safety devices (needle guard, wheel/belt cover))	1:5
12. Sample of fabrics	As per required
13. Sewing materials (interlining, threads, zipper, button, etc)	As per required
14. Sewing tools (tweezers, scissors, measuring tape/markings device)	1:1
15. Equipment (hot press/iron/ironing table)	1:5
16. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR		TEXTILE & APPAREL						
SUB SECTOR		APPAREL MANUFACTURING						
JOB AREA		MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE		SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE		IN-LINE SEWING OPERATION MONITORING						
LEARNING OUTCOME		<p>The person who is competent in this competency unit shall be able to monitor sewing operation activities systematically and efficiently in order to achieve production target and maximise company performance as per company plan. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Monitor production schedule implementation • Carry out sewing production inventory • Monitor workplace health, safety, and environmental practices and standards compliance • Participate in production meeting • Monitor production timeline 						
PRE-REQUISITE (if applicable)								
COMPETENCY UNIT ID		TA-020-3: 2014-C04	LEVEL	3	TRAINING DURATION	100 hours	SKILL CREDIT	10.0
Work Activities	Related Knowledge	Related Skills			Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Monitor production schedule implementation	i. Scope of work and job descriptions such as: <ul style="list-style-type: none"> • Pocket creation and attachment • Placket attachment • Bodice piece attachment • Bottom and sleeve hem • Accessories 	i. Determine scope of work and job descriptions ii. Review organization/ Hierarchy chart iii. Determine number of skilled personnel iv. Review job order information v. Utilize production line	<u>Attitude:</u> i. Thorough and detailed in checking scope of work and job descriptions ii. Precise in calculating manpower quantity		<u>Related Knowledge</u> 5	<u>Related Knowledge</u> Lecture Question and Answer	i. Scope of work and job descriptions listed and described ii. Organization/Hierarchy chart explained iii. Number of skilled personnel	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>attachment</p> <p>ii. Organization/Hierarchy chart</p> <p>iii. Number of skilled personnel</p> <p>iv. Job order information such as:</p> <ul style="list-style-type: none"> • Delivery date • Quantity • Colour • Special requirements <p>v. Job specifications such as:</p> <ul style="list-style-type: none"> • Apparel types • Dimension • Design • Size • Buyer code • Style • Sketch • Measurement method <p>vi. Sewing work process</p> <p>vii. Job capacity such as:</p> <ul style="list-style-type: none"> • Number of panels/pieces, • Batches, • Production line <p>viii. Production line balancing information</p> <p>ix. Manpower calculation formula</p>	<p>balancing information</p> <p>vi. Calculate and adjust numbers of manpower in sewing operation</p> <p>vii. Disseminate jobs assignments</p> <p>viii. Check production schedule implementation</p> <p>ix. Provide feedback on production outputs</p>	<p>iii. Non-bias in job delegations</p>	<p><u>Related Skill</u></p> <p>11</p>	<p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>specified</p> <p>iv. Job order information listed and described</p> <p>v. Production line balancing specified</p> <p>vi. Manpower calculation demonstrated</p> <p>vii. Jobs assigned according to job dissemination procedure</p> <p>viii. Performance/ results of implemented schedule explained</p> <p>ix. Feedback regarding production output reported to authorised personnel/ superior according to reporting format</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	x. Jobs assignments dissemination procedure xi. Production schedule details xii. Production schedule implementation performance/results such as: <ul style="list-style-type: none"> • Line balancing • Labour requirements and deficiencies • Non-productive hours • Work in process delays • Technical maintenance • Optimum utilization of time and raw materials xiii. Feedback on production outputs: <ul style="list-style-type: none"> • Verbally • Written 					
2. Carry out sewing production inventory	i. Sewing production materials category such as: <ul style="list-style-type: none"> • Sewing materials • Consumable materials ii. Inventory checking	i. Determine sewing production materials category ii. Check inventory checking schedule iii. Determine inventory information to be	<u>Attitude:</u> i. Resourceful in locating materials ii. Adhere to inventory procedure	<u>Related Knowledge</u> 5	<u>Related Knowledge</u> Lecture Question and Answer	i. Sewing production materials category listed ii. Inventory checking schedule

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	planning such as: <ul style="list-style-type: none"> • Schedule <ul style="list-style-type: none"> ○ Periodically ○ Based on situation • Manpower • Relevant documentation iii. Inventory information to be checked such as: <ul style="list-style-type: none"> • Materials parts number • Volume/Quantity <ul style="list-style-type: none"> ○ Usage ○ Balance • Location iv. Inventory results v. Inventory checking procedure and method vi. Inventory completion status vii. Documentation procedure viii. Reporting procedure	checked iv. Support inventory checking activities v. Document inventory results vi. Report inventory status to superior/authorised personnel	iii. Sincere in reporting inventory status <u>Safety:</u> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials	<u>Related Skill</u> 11	<u>Related Skill</u> Demonstration Observation	specified iii. Inventory information to be checked listed iv. Inventory checking activities demonstrated according to planning v. Inventory results recorded according to documentation procedure vi. Inventory status reported to superior/authorised personnel vii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Monitor workplace health, safety, and environmental practices and standards compliance	<p>i. Work place , personal Health, Safety and Environment requirements such as:</p> <ul style="list-style-type: none"> • Workplace cleanliness and tidiness • Personal appearances • Company uniform/dress code policy • Utilization of Personal Protective Equipment (PPE) <ul style="list-style-type: none"> ○ Gloves ○ Safety mask ○ Covered shoes • Workplace safety • Signage and barricade • Ergonomics <p>ii. Regulatory/statutory/ authority bodies such as:</p> <ul style="list-style-type: none"> • SIRIM • Department of Occupational Safety and Health (DOSH) • Department of Environment (DOE) • Fire Safety (BOMBA) 	<p>i. Identify work place , personal Health, Safety and Environment requirements</p> <p>ii. Identify Regulatory/ Statutory/ Authority bodies</p> <p>iii. Check facilities, machineries , tools, equipment and materials organization</p> <p>iv. Identify types of potential hazards</p> <p>v. Execute accident preventive measures</p> <p>vi. Ensure electrical parts/component safe for operation</p> <p>vii. Ensure compliances of production waste disposal procedure</p> <p>viii. Report incidents and accidents</p>	<p><u>Attitude:</u></p> <p>i. Thorough and detailed in identifying work place , personal Health, Safety and Environment requirements</p> <p>ii. Always alert on potential hazards</p> <p>iii. Adhere to relevant procedures</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operation</p> <p>ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area</p> <p>iii. Adhere to safety requirements in handling</p>	<p><u>Related Knowledge</u></p> <p>6</p> <p><u>Related Skill</u></p> <p>14</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Work place, Personal Health, Safety and Environment requirements specified and described</p> <p>ii. Regulatory/statutory/ authority bodies listed and roles described</p> <p>iii. Organization of facilities, machineries , tools, equipment and materials demonstrated according to method (5S)</p> <p>iv. Types of potential hazards listed and cause specified</p> <p>v. Accident preventive measures explained</p> <p>vi. Electrical parts/ component handling procedures demonstrated</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Local Council iii. Facilities, machineries , tools, equipment and materials organization method (5S) iv. Types of potential hazards such as: <ul style="list-style-type: none"> • Electrical Hazard <ul style="list-style-type: none"> i. Shock ii. Burn iii. Arc-Blast iv. Fires v. Explosion • Oil leakage • Injuries due to tools usage • Injuries due to lifting v. Accident preventive measures <ul style="list-style-type: none"> • PPE Usage • Using electrical protective devices • Safe working habits • Basic of good lifting • Proper machine handling • Proper machine maintenance • Good housekeeping 		<p>hot/sharp items and electrical components</p> <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			<ul style="list-style-type: none"> x. Production waste disposal demonstrated xi. Health, Safety and Environmental compliances monitoring methods employed xii. Incidents and accidents reported according to reporting format

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	production meeting ix. Meeting minutes format x. Actions to be attended xi. Ideas and feedback details xii. Presentation technique iii. Communication skill iv. Interpersonal skill		responding any issues raised during the meeting			action to be attended explained v. Relevant documents and data compiled and organized vi. Presentation of ideas and feedback for improvement demonstrated in a professional manner
5. Monitor production timeline	i. Production target/output achievement ii. Production master plan and job order details iii. Number of skilled resources and backup personnel arrangement iv. Production contingency plan <ul style="list-style-type: none"> • Manpower backup • Overtime • Hiring part timer • Sub-cons v. Corrective action/ counter measure on production line issues vi. Production improvement activities	i. Check production target/output achievement ii. Check production master plan and job order details iii. Review number of skilled resources and backup personnel arrangement iv. Prepare production contingency plan v. Propose corrective action/ counter measure on production line issues vi. Implement production improvement activities vii. Check effectiveness on	<u>Attitude:</u> i. Objective driven in ensuring production meets timeline ii. Always alert with production conditions to avoid down time iii. Pro active in solving production issues <u>Safety:</u> i. Adhere to safety	<u>Related Knowledge</u> 8 <u>Related Skill</u> 20	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Production target/ output achievement confirmed ii. Production master plan and job order details confirmed iii. Number of skilled resources and backup personnel arrangement confirmed iv. Production contingency plan prepared v. Corrective action/ counter measure

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vii. Effectiveness on improvement plan	improvement plan	requirements during operations			on production line issues listed vi. Production improvement activities implemented vii. Improvement plan effectiveness measured and reported

Employability Skills

Core Abilities	Social Skills
01.07 Utilize database applications to locate and process information 01.08 Utilize spreadsheets applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client/customer needs	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

04.06 Allocate work	
04.07 Negotiate acceptance and support for objectives and strategies	
05.01 Implement project/work plans	
05.02 Inspect and monitor work done and/or in progress	
06.07 Develop and maintain networks	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Computer with internet, Management Information System (MIS) and peripherals	1:5
2. Office facilities (printer, fax, machine, etc.)	1:25
3. Stationeries (pen, pencil, files, etc)	1:1
4. Sample of various company documentations (schedules, job order sheet, job specifications sheet, Standard Operating Procedure, measuring manual, machine operation manuals,)	1:1
5. Facilities (workstation/machine, adjustable chair, lights, etc)	1:5
6. Dummy model	1:25
7. Sample of fabrics (knits, woven, trim, etc)	As per required
8. Sample of work flow chart, organization chart	1:1
9. Sample of apparel cut pieces (collar, sleeve, front and back bodice, pocket, etc)	1:1
10. Sewing machine (lockstitch, overlock, blindstitch, interlock, coverstitch, button sewing, zig-zag, bartack)	1:5
11. Sewing machine component (needles, threads stands, bobbin, bobbin case, Machine safety devices (needle guard, wheel/belt cover))	1:5
12. Sewing materials (interlining, threads, zipper, button, etc)	As per required
13. Sewing tools (tweezers, scissors, measuring tape/marketing device)	1:1
14. Equipment (hot press/iron/ironing table)	1:5
15. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1
16. List of information on regulatory/statutory/authority bodies	1:25
17. Sample of line balancing sheet	1:1
18. Sample of Inventory documents	1:1
19. Sample of production meeting relevant documents (meeting agenda, meeting minutes, production reports, etc)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR		TEXTILE & APPAREL						
SUB SECTOR		APPAREL MANUFACTURING						
JOB AREA		MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE		SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE		SEWING PERSONNEL SUPERVISION						
LEARNING OUTCOME		<p>The person who is competent in this competency unit shall be able to monitor sewing section personnel disciplines and performances as well as to provide training in order to develop subordinates' knowledge, skills and attitude as per company plan. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Conduct operational briefing • Monitor subordinate discipline • Monitor subordinate performance • Conduct performance appraisal • Arrange On Job Training (OJT) 						
PRE-REQUISITE (if applicable)								
COMPETENCY UNIT ID		TA-020-3: 2014-C05	LEVEL	3	TRAINING DURATION	100 hours	SKILL CREDIT	10.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Conduct operational briefing	i. Briefing frequency: <ul style="list-style-type: none"> o Daily o Monthly o Weekly o On situation needs • Target briefing participant: <ul style="list-style-type: none"> o Individual o Selected 	i. Identify briefing frequency ii. Determine briefing content iii. Arrange briefing iv. Present briefing details v. Clarify and resolve problems/issues vi. Collect feedback	<u>Attitude:</u> i. Clear objective of the meeting ii. Well prepared and reports organized iii. Pro-active in discussion iv. Factual when present	<u>Related Knowledge</u> 2	<u>Related Knowledge</u> Lecture Question and Answer	i. Briefing frequency specified ii. Briefing content described iii. Briefing arrangement demonstrated iv. Briefing details listed and		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> group <ul style="list-style-type: none"> o All sewing operations subordinate ii. Briefing contents <ul style="list-style-type: none"> o Work schedule o Safety o Work Discipline o Current issues/topics iii. Briefing organisation <ul style="list-style-type: none"> • Venue • Time • Notification • Agenda • Minutes taking iv. Communication and interpersonal skills v. Problem/issues solving skills vi. Subordinates feedback on current issues/topic vii. Briefing recording procedure 	<ul style="list-style-type: none"> vii. Provide feedback viii. Record briefing minutes and outcomes 	<ul style="list-style-type: none"> production reports v. Responsible in handling production issues vi. Professional in responding any issues raised during the meeting 	<u>Related Skill</u> 6	<u>Related Skill</u> Demonstration Observation	<ul style="list-style-type: none"> presentation demonstrated v. Problems/issues clarification and solutions proposed according to company policy vi. Feedback collection and response demonstrated vii. Briefing minutes and outcomes documented according to recording procedure
2. Monitor subordinate discipline	<ul style="list-style-type: none"> i. Guidelines on personnel discipline ii. Types of disciplines problems: <ul style="list-style-type: none"> • Failure to notify of 	<ul style="list-style-type: none"> i. Interpret guidelines on personnel discipline ii. Determine authority limit of supervisors pertaining to personnel discipline 	<u>Attitude:</u> <ul style="list-style-type: none"> i. Firm in decision making ii. Responsible in handling disciplinary 	<u>Related Knowledge</u> 8	<u>Related Knowledge</u> Lecture Question and Answer	<ul style="list-style-type: none"> vii. Guidelines on personnel discipline defined and explained viii. Authority limit of supervisors

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>an absenceTheft</p> <ul style="list-style-type: none"> • Dishonesty • Failure to follow departmental rules and company policy • Rude or abusive language in workplace <p>iii. Authority limit of supervisors pertaining to personnel discipline</p> <p>iv. Observation skills</p> <p>v. Feedback giving skills</p> <p>vi. Basic counselling skills</p> <p>vii. Types of disciplinary actions</p> <p>viii. Recording disciplinary actions taken:</p> <ul style="list-style-type: none"> • Format • Content <p>ix. Human Resources guidelines</p> <p>x. Labour law</p>	<p>iii. Observe subordinates behaviour</p> <p>iv. Give constructive feedback</p> <p>v. Counsel subordinates</p> <p>vi. Take appropriate disciplinary action</p> <p>vii. Report unresolved disciplinary matters</p> <p>viii. Record disciplinary matters and actions taken for future references/ profiles</p>	<p>issues</p> <p>iii. Professional in providing counselling and constructive feedback</p>	<p><u>Related Skill</u></p> <p>16</p>	<p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>pertaining to personnel discipline specified</p> <p>ix. Subordinates behaviour observation demonstrated</p> <p>x. Constructive feedback provided to subordinates demonstrated</p> <p>xi. Subordinates counselling session demonstrated</p> <p>xii. Appropriate disciplinary action described and execution demonstrated</p> <p>xiii. Unresolved disciplinary matters reports produced according to labour law</p> <p>xiv. Disciplinary matters and actions taken documented for future references/ profiles according</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
						to Human Resources guidelines
3. Monitor subordinate performance	i. Sewing operation capacity <ul style="list-style-type: none"> • Scope of work • Number of skilled man power • Number of machineries ii. Production target and performance such as: <ul style="list-style-type: none"> • Key Performance Indicator (KPI) • Daily output • No rejections iii. Methods for comparing target and actual performance iv. Methods of monitoring work progress v. Monitoring skills vi. Feedback skills	i. Determine sewing operation capacity ii. Determine production target and performance iii. Observe actual performance iv. Compare actual and target performance v. Determine performance gap vi. Propose recommendations for improvement	<u>Attitude:</u> i. Thorough and detailed in identifying scope of work and job descriptions ii. Non-bias in monitoring job performance iii. Objective results driven in achieving target	<u>Related Knowledge</u> 6 <u>Related Skill</u> 14	<u>Related Knowledge</u> Lecture Question and Answer <u>Related Skill</u> Demonstration Observation	i. Sewing operation capacity described ii. Production target and performance specified iii. Actual and target performance compared and differences justified iv. Performance gap explained v. Proposal for improvement generated and presented to superior
4. Conduct performance appraisal	i. Performance appraisal guidelines ii. Performance appraisal instruments iii. Target performance iv. Performance report format	i. Interpret performance appraisal guidelines ii. Utilise performance appraisal instruments iii. Determine subordinate	<u>Attitude:</u> i. Thorough and detailed in identifying appraisal items ii. Well prepared and be	<u>Related Knowledge</u> 7	<u>Related Knowledge</u> Lecture Question and Answer	i. Performance appraisal guidelines defined and described ii. Utilization of performance

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	v. Methods of conducting appraisal such as: <ul style="list-style-type: none"> • Observation • Interview vi. Performance gap analysis vii. Using appraisal findings for: <ul style="list-style-type: none"> • Performance reward • Promotion • Recommendation for training • Recommendation for counselling 	performance report format and criteria iv. Identify target performance v. Determine subordinate actual performance vi. Recommend types of rewards or recognition vii. Analyse performance gap viii. Propose follow-up actions ix. Prepare subordinate performance report	comfortable in harmony environment iii. Non-bias in appraising subordinate job performance iv. Objective results driven in achieving target	<u>Related Skill</u> 17	<u>Related Skill</u> Demonstration Observation	appraisal instruments demonstrated iii. Subordinate performance report format and criteria specified iv. Target performance listed v. Subordinate actual performance measured vi. Types of rewards or recognition listed and proposed vii. Performance gap specified and reasons justified viii. Follow-up actions proposal produced ix. Subordinate performance report generated according to appraisal

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
						guidelines
5. Arrange On Job Training (OJT)	<p>i. Training objectives such as:</p> <ul style="list-style-type: none"> • Sewing skills improvement • Sewing knowledge • Soft skills • Interpersonal skills <p>ii. Training programme details such as:</p> <ul style="list-style-type: none"> • Type of training • Participant • Date • Time • Venue <p>iii. Training facilities such as:</p> <ul style="list-style-type: none"> • Audio visual • Rooms/area • Materials <p>iv. Types of training materials such as:</p> <ul style="list-style-type: none"> • Printed/Hardcopy • Slides/Softcopy • Online/E-Learning <p>v. Training methods such as</p> <ul style="list-style-type: none"> • Lecture • Shop talk • Demonstration • Discussion • Problem-solving 	<p>i. Identify training objective</p> <p>ii. Prepare training materials</p> <p>iii. Organise training activities</p> <p>iv. Apply coaching skills</p> <p>v. Motivate subordinates</p> <p>vi. Provide feedback</p> <p>vii. Assess training effectiveness</p>	<p><u>Attitude:</u></p> <p>i. Objective results driven in conducting training programme</p> <p>ii. Systematic and organized in preparing training facilities</p> <p>iii. Adhere to work organization method (5S)</p> <p><u>Safety:</u></p> <p>i. Adhere to safety requirements at all time</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures when handling hazardous materials</p>	<p><u>Related Knowledge</u></p> <p>7</p> <p><u>Related Skill</u></p> <p>17</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer Group Discussion</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Training objective listed</p> <p>ii. Training materials preparation explained</p> <p>iii. Training activities arrangement demonstrated</p> <p>iv. Subordinates motivational session conducted</p> <p>v. Feedback on training collected and discussed with relevant parties</p> <p>vi. Training effectiveness evaluated according to assessment methods</p> <p>vii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Techniques of providing and obtaining feedback vii. Communication skills viii. Interpersonal skills ix. Motivational and counselling skills x. Methods for measuring training effectiveness					housekeeping practised at all times

Employability Skills

Core Abilities	Social Skills
01.07 Utilize database applications to locate and process information 01.08 Utilize spreadsheets applications to locate and process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity 02.09 Prepare flowcharts 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.11 Monitor and evaluate performance of human resources 03.12 Provide coaching/on-the job training 03.13 Develop and maintain team harmony and resolve conflicts 03.14 Facilitate and coordinate teams and ideas 03.15 Liaise to achieve identified outcomes 03.17 Identify staff training needs and facilitate access to training 04.06 Allocate work 04.07 Negotiate acceptance and support for objectives and strategies 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Computer with internet, Management Information System (MIS) and peripherals	1:5
2. Office facilities (printer, fax, machine, etc.)	1:25
3. Stationeries (pen, pencil, files, etc)	1:1
4. Sample of various company documentations (job order sheet, job specifications sheet, standard operating procedure, measuring manual, machine operation manuals, Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card /buyer special requirements manual, defects work repair/rework procedure)	1:1
5. Facilities (workstation/machine, adjustable chair, lights, etc)	1:5
6. Dummy model	1:25
7. Sample of fabrics (knits, woven, trim, etc)	As per required
8. Sample of work flow chart, organization chart	1:1
9. Sample of apparel cut pieces (collar, sleeve, front and back bodice, pocket, etc)	1:1
10. Sewing machine (lockstitch, overlock, blindstitch, interlock, coverstitch, button sewing, zig-zaq, bartack)	1:5
11. Sewing machine component (needles, threads stands, bobbin, bobbin case, machine safety devices (needle guard, wheel/belt cover))	1:5
12. Sewing materials (interlining, threads, zipper, button, etc)	As per required
13. Sewing tools (tweezers, scissors, measuring tape/marketing device)	1:1
14. Equipment (hot press/iron/ironing table)	1:5
15. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1
16. List of information on regulatory/statutory/authority bodies	1:25
17. Labour Law/Acts	1:1
18. Sample of production meeting relevant documents (meeting agenda, meeting minutes, production reports)	1:1
19. Training facilities (Audio Visual, rooms , materials/ modules, etc)	1:25
20. Sample of Company Key Performance Index (KPI) document	1:1
21. Sample of appraisal documentation (subordinates list, subordinate profiles, appraisal form, etc)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR		TEXTILE & APPAREL						
SUB SECTOR		APPAREL MANUFACTURING						
JOB AREA		MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE		SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE		BRASSIERE SEWING						
LEARNING OUTCOME		<p>The person who is competent in this competency unit shall be able to assemble and sew brassiere cut pieces, cups, chest band, shoulder straps and embroideries as per requirements and designs in accordance with specifications and brassiere sewing technique and Standard Operating Procedure (SOP). Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Check brassiere sewing requirements • Prepare brassiere sewing requirements • Create brassiere cup • Attach chest band panels • Attach shoulder straps • Attach brassiere decorative materials 						
PRE-REQUISITE (if applicable)								
COMPETENCY UNIT ID		TA-020-3: 2014-E01	LEVEL	3	TRAINING DURATION	100 hours	SKILL CREDIT	10.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Check brassiere sewing requirements	i. Job order information such as: <ul style="list-style-type: none"> • Delivery date • Quantity • Colour • Special requirements ii. Brassiere production	i. Identify job order information ii. Interpret job specifications iii. Determine brassiere measuring data from buyer measuring manual		<u>Attitude:</u> i. Thorough in interpreting and inquisitive in clarifying job specifications ii. Detailed in checking	<u>Related Knowledge</u> 2	<u>Related Knowledge</u> Lecture Question and Answer	i. Job order information specified ii. Job specifications listed iii. Brassiere measuring data	

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	schedule iii. Job specifications <ul style="list-style-type: none"> • Brassiere types <ul style="list-style-type: none"> ○ Contour ○ Bralet ○ Full coverage /full cup ○ Padded ○ Plunge ○ Balconet ○ Sports/Athletic • Dimension <ul style="list-style-type: none"> ○ chest circumferences measurement system • Design • Size • Buyer code • Style • Sketch • Measurement method iv. Special requirements <ul style="list-style-type: none"> • Purpose users condition) • Safety for users • Environmental safe • Country's regulations / standards v. Parts of sections <ul style="list-style-type: none"> • Bust cups <ul style="list-style-type: none"> ○ single piece 	iv. Check production approved brassiere sample v. Identify materials specifications vi. Identify defects on materials vii. Interpret Brassiere specifications viii. Determine Brassiere sewing method and technique	Brassiere bodice attachment requirements	<u>Related Skill</u> 6	<u>Related Skill</u> Demonstration Observation	listed iv. Production approved brassiere sample specified v. Materials specifications specified vi. Defects on materials categorised vii. Brassiere specifications specified viii. Brassiere sewing method and technique described according to brassiere type

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ○ double pieces (upper cup half, lower cup half) ● Bridge ● Cup Apex ● Cradle ● Hems <ul style="list-style-type: none"> ○ Cup neck hems ○ Under arm cup and wing hems ○ Under band hem ● Chest band/wing ● Side seam ● Shoulder straps (with/without slider, ring) ● Straps platform ● Tape <ul style="list-style-type: none"> ○ Eyelet (left wing) ○ Hooks (right wing) vi. Brassiere specifications <ul style="list-style-type: none"> ● Materials types <ul style="list-style-type: none"> ○ Stabilizing/ elastic tape ○ Tape ○ Moulded cup ● Bra grading ● Pattern design (2D/ 3D) ● Labels 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Size • Measurement tolerance • Seam allowances measurements vii. Brassiere measuring data viii. Buyer measuring manuals ix. Materials specifications: <ul style="list-style-type: none"> • Fabric types such as: <ul style="list-style-type: none"> ○ Cotton ○ Spandex ○ Silk ○ Satin ○ Rayon ○ Polyester ○ Elastic • Fabric texture <ul style="list-style-type: none"> ○ Light ○ Heavy ○ Smooth ○ coarse) • Colour shading • Thread specifications <ul style="list-style-type: none"> ○ Size/ticket number ○ Length ○ Colour • Labels <ul style="list-style-type: none"> ○ Size (by 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> country) <ul style="list-style-type: none"> ○ Brand ○ Washable/non-washable ○ Country origin code x. Defects on materials such as: <ul style="list-style-type: none"> • Fabric/materials <ul style="list-style-type: none"> ○ Knots ○ Double thick or thin yarns • Colour <ul style="list-style-type: none"> ○ Shade to shade panel ○ Wash/Finish Outside of Approved Shade band • Dirt/Oil <ul style="list-style-type: none"> ○ Strong smell due to wash finish and/or residue ○ Removable/ Non-removable stain • Accessories condition and functionality xi. Brassiere sewing method and technique such as: <ul style="list-style-type: none"> • Zig-zag 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> Flat seam 					
2. Prepare brassiere sewing requirements	<p>i. Work area, personal hygiene, health and safety requirements such as:</p> <ul style="list-style-type: none"> Workplace cleanliness and tidiness Personal appearances Company uniform/dress code policy Utilization of Personal Protective Equipment (PPE) <p>ii. Work station/ machine setting</p> <ul style="list-style-type: none"> Arrangement Condition Height Adjustable chairs for personnel sitting positions Ergonomic department Work organization method (5S) <p>iii. Types of sewing machine such as:</p> <ul style="list-style-type: none"> Lock stitch Zig-zag 	<p>i. Check work area, personal hygiene, health and safety requirements</p> <p>ii. Check work station/machine table and sewing tools setting</p> <p>iii. Adjust chair height and distance from working table</p> <p>iv. Identify types of sewing machine</p> <p>v. Identify types of machine component</p> <p>vi. Check machine specifications and functions setting</p> <p>vii. Identify types of sewing tools and equipment</p> <p>viii. Select materials for Brassiere bodice attachment</p> <p>ix. Arrange materials on work station</p>	<p><u>Attitude:</u></p> <p>i. Resourceful in identifying tools, and materials</p> <p>ii. Adhere to work organization method and work procedure</p> <p><u>Safety:</u></p> <p>i. Sharp tools such as scissors, tweezer always tied up to work station and needles kept in place</p> <p>ii. Always work in proper lighting at workstation</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures when handling hazardous chemical/additive materials</p>	<p><u>Related Knowledge</u></p> <p>2</p> <p><u>Related Skill</u></p> <p>6</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Work area, personal hygiene, health and safety requirements specified and safety practices demonstrated</p> <p>ii. Work station/ machine table and sewing tools setting specified according to work flow</p> <p>iii. Chair height and distance from working table adjusted according to ergonomic department requirements</p> <p>iv. Types of sewing machine and components listed</p> <p>v. Machine specifications and functions setting described</p> <p>vi. Types of sewing</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Bartack • Overlock <p>iv. Types of machine component such as:</p> <ul style="list-style-type: none"> • Needles • Threads stands • Bobbin • Bobbin case • Machine safety devices (needle guard, wheel/ belt cover) <p>v. Machine specifications and functions setting such as:</p> <ul style="list-style-type: none"> • Thread tension • Production specifications requirements such as: <ul style="list-style-type: none"> ○ Stitch per inch (SPI) ○ Speed <p>vi. Machine operation manuals</p> <p>vii. Types of sewing tools and equipment such as:</p> <ul style="list-style-type: none"> • Tweezers • Scissors/shears • Snippers • Measuring marking device/tape/ruler • Fabric marking pen 					<p>tools and equipment listed and functions described</p> <p>vii. Materials for Brassiere bodice attachment selected according to Brassiere specifications</p> <p>viii. Materials inclusive cut pieces arrangement on work station demonstrated according to Standard Operating Procedure</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	(washable) • Equipment: ○ Steam press ○ Iron ○ Ironing table viii. Seam allowances measurements ix. Selection of brassiere materials: • Styles • Fabric • Purpose • Users x. Arrangement of materials on workstation					
3. Create brassiere cup	i. Brassiere cup components details such as: • Number of panels • With/without art placement • Types of panel • Cup materials • Cup sizes • Fabrics types • Stiffening materials (if applicable) ii. Brassiere cup measurement data iii. Cup constructions/ creation procedure, method and	i. Check Brassiere cup components details ii. Check Brassiere cup measurement data iii. Execute Brassiere cup creation process iv. Utilize sewing tools and equipment in Brassiere cup creation v. Check Brassiere cup finished appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny	<u>Related Knowledge</u> 12 <u>Related Skill</u> 24	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Brassiere cup listed and described ii. Measurement data listed iii. Coat lining preparation process demonstrated iv. Reinforcement materials/ interlining specifications listed and described v. Brassiere cup creation process

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	technique: <ul style="list-style-type: none"> • Utilization of special machineries • Conventional sewing process iv. Sewing tools and equipment handling technique v. Appearance and defects checking method such as: <ul style="list-style-type: none"> • Visual • Measure • Fit on model/ mannequin vi. Brassiere cup finished appearances: <ul style="list-style-type: none"> • Shapes in place • Neatly slashed/ trimmed and unsightly threads removed • Colours match with fabric • No defective stitching such as: <ul style="list-style-type: none"> ○ Puckering (ugly wrinkles) ○ Wobbling stitch (irregular stitching) ○ Stitch skipping (stitches sometimes skip 		and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during operations ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items			demonstrated vi. Utilization of sewing tools and equipment in Brassiere cup creation demonstrated vii. Brassiere cup finished appearance explained and defects detected according to quality standards requirements viii. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Environmental:</u> ii. Adhere to environmental procedures when handling hazardous materials			
4. Attach chest band panels	i. Chest band/wing panel details such as: <ul style="list-style-type: none"> • Number of panels • Measurement • Shapes • Accessories types and suitability <ul style="list-style-type: none"> ○ hook and eye tape ○ fastener • Accessories placement • Labels placement ii. Chest band measurement data iii. Support area to be strengthened such as: <ul style="list-style-type: none"> ○ Back wing (joint area between cup and chest band) ○ Bra cup bridge iv. Chest band attachment procedure, method and technique v. Accessories position <ul style="list-style-type: none"> • Eyelet tape (eyelet 	i. Check chest band/wing panel details ii. Check chest band/wing measurement data iii. Check support area to be strengthened iv. Execute chest band/wing attachment process x. Check accessories position v. Execute accessories attachment process vi. Utilize sewing tools and equipment chest band/wing and accessories attachment vii. Check chest band/wing and accessories finished appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands during process of sewing iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny and delicate parts v. Adhere to quality standards requirements vi. Always practice good housekeeping inclusive	<u>Related Knowledge</u> 8 <u>Related Skill</u> 16	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Chest band/wing panel details listed and described ii. Measurement data listed iii. Support area to be strengthened specified iv. Chest band/wing panel attachment process demonstrated v. Accessories position specified vi. Accessories attachment process demonstrated vii. Utilization of sewing tools and equipment in Chest band/wing and accessories

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>always on left wing)</p> <ul style="list-style-type: none"> Hook tape (hook always on right wing) <p>vi. Accessories sewing procedure, method and technique</p> <p>vii. Sewing tools and equipment handling technique</p> <p>viii. Attached chest band appearance and defects checking method</p> <p>ix. Chest band finished appearances</p> <ul style="list-style-type: none"> Attached chest band and cup strength Measurement accuracy Neatly slashed/trimmed and unsightly threads removed 		<p>personal hygiene</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operations</p> <p>ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area</p> <p>iii. Adhere to safety requirements in handling hot/sharp items</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures when handling hazardous materials</p>			<p>attachment demonstrated</p> <p>ix. Chest band/wing and accessories finished appearance explained and defects detected according to brassiere specifications and quality standards requirements</p>
5. Attach shoulder straps	<p>i. Shoulder straps materials details</p> <ul style="list-style-type: none"> Materials type With/without straps 	<p>i. Check shoulder straps materials details</p> <p>ii. Determine straps and cups/chest band wing</p>	<p><u>Attitude:</u></p> <p>i. Concentrate on sewing path and position</p>	<p><u>Related Knowledge</u></p> <p>5</p>	<p><u>Related Knowledge</u></p> <p>Lecture</p>	<p>i. Shoulder straps materials details listed and described</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>accessories:</p> <ul style="list-style-type: none"> o Slider /buckles o Strap holders/ring <ul style="list-style-type: none"> • Sizes • Measurements <p>ii. Straps and cups/chest band wing panel joining position</p> <p>iii. Straps attachment procedure, method and technique</p> <p>iv. Shoulder straps buckle/slider and strap holder/ring placement and functionality</p> <p>v. Sewing tools and equipment handling technique</p> <p>xi. Shoulder straps finished appearances</p> <ul style="list-style-type: none"> • Attached buckle and holder strength • Measurement accuracy • Neatly slashed/ trimmed and unsightly threads removed • Buckle adjustment <p>vi. Appearance and defects checking method</p>	<p>panel joining position</p> <p>iii. Execute shoulder straps attachment process</p> <p>iv. Fix slider/buckles and straps holder/ring (if applicable)</p> <p>v. Check shoulder straps buckle/slider and strap holder/ring placement and functionality</p> <p>vi. Utilize sewing tools and equipment in shoulder straps attachment</p> <p>vii. Check shoulder straps finished appearance and defect</p>	<p>ii. Apply both hands during process of sewing</p> <p>iii. Apply correct coordination between eyes and left –right hand motion</p> <p>iv. Both hands and fingers must be flexible when operating tiny and delicate parts</p> <p>v. Adhere to quality standards requirements</p> <p>vi. Always practice good housekeeping inclusive personal hygiene</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operations</p> <p>ii. Sharp tools such as cutting tools and hazardous</p>	<p><u>Related Skill</u></p> <p>11</p>	<p>Question and Answer Group Discussion</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>ii. Straps and cups/chest band wing panel joining position specified</p> <p>iii. Shoulder straps attachment process demonstrated</p> <p>iv. Slider/buckles and straps holder/ring fixing process demonstrated</p> <p>v. Utilization of sewing tools and equipment in shoulder straps with/without accessories attachment demonstrated</p> <p>vi. Shoulder strap finished appearance explained and defects detected according to brassiere specifications and quality standards requirements</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
			chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to environmental procedures when handling hazardous materials			vii. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping practised at all times
6. Attach brassiere decorative materials	i. Brassiere decorative materials details such as: <ul style="list-style-type: none"> • Types <ul style="list-style-type: none"> o lace o button o ribbons o embroideries • Size • Placement • Functions/suitability ii. Decorative materials placement /position iii. Decorative materials attachment procedure, method and technique	i. Check brassiere decorative materials details ii. Determine decorative materials placement/positions on Brassiere parts iii. Execute decorative materials attachment process iv. Utilize Sewing tools and equipment in decorative materials attachment v. Check decorated brassiere finished	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands in a flexible manners when operating tiny parts iii. Apply correct coordination between eyes and left –right hand motion iv. Adhere to	<u>Related Knowledge</u> 2 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Brassiere decorative materials details listed and described ii. Decorative materials placement/ positions on brassiere parts specified iii. Decorative materials attachment process demonstrated

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iv. Sewing tools and equipment handling technique v. Decorated brassiere finished appearances <ul style="list-style-type: none"> • Materials sewing neatness • Shape in place • Colour matching • Neatly slashed/ trimmed and unsightly threads removed vi. Brassiere appearance and defects checking method vii. Classification of defect/defective issues on coat sewing quality such as: <ul style="list-style-type: none"> • Critical • Major • Minor viii. Completion status of brassiere: <ul style="list-style-type: none"> • Acceptable • Repairable • Un-repairable ix. Documentation procedure x. Format of reporting xi. Quality standard references, manuals	appearance and defects vi. Record brassiere sewing completion status	quality standards requirements v. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> i. Wear PPE during preparation sewing requirements ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area iii. Adhere to safety requirements in handling hot/sharp items <u>Environmental:</u> i. Adhere to			iv. Utilization of sewing tools and equipment in decorative materials attachment demonstrated v. Decorated brassiere finished appearance explained and defects detected according to brassiere specifications and quality standards requirements vi. Brassiere completion status documented and report generated according to company policy vii. Work area , personal hygiene, Health, Safety, Environments (HSE) requirements and good housekeeping

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	and procedures		environmental procedures when handling hazardous materials			practised at all times

Employability Skills

Core Abilities	Social Skills
01.07 Utilize database applications to locate and process information. 01.08 Utilize spreadsheets applications to locate and process information 01.09 Utilize business graphic application to process information 01.10 Apply a variety of mathematical techniques 01.11 Apply thinking skills and creativity. 02.09 Prepare flowcharts 02.10 Prepare reports and instructions. 02.11 Convey information and ideas to people. 03.09 Manage and improve performance of individuals. 03.10 Provide consultations and counselling. 03.13 Develop and maintain team harmony and resolve conflicts. 03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.. 04.07 Negotiate acceptance and support for objectives and strategies. 05.01 Implement project/work plans. 05.02 Inspect and monitor work done and/or in progress. 06.07 Develop and maintain networks.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Sample of company documentation procedure (Job order sheet, Job specifications sheet, Standard Operating Procedure, measuring manual)	1:1
2. Quality Standard reference, manuals and procedures (Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card/buyer special requirements manual, Defects work repair/rework procedure)	1:1
3. Sample of production approved brassiere	1:25
4. Sample of fabrics (cotton, polyester, satin, etc)	As per required
5. Sample brassiere parts section (cup, chest band/wing, straps)	As per required
6. Work station/table with adjustable chairs	1:5
7. Sewing machine (lockstitch, overlock, blindstitch)	1:5
8. Sewing machine component (needles, threads stands, bobbin, bobbin case, Machine safety devices (needle guard, wheel/belt cover)	1:5
9. Sample of machine operating manual	1:25
10. Sewing materials (interlining, threads, hooks, eyelet tape,ring, buckle/slider,etc)	As per required
11. Decorative materials (ribbon, lace, embroideries)	As per required
12. Dummy model	1:25
13. Sewing tools (tweezers, scissors, measuring tape/markings device)	1:1
14. Equipment (hot press/iron/ironing table)	1:5
15. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1

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CURRICULUM of COMPETENCY UNIT (CoCU)

SECTOR		TEXTILE & APPAREL						
SUB SECTOR		APPAREL MANUFACTURING						
JOB AREA		MASS PRODUCTION (SEWING SECTION)						
NOSS TITLE		SEWING OPERATION SUPERVISION						
COMPETENCY UNIT TITLE		HEAD GEAR SEWING						
LEARNING OUTCOME		<p>The person who is competent in this competency unit shall be able to assemble/join and sew head gear cut pieces as per requirements and design in accordance with specifications head gear sewing technique and Standard Operating Procedure (SOP). Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Check head gear sewing requirements • Prepare head gear sewing requirements • Create awning • Assemble head gear pieces • Attach head gear accessories and decorative materials 						
PRE-REQUISITE (if applicable)								
COMPETENCY UNIT ID		TA-020-3: 2014-E02	LEVEL	3	TRAINING DURATION	100 hours	SKILL CREDIT	10.0
Work Activities	Related Knowledge	Related Skills		Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria	
1. Check head gear sewing requirements	i. Job order information such as: <ul style="list-style-type: none"> • Delivery date • Quantity • Colour • Special requirements ii. Head gear production schedule iii. Job specifications	i. Identify job order information ii. Interpret job specifications iii. Determine head gear measuring data from buyer measuring manual iv. Check production approved garment sample	<u>Attitude:</u> i. Thorough in interpreting and inquisitive in clarifying job specifications ii. Detailed in checking head gear bodice attachment requirements	<u>Related Knowledge</u> 2 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture Question and Answer <u>Related Skill</u> Demonstration Observation	i. Job order information specified ii. Job specifications listed iii. Head gear measuring data listed iv. Production approved		

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Head gear types <ul style="list-style-type: none"> ○ Traditional head veil ○ Hat ○ Cap • Dimension • Design • Size • Buyer code • Style • Sketch • Measurement method <p>iv. Special requirements</p> <ul style="list-style-type: none"> • Purpose users (condition) • Safety for users • Environmental safe • Country's regulations / standards <p>v. Parts of sections</p> <ul style="list-style-type: none"> • Awning • Bodice piece • Holder/Straps <p>vi. Head gear specifications</p> <ul style="list-style-type: none"> • Materials types <ul style="list-style-type: none"> ○ Stabilizing/elastic tape ○ Tape • Pattern design (2D/ 3D) 	<p>v. Identify materials specifications</p> <p>vi. Identify defects on materials</p> <p>vii. Interpret head gear specifications</p> <p>viii. Determine head gear sewing method and technique</p>				<p>garment sample specified</p> <p>v. Materials specifications specified</p> <p>vi. Defects on materials categorised</p> <p>vii. Head gear specifications specified</p> <p>viii. Head gear sewing method and technique described according to Head gear type</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Labels • Size • Measurement tolerance • Seam allowances measurements vii. Head gear measuring data viii. Buyer measuring manuals ix. Materials specifications: <ul style="list-style-type: none"> • Fabric types such as: <ul style="list-style-type: none"> ○ Cotton ○ Spandex ○ Silk ○ Satin ○ Rayon ○ Polyester ○ Elastic • Fabric texture <ul style="list-style-type: none"> ○ Light ○ Heavy ○ Smooth ○ coarse) • Colour shading • Thread specifications <ul style="list-style-type: none"> ○ Size/ticket number ○ Length ○ Colour • Labels 					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ○ Size (by country) ○ Brand ○ Washable/non-washable ○ Country origin code <p>x. Defects on materials such as:</p> <ul style="list-style-type: none"> • Fabric/materials <ul style="list-style-type: none"> ○ Knots ○ Double thick or thin yarns • Colour <ul style="list-style-type: none"> ○ Shade to shade panel ○ Wash/Finish Outside of Approved Shade band • Dirt/Oil <ul style="list-style-type: none"> ○ Strong smell due to wash finish and/or residue ○ Removable/ Non-removable stain • Accessories condition and functionality <p>xi. Head gear sewing method and technique such as:</p>					

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Top stitching • Over locking (baby gauge) • Coverstich 					
2. Prepare head gear sewing requirements	<p>i. Work area, personal hygiene, health and safety requirements such as:</p> <ul style="list-style-type: none"> • Workplace cleanliness and tidiness • Personal appearances • Company uniform/dress code policy • Utilization of Personal Protective Equipment (PPE) <p>ii. Work station/ machine setting</p> <ul style="list-style-type: none"> • Arrangement • Condition • Height • Adjustable chairs for personnel sitting positions • Ergonomic department • Work organization method (5S) 	<p>i. Check work area, personal hygiene, health and safety requirements</p> <p>ii. Check work station/machine table and sewing tools setting</p> <p>iii. Adjust chair height and distance from working table</p> <p>iv. Identify types of sewing machine</p> <p>v. Identify types of machine component</p> <p>vi. Check machine specifications and functions setting</p> <p>vii. Identify types of sewing tools and equipment</p> <p>viii. Select materials for Head gear bodice attachment</p> <p>ix. Arrange materials on work station</p>	<p><u>Attitude:</u></p> <p>i. Resourceful in identifying tools, and materials</p> <p>ii. Adhere to work organization method and work procedure</p> <p><u>Safety:</u></p> <p>i. Sharp tools such as scissors, tweezer always tied up to work station and needles kept in place</p> <p>ii. Always work in proper lighting at workstation</p> <p><u>Environmental:</u></p> <p>i. Adhere to environmental procedures</p>	<p><u>Related Knowledge</u></p> <p>2</p> <p><u>Related Skill</u></p> <p>6</p>	<p><u>Related Knowledge</u></p> <p>Lecture Question and Answer</p> <p><u>Related Skill</u></p> <p>Demonstration Observation</p>	<p>i. Work area, personal hygiene, health and safety requirements specified and safety practices demonstrated</p> <p>ii. Work station/ machine table and sewing tools setting specified according to work flow</p> <p>iii. Chair height and distance from working table adjusted according to ergonomic department requirements</p> <p>iv. Types of sewing machine and components listed</p> <p>v. Machine specifications</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	iii. Types of sewing machine such as: <ul style="list-style-type: none"> • Lock stitch • Over lock iv. Types of machine component such as: <ul style="list-style-type: none"> • Needles • Threads stands • Bobbin • Bobbin case • Machine safety devices (needle guard, wheel/ belt cover) v. Machine specifications and functions setting such as: <ul style="list-style-type: none"> • Thread tension • Production specifications requirements such as: <ul style="list-style-type: none"> ○ Stitch per inch (SPI) ○ Speed vi. Machine operation manuals vii. Types of sewing tools and equipment such as: <ul style="list-style-type: none"> • Tweezers • Scissors/shears • Snippers • Measuring marking 		when handling hazardous chemical/additive materials			and functions setting described vi. Types of sewing tools and equipment listed and functions described vii. Materials for head gear bodice attachment selected according to Head gear specifications viii. Materials inclusive cut pieces arrangement on work station demonstrated according to Standard Operating Procedure

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	device/tape/ruler <ul style="list-style-type: none"> • Fabric marking pen (washable) • Equipment: <ul style="list-style-type: none"> ○ Steam press ○ Iron ○ Ironing table viii. Seam allowances measurements ix. Selection of Head gear materials: <ul style="list-style-type: none"> • Styles • Fabric • Purpose • Users x. Arrangement of materials on workstation					
3. Create awning	i. Awning shape cut pieces details <ul style="list-style-type: none"> • Patterns • With/without interlining • Shapes • Size ii. Interlining/interfacing and fabric specifications <ul style="list-style-type: none"> • Fusible/infusible • Hard fabric iii. Awning measurement data iv. Awning creation	i. Check awning shape cut pieces details ii. Check Interlining/interfacing and fabric specifications iii. Check awning measurement data iv. Execute awning creation process v. Utilize sewing tools and equipment in awning creation vi. Check awning finished appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands in a flexible manners when operating tiny and delicate parts iii. Apply correct coordination between eyes and left –right	<u>Related Knowledge</u> 8 <u>Related Skill</u> 16	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Awning shape cut pieces details listed and described ii. Interlining/interfacing and fabric specifications described iii. Measurement data listed iv. Awning creation process demonstrated v. Utilization of

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<p>procedure, method and technique:</p> <ul style="list-style-type: none"> • Utilization of special machineries • Conventional sewing process <p>v. Sewing tools and equipment handling technique</p> <p>vi. Appearance and defects checking method such as:</p> <ul style="list-style-type: none"> • Visual • Measure • Fit on model/mannequin <p>vii. Awning finished appearances:</p> <ul style="list-style-type: none"> • Shapes in place • Neatly slashed/trimmed and unsightly threads removed • Colours match with fabric • No defective stitching such as: <ul style="list-style-type: none"> ○ Puckering (ugly wrinkles) ○ Wobbling stitch (irregular stitching) ○ Stitch skipping (stitches 		<p>hand motion</p> <p>iv. Adhere to quality standards requirements</p> <p>v. Always practice good housekeeping inclusive personal hygiene</p> <p><u>Safety:</u></p> <p>i. Wear PPE during operation</p> <p>ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/designated area</p> <p>iii. Adhere to safety requirements in handling hot/sharp items</p> <p><u>Environmental:</u></p> <p>i. Adhere to</p>			<p>sewing tools and equipment in awning creation demonstrated</p> <p>vi. Awning finished appearance explained and defects detected according to quality standards requirements</p> <p>vii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
	sometimes skip		environmental procedures when handling hazardous materials			
4. Assemble head gear cut pieces	i. Joining area placement/ position ii. Face positioning and dimension measurement iii. Head gear assembly procedure, method and technique iv. Sewing tools and equipment handling technique v. Appearance and defects checking method vi. Assembled head gear finished appearances and defects: <ul style="list-style-type: none"> • Face dimensions • Size fitting • Shapes in place • Neatly slashed/ trimmed and unsightly threads removed • Colours match with fabric • No defective stitching 	i. Check joining area placement/ position ii. Check face positioning and dimension measurement iii. Execute head gear assembly process iv. Utilize sewing tools and equipment in head gear assembly v. Check assembled head gear appearance and defect	<u>Attitude:</u> i. Concentrate on sewing path and position ii. Apply both hands in a flexible manners when operating tiny and delicate parts iii. Apply correct coordination between eyes and left –right hand motion iv. Both hands and fingers must be flexible when operating tiny parts v. Adhere to quality standards requirements vi. Always practice good housekeeping	<u>Related Knowledge</u> 16 <u>Related Skill</u> 24	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Joining area placement/ position specified ii. Head gear face positioning and dimension measurement demonstrated iii. Head gear assembly process demonstrated iv. Utilization of sewing tools and equipment in head gear assembly demonstrated v. Assembled head gear finished appearance explained and defects detected according to quality standards requirements vi. Work area , personal

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p>inclusive personal hygiene</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear PPE during operation ii. Sharp tools such as cutting tools and hazardous chemical always kept in safe place/ designated area iii. Adhere to safety requirements in handling hot/sharp items <p><u>Environmental:</u></p> <ul style="list-style-type: none"> i. Adhere to environmental procedures when handling hazardous materials 			<p>hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times</p>

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environmental	Training Hours	Delivery Mode	Assessment Criteria
5. Attach head gear accessories and decorative materials	i. Head gear accessories and decorative materials details such as: <ul style="list-style-type: none"> • Types <ul style="list-style-type: none"> ○ lace ○ button ○ ribbons ○ embroideries • Size • Placement • Functions/suitability ii. Decorative materials placement/positions on Head gear bodice/awning iii. Accessories and decorative materials attachment procedure, method and technique iv. Sewing tools and equipment handling technique v. Decorated head gear finished appearances <ul style="list-style-type: none"> • Materials sewing neatness • Shape in place • Colour matching • Neatly slashed/ trimmed and unsightly threads removed 	i. Check head gear accessories and decorative materials details ii. Determine accessories and decorative materials placement/positions on head gear bodice/awning iii. Execute accessories and decorative materials attachment process iv. Utilize Sewing tools and equipment in accessories and decorative materials attachment v. Check decorated Head gear finished appearance and defects vi. Record Head gear sewing completion status	<u>Attitude:</u> <ol style="list-style-type: none"> i. Concentrate on sewing path and position ii. Apply both hands in a flexible manners when operating tiny and delicate parts iii. Apply correct coordination between eyes and left –right hand motion iv. Adhere to quality standards requirements v. Always practice good housekeeping inclusive personal hygiene <u>Safety:</u> <ol style="list-style-type: none"> iv. Wear PPE during operation v. Sharp tools such as cutting tools and hazardous 	<u>Related Knowledge</u> 6 <u>Related Skill</u> 14	<u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration Observation	i. Head gear accessories and decorative materials details listed and described ii. Accessories and decorative materials placement/ positions on Head gear bodice/awning specified iii. Accessories and decorative materials attachment process demonstrated iv. Utilization of sewing tools and equipment in accessories and decorative materials attachment demonstrated v. Decorated head gear finished appearance explained and defects detected according to

Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Accessories functions well vi. Head gear appearance and defects checking method vii. Classification of defect/defective issues on coat sewing quality such as: <ul style="list-style-type: none"> • Critical • Major • Minor viii. Completion status of Head gear: <ul style="list-style-type: none"> • Acceptable • Repairable • Un-repairable ix. Documentation procedure x. Format of reporting xi. Quality standard references, manuals and procedures 		<p>chemical always kept in safe place/ designated area</p> <p>vi. Adhere to safety requirements in handling hot/sharp items</p> <p><u>Environmental:</u></p> <p>ii. Adhere to environmental procedures when handling hazardous materials</p>			<p>quality standards requirements</p> <p>vi. Head gear completion status documented and report generated according to company policy</p> <p>vii. Work area , personal hygiene, Health, Safety, Environment (HSE) requirements and good housekeeping practised at all times</p>

Employability Skills

Core Abilities	Social Skills
<p>01.07 Utilize database applications to locate and process information.</p> <p>01.08 Utilize spreadsheets applications to locate and process information</p> <p>01.09 Utilize business graphic application to process information</p> <p>01.10 Apply a variety of mathematical techniques</p> <p>01.11 Apply thinking skills and creativity.</p> <p>02.09 Prepare flowcharts</p> <p>02.10 Prepare reports and instructions.</p> <p>02.11 Convey information and ideas to people.</p> <p>03.09 Manage and improve performance of individuals.</p> <p>03.10 Provide consultations and counselling.</p> <p>03.13 Develop and maintain team harmony and resolve conflicts.</p> <p>03.14 Facilitate and coordinate teams and ideas.</p> <p>03.15 Liaise to achieve identified outcomes.</p> <p>03.16 Identify and assess client/customer needs..</p> <p>04.07 Negotiate acceptance and support for objectives and strategies.</p> <p>05.01 Implement project/work plans.</p> <p>05.02 Inspect and monitor work done and/or in progress.</p> <p>06.07 Develop and maintain networks.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
<ol style="list-style-type: none"> 1. Sample of company documentation procedure (Job order sheet, Job specifications sheet, Standard Operating Procedure, measuring manual) 2. Quality Standard reference, manuals and procedures (Visual Defect Reference Guide, Apparel Defect Classification Manual, Accessories card/buyer special requirements manual, Defects work repair/rework procedure) 3. Sample of production approved head gear 4. Sample of fabrics (cotton, polyester, satin, etc) 	<p>1:1</p> <p>1:1</p> <p>1:25</p>

5. Sample of head gear parts section (awning, bodice piece, etc)	As per required
6. Work station/table with adjustable chairs	As per required
7. Sewing machine (lockstitch, overlock)	1:5
8. Sewing machine component (needles, threads stands, bobbin, bobbin case, Machine safety devices (needle guard, wheel/belt cover)	1:5
9. Sample of machine operating manual	1:25
10. Sewing materials (interlining, threads, button, zipper, straps, velcro, etc)	As per required
11. Decorative materials (ribbon, lace, embroideries, etc)	As per required
12. Dummy model	1:25
13. Sewing tools (tweezers, scissors, measuring tape/marketing device)	1:1
14. Equipment (hot press/iron/ironing table)	1:5
15. Personal Protective Equipment (PPE) (gloves, safety mask, apron, etc)	1:1

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SUMMARY OF TRAINING DURATION FOR SEWING OPERATION SUPERVISION - LEVEL 3

CU ID	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILLS	HOURS	TOTAL
			(A)	(B)	(A+B)	(HOURS)
TA-020-3:2014-C01	COAT SEWING	Prepare coat sewing requirements	8	16	24	220
		Prepare coat lining and interlining	5	11	16	
		Create bodice contour	5	11	16	
		Carry out pocket creation and attachment	12	28	40	
		Attach coat outer shoulder	5	11	16	
		Attach coat collar and label	12	28	40	
		Attach coat outer sleeve	5	11	16	
		Attach lining and outer bodice	13	29	42	
		Attach coat accessories	3	7	10	
				68	152	
TA-020-3:2014-C02	IN-LINE APPAREL SAMPLE SEWING	Interpret in-line apparel sample sewing requirements	9	21	30	200
		Prepare in-line apparel sample sewing requirements	5	11	16	
		Sew in-line apparel sample	36	84	120	
		Check in-line apparel sample output	8	16	24	
		Acquire in-line apparel sample approval	4	6	10	
				62	138	
TA-020-3:2014-C03	IN-LINE GARMENT QUALITY CONTROL	Assure in-line apparel quality compliances	16	24	40	180
		Participate in company audit process	18	42	60	
		Monitor sewing area housekeeping and machineries preventive maintenance	12	28	40	
		Arrange garment repairs/reworks	12	28	40	
				58	122	
TA-020-3:2014-C04	IN-LINE SEWING OPERATION MONITORING	Monitor production schedule implementation	5	11	16	100
		Carry out sewing production inventory	5	11	16	
		Monitor workplace health, safety, and environmental pra	6	14	20	
		Participate in production meeting	6	14	20	
		Monitor production timeline	8	20	28	
				30	70	
TA-020-3:2014-C05	SEWING OPERATION PERSONNEL SUPERVISION	Conduct operational briefing	2	6	8	100
		Monitor subordinate discipline	8	16	24	
		Monitor subordinate performance	6	14	20	
		Conduct performance appraisal	7	17	24	
		Arrange On Job Training (OJT)	7	17	24	
				30	70	
TOTAL HOURS (Core Competencies)			248	552	800	800
TA-020-3:2014-E01	BRASSIERE SEWING	Check brassiere sewing requirements	2	6	8	100
		Prepare brassiere sewing requirements	2	6	8	
		Create brassiere cup	12	24	36	
		Attach chest band panels	8	16	24	
		Attach shoulder straps	5	11	16	
		Attach brassiere decorative materials	2	6	8	
				31	69	
TA-020-3:2014-E02	HEAD GEAR SEWING	Check head gear sewing requirements	2	6	8	100
		Prepare head gear sewing requirements	2	6	8	
		Create awning	8	16	24	
		Assemble head gear pieces	16	24	40	
		Attach head gear accessories and decorative materials	6	14	20	
				34	66	
TOTAL HOURS (Elective Competencies)			62	138	200	200