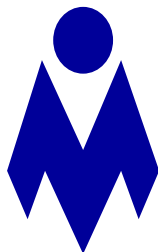


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Department of Skills Development (DSD)
Federal Government Administrative Centre
62530 PUTRAJAYA, MALAYSIA

NATIONAL OCCUPATIONAL SKILLS STANDARD

CREATIVE SEWING DESIGNING & PRODUCTION

LEVEL 3

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i. Abbreviation

Description	Definition
CoCU	Curriculum of Competency Unit
CP	Competency Profile
CPC	Competency Profile Chart
DKM	Diploma Kemahiran Malaysia
DLKM	Diploma Lanjutan Kemahiran Malaysia
NOSS	National Occupational Skills Standard
OAS	Occupational Area Structure
OS	Occupational Structure
PC	Statement of Achievement / <i>Penyata Pencapaian</i>
PPE	Personal Protective Equipment
SKM	Sijil Kemahiran Malaysia
SOP	Standard Operating Procedure
SP	Standard Practice

i. Glossary

Description	Definition
Aida cloth	(Sometimes called Java canvas) is an open weave, even-weave fabric traditionally used for cross-stitch embroidery.
Applique	A French word means “applied” or “thing that has been applied”. Refers to a needlework technique in which patterns or representational scenes are created by the attachment of smaller pieces of fabric to a larger piece of contrasting colour or texture.
Batting	Cotton, wool, or synthetic fiber wadded into rolls or sheets, used for stuffing furniture and mattresses and for lining quilts.
Computerised Embroidery	Method of decorating fabric or other materials with computerised embroidery equipment.
Cross stitch	A form of counted-thread embroidery in which X-shaped stitches in a tiled, raster-like pattern is used to form a picture.
Embroidery	The handicraft of decorating fabric or other materials with needle and thread or yarn.
Needlework	A broad term for the handicrafts of decorative sewing and textile arts. Anything that uses a needle for construction can be called needlework. The definition may expand to include related textile crafts such as a crochet hook or tatting shuttles.
Paper piecing	This technique involves sewing pieces of fabric to a paper foundation following a numerical sequence.
Patchwork	A form of needlework that involves sewing together pieces of fabric into a larger design. The larger design is usually based on repeat patterns built up with different fabric shapes (which can be different colours).
Quilting	The process of sewing of two or more layers of fabric together to make a thicker padded material, usually to create a quilt or quilted garment.
Redwork	Embroidery technique in which uses red floss to trace simple line drawings.
Sashiko	A form of decorative reinforcement stitching (or functional embroidery) from Japan.
Sewing notions	Sewing notions also known as basic sewing kit which may include the following items:- needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.
Smocking	An embroidery technique used to gather fabric so that it can stretch. Smocking was commonly used in cuffs, bodices, and necklines in garments where buttons were undesirable.
Tatting	A technique for handcrafting a particularly durable lace from a series of knots and loops.
Whitework	Embroidery technique in which the stitching is the same colour as the foundation fabric (traditionally white linen)

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STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR; CREATIVE SEWING DESIGNING & PRODUCTION

LEVEL 3

1. Introduction

Creative sewing is the hallmark of craftsmanship in sewing industry because it requires high set of skills and artistic instinct. Creative sewing involves various technique of stitching such as patchwork, quilting, applique, framework, paper piecing, and smocking. Generally, creative sewing designers / makers do not limit their work on clothing decoration but to various types of linen, home furnishings and accessories. The purpose of creative sewing is to add value to the products and exclusive creativity statement. The goal of creative sewing designer / maker surpasses monetary gain but more of personal accomplishment when their work is appreciated and become a family heirloom.

The wide acceptance of Malaysian public to online businesses has given great impact on creative sewing entrepreneur. Social media has become the main platform to showcase their products and services. Creative sewing entrepreneur has been given strong support from various government agencies as this trade is having the potential to generate income among housewives and improve their living standard.

The demand for creative related products is at rise and steadily growing as the result of new generation of consumers who appreciate exclusivity and bold in expressing themselves. Fashion statement is not limited to apparels but home furnishings as well. Therefore, career in creative sewing is promising because business owners are scouting for new talents in order to cater the existing and growing demands.

1.1 Occupational Overview

Creative sewing designers are typically employed either independently or for private businesses and design firms. They combine the skills of a seamstress with the talent and eye for design possessed by fashion designers. Day-to-day duties generally include designing, stitching, and constructing typical creative sewing products, according to the specific requests of a customer or manufacturer.

An artistic sense and textile skills alone are not enough to succeed in the industry. Creative sewing designers must have ability to thrive under pressure. They must be able to meet tight

deadlines, react quickly to changing demands, and be able to learn from critique while maintaining their individual style.

Interested individuals in this trade must possess strong sewing skills and an acute understanding of creative sewing design and production. They must keep abreast and familiarise themselves with fashion trends, sketch designs of creative sewing products, and various fabrics. Key skills also include attention to detail, creativity and the ability to communicate clearly with clients.

1.2 Justification and Rationale of NOSS development

This NOSS is an effort to upgrade the existing personnel with certification and acknowledge their set of skills in this trade. Currently, creative sewing products have garnered attention from the public who have exquisite taste for home furnishings and personal accessories. Most of creative designers in Malaysia are entrepreneur who involved in all work process of producing creative sewing products. These entrepreneurs have been widely acknowledged by event organisers and related government agencies to be involved in exhibition, promotional and sales activities. With the current shortage of skilled workers in the industry, the needs for structured training are essential as to respond to the growing demand for qualified and experienced workforce. Hence, the development of this NOSS is essential for the industry to have certain guidelines and standards based on the level of competencies that have been set by the industrial experts in this field.

1.3 Authority and Regulatory/Statutory Body Related to Industry

There is no specific authority that regulates this industry. However, the government is playing part via related agencies such as Perbadanan Kemajuan Kraftangan Malaysia, Institut Kraf Negara (IKN) and Jabatan Kemajuan Masyarakat (KEMAS) to promote the skills and products as well as training.

1.4 Occupational Pre-requisite

Based on the workshop findings, the minimum requirements set forth by the industry for any interested individual to undertake the job or career in this area are as follows:

- i. Basic sewing skills; and
- ii. Good eyesight without colour blindness.

2. Occupational Structure (OS)

Sector	(C) MANUFACTURING
Sub-Sector	(13) MANUFACTURE OF TEXTILES
Area	CREATIVE SEWING
Level 5	Creative Sewing Director
Level 4	Creative Sewing Senior Designer
Level 3	CREATIVE SEWING DESIGNER
Level 2	<i>No Level</i>
Level 1	<i>No Level</i>

Figure 1.2: Occupational Structure for Creative Sewing Design & Production

3. Occupational Area Structure (OAS)

Sector	(C) MANUFACTURING
Sub-Sector	(13) MANUFACTURE OF TEXTILES.
Area	CREATIVE SEWING
Level 5	Creative Sewing Management
Level 4	Creative Sewing Design & Development
Level 3	CREATIVE SEWING DESIGNING & PRODUCTION
Level 2	<i>No Level</i>
Level 1	<i>No Level</i>

Figure 1.3: Occupational Area Structure for Creative Sewing Design & Production

Justification for Levels Shrinking and Areas Merging

Based on discussion among the industry experts, occupation for Level 1 and Level 2 are non-existent for two reasons:

- (1) Current development of the industry in which most of business structure is a small scale set-up and the production of creative sewing products are done by one personnel. It is a common practice in this trade, regardless the size of company, for a person to perform the roles of designer, seamstress, quality controller, and sales person. The nature of this trade started with a person's past time activity which developed into entrepreneurial ventures.
- (2) The definitions of competency levels for Level 1 & Level 2 do not reflect the roles and duties of creative sewing personnel. This trade requires a person to be competent in many aspects such as creativity, decision making, motor skills and artistic instinct. Therefore the entry level for creative sewing should start at Level 3.

4. Definition of Competency Levels

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.

5. Award of Certificate

The Director General shall award, to any person upon completing successfully the NOSS program following skills level qualifications as stipulated under the National Skills Development Act, 652:

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

6. Job Competencies

The Creative Sewing Designing & Production Level 3 personnel are competent in performing the following core competencies:-

- a. Creative Sewing (Needlework)
- b. Creative Sewing (Smocking)
- c. Creative Sewing (Quilting)
- d. Creative Sewing Bag Making
- e. Computerised Embroidery Handling
- f. Artwork & Design Digitisation
- g. Creative Sewing Product Sales & Marketing

7. Work Conditions

The nature of this trade requires high level of perseverance and attention to details in completing work of art on product. Since creativity is subjective matter, criticism is regarded as a challenge to improve oneself. Personnel must be able to handle pressure and maintain composure in completing the work. Personnel must at all times comply with safety precautions and work procedure when handling sharp tools such as cutter, scissors, needles and sewing machine. Usually, personnel works between 8-10 hours a day; depending on the size / volume of the product, extra-hour is expected in meeting deadline.

8. Career Advancement

Experienced designers may advance to chief designer, design department head, creative director, or another supervisory position in which they oversee certain product lines or brands by a company. Some experienced designers may start their own company, develop designs, produce the products and sell them online or retail stores.

The following are examples of related occupations for creative sewing designers:

- **Clothing designers** create and help produce men's, women's, and children's apparel, including casual wear, suits, sportswear, evening wear, outerwear, maternity, and intimate apparel.
- **Footwear designers** create and help produce different styles of shoes and boots. As new materials become available, such as lightweight synthetic materials used in shoe

soles, footwear designers produce new designs that combine comfort, form, and function.

- **Accessory designers** design and produce items such as handbags, suitcases, belts, scarves, hats, hosiery, and eyewear.
- **Costume designers** design costumes for the performing arts and for motion picture and television productions. They research the styles worn during the period in which the performance takes place, or they work with directors to select and create appropriate attire.

9. Sources of Additional Information

- a. Society of Crafts, Hand Embroidery Making Expert (Kuala Lumpur & Selangor)
No 7-0 Jalan 3/4C
Desa Melawati
53100 Wilayah Persekutuan
Kuala Lumpur
Tel : 03 40322715
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Email : schemesociety@yahoo.com
Website : schemesociety.blogspot.com
- b. Persatuan Seni Jahitan Kreatif Malaysia
24A, & 26A, Jalan Perai Jaya 2, Bandar Perai Jaya,
Perai, 13600, Perai,
Pulau Pinang
Tel : 04 3901181
Faks : 04 3983181
Website : www.patchesoflove.com
- c. Perbadanan Kemajuan Kraftangan Malaysia
Seksyen 63, Jalan Conlay
50450 Kuala Lumpur
Tel : 03 2162 7533/7459
Faks : 03 2162 0872
- d. Institut Kraf Negara (IKN)
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Taman Rekreasi Templer
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10. Acknowledgement

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2.	Pn Faridah Binti Abas	Honorary Secretary Persatuan Seni Jahitan Kreatif Malaysia
3.	Pn Noor Fadzilah Binti Mohd Noor	Pegawai Pengesah Dalaman Mostwell Sdn Bhd

11. NOSS Development Committee Members

CREATIVE SEWING DESIGNING & PRODUCTION

LEVEL 3

STANDARD DEVELOPMENT COMMITTEE (SDC)		
1.	Pn Rohana Binti Sa'adan	Manager Anna Patchwork House
2.	Pn Sri Rahayu Binti Hussein	Director Pondok Kraf Sdn Bhd
3.	Pn Rosilawati Binti Wahid	Manager Nice Craft Marketing
4.	Pn Roseaidah Binti Harun	Manager Jarum Emas Sdn Bhd
5.	Pn Norhamizah Binti Mohamad	Manager Miza Shafi Resources
6.	Pn Siti Hadrawati Binti Kasi	Creative Director Hadija Couture Creation
7.	Pn Kalsum Nazhiyah Binti Abdul Kadir Pahirul Zaman	Manager Fuel Asia Sdn Bhd
8.	Datin Gadzillah Binti Ghazali	Manager Zie Radz Craft Collection
FACILITATOR		
1.	En Abu Musa Bin Mohamad Isa	Facilitator Edusure Sdn Bhd

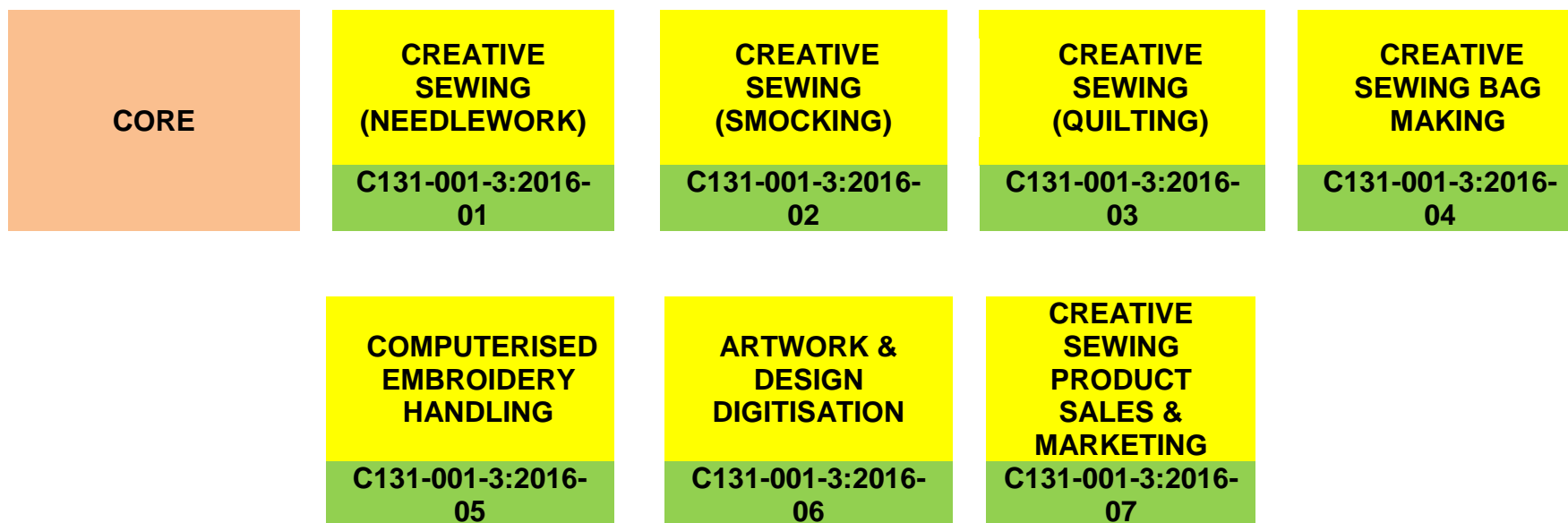
STANDARD CONTENT
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;
CREATIVE SEWING DESIGNING & PRODUCTION
LEVEL 3

12. Competency Profile Chart (CPC)

SECTOR	(C) MANUFACTURING		
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.		
JOB AREA	CREATIVE SEWING		
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION		
JOB LEVEL	THREE (3)	NOSS CODE	C131-001-3:2016

COMPETENCY

COMPETENCY UNIT



13. Competency Profile (CP)

SECTOR	(C) MANUFACTURING			
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.			
JOB AREA	CREATIVE SEWING			
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION			
JOB LEVEL	THREE (3)	NOSS CODE	C131-001-3:2016	
CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
1. Creative Sewing (Needlework)	C131-001-3:2016-01	<p>Needlework describes the competency in decorating fabric or other materials with needle, thread, yarn or ribbon.</p> <p>A competent person in this CU shall be able to identify needlework requirements, sketch needlework design idea, produce needlework product, perform needlework final product's quality control and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to produce creative and beautiful hand embroidery to</p>	1. Identify needlework requirements	<p>1.1 Types of needlework products determined as per customer requirements</p> <p>1.2 Suitable needlework's tools & equipment selected according to type of product</p> <p>1.3 Needlework's raw materials arranged according to required quantity and type of product</p> <p>1.4 Suitable types of needlework techniques determined according to type of product</p>
			2. Sketch needlework design idea	2.1 Viable design idea determined based on availability of resources

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		<p>enhance and add value to the product. To perform the CU, the competency owner is required to have basic sewing skills and interest in creative sewing.</p>	<p>3. Produce needlework product</p>	<p>2.2 Types of pattern, motives and colour combination applied as per design / customer requirements 2.3 Physical outlook of product manifested in sketching based on customer requirements 2.4 Design sketch improved based on customer feedback / superior instruction 2.5 Prototype drawing produced based on design sketch 2.6 Product sampling developed as per prototype drawing and production / customer requirement</p> <p>3.1 Pattern size measured and traced on fabric as per design specifications 3.2 Fabrics cut as per design specifications 3.3 Parts joined by applying suitable sewing technique</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			<p>4. Perform needlework final product's quality control</p>	<p>3.4 Timeliness complied as per work schedule 3.5 Colours, design on face, design on back, balanced stitch for each colour checked and complied as per design & customer requirements</p> <p>4.1 Accuracy of design, pattern, size, colour and theme checked against product specifications 4.2 Durability, neatness, finesse and accessories suitability visually checked against product specifications 4.3 Miss-stitching, unbalanced stitching, needle marks, yarn & material defect checked as per QC requirements 4.4 Suitable improvement method determined as per customer requirements 4.5 Product quality</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				<p>improved as per required improvement method</p> <p>4.6 Design improvement on existing products recommended</p> <p>4.7 Timeliness and up-to-date QC record confirmed as per work requirements</p>
			<p>5. Perform work area housekeeping and maintenance</p>	<p>5.1 Fabrics stash/ remnant kept as per inventory control procedure</p> <p>5.2 Tools & equipment stored as per inventory control procedure</p> <p>5.3 Working table organised and surrounding cleaned as per safe working place requirements</p> <p>5.4 Routine maintenance on sewing machine carried out according to maintenance schedule</p> <p>5.5 Timeliness and up-to-date inventory record confirmed as per work requirements</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
2. Creative Sewing (Smocking)	C131-001-3:2016-02	<p>Smocking describes the competency in the art of gathering fabric into pleats in a variety of ways so that it can stretch. Smocking is commonly used in cuffs, bodices, and necklines in garments where buttons were undesirable. Smocking requires lightweight fabric with a stable weave that gathers well.</p> <p>A competent person in this CU shall be able to identify smocking requirements, sketch smocking design idea, produce smocking product, inspect smocking final product's quality and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to be able to produce a neat and</p>	<p>1. Identify smocking requirements</p> <p>2. Sketch smocking design idea</p>	<p>1.1 Types of smocking products determined as per customer requirements</p> <p>1.2 Suitable smocking's tools & equipment selected according to type of product</p> <p>1.3 Smocking's raw materials arranged according to required quantity and type of product</p> <p>1.4 Types of smocking techniques determined according to type of product</p> <p>2.1 Types of pattern, motives and colour combination applied as per design / customer requirements</p> <p>2.2 Physical outlook of product manifested in sketching based on customer requirements</p> <p>2.3 Design sketch</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		<p>value added products according to latest trend and smocking techniques. To perform the CU, the competency owner is required to have basic sewing skills and interest in creative sewing.</p> <p>The personnel who aspires to be competent in this competency must in prior have the following competencies:-</p> <p>i. Needlework</p>		<p>improved based on customer feedback / superior instruction</p> <p>2.4 Prototype drawing produced based on design sketch</p>
			3. Produce smocking product	<p>3.1 Pattern size measured as per design specifications</p> <p>3.2 Fabric cut as per design specifications</p> <p>3.3 Fabrics pleated as per required design and specifications</p> <p>3.4 Suitable stitching technique applied to pleated fabrics</p> <p>3.5 Smocking product trimmed / fastened as per required finishing work</p> <p>3.6 Timeliness complied as per work schedule</p>
			4. Check smocking final product's quality	<p>4.1 Accuracy of design, pattern, size, colour and theme compliance confirmed based on product specifications</p> <p>4.2 Durability, neatness, finesse and accessories suitability</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				<p>visually checked against product specifications</p> <p>4.3 Suitable improvement method determined as per customer requirements</p> <p>4.4 Product improved as per required improvement method</p> <p>4.5 Design improvement on existing products recommended</p> <p>4.6 Timeliness and up-to-date QC record confirmed as per work requirements</p>
			5. Perform work area housekeeping and maintenance	<p>5.1 Fabrics stash/ remnant kept as per inventory control procedure</p> <p>5.2 Tools & equipment stored as per inventory control procedure</p> <p>5.3 Working table organised and surrounding cleaned as per safe working place requirements</p> <p>5.4 Routine maintenance on sewing machine</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				<p>carried out according to maintenance schedule</p> <p>5.5 Timeliness and up-to-date inventory record confirmed as per work requirements</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
3. Creative Sewing (Quilting)	C131-001-3:2016-03	<p>Quilting describes the competency in the process of creating quilted items that involved process of sewing two or more layers of fabric. The end products are thicker padded material. Quilting can be done by hand or machine.</p> <p>A competent person in this CU shall be able to identify quilting requirements, sketch quilting design idea, produce quilting product, inspect quilting final product's quality and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to be able to produce a neat and value added products according to latest trend and quilting techniques.</p>	1. Identify quilting requirements	<p>1.1 Types of quilting products determined as per customer requirements</p> <p>1.2 Suitable quilting tools & equipment prepared according to type of product</p> <p>1.3 Quilting raw materials arranged as per required quantity and type of product</p> <p>1.4 Types of quilting techniques determined according to type of product</p>
			2. Sketch quilting design idea	<p>2.1 Types of pattern, motives and colour combination applied as per design / customer requirements</p> <p>2.2 Physical outlook of product manifested in sketching based on customer requirements</p> <p>2.3 Design sketch</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		<p>To perform the CU, the competency owner is required to have basic sewing skills and interest in creative sewing.</p>		<p>improved based on customer feedback / superior instruction</p> <p>2.4 Prototype drawing produced based on design sketch</p> <p>2.5 Product sampling block developed according to prototype drawing (if required)</p>
			<p>3. Produce quilting product</p>	<p>3.1 Pattern size measured according to product specifications</p> <p>3.2 Fabric cut as per product specifications</p> <p>3.3 Quilt top parts created and suitable stitching technique applied as per design requirements</p> <p>3.4 Quilt top, batting and backing assembled and basted as per quilting technique and product specifications</p> <p>3.5 Quilt edges bound according to design requirements</p> <p>3.6 Quilting product</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				trimmed as per required finishing work 3.7 Timeliness complied as per work schedule
			4. Inspect quilting final product's quality	4.1 Accuracy of design, pattern, size, colour and theme compliance confirmed based on product specifications 4.2 Durability, neatness, finesse and accessories suitability checked against product specifications 4.3 Suitable improvement method determined as per customer requirements 4.4 Product improved as per required improvement method 4.5 Design improvement on existing products recommended 4.6 Timeliness and up-to-date QC record confirmed as per work requirements

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			5. Perform work area housekeeping and maintenance	5.1 Fabrics stash/ remnant kept as per inventory control procedure 5.2 Tools & equipment stored as per inventory control procedure 5.3 Working table organised and surrounding cleaned as per safe working place requirements 5.4 Routine maintenance on sewing machine carried out according to maintenance schedule 5.5 Timeliness and up-to-date inventory record confirmed as per work requirements

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
4. Creative Sewing Bag Making	C131-001-3:2016-04	<p>Creative Sewing Bag Making describes the competency in creating and designing a custom/handmade bag with added values and personalized creative statement.</p> <p>A competent person in this CU shall be able to identify bag making requirements, sketch bag design idea, produce creative sewing bag, inspect creative sewing bag's quality and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to produce customised bag with embellishments by creative sewing according to bag making technique</p>	<p>1. Identify bag making requirements</p> <p>2. Sketch bag design idea</p>	<p>1.1 Categories and structure of bag determined as per customer requirements</p> <p>1.2 Suitable tools & equipment prepared according to category of bag</p> <p>1.3 Bag making raw materials prepared as per required quantity and design requirements</p> <p>1.4 Suitable method of bag making determined according to category of bag</p> <p>2.1 Types of pattern, motives and colour combination applied as per design / customer requirements</p> <p>2.2 Physical outlook of product manifested in</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		<p>and latest design trend.</p> <p>To perform the CU, the competency owner is required to have basic sewing skills and interest in creative sewing.</p>	<p>3. Produce creative sewing bag</p>	<p>sketching based on customer requirements</p> <p>2.3 Design sketch improved based on customer feedback / superior instruction</p> <p>2.4 Prototype drawing produced based on design sketch</p> <p>2.5 Product sampling developed according to prototype drawing</p> <p>3.1 Pattern size measured according to bag specifications</p> <p>3.2 Angle and degree of cutting complied according to bag specifications</p> <p>3.3 Materials and cotton stabilizer assembled as per design requirements</p> <p>3.4 Bag body formed as per design & bag specifications</p> <p>3.5 Bag accessories attached as per design & bag specifications</p> <p>3.6 Bag edges bound as</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				per design & bag specifications 3.7 Bag trimmed as per required finishing work 3.8 Timeliness complied as per work schedule
			4. Check creative sewing bag's quality	4.1 Accuracy of design, pattern, size, colour and theme compliance confirmed based on product specifications 4.2 Durability, neatness, finesse and accessories suitability checked against product specifications 4.3 Suitable improvement method determined as per customer requirements 4.4 Product improved as per required improvement method 4.5 Design improvement on existing products recommended 4.6 Timeliness and up-to-date QC record confirmed as per work requirements

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			5. Perform work area housekeeping and maintenance	5.1 Fabrics stash/ remnant kept as per inventory control procedure 5.2 Tools & equipment stored as per inventory control procedure 5.3 Working table organised and surrounding cleaned as per safe working place requirements 5.4 Routine maintenance on sewing machine carried out according to maintenance schedule 5.5 Timeliness and up-to-date inventory record confirmed as per work requirements

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
5. Computerised Embroidery Handling	C131-001-3:2016-05	<p>Computerised Embroidery describes the competency in decorating fabric or other materials with computerised embroidery equipment.</p> <p>A competent person in this CU shall be able to identify computerised embroidery requirements, produce computerised embroidery product, inspect computerised embroidery final product's quality and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to produce computerised embroidery product according to product specifications and customer requirements.</p>	<p>1. Identify computerised embroidery requirements</p> <p>2. Produce computerised embroidery product</p>	<p>1.1 Type of product determined as per customer requirements</p> <p>1.2 Suitable tools & equipment prepared as per type of product</p> <p>1.3 Raw materials prepared as per required quantity and product specifications</p> <p>1.4 Embroidery machine function and safety features interpreted as per OEM's manual</p> <p>2.1 Embroidery area and starting point determined and marked on fabric according to design requirements</p> <p>2.2 Fabric surface flatness, evenness and tension on frame / hoop confirmed and slotted into the machine arms according to OEM's</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				manual 2.3 Needle sequence, thread tension & speed and hoop checked and adjusted according to work requirements 2.4 Artwork file accessed and software navigated to initiate embroidery 2.5 Fabrics cut according to design requirements and type of product 2.6 Finished product formed by assembling related parts as per design & product specifications 2.7 Timeliness complied as per work schedule
			3. Inspect computerised embroidery final product's quality	3.1 Accuracy of design, pattern, size, colour and theme compliance confirmed based on product specifications 3.2 Durability, neatness, finesse and accessories suitability checked against product specifications 3.3 Suitable improvement

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				<p>method determined as per customer requirements</p> <p>3.4 Product improved as per required improvement method</p> <p>3.5 Design improvement on existing products recommended</p> <p>3.6 Timeliness and up-to-date QC record confirmed as per work requirements</p>
			<p>4. Perform work area housekeeping and maintenance</p>	<p>4.1 Fabrics stash/ remnant kept as per inventory control procedure</p> <p>4.2 Tools & equipment stored as per inventory control procedure</p> <p>4.3 Working table organised and surrounding cleaned as per safe working place requirements</p> <p>4.4 Routine maintenance on embroidery machine carried out according to maintenance schedule</p> <p>4.5 Timeliness and up-to-date inventory record</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				confirmed as per work requirements
6. Artwork & Design Digitisation	C131-001-3:2016-06	<p>Artwork & Design Digitisation describes the competency in reformatting design sketch / artwork into digital so that the embroidery machine can embroider the design on the fabric or product.</p> <p>A competent person in this CU shall be able to identify creative sewing digitisation requirements, perform artwork digitization, produce design sampling and perform work area housekeeping and maintenance.</p> <p>The outcome of this competency is to produce design sampling using software and embroidery machine according to machine's operation</p>	1. Identify creative sewing digitisation requirements	<p>1.1 Suitable types of embroidery design determined according to customer requirements</p> <p>1.2 Suitable tools & equipment prepared and functionality checked</p> <p>1.3 Digitising software function and interface interpreted as per software manual</p> <p>1.4 Suitability of images for digitisation and software limitations in processing designs checked against software manual</p> <p>1.5 Raw materials prepared as per required quantity and design requirements</p> <p>1.6 Embroidery machine function and safety</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		manual and customer requirements.	2. Perform artwork digitisation	<p>features interpreted as per OEM's manual</p> <p>2.1 Size, colour, type of stitches and fonts confirmed as per artwork / design specification</p> <p>2.2 Artwork / design digitised and edited according to software operation manual</p> <p>2.3 Fills, colour combination and outlines checked as per design requirements</p> <p>2.4 Thread density selected according to design requirements</p> <p>2.5 Stitching sequence arranged according to design requirements</p> <p>2.6 Digitised artwork / design and embroidery machine setup saved according to specified format</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			3. Produce design sampling	3.1 Stitching quality, thread density & stitching sequence checked against customer & design requirements 3.2 Design sampling generated according to customer & design requirements 3.3 Suitable improvement method determined as per customer & design requirements 3.4 Design sampling improved as per required improvement method
			4. Perform work area housekeeping and maintenance	4.1 Fabrics stash/ remnant kept as per inventory control procedure 4.2 Tools & equipment stored as per inventory control procedure 4.3 Working table organised and surrounding cleaned as

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
				<p>per safe working place requirements</p> <p>4.4 Digitised artwork compiled according to category of design in the system</p> <p>4.5 Digitised artwork database saved/backed-up according to specified format</p> <p>4.6 Routine maintenance on embroidery machine carried out according to maintenance schedule</p> <p>4.7 Timeliness and up-to-date inventory record confirmed as per work requirements</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
7. Creative Sewing Product Sales & Marketing	C131-001-3:2016-07	<p>Creative Sewing Product Sales & Marketing describes the competency in selling & marketing of creative sewing products & services as to improve company's performance and simultaneously generate higher sales volume.</p> <p>A competent person in this CU shall be able to identify potential and existing customers, provide sales & marketing input, perform sales & marketing activities and evaluate efficiency of sales & marketing activities.</p> <p>The outcome of this</p>	1. Identify potential and existing customers	<p>1.1 Potential and existing customer listed based on sales & marketing plan</p> <p>1.2 Sales projection determined based on sales & marketing plan</p> <p>1.3 Customer database created as per sales & marketing plan</p> <p>1.4 Types and function of marketing channel determined</p>
			2. Provide sales & marketing input	<p>2.1 Product's sales & marketing information compiled as per superior instruction</p> <p>2.2 Current market trend recorded / summarised</p> <p>2.3 Suitable sales & marketing activities</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
		<p>competency is to sell & market creative sewing products & services. Personnel is also expected to be knowledgeable in products and services offered by company as to achieve company's target in sales and marketing in accordance with company's set sales goals and marketing strategies.</p>	<p>3. Perform sales & marketing activities</p>	<p>identified based on type of creative sewing product</p> <p>2.4 Sales & marketing activities expenses calculated for budget allocation</p> <p>2.5 Sales & marketing manpower coordinated as per work schedule requirements</p> <p>3.1 Types of services identified according to scope of business</p> <p>3.2 Products sold & marketed as per sales & marketing plan</p> <p>3.3 Communication skills applied and self-confidence demonstrated during sales & marketing activities</p> <p>3.4 Production capacity determined according to availability of resources</p> <p>3.5 Sales & marketing expenses consolidated and compared against marketing budget</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA
			4. Evaluate efficiency of sales & marketing activities	<p>4.1 Performance of sales & marketing activities interpreted based on customer feedback and sales record</p> <p>4.2 Improvement on sales & marketing plan suggested</p> <p>4.3 Sales & marketing record updated for superior acknowledgement</p>

CU TITLE	CU CODE	CU DESCRIPTOR	WORK ACTIVITIES	PERFORMANCE CRITERIA

CURRICULUM
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR;
CREATIVE SEWING DESIGNING & PRODUCTION
LEVEL 3

14. Curriculum of Competency Unit (CoCU)

SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	CREATIVE SEWING (NEEDLEWORK)						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce creative and beautiful hand embroidery to enhance and add value to the product. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify needlework requirements 2. Sketch needlework design idea 3. Produce needlework product 4. Perform needlework final product's quality control 5. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-01	LEVEL	3	TRAINING DURATION	347	SKILL CREDIT	35
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify needlework requirements	1.1 Type and function of tools & equipment such as <ul style="list-style-type: none"> • Threads <ul style="list-style-type: none"> ▪ Embroidery ▪ Sewing • Ribbon • Hoop • Embroidery needles 	1.1 Determine types of needlework 1.2 Prepare tools & equipment 1.3 Prepare raw materials	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing works 	<u>Related Knowledge</u> 5 <u>Related Skill</u> 10	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Types of needlework products listed and explained 1.2 Needlework tools & equipment listed and explained 1.3 Needlework raw materials	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Scissors • Thimble • Sewing machine • Ruler • Cutting mat • Iron • Iron board • Template • Marking pencil • Seam reaper • Working table <p>1.2 Types and usage of needlework raw materials such as</p> <ul style="list-style-type: none"> • Aida cloth • Fabrics <ul style="list-style-type: none"> ▪ Lining ▪ Exterior • Batting <ul style="list-style-type: none"> ▪ Cotton ▪ Polyester • Interfacing <p>1.3 Types of needlework such as</p>		<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			<p>listed and explained</p> <p>1.4 Types of needlework listed and described</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Ribbon • Thread <ul style="list-style-type: none"> ▪ Redwork ▪ Whitework • Cross stitch • Sashiko • Applique • Tatting • Crochet • Knitting • Bobbin lace 					
2. Sketch needlework design idea	<p>2.1 Sources of design idea such as</p> <ul style="list-style-type: none"> • Market observation • Inspiration <ul style="list-style-type: none"> ▪ Nature ▪ Written materials <p>2.2 Types of pattern</p> <ul style="list-style-type: none"> • Stencils • Template <p>2.3 Types of motives</p> <ul style="list-style-type: none"> • Nature • Geometry 	<p>2.1 Prepare tools & equipment</p> <p>2.2 List design idea</p> <p>2.3 Determine viable design idea</p> <p>2.4 Determine types of hand embroidery products</p> <p>2.5 Sketch design and product outlook</p> <p>2.6 Determine colour combination</p> <p>2.7 Obtain</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Resourceful in generating design idea • Bold in expressing creativity • Timely in completing works 	<p><u>Related Knowledge</u> 22</p> <p><u>Related Skill</u> 50</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>2.1 Sources of design idea listed and explained</p> <p>2.2 Types of pattern, motives, colour combination and product physical outlook demonstrated in sketching</p> <p>2.3 Design sketching & improvement demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Alphabet & calligraphy 2.4 Sketching viewpoints such as <ul style="list-style-type: none"> • Front • Back • Side 2.5 Introduction to prototype drawing (technique) 2.6 Types of hand embroidery products such as <ul style="list-style-type: none"> • Bedding • Bag • Clothing • Wall decoration • Home furnishing 2.7 Colour combination references such as <ul style="list-style-type: none"> • Colour Wheel • Colour Schemes 	<ul style="list-style-type: none"> feedback on sketch 2.8 Improve design sketch 2.9 Produce prototype drawing 2.10 Develop product sampling 				2.4 Prototype drawing and sampling development demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Produce needlework product	<p>3.1 Hand embroidery technique such as</p> <ul style="list-style-type: none"> • Sashiko • White work • Red work • Ribbon • Thread <p>3.2 Types of stitches such as</p> <ul style="list-style-type: none"> • Embroidery stitches • Bullion • French knot • Colonial knot • Satin • Blanket • Feather <p>3.3 Method of pressing</p> <p>3.4 Method of transferring design onto background fabric</p> <ul style="list-style-type: none"> • Tracing • Layout 	<p>3.1 Apply hand embroidery technique</p> <p>3.2 Measure the pattern size</p> <p>3.3 Trace pattern on fabrics</p> <p>3.4 Utilise tools & equipment</p> <p>3.5 Perform hand embroidery</p> <p>3.6 Check embroidery finishing</p> <p>3.7 Cut the fabric</p> <p>3.8 Cut sewn fabrics</p> <p>3.9 Sew all parts to form finished products</p> <p>3.10 Carry out pressing on products parts</p> <p>3.11 Comply product design & specification</p> <p>3.12 Check</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Perseverance in completing work • Meticulous in stitching works <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling sharp tools and objects 	<p><u>Related Knowledge</u> 70</p> <p><u>Related Skill</u> 160</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>3.1 Hand embroidery technique listed and explained</p> <p>3.2 Types of stitches listed and explained</p> <p>3.3 Method of transferring design onto background fabric demonstrated</p> <p>3.4 Method of final product finishing demonstrated</p> <p>3.5 Measuring, cutting and stitching technique demonstrated</p> <p>3.6 Completion of needlework product demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	template • Free hand 3.5 Method of final product finishing such as • Trimming • Stitching	finishing of hand embroidery final product 3.13 Perform product improvement				

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Perform needlework final product's quality control	<p>4.1 Product specifications such as</p> <ul style="list-style-type: none"> • Design / pattern • Size • Colour • Theme <p>4.2 Product quality criteria such as</p> <ul style="list-style-type: none"> • Compliance to work process • Durability • Tidiness / neatness • Finesse • Accessories suitability / compatibility <p>4.3 Product improvement methods</p> <ul style="list-style-type: none"> • Alteration • Cleaning • Restoration <p>4.4 Quality control record such as</p> <ul style="list-style-type: none"> • Log book • Checklist 	<p>4.1 Check product specifications accuracy</p> <p>4.2 Determine product improvement methods if necessary</p> <p>4.3 Recommend design improvement</p> <p>4.4 Update quality control record</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Do it right the first time • Thorough in checking machine setting & parameters • Timely in completing tasks <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling machineries 	<p><u>Related Knowledge</u> 5</p> <p><u>Related Skill</u> 10</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>4.1 Product specifications listed and explained</p> <p>4.2 Product quality criteria listed and explained</p> <p>4.3 Product improvement methods demonstrated</p> <p>4.4 Accuracy of design, pattern, size, colour and theme checked and justified</p> <p>4.5 Timeliness and up-to-date QC record demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
5. Perform work area housekeeping and maintenance	5.1 Housekeeping procedure 5.2 5S Concept 5.3 Procedure of sewing machine routine maintenance <ul style="list-style-type: none"> • Oil change • Oiling • Dusting • Needles change 5.4 Inventory procedure	5.1 Keep fabrics stash/ remnant 5.2 Store tools & equipment 5.3 Clean work area 5.4 Carry out routine maintenance of sewing machine 5.5 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 5 <u>Related Skill</u> 10	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	5.1 Housekeeping scope of work described 5.2 5S Concept listed and explained 5.3 Routine maintenance of sewing machine demonstrated 5.4 Storage of tools and work area cleaning demonstrated 5.5 Purpose of inventory record described

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Batting	2 As required
3 Cutting mat (medium size)	3 1:1
4 Embroidery needles set	4 1:1
5 Fabrics (aida cloth, linen, polyester, cotton, velvet)	5 As required
6 Hoop	6 1:1
7 Interfacing	7 As required
8 Iron	8 1:10
9 Ironing board	9 1:10
10 Ribbon	10 As required
11 Ruler	11 As required
12 Embroidery scissors	12 1:1
13 Shear scissors	13 1:1
14 Sewing machine	14 1:1
15 Template	15 1:1
16 Threads	16 As required
17 Working table	17 As required
18 Lubricating Oil	18 As required

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SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	CREATIVE SEWING (SMOCKING)						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce a neat and value added products according to latest trend and smocking techniques. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify smocking requirements 2. Sketch smocking design idea 3. Produce smocking product 4. Check smocking final product's quality 5. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-02	LEVEL	3	TRAINING DURATION	184	SKILL CREDIT	18
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify smocking requirements	1.1 Types of smocking <ul style="list-style-type: none"> • English smocking (clothing) • Canadian smocking (home furnishings) 	1.1 Determine types of smocking 1.2 Prepare tools & equipment 1.3 Prepare raw materials	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Types of smocking listed and explained 1.2 Smocking tools & equipment listed and explained 1.3 Smocking raw	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<p>1.2 Type and function of tools & equipment such as</p> <ul style="list-style-type: none"> • Pleater • Threads <ul style="list-style-type: none"> ▪ Embroidery ▪ Sewing • Needles • Scissors • Template • Marking pencil • Seam reaper • Working table • Sewing machine <p>1.3 Types and characteristic of fabrics</p> <p>1.4 Types and function of soft interfacing</p>		<p>works</p> <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			<p>materials and type of product listed and explained</p> <p>1.4 Completeness of smocking tools, equipment & materials preparation demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
2. Sketch smocking design idea	2.1 Sketching method such as <ul style="list-style-type: none"> • Manual • Computer 2.2 Type and function of sketching tools & equipment such as <ul style="list-style-type: none"> • Marking pen • Ruler • Working table • Paper 2.3 Sketching viewpoints such as <ul style="list-style-type: none"> • Front • Back • Side 2.4 Colour combination references such as <ul style="list-style-type: none"> • Colour wheel • Colour scheme 2.5 Sources of design idea such as	2.1 Determine types of smocking products 2.2 Determine types of smocking design 2.3 Apply types of pattern and motives 2.4 Determine colour combination 2.5 Determine technique of stitching 2.6 Sketch design and product physical outlook 2.7 Obtain feedback on sketch design 2.8 Improve design sketch 2.9 Produce prototype drawing 2.10 Develop	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Resourceful in generating design idea • Bold in expressing creativity • Timely in completing works <u>SAFETY</u> <ul style="list-style-type: none"> • Alert with safety precautions when handling pleater 	<u>Related Knowledge</u> 10 <u>Related Skill</u> 26	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	2.1 Sources of design idea listed and explained 2.2 Types of pattern, motives, colour combination and product physical outlook demonstrated in sketching 2.3 Design sketching & improvement demonstrated 2.4 Prototype drawing and sampling development demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Market observation • Inspiration <ul style="list-style-type: none"> ▪ Nature ▪ Written materials 2.6 Pattern template (clothing)	product sampling				

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Produce smocking product	3.1 Types of smocking products <ul style="list-style-type: none"> • Dresses • Soft furnishing 3.2 Method of dress making 3.3 Method of soft furnishing making 3.4 Method of pressing 3.5 Types of stitches such as <ul style="list-style-type: none"> • Embroidery stitches • Bullion • French knot • Colonial knot 3.6 Technique of stitching such as <ul style="list-style-type: none"> • Wave • Honeycomb • Trellis 3.7 Smocking finishing work <ul style="list-style-type: none"> • Trimming • Fastening 	3.1 Determine types of smocking product 3.2 Measure the pattern size 3.3 Cut the fabric 3.4 Pleat fabrics 3.5 Apply decorative stitches onto pleated fabrics 3.6 Cut smocked fabrics 3.7 Sew all parts to form finished products 3.8 Carry out pressing on products parts 3.9 Comply product design & specification 3.10 Perform smocking finishing work 3.11 Perform product improvement if necessary	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Gentle when handling pleater • Perseverance in completing work • Meticulous in stitching works <u>SAFETY</u> <ul style="list-style-type: none"> • Cautious when handling sharp tools and objects 	<u>Related Knowledge</u> 36 <u>Related Skill</u> 82	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	3.1 Types of smocking products listed and explained 3.2 Method of dress making described 3.3 Method of soft furnishing making described 3.4 Types and technique of stitches specified and explained 3.5 Smocking finishing work demonstrated 3.6 Pattern size measurement and fabric cutting demonstrated 3.7 Completion of product demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Check smocking final product's quality	<p>4.1 Product specifications such as</p> <ul style="list-style-type: none"> • Design / pattern • Size • Colour • Theme <p>4.2 Product quality criteria such as</p> <ul style="list-style-type: none"> • Compliance to work process • Durability • Tidiness / neatness • Finesse • Accessories suitability / compatibility <p>4.3 Product improvement methods</p> <ul style="list-style-type: none"> • Alteration • Cleaning • Restoration <p>4.4 Quality control record such as</p> <ul style="list-style-type: none"> • Log book • Checklist 	<p>4.1 Check product specifications accuracy</p> <p>4.2 Determine product improvement methods if necessary</p> <p>4.3 Recommend design improvement</p> <p>4.4 Update quality control record</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Thorough in checking machine setting & parameters • Timely in completing tasks <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling machineries 	<p><u>Related Knowledge</u> 4</p> <p><u>Related Skill</u> 6</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>4.1 Product specifications listed and explained</p> <p>4.2 Product quality criteria listed and explained</p> <p>4.3 Product improvement methods listed and explained</p> <p>4.4 Accuracy of design, pattern, size, colour and theme checked and justified</p> <p>4.5 Durability, neatness, finesse and accessories suitability visually checked and justified</p> <p>4.6 Timeliness and up-to-date QC</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
						record demonstrated
5. Perform work area housekeeping and maintenance	5.1 Housekeeping procedure 5.2 Concept of 5S 5.3 Procedure of pleater maintenance <ul style="list-style-type: none"> • Dusting • Needles change 5.4 Procedure of sewing machine routine maintenance <ul style="list-style-type: none"> • Oil change • Oiling • Dusting • Needles change 5.5 Inventory procedure	5.1 Keep fabrics stash/ remnant 5.2 Store tools & equipment 5.3 Clean work area 5.4 Carry out routine maintenance of sewing machine 5.5 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	5.1 Housekeeping scope of work described 5.2 5S Concept listed and explained 5.3 Routine maintenance of pleater and sewing machine demonstrated 5.4 Storage of tools and work area cleaning demonstrated 5.5 Purpose of inventory record described

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Smocking pleater	2 1:10
3 Pleater needles	3 As required
4 Embroidery needles set	4 1:1
5 Fabrics (linen, cotton, velvet, satin)	5 As required
6 Iron	6 1:10
7 Ironing board	7 1:10
8 Ruler	8 As required
9 Embroidery scissors	9 1:1
10 Shear scissors	10 1:1
11 Sewing machine	11 1:1
12 Serger	12 1:10
13 Template	13 1:1
14 Trimming	14 As required
15 Threads	15 As required
16 Working table	16 1:1
17 Lubricating Oil	17 As required

References for Learning Material Development

- 1 Barac, K. (2008) A-Z of Sewing. Country Bumpkin Publications. South Australia. ISBN: 9780980435924
- 2 Davies, H. (2006) Australian Smocking & Embroidery. Country Bumpkin Publications. Kent Town, South Australia. ISBN: 10382445
- 3 Davies, H. (2006) Designer Smocking for Tots to Teens. Country Bumpkin Publications. South Australia. ISBN: 9780977547623
- 4 Durand, D. (1979) Smocking: Techniques, Projects and Designs: Dover needlework series. Courier Corporation. ISBN: 9780486237886
- 5 Gardner, S. (2000) A-Z of Smocking: A-Z Series: Volume 3 of A-Z needlework series. Country Bumpkin Publications. ISBN: 9780957715974
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SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	CREATIVE SEWING (QUILTING)						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce a neat and value added products according to latest trend and quilting techniques. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify quilting requirements 2. Sketch quilting design idea 3. Produce quilting product 4. Inspect quilting final product's quality 5. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-03	LEVEL	3	TRAINING DURATION	548	SKILL CREDIT	55
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify quilting requirements	1.1 Type and function of tools & equipment such as <ul style="list-style-type: none"> • Threads <ul style="list-style-type: none"> ▪ Machine quilting ▪ Hand quilting • Needles • Scissors • Rotary cutter 	1.1 Prepare tools & equipment 1.2 Prepare raw materials 1.3 Determine types of quilt	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing works 	<u>Related Knowledge</u> 8 <u>Related Skill</u> 20	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Types of quilting products listed and explained 1.2 Quilting tools, equipment & materials listed and explained 1.3 Completeness of quilting tools,	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Safety pins • Thimble • Sewing machine • Ruler • Cutting mat • Finger presser • Iron • Iron board • Template • Marking pencil • Seam reaper • Working table <p>1.2 Types and usage of raw materials such as</p> <ul style="list-style-type: none"> • Fabrics <ul style="list-style-type: none"> ▪ Top ▪ Backing • Batting <ul style="list-style-type: none"> ▪ Cotton ▪ Polyester <p>1.3 Types of quilt such as</p> <ul style="list-style-type: none"> • Patchwork quilts 		<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			<p>equipment & materials preparation demonstrated</p> <p>1.4 Types of quilting techniques described</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Applique quilts • Sampler quilts 					
2. Sketch quilting design idea	<p>2.1 Types of quilt</p> <ul style="list-style-type: none"> • Patchwork quilts • Applique quilts • Sampler quilts <p>2.1 Types of quilt products</p> <ul style="list-style-type: none"> • Bedding • Wall hanging • Home furnishing • Plushies <p>2.2 Sources of design idea such as</p> <ul style="list-style-type: none"> • Market observation • Inspiration <ul style="list-style-type: none"> ▪ Nature ▪ Written materials <p>2.3 Sketching viewpoints such as</p> <ul style="list-style-type: none"> • Front 	<p>2.1 Determine types of quilt</p> <p>2.2 Determine types of quilt product</p> <p>2.3 Apply types of pattern and motives</p> <p>2.4 Determine colour combination</p> <p>2.5 Sketch design and product physical outlook</p> <p>2.6 Obtain feedback on design sketch</p> <p>2.7 Improve design sketch</p> <p>2.8 Develop product sampling</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Resourceful in generating design idea • Bold in expressing creativity • Timely in completing works 	<p><u>Related Knowledge</u> 25</p> <p><u>Related Skill</u> 60</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>2.1 Sources of design idea listed and explained</p> <p>2.2 Types of pattern, motives, colour combination and product physical outlook demonstrated in sketching</p> <p>2.3 Design sketching & improvement demonstrated</p> <p>2.4 Prototype drawing and sampling development demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Back • Side <p>2.4Types of pattern</p> <ul style="list-style-type: none"> • Stencils • Template <p>2.5Types of motives</p> <ul style="list-style-type: none"> • Nature • Geometry • Alphabet & calligraphy <p>2.6Colour combination references such as</p> <ul style="list-style-type: none"> • Colour wheel • Colour scheme 					

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Produce quilting product	3.1 Methods of quilt making <ul style="list-style-type: none"> • Hand quilting • Machine quilting • Tying • Binding 3.2 Method of fabric cutting 3.3 Method of product making <ul style="list-style-type: none"> • Bedding • Wall hanging • Home furnishing • Plushies 3.4 Types of stitches such as <ul style="list-style-type: none"> • Bullion • Embroidery stitches • French knot • Colonial knot • Satin • Blanket • Feather 3.5 Method of pressing	3.1 Determine type of quilt product 3.2 Determine methods of quilt making 3.3 Measure pattern size 3.4 Cut fabric 3.5 Create quilt top parts 3.6 Carry out pressing on quilt parts 3.7 Assemble quilt top, batting and backing 3.8 Baste quilt top, batting and backing 3.9 Bind quilt edges 3.10 Trim quilting product	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Resourceful in handling quilting product • Bold in expressing creativity • Timely in completing works <u>SAFETY</u> <ul style="list-style-type: none"> • Alert with safety precautions when handling quilting product 	<u>Related Knowledge</u> 110 <u>Related Skill</u> 265	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	3.1 Methods of quilt making described 3.2 Method of product making described 3.3 Types of stitches listed and explained 3.4 Measurement of pattern and fabric cutting demonstrated 3.5 Quilt top parts making demonstrated 3.6 Quilt top, batting and backing assembly and basting demonstrated 3.7 Quilt edges binding demonstrated 3.8 Quilting product trimming demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Inspect quilting final product's quality control	<p>4.1 Product specifications such as</p> <ul style="list-style-type: none"> • Design / pattern • Size • Colour • Theme <p>4.2 Product quality criteria such as</p> <ul style="list-style-type: none"> • Compliance to work process • Durability • Tidiness / neatness • Finesse • Accessories suitability / compatibility <p>4.3 Product improvement methods</p> <ul style="list-style-type: none"> • Alteration • Cleaning • Restoration <p>4.4 Quality control record such as</p> <ul style="list-style-type: none"> • Log book • Checklist 	<p>4.1 Check product specifications accuracy</p> <p>4.2 Determine product improvement methods if necessary</p> <p>4.3 Recommend design improvement</p> <p>4.4 Update quality control record</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Thorough in checking machine setting & parameters • Timely in completing tasks <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling machineries 	<p><u>Related Knowledge</u> 10</p> <p><u>Related Skill</u> 20</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>4.1 Product specifications listed and explained</p> <p>4.2 Product quality criteria listed and explained</p> <p>4.3 Product improvement methods listed and explained</p> <p>4.4 Accuracy of design, pattern, size, colour and theme checked and justified</p> <p>4.5 Durability, neatness, finesse and accessories suitability visually checked and justified</p> <p>4.6 Timeliness and up-to-date QC record demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
5. Perform work area housekeeping and maintenance	5.1 Housekeeping procedure 5.2 Concept of 5S 5.3 Procedure of sewing machine routine maintenance <ul style="list-style-type: none"> • Oil change • Oiling • Dusting • Needles change 5.4 Inventory procedure	5.1 Keep fabrics stash/ remnant 5.2 Store tools & equipment 5.3 Clean work area 5.4 Carry out routine maintenance of sewing machine 5.5 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 10 <u>Related Skill</u> 20	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	5.1 Housekeeping scope of work described 5.2 5S Concept listed and explained 5.3 Routine maintenance of sewing machine demonstrated 5.4 Storage of tools and work area cleaning demonstrated 5.5 Purpose of inventory record described

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Batting	2 As required
3 Cutting mat	3 1:1
4 Rotary cutter	4 1:1
5 Embroidery needles set	5 1:1
6 Fabrics (cotton)	6 As required
7 Fusible web / freezer paper	7 As required
8 Iron	8 1:10
9 Ironing board	9 1:10
10 Water soluble pen	10 1:1
11 Cutting Ruler	11 1:1
12 Stabilizer	12 As required
13 Shear scissors	13 1:15
14 Sewing machine	14 1:1
15 Template	15 1:1
16 Quilting threads	16 As required
17 Working table	17 1:4
18 Lubricating Oil	18 As required

References for Learning Material Development

- 1 Kaisand, H. et al. (2002) Complete Guide to Quilting: Better Home and Gardens. Meredith Corporation. Des Moines, Iowa. ISBN: 9780696218569
- 2 Hanson, J. & Hickey, M. (1995) The Joy of Quilting. That Patchwork Place. Washington, USA. ISBN 1-56477 321 3
- 3 Better Home and Gardens, Quilt-Lovers' Favourites From American Patchwork & Quilting (2004). Meredith Corporation, Des Moines, Iowa. ISBN: 0696218924
- 4 Barac, K. (2008) A-Z of Sewing. Country Bumpkin Publications. South Australia. ISBN: 9780980435924
- 5 Knapp, M. (2012) Star Quilts: 35 Blocks, 5 Projects: Easy No-Math Drafting Technique. C&T Publishing. California. ISBN: 9781607056577
- 6 Briscoe, S. (2009) 200 Quilting Tips, Techniques & Trade Secrets. St. Martin's Griffin. New York. ISBN: 9780312388621
- 7 Washizawa, R. (2007) Classic Quilts Contemporary Style. Krause Publications. Cincinnati, Ohio. ISBN: 9781440208225
- 8 Hird, L.A. (2009) The Farmer's Wife Sampler Quilt. Krause Publications. Cincinnati, Ohio. ISBN: 9780896898288
- 9 Levie, E. et al. (1992) Country Living: Country Quilts. Sterling publishing Co. New York. ISBN: 1588162036
- 10 Ryan, M.G. (2005) The Complete Encyclopaedia of Stitchery. Barnes & Noble Books. New York. ISBN: 1402719485

SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	CREATIVE SEWING BAG MAKING						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce customised bag with embellishments by creative sewing according to bag making technique and latest design trend. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify bag making requirements 2. Sketch bag design idea 3. Produce creative sewing bag 4. Inspect creative sewing bag's quality 5. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-04	LEVEL	3	TRAINING DURATION	276	SKILL CREDIT	28
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify bag making requirements	1.1 Type and function of tools & equipment such as <ul style="list-style-type: none"> • Threads <ul style="list-style-type: none"> ▪ Machine quilting ▪ Hand quilting • Needles • Scissors 	1.1 Prepare tools & equipment 1.2 Prepare raw materials 1.3 Identify bag structure	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing works 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 10	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Tools, equipment & materials listed and explained 1.2 Structure of bag described 1.3 Completeness of tools, equipment & materials	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Rotary cutter • Safety pins • Thimble • Sewing machine • Ruler • Cutting mat • Iron • Iron board • Template • Marking pencil • Seam reaper • Working table <p>1.2 Types and usage of raw materials such as</p> <ul style="list-style-type: none"> • Fabrics <ul style="list-style-type: none"> ▪ Top ▪ Backing • Leather/ PU Leather • Bag accessories such as <ul style="list-style-type: none"> ▪ Handle ▪ D ring 		<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			preparation demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> ▪ Lobster ▪ Magnetic button ▪ Zipper • Batting <ul style="list-style-type: none"> ▪ Compact polyester ▪ Cotton stabilizer <p>1.3 Bag structure such as</p> <ul style="list-style-type: none"> • Body • Bottom • Lining • Gusset • Handles • Pockets • Flaps 					

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
2. Sketch bag design idea	<p>2.1 Types of bag such as</p> <ul style="list-style-type: none"> • Tote • Pouch • Backpack • Shoulder bag • Travel bag • Hobo • Clutch • Duffel • Wristlet <p>2.2 Colour combination references such as</p> <ul style="list-style-type: none"> • Colour wheel • Colour scheme <p>2.3 Sources of design idea such as</p> <ul style="list-style-type: none"> • Market observation • Inspiration <ul style="list-style-type: none"> ▪ Nature ▪ Written material 	<p>2.1 Determine types of bag</p> <p>2.2 Determine design of bag</p> <p>2.3 Apply types of pattern and motives</p> <p>2.4 Determine colour combination</p> <p>2.5 Sketch design and product physical outlook</p> <p>2.6 Obtain feedback on design sketch</p> <p>2.7 Improve design sketch</p> <p>2.8 Produce prototype drawing</p> <p>2.9 Develop product sampling</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Resourceful in generating design idea • Bold in expressing creativity • Timely in completing works 	<p><u>Related Knowledge</u> 16</p> <p><u>Related Skill</u> 38</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>2.1 Types of bag listed and explained</p> <p>2.2 Sources of design idea listed and explained</p> <p>2.3 Types of pattern, motives, colour combination and product physical outlook demonstrated in sketching</p> <p>2.4 Design sketching & improvement demonstrated</p> <p>2.5 Prototype drawing and sampling development demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	2.4 Sketching viewpoints such as <ul style="list-style-type: none"> • Front • Back • Side 2.5 Types of pattern <ul style="list-style-type: none"> • Stencils • Template 2.6 Types of motives <ul style="list-style-type: none"> • Nature • Geometry • Alphabet & calligraphy 					

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Produce creative sewing bag	3.1 Methods of bag making <ul style="list-style-type: none"> • Hand stitching • Machine stitching 3.2 Types of stitches such as <ul style="list-style-type: none"> • Embroidery stitches • Bullion • French knot • Colonial knot • Satin • Blanket • Feather 3.3 Bag embellishment technique such as <ul style="list-style-type: none"> • Patchwork • Applique • Embroidery <ul style="list-style-type: none"> ▪ Ribbon ▪ Machine Thread 	3.1 Determine types of bag 3.2 Determine methods of bag making 3.3 Determine bag embellishment technique 3.4 Measure the pattern size 3.5 Cut the fabric 3.6 Iron the cut fabric with cotton stabilizer for interfacing (exterior & lining) 3.7 Stitch cut pieces to form bag body 3.8 Attach bag accessories 3.9 Perform binding 3.10 Comply product	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Resourceful in handling creative sewing bag • Bold in expressing creativity • Timely in completing works 	<u>Related Knowledge</u> 55 <u>Related Skill</u> 125	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	3.1 Methods of bag making 3.2 Types of stitches 3.3 Bag embellishment technique 3.4 Measurement of pattern and materials cutting demonstrated 3.5 Materials and cotton stabilizer assembly demonstrated 3.6 Bag body forming demonstrated 3.7 Bag accessories attachment demonstrated 3.8 Bag edges binding demonstrated 3.9 Bag trimming demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
		design & specification 3.11 Perform bag finishing work 3.12 Perform product improvement				

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Inspect creative sewing bag's quality	<p>4.1 Product specifications such as</p> <ul style="list-style-type: none"> • Design / pattern • Size • Colour • Theme <p>4.2 Product quality criteria such as</p> <ul style="list-style-type: none"> • Compliance to work process • Durability • Tidiness / neatness • Finesse • Accessories suitability / compatibility <p>4.3 Product improvement methods</p> <ul style="list-style-type: none"> • Alteration • Cleaning • Restoration <p>4.4 Quality control record such as</p> <ul style="list-style-type: none"> • Log book 	<p>4.1 Check product specifications accuracy</p> <p>4.2 Determine product improvement methods if necessary</p> <p>4.3 Recommend design improvement</p> <p>4.4 Update quality control record</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Thorough in checking machine setting & parameters • Timely in completing tasks 	<p><u>Related Knowledge</u> 4</p> <p><u>Related Skill</u> 10</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>4.1 Product specifications listed and explained</p> <p>4.2 Product quality criteria listed and explained</p> <p>4.3 Product improvement methods listed and explained</p> <p>4.4 Accuracy of design, pattern, size, colour and theme checked and justified</p> <p>4.5 Durability, neatness, finesse and accessories suitability visually checked and justified</p> <p>4.6 Timeliness and up-to-date QC</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Checklist 					record demonstrated
5. Perform work area housekeeping and maintenance	5.1 Housekeeping procedure 5.2 Concept of 5S 5.3 Procedure of sewing machine routine maintenance <ul style="list-style-type: none"> • Oil change • Oiling • Dusting • Needles change 5.4 Inventory procedure	5.1 Keep fabrics stash/ remnant 5.2 Store tools & equipment 5.3 Clean work area 5.4 Carry out routine maintenance of sewing machine 5.5 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 10	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	5.1 Housekeeping scope of work described 5.2 5S Concept listed and explained 5.3 Routine maintenance of sewing machine demonstrated 5.4 Storage of tools and work area cleaning demonstrated 5.5 Purpose of inventory record described

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Hand tools (hammer, puncher, awl, rivet, etc)	2 As required
3 Snap button tools	3 As required
4 Batting	4 As required
5 Cutting mat (medium size)	5 1:1
6 Embroidery needles set	6 1:1
7 Fabrics (aida cloth, linen, polyester, cotton, velvet)	7 As required
8 Hoop	8 1:1
9 Interfacing	9 As required
10 Iron	10 1:10
11 Ironing board	11 1:10
12 Ruler	12 1:1
13 Embroidery scissors	13 1:1
14 Shear scissors	14 1:1
15 Sewing machine	15 1:1
16 Template	16 1:1
17 Bag accessories (handles, zipper, D ring, lobster, etc)	17 As required
18 Threads	18 As required
19 Working table	19 1:4
20 Lubricating Oil	20 As required

References for Learning Material Development

- 1 Barac, K. (2008) A-Z of Sewing. Country Bumpkin Publications. South Australia. ISBN: 9780980435924
- 2 Blumenthal, E. (2011) Handbag Designer 101: Everything You Need to Know About Designing, Making, and Marketing Handbags. Voyageur Press. ISBN: 9780760339732
- 3 Butler, A. (2010) Amy Butler's Style Stitches. Chronicle Books LLC. San Francisco. ISBN: 9780811866699
- 4 Dunlop, S. (2015) Style and Swing: 12 Structured Handbags for Beginners and Beyond. Martingale. ISBN: 9781604684681
- 5 Lam, L. (2012) A Bag for All Reason. David & Charles Book. UK. ISBN: 9781446301852
- 6 Mallalieu, N. (2014) The Better Bag Maker: An Illustrated Handbook of Handbag Design, Techniques, Tips, and Tricks. C&T Publishing Inc. ISBN: 9781607058069
- 7 Owen, C. (2011) The Book of Bags: 30 Stylish Projects for Beautiful Sewn Bags. New Holland. ISBN: 9781847737533
- 8 Ryan, M.G. (2005) The Complete Encyclopaedia of Stitchery. Barnes & Noble Books. New York. ISBN:1402719485
- 9 Whittle, S. (2012) Needlecraft Stitch Directory: A visual reference of over 50 needlecraft styles and the stitches that go with them. Jacqui Small. London. ISBN: 9781906417802

SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	COMPUTERISED EMBROIDERY HANDLING						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce computerised embroidery product according to product specifications and customer requirements. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify computerised embroidery requirements 2. Produce computerised embroidery product 3. Inspect computerised embroidery final product's quality 4. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-05	LEVEL	3	TRAINING DURATION	177	SKILL CREDIT	18
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify computerised embroidery requirements	1.1 Tools & equipment such as <ul style="list-style-type: none"> • Computerised embroidery machine • Computer • Embroidery software • External memory data storage 	1.1 Prepare tools & equipment 1.2 Prepare raw materials 1.3 Determine types of machine embroidery	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing works 	<u>Related Knowledge</u> 5 <u>Related Skill</u> 12	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Tools, equipment & materials listed and explained 1.2 Completeness of tools, equipment & materials preparation demonstrated	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> device • Threads <ul style="list-style-type: none"> ▪ Embroidery ▪ Sewing • Machine embroidery hoop • Embroidery scissors • Ruler • Marking pencil • Seam reaper • Working table <p>1.2 Types & uses of stabilizer (water soluble & tear off paper)</p> <p>1.3 Types & characteristics of fabrics</p> <p>1.4 Types of machine embroidery such as</p> <ul style="list-style-type: none"> • Redwork • Whitework • Applique 		<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			<p>1.3 Types & characteristics of fabrics listed and explained</p> <p>1.4 Types of machine embroidery listed and explained</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
2. Produce computerised embroidery product	2.1 Introduction to computer parts, functions and operation manual 2.2 Introduction to embroidery machine parts functions and operation manual 2.3 Software interface & functions 2.4 Types of computerised embroidery products <ul style="list-style-type: none"> • Linen • Home furnishing • Accessories • Clothing 2.5 Colour combination references such as <ul style="list-style-type: none"> • Colour Wheel • Colour Schemes 	2.1 Determine types of computerised embroidery products 2.2 Access artwork file to locate design & digitised artwork 2.3 Select the pattern 2.4 Select colour combination 2.5 Determine embroidery area and starting point 2.6 Mark starting point on fabrics 2.7 Place the fabrics on hoop 2.8 Perform computerised embroidery 2.9 Check embroidery finishing	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Resourceful in handling computerized embroidery • Bold in expressing creativity • Timely in completing works <u>SAFETY</u> <ul style="list-style-type: none"> • Alert with safety precautions when handling embroidery machine 	<u>Related Knowledge</u> 40 <u>Related Skill</u> 95	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	2.1 Types of computerised embroidery products listed and explained 2.2 Computer embroidery stitches listed and explained 2.3 Embroidery machine parts and function listed and explained 2.4 Software interface and functions demonstrated 2.5 Embroidery area and starting point marking demonstrated 2.6 Fabric framing and slotting demonstrated 2.7 Needle sequence, thread tension & speed and

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	2.6 Types of computerised embroidery stitches such as <ul style="list-style-type: none"> • Run and triple run • Satin • Weave 	2.10 Cut the fabric 2.11 Cut sewn fabrics according to pattern (if necessary) 2.12 Sew all parts to form finished products				hoop adjustment demonstrated 2.8 Artwork file access and software navigation demonstrated 2.9 Finished product forming demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Inspect computerised embroidery final product's quality	<p>3.1 Product specifications such as</p> <ul style="list-style-type: none"> • Design / pattern • Size • Colour • Theme <p>3.2 Product quality criteria such as</p> <ul style="list-style-type: none"> • Compliance to work process • Durability • Tidiness / neatness • Finesse <p>3.3 Product improvement methods</p> <ul style="list-style-type: none"> • Alteration • Cleaning • Restoration <p>3.4 Quality control record such as</p> <ul style="list-style-type: none"> • Log book • Checklist 	<p>3.1 Check product specifications accuracy</p> <p>3.2 Determine product improvement methods if necessary</p> <p>3.3 Recommend design improvement</p> <p>3.4 Update quality control record</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Thorough in checking machine setting & parameters • Timely in completing tasks <p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling machineries 	<p><u>Related Knowledge</u> 5</p> <p><u>Related Skill</u> 10</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>3.1 Product specifications listed and explained</p> <p>3.2 Product quality criteria listed and explained</p> <p>3.3 Product improvement methods listed and explained</p> <p>3.4 Accuracy of design, pattern, size, colour and theme checked and justified</p> <p>3.5 Durability, neatness, finesse and accessories suitability visually checked and justified</p> <p>3.6 Timeliness and up-to-date QC record demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Perform work area housekeeping and maintenance	4.1 Housekeeping procedure 4.2 Concept of 5S 4.3 Procedure of sewing machine routine maintenance <ul style="list-style-type: none"> • Oil change • Oiling • Dusting • Needles change 4.4 Procedure of embroidery machine routine maintenance <ul style="list-style-type: none"> • Oiling • Dusting • Needles change 4.5 Inventory procedure	4.1 Keep fabrics stash/ remnant 4.2 Store tools & equipment 4.3 Clean work area 4.4 Carry out routine maintenance of sewing machine 4.5 Carry out routine maintenance of embroidery machine 4.6 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	4.1 Housekeeping scope of work described 4.2 5S Concept listed and explained 4.3 Routine maintenance of sewing machine & embroidery machine demonstrated 4.4 Storage of tools and work area cleaning demonstrated 4.5 Purpose of inventory record described

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Embroidery machine	2 1:1
3 Computer	3 1:25
4 External memory data storage device	4 1:1
5 Printer	5 1:25
6 Cutting mat (medium size)	6 1:1
7 Fabrics (cotton knit, towel, felt, etc.)	7 As required
8 Hoop	8 1:1
9 Interfacing	9 As required
10 Iron	10 1:10
11 Ironing board	11 1:10
12 Erasable pen	12 1:1
13 Ruler	13 As required
14 Curve scissors	14 1:1
15 Shear scissors	15 1:1
16 Sewing machine	16 1:1
17 Threads	17 As required
18 Working table	18 1:1
19 Lubricating Oil	19 As required

References for Learning Material Development

- 1 Holmes, V. (2008) Encyclopedia of Machine Embroidery. Pavilion Books. ISBN: 9781906388188
- 2 Jeanine, T. (2001) Embroidery Machine Essentials: How to Stabilize, Hoop and Stitch Decorative Designs. Krause Publications. ISBN: 9780873419994
- 3 Jeanine, T. (2003) More Embroidery Machine Essentials: How to Customize, Edit and Create Decorative Designs. Krause Publications. ISBN: 9780873494397
- 4 Keegan, E. (2014) The Complete Machine Embroidery Manual. Search Press. ISBN: 9781782210993

SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	ARTWORK & DESIGN DIGITISATION						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to produce design sampling using software and embroidery machine according to machine's operation manual and customer requirements. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify creative sewing digitisation requirements 2. Perform artwork digitisation 3. Produce design sampling 4. Perform work area housekeeping and maintenance 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-06	LEVEL	3	TRAINING DURATION	93	SKILL CREDIT	9.0
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify creative sewing digitisation requirements	1.1 Type and function of tools & equipment such as <ul style="list-style-type: none"> • Digitising software • Computer • External memory data storage device • Embroidery machine 	1.1 Prepare tools & equipment 1.2 Prepare raw materials 1.3 Determine types of embroidery design 1.4 Check suitability of images for digitising and software	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Accurate in identifying tools & equipment • Timely in preparing tools, equipment & materials • Systematic in organizing works 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	1.1 Types of embroidery design listed and explained 1.2 Types and uses of stabilizer listed and explained 1.3 Types & characteristics of fabrics listed and explained	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Threads <ul style="list-style-type: none"> ▪ Embroidery ▪ Bobbin • Iron • Needles • Curve scissors • Working table <p>1.2 Types and uses of stabilizer (water soluble & tear off paper)</p> <p>1.3 Types & characteristics of fabrics</p> <p>1.4 Digitisation software interface</p> <p>1.5 Types of embroidery design such as</p> <ul style="list-style-type: none"> • Applique • Logo • Text <ul style="list-style-type: none"> ▪ Monogram ▪ Tags • Images 	<p>limitations in processing designs</p>	<p><u>SAFETY</u></p> <ul style="list-style-type: none"> • Cautious when handling cutting tools & sharp objects 			<p>1.4 Types of embroidery design listed and explained</p> <p>1.5 Suitability of images for digitising and software limitations in processing designs tested and justified</p> <p>1.6 Completeness of tools, equipment & materials preparation demonstrated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
2. Perform artwork digitisation	2.1 Introduction to embroidery machine parts, functions and operation manual 2.2 Introduction to computer parts, functions and operation manual 2.3 Types and functions of computer peripherals such as <ul style="list-style-type: none"> • Mouse • Keyboard • Scanner • Printer • Memory storage device 2.4 Artwork specifications <ul style="list-style-type: none"> • Size • Colour • Types of stitches • Types of 	2.1 Determine artwork specifications 2.2 Check functionality of related equipment 2.3 Create artwork digitisation using required software 2.4 Check colour combination 2.5 Select types of stitch 2.6 Determine thread density 2.7 Arrange stitching sequence 2.8 Save digitised artwork / design	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Creative & resourceful in handling digitization works • Timely in completing works <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure back-up saving file for digitized artwork / design 	<u>Related Knowledge</u> 20 <u>Related Skill</u> 48	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	2.1 Artwork specifications listed and explained 2.2 Digitisation parameters setting demonstrated 2.3 Computer & embroidery machine parts and functions described 2.4 Types and functions of computer peripherals listed and explained 2.5 Design file formats listed and explained 2.6 Size, colour, type of stitches and fonts selection demonstrated 2.7 Artwork / design digitisation and editing

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	fonts 2.5 Digitisation parameters setting <ul style="list-style-type: none"> • Colour combination • Types of stitches • Thread density • Stitching sequence 2.6 Design file formats such as <ul style="list-style-type: none"> • .ART • .HUS • .JEF • .PES • .SEW • .VIP 					demonstrated 2.8 Types of stitch, thread density selection demonstrated 2.9 Stitching sequence arrangement demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
3. Produce design sampling	3.1 Purpose of design sampling 3.2 Method of design sampling making 3.3 Stitching quality criteria such as <ul style="list-style-type: none"> • Thread density • Stitching sequence • Balanced stitching 	3.1 Check stitching quality against design requirements 3.2 Check thread density against design requirements 3.3 Check stitching sequence against design requirements 3.4 Generate design sampling 3.5 Submit design sampling 3.6 Perform design sampling improvement (if necessary)	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Thorough in checking machine setting & parameters • Timely in completing tasks <u>SAFETY</u> <ul style="list-style-type: none"> • Cautious when handling machineries 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	3.1 Purpose of design sampling explained 3.2 Method of design sampling making demonstrated 3.3 Stitching quality criteria listed and explained 3.4 Thread density & stitching sequencing demonstrated 3.5 Design sampling production demonstrated

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Perform work area housekeeping and maintenance	4.1 Housekeeping procedure 4.2 Concept of 5S 4.3 Digitised artwork filing practice 4.4 Inventory procedure	4.1 Keep fabrics stash/ remnant 4.2 Store tools & equipment 4.3 Clean work area 4.4 Save and back-up digitised artwork database 4.5 Carry out embroidery machine routine maintenance 4.6 Update inventory record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Consistent in maintaining cleanliness of work area • Strong sense of belonging to workplace <u>SAFETY</u> <ul style="list-style-type: none"> • Ensure sharp objects & cutting tools kept in secure place 	<u>Related Knowledge</u> 4 <u>Related Skill</u> 6	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	4.1 Housekeeping scope of work described 4.2 5S Concept listed and explained 4.3 Purpose of inventory record described 4.4 Tools, equipment & materials storage demonstrated 4.5 Work area and surrounding cleaning demonstrated 4.6 Digitised artwork compilation and database file saving demonstrated 4.7 Routine maintenance on embroidery machine demonstrated

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

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.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Sewing notions (needles, pins, seam reaper, thimble, scissors, measuring tape, marking tools, pin cushion, etc.)	1 1:1
2 Embroidery machine	2 1:1
3 Computer	3 1:5
4 Digitisation software	4 1:5
5 External memory data storage device	5 1:1
6 Projector	6 1:25
7 Scanner	7 1:25
8 Printer	8 1:25
9 Batting	9 As required
10 Cutting mat (medium size)	10 1:1
11 Machine embroidery needles	11 1:1
12 Fabrics (cotton knit, towel, felt, etc.)	12 As required
13 Hoop	13 1:1
14 Interfacing	14 As required
15 Iron	15 1:10
16 Ironing board	16 1:10
17 Marking tools	17 1:1
18 Ruler	18 1:1
19 Curve scissors	19 1:1
20 Shear scissors	20 1:1
21 Threads (embroidery & bobbin)	21 As required
22 Working table	22 1:1
23 Lubricating Oil	23 As required

References for Learning Material Development

- 1 Deer, J. (2008) Digitizing Made Easy: Create Custom Embroidery Designs Like a Pro. Krause Publications. ISBN: 9780896894921
- 2 Fresia, C.J. (2011) Threads Sewing Guide: A Complete Reference from America's Best-loved Sewing Magazine. Taunton Press. ISBN: 9781600851445
- 3 Jeanine, T. (2001) Embroidery Machine Essentials: How to Stabilize, Hoop and Stitch Decorative Designs. Krause Publications. ISBN: 9780873419994
- 4 Jeanine, T. (2003) More Embroidery Machine Essentials: How to Customize, Edit and Create Decorative Designs. Krause Publications. ISBN: 9780873494397
- 5 Pratt, W.K. (2013) Introduction to Digital Image Processing. Taylor & Francis. ISBN: 9781482216691
- 6 Shelly, G.B. et al. (2010) Introduction to Computers: Shelly Cashman series. 8th ed. Cengage Learning. ISBN: 9781439081310

SECTOR	(C) MANUFACTURING						
SUB SECTOR	(13990) MANUFACTURE OF OTHER TEXTILES N.E.C.						
JOB AREA	CREATIVE SEWING						
NOSS TITLE	CREATIVE SEWING DESIGNING & PRODUCTION						
COMPETENCY UNIT TITLE	CREATIVE SEWING PRODUCT SALES & MARKETING						
LEARNING OUTCOME	<p>The person who is competent in this CU shall be able to sell & market creative sewing products & services. Personnel is also expected to be knowledgeable in products and services offered by company as to achieve company's target in sales and marketing in accordance with company's set sales goals and marketing strategies. Upon completion of this competency units, trainees will be able to:-</p> <ol style="list-style-type: none"> 1. Identify potential and existing customers 2. Provide sales & marketing input 3. Perform sales & marketing activities 4. Evaluate efficiency of sales & marketing activities 						
PRE-REQUISITE (If Applicable)							
COMPETENCY UNIT ID	C131-001-3:2016-07	LEVEL	3	TRAINING DURATION	96	SKILL CREDIT	9.6
WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA	
1. Identify potential and existing customers	1.1 Introduction to sales and marketing 1.2 Marketing channel such as <ul style="list-style-type: none"> • Social media • Electronic media 	1.1 List potential and existing customer 1.2 Determine sales projection 1.3 Create customer database	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Resourceful in gathering information and prospecting for new customer 	<u>Related Knowledge</u> 8	<u>Related Knowledge</u> Lecture & Case Study	1.1 Marketing channel listed and explained 1.2 Types of customer listed and explained 1.3 Method of	

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Printed media <p>1.3 Types of customer such as</p> <ul style="list-style-type: none"> • Regular • Walk-in <p>1.4 Method of prospecting customer</p> <ul style="list-style-type: none"> • Personal approach • Referral • Telemarketing • Email • Direct approach • Directory • Questionnaire survey <p>1.5 Customer information</p> <ul style="list-style-type: none"> • Company name and address • Company registration information • Customer specifications 	1.4 Identify marketing channel		<u>Related Skill</u> 16	<u>Related Skill</u> Demonstration & Observation	<p>prospecting customer demonstrated</p> <p>1.4 Customer database created according to specified format</p> <p>1.5 Potential and existing customer listed</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Estimation usage • Contact number • Nature of business 					
2. Provide sales & marketing input	<p>2.1 Types of sales & marketing activities such as</p> <ul style="list-style-type: none"> • Exhibition • Carnival • Workshop & interactive <p>2.2 Product's sales & marketing details such as</p> <ul style="list-style-type: none"> • Location • Date • Time • Theme • Organiser's details <p>2.3 Marketing activities expenses such as</p> <ul style="list-style-type: none"> • Printed materials 	<p>2.1 Compile product's sales & marketing information</p> <p>2.2 Record / summarise current market trend</p> <p>2.3 Identify suitable sales & marketing activities</p> <p>2.4 Estimate sales & marketing activities expenses</p> <p>2.5 Coordinate sales & marketing manpower</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> • Proactive in searching for sales & marketing activities • Opportunistic in promoting products & services 	<p><u>Related Knowledge</u> 8</p> <p><u>Related Skill</u> 16</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>2.1 Types of sales & marketing activities listed and explained</p> <p>2.2 Product's sales & marketing details listed and explained</p> <p>2.3 Marketing activities expenses listed and explained</p> <p>2.4 Sales & marketing activities expenses calculated</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> Promotional materials Transportation Rental Lodging Manpower 					
3. Perform sales & marketing activities	<p>3.1 Introduction to entrepreneurship</p> <ul style="list-style-type: none"> Business opportunity Products & services development Business administration Business operations Costing Sales & marketing plan <p>3.2 Channel of sales and marketing activities</p> <ul style="list-style-type: none"> Social media Retail Sales outlet 	<p>3.1 Determine types of product & services</p> <p>3.2 Select method of sales and marketing activities</p> <p>3.3 Promote products & services</p> <p>3.4 Utilise sales & marketing tools & kits</p> <p>3.5 Sell products & services</p> <p>3.6 Record job order and sales</p>	<p><u>ATTITUDE</u></p> <ul style="list-style-type: none"> Knowledgeable in products & services offered Courteous in handling customer Persistent in achieving sales target <p><u>SAFETY</u></p> <ul style="list-style-type: none"> Cautious in handling cash 	<p><u>Related Knowledge</u> 8</p> <p><u>Related Skill</u> 16</p>	<p><u>Related Knowledge</u> Lecture & Case Study</p> <p><u>Related Skill</u> Demonstration & Observation</p>	<p>3.1 Channel of sales and marketing activities listed and explained</p> <p>3.2 Types of product & services listed and explained</p> <p>3.3 Method of sales and marketing activities listed & explained</p> <p>3.4 Sales & marketing related documents listed and explained</p> <p>3.5 Product & services selling</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
	<ul style="list-style-type: none"> • Network <p>3.3 Type of sales & marketing kits</p> <ul style="list-style-type: none"> • Banner • Brochures • Flyers <p>3.4 Sales & marketing related documentations such as</p> <ul style="list-style-type: none"> • Purchase Order • Delivery Order • Quotation • Invoice • Customer feedback form • Company profile • Customer testimonial 					<p>demonstrated</p> <p>3.6 Sales & marketing revenue calculated & recorded</p>

WORK ACTIVITIES	RELATED KNOWLEDGE	RELATED SKILL	ATTITUDE/ SAFETY/ ENVIRONMENT	TRAINING HOURS	DELIVERY MODE	ASSESSMENT CRITERIA
4. Evaluate efficiency of sales & marketing activities	4.1 Sales & marketing key performance indicators such as <ul style="list-style-type: none"> • Sales revenue • Marketing Return of Investment (ROI) • Customer retention 	4.1 Interpret performance of sales & marketing activities 4.2 Identify improvement on sales & marketing plan 4.3 Update sales & marketing record	<u>ATTITUDE</u> <ul style="list-style-type: none"> • Transparent in evaluating sales performance • Timely in updating sales record 	<u>Related Knowledge</u> 8 <u>Related Skill</u> 16	<u>Related Knowledge</u> Lecture & Case Study <u>Related Skill</u> Demonstration & Observation	4.1 Sales & marketing key performance indicators listed & explained 4.2 Performance of sales & marketing activities described 4.3 Improvement on sales & marketing plan suggested

Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 01.03 Utilise basic IT applications. 02.01 Interpret and follow manuals, instructions and SOP's. 02.02 Follow telephone/telecommunication procedures. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 01.04 Analyse information. 02.06 Write memos and letters. 03.08 Develop and maintain a cooperation within work group. 01.07 Utilise database applications to locate and process information. 01.08 Utilise spread sheets applications to locate and process information. 01.10 Apply a variety of mathematical techniques. 01.11 Apply thinking skills and creativity. 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.</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

03.14 Facilitate and coordinate teams and ideas. 03.15 Liaise to achieve identified outcomes. 03.16 Identify and assess client/customer needs.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1 Stationery	1 1:1
2 Computer with internet connection	2 1:25
3 Printer	3 1:25
4 Sample of sales & marketing plan	4 1:1
5 Sample of brochure	5 1:1
6 Sample of company profile	6 1:1
7 Sample of Purchase Order	7 1:1
8 Sample of Delivery Order	8 1:1
9 Sample of invoice	9 1:1
10 Sample of quotation	10 1:1
11 Sample of customer feedback form	11 1:1
12 Sample of customer testimonial	12 1:1

References for Learning Material Development

- 1 Ab. Wahab, I. et al. (2008) Budaya Keusahawanan Panduan Memulakan Perniagaan. Arah Pendidikan Sdn Bhd. ISBN: 9789833718467
- 2 Hamed, A.B. (2005) Keusahawanan & Pengurusan Perniagaan Kecil. UUM Press. ISBN: 9789833282234
- 3 Johnson, T. (1998) Pengurusan Jualan Yang Cemerlang. Penerbitan Pelangi Sdn Bhd. ISBN 983-50-1954-1
- 4 Makhbul, Z.M. (2007) Menjadi Usahawan. PTS Professional. ISBN: 9789833376971
- 5 Palmer, A. (2012) Introduction to Marketing: Theory and Practice. OUP Oxford. ISBN: 9780199602131
- 6 Rayner, C. (2013) How to Sell to Retail: The Secrets of Getting Your Product to Market: BusinessPro collection. Kogan Page Publishers. ISBN: 9780749466817
- 7 Schultz, D.E. et al. (1998) Sales Promotion Essentials: The 10 Basic Sales Promotion Techniques-- and how to Use Them. McGraw Hill Professional. ISBN: 9780844233550

15. Training Hour Summary

CU CODE	COMPETENCY UNIT TITLE	WORK ACTIVITIES	RELATED KNOWLEDGE (A)	RELATED SKILL (B)	HOURS (C) = (A)+(B)	TOTAL (HOURS) $\Sigma(C)$
C131-001-3:2016-01	CREATIVE SEWING (NEEDLEWORK)	Identify needlework requirements	5	10	15	347
		Sketch needlework design idea	22	50	72	
		Produce needlework product	70	160	230	
		Perform needlework final product's quality control	5	10	15	
		Perform work area housekeeping and maintenance	5	10	15	
C131-001-3:2016-02	CREATIVE SEWING (SMOCKING)	Identify smocking requirements	4	6	10	184
		Sketch smocking design idea	10	26	36	
		Produce smocking product	35	82	118	
		Check smocking final product's quality	4	6	10	
		Perform work area housekeeping and maintenance	4	6	10	
C131-001-3:2016-03	CREATIVE SEWING (QUILTING)	Identify quilting requirements	8	20	28	548
		Sketch quilting design idea	25	60	85	
		Produce quilting product	110	265	375	
		Inspect quilting final product's quality	10	20	30	
		Perform work area housekeeping and maintenance	10	20	30	
C131-001-3:2016-04	CREATIVE SEWING BAG MAKING	Identify bag making requirements	4	10	14	276
		Sketch bag design idea	16	38	54	
		Produce creative sewing bag	55	125	180	
		Inspect creative sewing bag's quality	4	10	14	

		Perform work area housekeeping and maintenance	4	10	14	
C131-001-3:2016-05	COMPUTERISED EMBROIDERY HANDLING	Identify computerised embroidery requirements	5	12	17	177
		Produce computerised embroidery product	40	95	135	
		Inspect computerised embroidery final product's quality	5	10	15	
		Perform work area housekeeping and maintenance	4	6	10	
C131-001-3:2016-06	ARTWORK & DESIGN DIGITISATION	Identify creative sewing digitisation requirements	4	6	10	98
		Perform artwork digitisation	20	48	68	
		Produce design sampling	4	6	10	
		Perform work area housekeeping and maintenance	4	6	10	
C131-001-3:2016-07	CREATIVE SEWING PRODUCT SALES & MARKETING	Identify potential and existing customers	8	16	24	96
		Provide sales & marketing input	8	16	24	
		Perform sales & marketing activities	8	16	24	
		Evaluate efficiency of sales & marketing activities	8	16	24	
TOTAL HOURS (CORE COMPETENCY)			529	1197	1726	1726