



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

FASHION DESIGN MANAGER

LEVEL 6



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

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FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social economic development. Quality education and training will contribute to achievement Kenya's development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of the TVET training. The policy document requires that training in TVET shall be competency based, curriculum development shall be industry led, certification shall be based on demonstration of competence and mode of delivery shall allow for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for the purpose of developing a competency based curriculum for Fashion Design Studio Management. These Occupational Standards will also be the bases for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for the Fashion Design sector's growth and sustainable development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING
MINISTRY OF EDUCATION**

PREFACE

Kenya Vision 2030 aims to transform the country into a newly industrializing, “middle-income country providing a high quality life to all its citizens by the year 2030”. Kenya intends to create a globally competitive and adaptive human resource base to meet the requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and attitudes necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 4 of 2016 on Reforming Education and Training in Kenya, emphasized the need to reform curriculum development, assessment and certification. This called for shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Fashion Design Sector Skills Advisory Committee (SSAC) have developed these Occupational Standards for a Fashion Design Studio Manager. These occupational standards will be the bases for development of competency based curriculum for Fashion Design Management. These Standards will also be the bases for assessment of an individual for competence certification.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to Council Secretariat, Council Technical Committee, Fashion Design SSAC and expert workers and all those who participated in the development of these occupational standards.

**Prof. CHARLES M. M. ONDIEKI, PhD, FIET (K), Con. Eng. Tech.
CHAIRMAN, TVET CDACC**

ACKNOWLEDGMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am sincerely thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I thank TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) for providing guidance on the development of these Standards. My gratitude goes to the Cake Fashion Design Sector Skills Advisory Committee (SSAC) members for their contribution to the development of these Standards. I thank all the individuals and organizations who participated in the validation of these Standards.

My gratitude also goes to Vera Beauty and Fashion College who cooperated with TVET CDACC in the development of these Standards.

I acknowledge all institutions which in one way or another contributed to the success of development of these Standards.

CHAIRMAN

FASHION DESIGN SECTOR SKILLS ADVISORY COMMITTEE

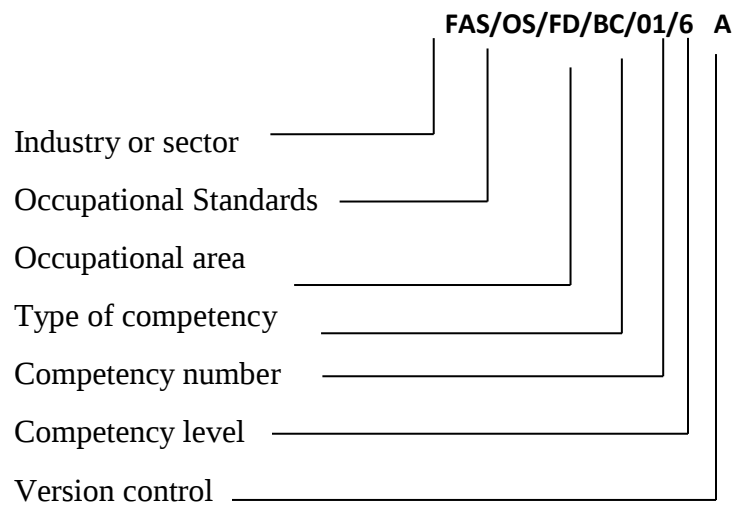
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ACRONYMS

BC	: Basic Competency
CDACC	: Curriculum Development, Assessment and Certification Council
CPU	: Central Processing Unit
CR	: Core Competency
FAS	: Fashion Industry
FD	: Fashion Design
ICT	: Information Communication Technology
KCSE	: Kenya Certificate of secondary Education
KNQA	: Kenya National Qualifications Authority
NEMA	: National Environmental Management Authority
OS	: Occupational Standards
OSHA	: Occupation Safety and Health Act
OSHS	: Occupation Safety and Health Standards
PPE	: Personal Protective Equipment
SOPs	: Standard Operating Procedures
SSAC	: Sector Skills Advisory Committee
TVET	: Technical and Vocational Education and Training

KEY TO UNIT CODE



OVERVIEW

Fashion Design Management Level 6 qualification consists of competencies that an individual must achieve to enable him/her to manage a fashion design studio. It comprises of managing design and construction of garments (ladies, gents and children's wear) and decoration of fabrics. It also involves design and construction of garments for occasions such as bridal wear, sportswear, lingerie and uniforms as well as design and construction of bags, millinery and shoes. It also entails accessorizing these items.

The units of competency comprising Fashion Design Management Level 6 qualification include the following:

BASIC UNITS OF COMPETENCY

Unit Code	Unit Title
FAS/OS/FD/BC/01/6	Demonstrate communication skills
FAS/OS/FD/BC/02/6	Demonstrate numeracy skills
FAS/OS/FD/BC/03/6	Demonstrate digital literacy
FAS/OS/FD/BC/04/6	Demonstrate entrepreneurial skills
FAS/OS/FD/BC/05/6	Demonstrate employability skills
FAS/OS/FD/BC/06/6	Demonstrate environmental literacy
FAS/OS/FD/BC/07/6	Demonstrate occupational safety and health practices

COMMON UNITS OF COMPETENCY

Unit Code	Unit Title
FAS/OS/FD/CC/01/6	Manage design and construction of garments
FAS/OS/FD/CC/02/6	Manage design and decoration of fabrics
FAS/OS/FD/CC/03/6	Manage design and construction of accessories
FAS/OS/FD/CC/04/6	Manage fashion design studio

CORE UNITS OF COMPETENCY

Unit Code	Unit Title
FAS/OS/FD/CR/01/6	Manage design and construction of ladies' wear
FAS/OS/FD/CR/02/6	Manage design and construction of gents' wear

FAS/OS/FD/CR/03/6	Manage design and construction of children's wear
FAS/OS/FD/CR/04/6	Manage design and construction of uniforms
FAS/OS/FD/CR/05/6	Manage design and construction of sports wear
FAS/OS/FD/CR/06/6	Manage design and construction of bridal wear
FAS/OS/FD/CR/07/6	Manage design and construction of lingerie wear
FAS/OS/FD/CR/08/6	Manage design and construction of bags
FAS/OS/FD/CR/09/6	Manage design and construction of millinery
FAS/OS/FD/CR/10/6	Manage design and construction of shoes

BASIC UNITS OF COMPETENCY

DEMONSTRATE COMMUNICATION SKILLS

UNIT CODE: FAS/OS/FD/BC/01/6

UNIT DESCRIPTION

This unit covers the competencies required in meeting communication needs of clients and colleagues; developing, establishing, maintaining communication pathways and strategies. It also covers competencies for conducting interview, facilitating group discussion and representing the organization in various forums.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Meet communication needs of clients and colleagues	1.1 Specific communication needs of clients and colleagues are identified and met 1.2 Different approaches are used to meet communication needs of clients and colleagues 1.3 Conflict is addressed promptly and in a timely way and in a manner which does not compromise the standing of the organization
2. Develop communication strategies	2.1 Strategies for effective internal and external dissemination of information are developed to meet the organization's requirements 2.2 Special communication needs are considered in developing strategies to avoid discrimination in the workplace 2.3 Communication <i>strategies</i> are analyzed, evaluated and revised where necessary to make sure they are effective
3. Establish and maintain communication pathways	3.1 Pathways of communication are established to meet requirements of organization and workforce 3.2 Pathways are maintained and reviewed to ensure personnel are informed of relevant information
4. Promote use of	4.1 Information is provided to all areas of the organization to facilitate

communication strategies	implementation of the strategy 4.2 Effective communication techniques are articulated and modelled to the workforce 4.3 Personnel are given guidance about adapting communication strategies to suit a range of contexts
5. Conduct interview	5.1 A range of appropriate communication strategies are employed in <i>interview situations</i> 5.2 Records of interviews are made and maintained in accordance with organizational procedures 5.3 Effective questioning, listening and nonverbal communication techniques are used to ensure that required message is communicated
6. Facilitate group discussion	6.1 Mechanisms which enhance <i>effective group interaction</i> is defined and implemented 6.2 Strategies which encourage all group members to participate are used routinely 6.3 Objectives and agenda for meetings and discussions are routinely set and followed 6.4 Relevant information is provided to group to facilitate outcomes 6.5 Evaluation of group communication strategies is undertaken to promote participation of all parties 6.6 Specific communication needs of individuals are identified and addressed
7. Represent the organization	7.1 When participating in internal or external forums, presentation is relevant, appropriately researched and presented in a manner to promote the organization 7.2 Presentation is clear and sequential and delivered within a predetermined time 7.3 Appropriate media is utilized to enhance presentation 7.4 Differences in views are respected 7.5 Written communication is consistent with organizational standards 7.6 Inquiries are responded in a manner consistent with organizational standard

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Communication strategies include but not limited to:	• Language switch • Comprehension check • Repetition • Asking confirmation • Paraphrase • Clarification request • Translation • Restructuring • Approximation • Generalization
Effective group interaction include but not limited to:	• Identifying and evaluating what is occurring within an interaction in a non judgmental way • Using active listening • Making decision about appropriate words, behavior • Putting together response which is culturally appropriate • Expressing an individual perspective • Expressing own philosophy, ideology and background and exploring impact with relevance to communication
Situations include but not limited to:	• Establishing rapport • Eliciting facts and information • Facilitating resolution of issues • Developing action plans • Diffusing potentially difficult situations

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Effective communication
- Active listening
- Giving/receiving feedback
- Interpretation of information
- Role boundaries setting
- Negotiation
- Establishing empathy
- Openness and flexibility in communication
- Communication skills required to fulfill job roles as specified by the organization
- Writing communications strategy
- Applying key elements of communications strategy

Required Knowledge

The individual needs to demonstrate knowledge of:

- Communication process
- Dynamics of groups and different styles of group leadership
- Communication skills relevant to client groups
- Flexibility in communication
- Communication skills relevant to client groups
- Key elements of communications strategy

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Developed communication strategies to meet the organization requirements and applied in the workplace 1.2 Established and maintained communication pathways for effective communication in the workplace 1.3 Used communication strategies involving exchanges of complex oral information
2. Resource Implications	The following resources should be provided:

	4. 1 Access to relevant workplace or appropriately simulated environment where assessment can take place 4. 2 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	Competency in this unit may be assessed through: a. Direct Observation/Demonstration with Oral Questioning b. Written Examination
4. Context of Assessment	Competency may be assessed individually in the actual workplace or through accredited institution
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

DEMONSTRATE NUMERACY SKILLS

UNIT CODE: FAS/OS/FD/BC/02/6

UNIT DESCRIPTION

This unit describes the competencies required by a worker in order to apply a wide range of mathematical calculations for work; apply ratios, rates and proportions to solve problems; estimate, measure and calculate measurement for work; Use detailed maps to plan travel routes for work; Use geometry to draw and construct 2D and 3D shapes for work; Collect, organize and interpret statistical data; Use routine formula and algebraic expressions for work and use common functions of a scientific calculator

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
1. Apply a wide range of mathematical calculations for work	1.1 Mathematical information embedded in a range of workplace tasks and texts is extracted 1.2 Mathematical information is interpreted and comprehended 1.3 A range of mathematical and problem solving processes are select and used 1.4 Different forms of fractions, decimals and percentages are flexibly used 1.5 Calculation performed with positive and negative numbers 1.6 Numbers are expressed as powers and roots and are used in calculations 1.7 Calculations done using routine formulas 1.8 Estimation and assessment processes are used to check outcome 1.9 Mathematical language is used to discuss and explain the processes, results and implications of the task
2. Use and apply ratios, rates and proportions for work	2.1 Information regarding ratios, rates and proportions extracted from a range of workplace tasks and texts 2.2 Mathematical information related to ratios, rate and proportions is analyzed 2.3 Problem solving processes are used to undertake the task 2.4 Equivalent ratios and rates are simplified

	2.5 Quantities are calculated using ratios, rates and proportions 2.6 Graphs, charts or tables are constructed to represent ratios, rates and proportions 2.6 The outcomes reviewed and checked 2.7 Information is record using mathematical language and symbols
3. Estimate, measure and calculate measurement for work	3.1 Measurement information embedded in workplace texts and tasks are extracted and interpreted 3.2 Appropriate workplace measuring equipment are identified and selected 3.3 Accurate measurements are estimate and made 3.4 The area of 2D shapes including compound shapes are calculated 3.5 The volume of 3D shapes is calculated using relevant formulas 3.6 Sides of right angled triangles are calculated using Pythagoras' theorem 3.7 conversions are perform between units of measurement 3.8 Problem solving processes are used to undertake the task 3.9 The measurement outcomes are reviewed and checked 3.10 Information is recorded using mathematical language and symbols appropriate for the task
4. Use detailed maps to plan travel routes for work	4.1 Different types of maps are identified and interpreted 4.2 Key features of maps are identified 4.3 Scales are identified and interpreted 4.4 Scales are applied to calculate actual distances 4.5 Positions or locations are determined using directional information 4.6 Routes are planned by determining directions and calculating distances, speeds and times 4.7 Information is gathered and identified and relevant factors related to planning a route checked 4.8 Relevant equipment is select and checked for accuracy and operational effectiveness 4.9 Task is planned and recorded using specialized mathematical language and symbols appropriate for the task
5. Use geometry to draw 2D shapes and construct 3D shapes for work	5.1 A range of 2D shapes and 3D shapes and their uses in work contexts is identified 5.2 Features of 2D and 3D shapes are named and described 5.3 Types of angles in 2D and 3D shapes are identified

	5.4 Angles are drawn, estimated and measured using geometric instruments 5.5 Angle properties of 2D shapes are named and identified 5.6 Angle properties are used to evaluate unknown angles in shapes 5.7 Properties of perpendicular and parallel lines are applied to shapes 5.8 Understanding and use of symmetry is demonstrated 5.9 Understanding and use of similarity is demonstrated 5.10 The workplace tasks and mathematical processes required are identified 5.11 2D shapes is drawn for work 5.12 3D shapes is constructed for work 5.13 The outcomes are reviewed and checked 5.14 Specialized mathematical language and symbols appropriate for the task are used
6. Collect, organize, and interpret statistical data for work	6.1 Workplace issue requiring investigation are identified 6.2 Audience / population / sample unit is determined 6.3 Data to be collected is identified 6.4 Data collection method is selected 6.5 Appropriate statistical data is collected and organized 6.6 Data is illustrated in appropriate formats 6.7 The effectiveness of different types of graphs are compared 6.8 The summary statistics for collected data is calculated 6.9 The results / findings are interpreted 6.10 Data is checked to ensure that it meets the expected results and content 6.11 Information from the results including tables, graphs and summary statistics is extracted and interpreted 6.12 Mathematical language and symbols are used to report results of investigation
7. Use routine formula and algebraic expressions for work	7.1 Understanding of informal and symbolic notation, representation and conventions of algebraic expressions is demonstrated 7.2 Simple algebraic expressions and equations are developed 7.3 Operate on algebraic expressions 7.4 Algebraic expressions are simplified 7.5 Substitution into simple routine equations is done 7.6 Routine formulas used for work tasks are identified and comprehended

	7.7 Routine formulas are evaluate by substitution 7.8 Routine formulas transposed 7.9 Appropriate formulas are identified and used for work related tasks 7.10 Outcomes are checked and result of calculation used
8. Use common functions of a scientific calculator for work	8.1 Required numerical information to perform tasks is located 8.2 The order of operations and function keys necessary to solve mathematical calculation are determined 8.3 Function keys on a scientific calculator are identified and used 8.4 Estimations are referred to check reasonableness of problem solving process 8.5 Appropriate mathematical language, symbols and conventions are used to report results

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Geometry	May include but not limited to: 2.1 Scale drawing 2.2 Triangles 2.3 Simple solid 2.4 Round 2.5 Square 2.6 Rectangular 2.7 Triangle 2.8 Sphere 2.9 Cylinder 2.10 Cube 2.11 Polygons 2.12 Cuboids

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Applying Fundamental operations (addition, subtraction, division, multiplication)
- Using calculator
- Using different measuring tools

Required knowledge

The individual needs to demonstrate knowledge of:

- Types of common shapes
- Differentiation between two dimensional shapes / objects
- Formulae for calculating area and volume
- Types and purpose of measuring instruments
- Units of measurement and abbreviations
- Fundamental operations (addition, subtraction, division, multiplication)
- Rounding techniques
- Types of fractions
- Different types of tables and graphs
- Meaning of graphs, such as increasing, decreasing, and constant value
- Preparation of basic data, tables & graphs

DEMONSTRATE DIGITAL LITERACY

UNIT CODE: FAS/OS/FD/BC/03/6

UNIT DESCRIPTION

This unit covers the competencies required to effectively use digital devices such as smartphones, tablets, laptops and desktop PCs. It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop PCs for purposes of communication, work performance and management at the work place.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Identify appropriate computer software and hardware	1.1 Concepts of ICT are determined in accordance with computer equipment 1.2 Classifications of computers are determined in accordance with manufacturers specification 1.3 <i>Appropriate computer software</i> are identified according to manufacturer's specification 1.4 <i>Appropriate computer hardware</i> are identified according to manufacturer's specification 1.5 Functions and commands of operating systems are determined in accordance with manufacturer's specification
2. Apply security measures to data, hardware, software in automated environment	2.1 <i>Data security and privacy are classified</i> in accordance with the prevailing technology 2.2 <i>Security threats</i> are identified <i>and control measures</i> are applied in accordance with laws governing protection of ICT 2.3 Computer threats and crimes are detected. 2.4 Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
3. Apply computer software in solving tasks	3.1 <i>Word processing concepts</i> are applied in resolving workplace tasks, report writing and documentation 3.2 <i>Word processing utilities</i> are applied in accordance with workplace procedures

	3.3 Worksheet layout is prepared in accordance with work procedures 3.4 Worksheet is build and data manipulated in the worksheet in accordance with workplace procedures 3.5 Continuous data manipulation on worksheet is undertaken in accordance with work requirements 3.6 Database design and manipulation is undertaken in accordance with office procedures 3.7 Data sorting, indexing, storage, retrieval and security is provided in accordance with workplace procedures
4. Apply internet and email in communication at workplace	4.1 Electronic mail addresses are opened and applied in workplace communication in accordance with office policy 4.2 Office internet functions are defined and executed in accordance with office procedures 4.3 Network configuration is determined in accordance with office operations procedures 4.4 Official World Wide Web is installed and managed according to workplace procedures
5. Apply Desktop publishing in official assignments	5.1 Desktop publishing functions and tools are identified in accordance with manufactures specifications 5.2 Desktop publishing tools are developed in accordance with work requirements 5.3 Desktop publishing tools are applied in accordance with workplace requirements 5.4 Typeset work is enhanced in accordance with workplace standards
6. Prepare presentation packages	6.1 Types of presentation packages are identified in accordance with office requirements 6.2 Slides are created and formulated in accordance with workplace procedures 6.3 Slides are edited and run in accordance with work procedures 6.4 Slides and handouts are printed according to work requirements

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
<i>Appropriate computer software</i> may include but not	A collection of instructions or computer tools that enable the user

limited to:	to interact with a <i>computer</i> , its hardware, or perform tasks.
<i>Appropriate computer hardware</i> may include but not limited to:	Collection of physical parts of a computer system such as; • Computer case, monitor, keyboard, and mouse • All the parts inside the computer case, such as the hard disk drive, motherboard and video card
<i>Data security and privacy</i> may include but not limited to:	• Confidentiality of data • Cloud computing • Integrity -but-curious data surfing
<i>Security and control measures</i> may include but not limited to:	• Counter measures against cyber terrorism • Risk reduction • Cyber threat issues • Risk management • Pass-wording
<i>Security threats</i> may include but not limited to:	• Cyber terrorism • Hacking
<i>Word processing concepts</i> may include but not limited to:	Using a special program to create, edit and print documents
<i>Network configuration</i> may include but not limited to:	Organizing and maintaining information on the components of a computer network

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Analytical skills
- Interpretation
- Typing
- Communication
- Computing (applying fundamental operations such as addition, subtraction, division and multiplication)
- Using calculator
- Basic ICT skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Software concept
- Functions of computer software and hardware
- Data security and privacy
- Computer security threats and control measures
- Technology underlying cyber attacks and networks
- Cyber terrorism
- Computer crimes
- Detection and protection of computer crimes
- Laws governing protection of ICT
- Word processing;
 - ✓ Functions and concepts of word processing.
 - ✓ Documents and tables creation and manipulations
 - ✓ Mail merging
 - ✓ Word processing utilities
- Spread sheets;
 - ✓ Meaning, formulae, function and charts, uses and layout
 - ✓ Data formulation, manipulation and application to cells
 - ✓
- Database;
 - ✓ Database design, data manipulation, sorting, indexing, storage retrieval and security
- Desktop publishing;
 - ✓ Designing and developing desktop publishing tools
 - ✓ Manipulation of desktop publishing tools
 - ✓ Enhancement of typeset work and printing documents
- Presentation Packages;
 - ✓ Types of presentation Packages
 - ✓ Creating, formulating, running, editing, printing and presenting slides and handouts
- Networking and Internet;
 - ✓ Computer networking and internet.
 - ✓ Electronic mail and world wide web
- Emerging trends and issues in ICT;
 - ✓ Identify and integrate emerging trends and issues in ICT
 - ✓ Challenges posed by emerging trends and issues

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified and controlled security threats 1.2 Detected and protected computer crimes 1.3 Applied word processing in office tasks 1.4 Designed, prepared work sheet and applied data to the cells in accordance to workplace procedures 1.5 Opened electronic mail for office communication as per workplace procedure 1.6 Installed internet and World Wide Web for office tasks in accordance with office procedures 1.7 Integrated emerging issues in computer ICT applications 1.8 Applied laws governing protection of ICT
2. Resource Implications	2.1 Tablets 2.2 Laptops and 2.3 Desktop PCs 2.4 Desktop computer 2.5 Lap top 2.6 Calculator 2.7 Internet 2.8 Smart phone 2.9 Operations Manuals
3. Methods of Assessment	Competency may be assessed through: 3.1 Written Test 3.2 Demonstration 3.3 Practical assignment 3.4 Interview/Oral Questioning 3.5 Demonstration
4. Context of Assessment	Competency may be assessed in an off and on the job setting
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

DEMONSTRATE ENTREPRENEURIAL SKILLS

UNIT CODE: FAS/OS/FD/BC/04/6

UNIT DESCRIPTION

This unit covers the outcomes required to build and develop the enterprise to be more competitive within a changing business environment, specifically responding to consumer demands while maintaining product quality and accessibility, building a customer base and employee motivation.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Develop business Innovative strategies	1.1 Business innovation strategies are determined in accordance with the organization strategies 1.2 Business innovative strategies are implemented for the Purpose of business growth 1.3 Track record and normative capability profile of enterprise and similar businesses are reviewed and considered in setting strategic directions. 1.4 Strengths, weaknesses, opportunities and threats are considered when developing new ideas, approaches, goals and directions 1.5 Decisions about enterprise strategies/directions are made after careful consideration of all relevant information 1.6 Business/corporate plan is developed that sets out tactics, resource implications, timeframes, production and sales target
2. Develop new products/markets	2.1 Alternative product/service offerings are canvassed and studied for feasibility 2.2 Potential and new sources/sellers of supplies and raw materials are identified and canvassed. 2.3 Target markets and buyers are identified and surveyed as to

	their preferences and brand loyalties.
3. Expand customers and product lines	3.1 Enterprise is built up and sustained through responsiveness to market demands and the regulatory environment. 3.2 Competitive advantage of existing products and services is maintained/enhanced through responsive advocacies and strategies. 3.3 Constant listening to stakeholder/client feedback is ensured to maintain loyal client base.
4. Motivate staff/workers	4.1 Regular dialogue is established and maintained in all levels and relevant sections of the enterprise 4.2 Flow of communications in both directions is encouraged 4.3 Helpful mechanisms and benefits are implemented 4.4 Issues/problems are proactively resolved through win-win solutions wherever practicable
5. Expand employed capital base	5.1 Capital employed in business is continuously reviewed as per the strategic plan 5.2 Business share holdings are reviewed in accordance with the type of business 5.3 Capital employed is expanded according to organization procedures 5.3 Types of shares are determined according to strategic plan 5.4 Shares diversification process is undertaken as per office procedures 5.5 Role of shareholders is determined and implemented in accordance organization procedures
6. Undertake county/ regional business expansion	6.1 Regions for expansion are continuously reviewed in accordance with strategic plan and company's expansion plan 6.2 County business regulations are reviewed and adhered to in accordance with set procedures 6.3 Regional laws and regulations are adhered to in accordance with set procedures 6.4 County/regional business expansion is undertaken in accordance with organization's growth/ expansion plan

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Strategic directions include but not limited to:	1.1 Business continuity and succession 1.2 Resource access security 1.3 Core competencies development 1.4 New developments e.g. technological change, new products
Business/Corporate plan include but not limited to:	2.1 Action steps and responsibilities of departments and individual workers 2.2 Resource requirements and budget 2.3 Tactics and strategies to achieve objectives
Helpful mechanisms include but not limited to:	3.1 Wage and non-wage benefits 3.2 Employee awards and recognition systems 3.3 Employee rights and welfare policies 3.4 Full-disclosure/transparency policies

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Assessing a range of alternative products and strategies
- Critically analyzing information, summarizing and making sense of previous and current market trends
- Identifying changing consumer preferences and demographics
- Thinking “outside the box”
- Ensuring quality consistency

- Reducing lead time to product/service delivery
- Managing operations/ production
- Using formal problem-solving procedures, e. g., root-cause analysis, six sigma
- Communication skills
- Applying motivational principles, e. g., positive stroking, behavior modification
- Assessing range of alternatives rather than choosing the easiest option
- Achieving ownership and credibility for the enterprise vision
- Critically analyzing information, summarizing and making sense of previous and current market trends
- Developing solutions and practical strategies which are “outside the box”

Required Knowledge

The individual needs to demonstrate knowledge of:

- Features and benefits of common operational practices, e. g., continuous improvement (kaizen), waste elimination,
- Conflict resolution
- Health, safety and environment (HSE) principles and requirements
- Public-relations strategies
- Basic cost-benefit analysis
- Basic financial management
- Business strategic planning
- Impact of change on individuals, groups and industries
- Employee assistance
- Government and regulatory processes
- Local and international market trends
- Product promotion strategies
- Mechanisms in the enterprise
- Market and feasibility studies
- Local and global supply chains Business models and strategies
- Government and regulatory processes
- Local and international business environment
- Concepts of change management
- Relevant developments in other industries

- Capital employed
- Regional/ County business expansion
- Innovation in business

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to maintain a profitable and stable enterprise as shown by stakeholder feedback, employee testimonies and company financial statements 1.2 Demonstrated ability to conceptualize and plan a micro/small enterprise 1.3 Demonstrated ability to manage/operate a micro/small-scale business 1.4 Demonstrated basic marketing skills
2. Resource Implications	The following resources should be provided: • Interview guide for entrepreneurs • Enterprise workers and third parties • Materials and location relevant to the proposed activity and tasks
3. Methods of Assessment	• Case problems • Interview • Portfolio • Third part reports
4. Context of Assessment	• Competency may be assessed in workplace or in a simulated workplace setting • Assessment shall be observed while tasks are being undertaken whether individually or in-group
5. Guidance information for	Holistic assessment with other units relevant to the industry sector,

assessment	workplace and job role is recommended.
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DEMONSTRATE EMPLOYABILITY SKILLS

UNIT CODE: FAS/OS/FD/BC/05/6

UNIT DESCRIPTION

This unit covers competencies required to demonstrate employability skills. It involves competencies for exuding self-awareness and dealing with everyday life challenges; demonstrating critical safe work habits and leading a workplace team; planning and organizing work activities; applying learning, creativity and innovativeness in workplace functions; pursuing professional growth and managing time effectively in the workplace.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Develop self-awareness and understanding of every day demands and challenges in the workplace	1.1 Personal vision, mission and goals are formulated based on potential and in relation to organization objectives 1.2 Emotions are managed as per workplace requirements 1.3 Thoughts, feelings and beliefs are expressed in direct, honest and appropriate ways. 1.4 Feelings are shared with others according to personal issues for healthy relations. 1.5 Individual performance is evaluated and monitored according to the agreed targets. 1.6 Assertiveness is developed and maintained based on the requirements of the job. 1.7 Own ideas and visions that generates excitement, enthusiasm and commitment are articulated. 1.8 Accountability and responsibility for own actions are demonstrated. 1.9 Self-esteem and a positive self-image are developed and

	maintained.
2. Demonstrate critical safe work habits for employees in the workplace	2.1 Stress is managed at the workplace in accordance with workplace procedures. 2.2 Punctuality and time consciousness is demonstrated in line workplace policy. 2.3 Personal objectives are integrated with organization goals in accordance with organization's strategic plan. 2.4 Resources are effectively utilized in accordance with workplace policy. 2.5 Work priorities are set and met in according to workplace procedures. 2.6 Leisure time is recognized and used productively in line with organization policy. 2.7 Abstinence from drug and substance abuse is demonstrated as per workplace policy. 2.8 Awareness of HIV and AIDS is demonstrated in line with workplace requirements. 2.9 Safety consciousness is demonstrated in the workplace based on organization safety policy. 2.10 Emerging issues are dealt with in accordance with organization policy.
3. Lead a workplace team	3.1 Role and objectives of the team are determined in

	accordance workplace policy. 3.2 Team parameters and relationships are identified according to set rules and regulations. 3.3 Individual responsibilities are identified in accordance with work procedures. 3.4 Effective and appropriate forms of communication in a team are established according to office policy. 3.5 Business communication is carried out as per workplace place policy and requirements of the job. 3.6 Team activities are complemented in accordance with office procedures. 3.7 Team building activities are planned for in line with organization policy. 3.8 Conflicts are resolved between team members in line with organization rules and regulations. 3.9 Gender mainstreaming is undertaken in accordance with set regulations. 3.10 Human rights are adhered to in accordance with existing protocol. 3.11 Healthy relationships are developed and maintained for harmonious co-existence in line with workplace.
4. Plan and organize work	4.1 Work schedules are developed for accomplishing given tasks within the set time lines and based on workplace policy. 4.2 Time is managed achieve workplace set goals and objectives. 4.3 Clear project goals and deliverables are established according to company set policies and regulations. 4.4 Resources are mobilized, allocated and utilized to meet project goals and deliverables. 4.5 Work activities are monitored and evaluated in line with organization procedures. 4.6 Situations that require decision making are identified within the work place and decision made in accordance with workplace policy. 4.7 Steps required in making effective decisions are applied within the workplace.

	4.8 Problems arising in the course of working are identified and solved or reported according the workplace policies and procedures. 4.9 Values required in problem solving process are demonstrated at the work place. 4.10 Situations within the workplace that require negotiation identified and negotiations done to create win-win situations. 4.11 Negotiation techniques are developed and applied at workplace to meet clientele's satisfaction and organizations' objectives.
5. Maintain professional growth and development in the workplace	5.1 Personal training needs are assessed and identified in line with the requirements of the job. 5.2 Training and career opportunities are identified and availed based on job requirements. 5.3 Resources for training are mobilized and allocated based organizations skills needs. 5.4 Licensees and certifications relevant to job and career are obtained and renewed. 5.5 Personal growth is pursued towards improving the qualifications set for the profession. 5.6 Work priorities and commitments are managed based on requirement of the job and workplace policy. 5.7 Recognitions are sought as proof of career advancement in line with professional requirements.
6. Demonstrate learning, creativity and innovativeness in the workplace	6.1 Time and effort is invested in learning new skills based job requirements. 6.2 Willingness to learn in different context is demonstrated based on available learning opportunities arising in the workplace. 6.3 Learning opportunities are sought and allocated based on job requirement and in line with organization policy. 6.4 Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job. 6.5 Application of a range of basic IT skills is demonstrated based on requirements of the job.

	6.6 Awareness of Occupational Health and Safety procedures are demonstrated in use of technology in the workplace. 6.7 Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy. 6.8 New systems are developed and maintained in accordance with the requirements of the job. 6.9 Opportunities that are not obvious are identified and exploited in line with organization objectives. 6.10 Opportunities for performance improvement are identified proactively in area of work. 6.11 Awareness of personal role in workplace innovation is demonstrated.
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RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Range	Variable
<i>Drug and substance abuse</i> includes but not limited to:	Commonly abused • Alcohol • Tobacco • Miraa • Over-the-counter drugs • Cocaine • Bhang • Glue
<i>Feedback</i> includes but not limited to:	• Verbal • Written • Informal • Formal
<i>Clients</i> includes but not limited to:	• New clients • Existing clients • Internal clients • External clients

<i>Relationships</i> includes but not limited to:	• Man/Woman • Trainer/trainee • Employee/employer • Client/service provider • Husband/wife • Boy/girl • Parent/child • Sibling relationships
<i>Communication methods</i> include but not limited to:	• Written • Talk/presentation • Video • Audio • Graphical • Modeling
<i>Team</i> includes but not limited to:	• Small work group • Staff in a section/department • Inter-agency group
<i>Personal growth</i> includes but not limited to:	• Growth in the job • Career mobility • Gains and exposure the job gives • Net workings • Benefits that accrue to the individual as a result of noteworthy performance
<i>Personal objectives</i> includes but not limited to:	• Long term • Short term • Broad • Specific
<i>Trainings and career opportunities</i> includes but not limited to	• Participation in training programs ○ Technical ○ Supervisory ○ Managerial ○ Continuing Education • Serving as Resource Persons in conferences and workshops
<i>Resource</i> include but not limited to:	• Human • Financial • Technology ○ Hardware ○ Software

<i>Innovation</i> include but not limited to:	• New ideas • Original ideas • Different ideas • Methods/procedures • Processes • New tools
<i>Emerging issues</i> include but not limited to:	• Terrorism • Social media • National cohesion • Open offices

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Personal hygiene practices
- Intra and Interpersonal skills
- Communication skills
- Knowledge management
- Interpersonal skills
- Critical thinking skills
- Observation skills
- Organizing skills
- Negotiation skills
- Monitoring skills
- Evaluation skills
- Record keeping skills
- Problem solving skills
- Decision Making skills
- Resource utilization skills
- Resource mobilization skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Work values and ethics
- Company policies
- Company operations, procedures and standards
- Occupational Health and safety procedures
- Fundamental rights at work
- Personal hygiene practices
- Workplace communication
- Concept of time
- Time management
- Decision making
- Types of resources
- Work planning
- Resources and allocating resources
- Organizing work
- Monitoring and evaluation
- Record keeping
- Workplace problems and how to deal with them
- Negotiation
- Assertiveness
- Team work
- Gender mainstreaming
- HIV and AIDS
- Drug and substance abuse
- Leadership
- Safe work habits
- Professional growth and development
- Technology in the workplace
- Learning
- Creativity
- Innovation
- Emerging issues

- Social media
- Terrorism
- National cohesion

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas. 1.2 Maintained intra- and inter-personal relationship in the course of managing oneself. 1.3 Completed trainings and career progression opportunities in time. 1.4 Was punctual and time conscious. 1.5 Acquired and maintained licenses and/or certifications required for the job. 1.6 Planned and organized resources to achieve organization goals and objectives. 1.7 Monitored and evaluated work activities. 1.8 Identified, analyzed and solved problem arising in the course of working. 1.9 Was conscious of health and safety while carrying out work functions. 1.10 Maintained a mentorship and coaching program for employees. 1.11 Innovatively made work processes and procedures more efficient. 1.12 Mainstreamed gender issues in the workplace. 1.13 Build a strong team of workers in the workplace. 1.14 Sought and allocated learning opportunities and resources in the workplace. 1.15 Demonstrated awareness of HIV and AIDS. 1.16 Abstained from drug and substance abuse. 1.17 Demonstrated ability to cope with emerging issues.
2. Resource Implications	The following resources should be provided: 2.1 Workplace or assessment location 2.2 Case studies/scenarios
3. Methods of Assessment	Competency in this unit may be assessed through: • Oral Interview

	• Observation • Third Party Reports • Written
4. Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

DEMONSTRATE ENVIRONMENTAL LITERACY

UNIT CODE: FAS/OS/FD/BC/06/6

UNIT DESCRIPTION

This unit specifies the competencies required to follow procedures for environmental hazard control, follow procedures for environmental pollution control, comply with workplace sustainable resource use, evaluate current practices in relation to resource usage, develop and adhere to environmental protection principles/strategies/guidelines, analyse resource use, develop resource conservation plans and implement selected plans.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Control environmental hazard	1.1 <i>Storage methods</i> for environmentally hazardous materials are strictly followed according to environmental regulations and OSHS. 1.2 <i>Disposal methods</i> of hazardous wastes are followed at all times according to environmental regulations and OSHS. 1.3 <i>PPE</i> is used according to OSHS.
2. Control environmental Pollution control	2.1 Environmental pollution <i>control measures</i> are compiled following standard protocol. 2.2 Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999 2.3 Methods for minimizing <i>noise pollution</i> complied following environmental regulations.
3. Demonstrate sustainable resource use	3.1 Methods for minimizing wastage are complied with. 3.2 Waste management procedures are employed following principles of 3Rs (Reduce, Reuse, Recycle) 3.3 Methods for economizing or reducing resource consumption are practiced.
4. Evaluate current practices	4.1 Information on resource efficiency systems and procedures

in relation to resource usage	are collected and provided to the work group where appropriate. 4.2 Current resource usage is measured and recorded by members of the work group. 4.3 Current purchasing strategies are analyzed and recorded according to industry procedures. 4.4 Current work processes to access information and data is analyzed following enterprise protocol.
5. Identify Environmental legislations/conventions for environmental concerns	5.1 Environmental legislations/conventions and local ordinances are identified according to the different environmental aspects/impact 5.2 Industrial standard/environmental practices are described according to the different environmental concerns
6. Implement specific environmental programs	6.1 Programs/Activities are identified according to organizations policies and guidelines. 6.2 Individual roles/responsibilities are determined and performed based on the activities identified. 6.3 Problems/constraints encountered are resolved in accordance with organizations' policies and guidelines 6.4 Stakeholders are consulted based on company guidelines
7. Monitor activities on Environmental protection/Programs	7.1 Activities are periodically monitored and Evaluated according to the objectives of the environmental program 7.2 Feedback from stakeholders are gathered and considered in Proposing enhancements to the program based on consultations 7.3 Data gathered are analyzed based on Evaluation requirements 7.4 Recommendations are submitted based on the findings 7.5 Management support systems are set/established to sustain and enhance the program 7.6 Environmental incidents are monitored and reported to concerned/proper authorities
8. Analyze resource use	8.1. All resource consuming processes are Identified 8.2. Quantity and nature of Resource consumed is determined 8.3. Resource flow is analyzed through different parts of the process.

	8.4. Wastes are classified for possible source of resources.
9. Develop resource Conservation plans	9.1. Efficiency of use/conversion of resources is determined following industry protocol. 9.2. Causes of low efficiency of use of resources are Determined based on industry protocol. 9.3. Plans for increasing the efficiency of resource use are developed based on findings.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
PPE May include but are not limited to	1.1 Mask 1.2 Gloves 1.3 Goggles 1.4 Safety hat 1.5 Overall 1.6 Hearing protector
Environmental pollution control measures may include but are not limited to:	2.1 Methods for minimizing or stopping spread and ingestion of airborne particles 2.2 Methods for minimizing or stopping spread and ingestion of gases and fumes 2.4 Methods for minimizing or stopping spread and ingestion of liquid wastes
Wastes may include but are not limited to:	3.1 Unnecessary waste 3.2 Necessary waste
Waste management Procedures may include but are not limited to:	4.1 Sorting 4.2 Storing of items 4.2 Recycling of items 4.3 Disposal of items

Resources may include but are not limited to:	5.1 Electric 5.2 Water 5.3 Fuel 5.4 Telecommunications 5.5 Supplies 5.6 Materials
Workplace environmental hazards may include but are not limited to:	6.1 Biological hazards 6.2 Chemical and dust hazards 6.3 Physical hazards
Organizational systems and procedures may include but are not limited to:	7.1 Supply chain, procurement and purchasing 7.2 Quality assurance 7.3 Making recommendations and seeking approvals
Legislations/Conventions may include but are not limited to:	8.1 EMCA 1999 8.2 Montreal Protocol 8.3 Kyoto Protocol
Environmental aspects/impacts may include but are not limited to:	9.1 Air pollution 9.2 Water pollution 9.3 Noise pollution 9.4 Solid waste 9.5 Flood control 9.6 Deforestation/Denudation 9.7 Radiation/Nuclear /Radio Frequency/ Microwaves 9.8 Situation 9.9 Soil erosion (e.g. Quarrying, Mining, etc.) 9.10 Coral reef/marine life protection
Industrial standards / Environmental practices may include but are not limited to:	10.1 ISO standards 10.2 Company environmental management systems (EMS)
Periodic may include but are not limited to:	11.1 hourly 11.2 daily 11.3 weekly 11.4 monthly 11.5 quarterly 11.6 yearly

Programs/Activities may include but are not limited to:	12.1 Waste disposal (on-site and off-site) 12.2 Repair and maintenance of equipment 12.3 Treatment and disposal operations 12.4 Clean-up activities 12.5 Laboratory and analytical test 12.6 Monitoring and evaluation 12.7 Environmental advocacy programs
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EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Controlled environmental hazard 1.2 Controlled environmental pollution 1.3 Demonstrated sustainable resource use 1.4 Evaluated current practices in relation to resource usage 1.5 Demonstrated knowledge of environmental legislations and local ordinances according to the different environmental issues /concerns. 1.6 Described industrial standard environmental practices according to the different environmental issues/concerns. 1.7 Resolved problems/ constraints encountered based on management standard procedures 1.8 Implemented and monitored environmental practices on a periodic basis as per company guidelines 1.9 Recommended solutions for the improvement of the program 1.10 Monitored and reported to proper authorities any environmental incidents
2. Resource Implications	The following resources should be provided: 2.1 Workplace with storage facilities 2.2 Tools, materials and equipment relevant to the tasks (e.g. Cleaning tools, cleaning materials, trash bags) 2.3 PPE, manuals and references 2.4 Legislation, policies, procedures, protocols and local ordinances

	relating to environmental protection 2.5 Case studies/scenarios relating to environmental Protection
3 Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination 3.4 Interview/Third Party Reports 3.5 Portfolio (citations/awards from GOs and NGOs, certificate of training – local and abroad) 3.6 Simulations and role-play
4 Context of Assessment	Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
5 Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Following storage methods of environmentally hazardous materials
- Following disposal methods of hazardous wastes
- Using PPE
- Practicing OSHS
- Complying environmental pollution control
- Observing solid waste management
- Complying methods of minimizing noise Pollution
- Complying methods of minimizing wastage
- Employing waste management procedures
- Economizing resource consumption
- Listing of resources used
- Measuring current usage of resources
- Identifying and reporting workplace environmental hazards

- Conveying all environmental issues
- Following environmental regulations
- Identifying environmental regulations
- Assessing procedures for assessing compliance
- Collecting information on environmental and resource efficiency systems and procedures, and Providing information to the work group
- Measuring and recording current resource usage
- Analysing and recording current purchasing strategies.
- Analysing current work processes to access information and data and Assisting identifying areas for improvement
- Analysing resource flow
- Determining efficiency of use/conversion of resources
- Determining causes of low efficiency of use
- Developing plans for increasing the efficiency of resource use
- Checking resource use plans
- Complying to regulations/licensing requirements
- Determining benefit/cost of plans
- Ranking proposals based on benefit/cost compared to limited resources
- Checking proposals meet regulatory requirements
- Monitoring implementation
- Making adjustments to plan and implementation
- checking new resource usage

Required Knowledge

The individual needs to demonstrate knowledge of:

- Storage methods of environmentally hazardous materials
- Disposal methods of hazardous wastes
- Usage of PPE environmental regulations
- OSHS
- Types of pollution
- Environmental pollution control measures
- Different solid wastes
- Solid waste management

- Different noise pollution
- Methods of minimizing noise pollution
- Methods of minimizing wastage
- Waste management procedures
- Economizing of resource consumption
- Principle of 3Rs
- Types of resources
- Techniques in measuring current usage of resources
- Calculating current usage of resources
- Types of workplace environmental hazards
- Environmental regulations
- Environmental regulations applying to the enterprise.
- Procedures for assessing compliance with environmental regulations.
- Collection of information on environmental and resource efficiency systems and procedures,
- Measurement and recording of current resource usage
- Analysis and recording of current purchasing strategies.
- Analysis current work processes to access information and data Analysis of data and information
- Identification of areas for improvement
- Resource consuming processes
- Determination of quantity and nature of resource consumed
- Analysis of resource flow of different parts of the resource flow process
- Use/conversion of resources
- Causes of low efficiency of use
- Increasing the efficiency of resource use
- Inspection of resource use plans
- Regulations/licensing requirements
- Determine benefit/cost for alternative resource sources
- Benefit/costs for different alternatives
- Components of proposals
- Criteria on ranking proposals
- Regulatory requirements

- Proposals for improving resource efficiency
- Implementation of resource efficiency plans
- Procedures in monitor implementation
- Adjustments of implementation plan
- Inspection of new resource usage

DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: FAS/OS/FD/BC/07/6

UNIT DESCRIPTION

This unit specifies the competencies required to lead the implementation of workplace's safety and health program, procedures and policies/guidelines.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Identify workplace hazards and risk	1.1 <i>Hazards</i> in the workplace and/or <i>indicators</i> of its presence, are identified 1.2 <i>Evaluation and/or work environment</i> measurements of OSH hazards/risk existing in the workplace is conducted by Authorized personnel or agency 1.3 <i>OSH issues and/or concerns</i> raised by workers are gathered.
2. Identify and implement appropriate control measures	2.1 <i>Prevention and control measures</i> , including use of <i>safety gears / PPE (personal protective equipment)</i> for specific hazards identified and implemented 2.2 <i>Appropriate risk controls</i> based on result of OSH hazard evaluation is recommended. 2.3 <i>Contingency measures</i> , including <i>emergency procedures</i> during workplace <i>incidents and emergencies</i> are recognized and established in accordance with organization procedures.
3. Implement OSH programs, procedures and policies/guidelines	3.1 Information to work team about company OSH program, procedures and policies/guidelines are provided 3.2 Implementation of OSH procedures and policies/guidelines are participated 3.3 Team members are trained and advised on OSH standards and procedures

	3.4 Procedures for maintaining OSH-related records are implemented
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Hazards may include but are not limited to:	1.1. Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation 1.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 1.3 Chemical hazards – dusts, fibres, mists, fumes, smoke, gasses, vapours 1.4 Ergonomics Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles Physiological factors – monotony, personal relationship, work out cycle 1.6 Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris 1.7 Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work)
2. Indicators may include but are not limited to:	2.1 Increased of incidents of accidents, injuries 2.2 Increased occurrence of sickness or health complaints/ symptoms 2.3 Common complaints of workers’ related to OSH 2.4 High absenteeism for work-related reasons

3. Evaluation and/or work environment measurements may include but are not limited to:	3.1 Health Audit 3.2 Safety Audit 3.3 Work Safety and Health Evaluation 3.4 Work Environment Measurements of Physical and Chemical Hazards
4. OSH issues and/or concerns may include but are not limited to:	4.1 Workers' experience/observance on presence of work hazards 4.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks) 4.3 Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines
5. Prevention and control measures may include but are not limited to:	5.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 5.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 5.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 5.4 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule) 5.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 5.6 Use personal protective equipment 5.7 Safety, Health and Work Environment Evaluation 5.8 Periodic and/or special medical examinations of workers
6. Safety gears /PPE (Personal Protective Equipments) may include but are not limited to:	6.1 Arm/Hand guard, gloves 6.2 Eye protection (goggles, shield) 6.3 Hearing protection (ear muffs, ear plugs) 6.4 Hair Net/cap/bonnet 6.5 Hard hat 6.6 Face protection (mask, shield) 6.7 Apron/Gown/coverall/jump suit 6.8 Anti-static suits 6.9 High-visibility reflective vest

7. Appropriate risk controls	Appropriate risk controls in order of impact are as follows: 7.1 Eliminate the hazard altogether (i.e., get rid of the dangerous machine) 7.2 Isolate the hazard from anyone who could be harmed (i.e., keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 7.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 7.4 Use administrative controls to reduce the risk (i.e., train workers how to use equipment safely; train workers about the risks of harassment; issue signage) 7.5 Use engineering controls to reduce the risk (i.e., attach guards to the machine to protect users) 7.6 Use personal protective equipment (i.e., wear gloves and goggles when using the machine)
8. Contingency measures may include but are not limited to:	8.1 Evacuation 8.2 Isolation 8.3 Decontamination 8.4 (Calling designed) emergency personnel
9. Emergency procedures may include but are not limited to:	9.1 Fire drill 9.2 Earthquake drill 9.3 Basic life support/CPR 9.4 First aid 9.5 Spillage control 9.6 Decontamination of chemical and toxic 9.7 Disaster preparedness/management 9.8 se of fire-extinguisher
10. Incidents and emergencies may include but are not limited to:	10.1 Chemical spills 10.2 Equipment/vehicle accidents 10.3 Explosion 10.4 Fire 10.5 Gas leak 10.6 Injury to personnel 10.7 Structural collapse 10.8 Toxic and/or flammable vapours emission.

11. OSH-related Records may include but are not limited to:	11.1 Medical/Health records 11.2 Incident/accident reports 11.3 Sickness notifications/sick leave application 11.4 OSH-related trainings obtained
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Skills on preliminary identification of workplace hazards/risks
- Knowledge management
- Critical thinking skills
- Observation skills
- Coordinating skills
- Communication skills
- Interpersonal skills
- Troubleshooting skills
- Presentation skills
- Training skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- General OSH Principles
- Occupational hazards/risks recognition
- OSH organizations providing services on OSH evaluation and/or work environment measurements (WEM)
- National OSH regulations; company OSH policies and protocols
- Systematic gathering of OSH issues and concerns
- General OSH principles
- National OSH regulations
- Company OSH and recording protocols, procedures and policies/guidelines
- Training and/or counselling methodologies and strategies

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identifies hazards/risks in the workplace and/or its indicators 1.2 Requests for evaluation and/or work environment measurements of OSH hazards/risk in the workplace 1.3 Gathers OSH issues and/or concerns raised by workers 1.4 Identifies and implements prevention and control measures, including use of PPE (personal protective equipment) for specific hazards 1.5 Recommends appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered 1.6 Establish contingency measures, including emergency procedures in accordance with organization procedures 1.7 Provides information to work team about company OSH program, procedures and policies/guidelines 1.8 Participates in the implementation of OSH procedures and policies/guidelines 1.9 Trains and advises team members on OSH standards and procedures 1.10 Implements procedures for maintaining OSH-related records
2. Resource Implications	The following resources should be provided: 2.1 Workplace or assessment location 2.2 OSH personal records 2.3 PPE 2.4 Health records
3. Methods of Assessment	Competency may be assessed through: 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation 3.4 Observation/Demonstration and oral questioning
4. Context of Assessment	Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
5. Guidance information for	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

assessment	
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COMMON UNITS OF COMPETENCY

MANAGE DESIGN AND CONSTRUCTION OF GARMENTS

UNIT CODE: FAS/OS/FD/CC/01/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of garments. It involves planning for design and construction of garments, designing, sketching and illustrating selected garments, constructing and cutting the garment patterns pieces. It also entails laying and cutting garment pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of garments	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified and obtained based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are identified, obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements

	as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected garments	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected garments	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Construct selected garment patterns pieces	4.1 Pattern construction tools and equipment are identified and gathered based on standard operating procedures. 4.2 Pattern construction products and supplies are identified and obtained based on job requirements. 4.3 Basic block patterns are drafted based on garment production standards. 4.4 Basic garment pattern pieces are developed based on garment illustration. 4.5 Pattern pieces are cut as per standard operating procedures. 4.6 Garment pattern pieces are graded based on sizing standards and client specifications.
5. Lay the garment	5.1 Laying and cutting tools and equipment are identified and

pattern pieces on fabric and cut	gathered based on standard operating procedures. 5.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 5.3 Pattern pieces are laid on fabric based on fabric and garment design. 5.4 Garment pieces are cut in accordance with pattern pieces layout. 5.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
6. Construct and finish the garment	6.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 6.2 Garment construction products and supplies are identified and obtained based on job requirements. 6.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 6.4 Garment finishing is done based on illustrated garment design and workplace policy.
7. Accessorize and package the garment	7.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 7.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 7.3 Method of garment accessorizing is selected based on illustrated garment design. 7.4 Garment is accessorized based on illustrated design as per standard operating procedures. 7.5 Garment is packaged as per workplace policy.
8. Display the garment	8.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 8.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 8.3 Garment display area is identified and prepared as per workplace policy. 8.4 Garment is displayed as per workplace policy.
9. Develop a fashion design portfolio	9.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 9.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy.

	9.3 Fashion design portfolio is developed as per standard operating procedure.
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Garment design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Computer • Camera • USB drive • Compact discs • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Production tasks may include but not limited to:	• Skirts design and construction • Blouse design and construction • Dresses design and construction • Trousers design and construction	• Jackets design and construction • Coats design and construction • Dungaree design and construction • Jump suit design and construction
3. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
4. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes

5. Garment design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
6. Basic block patterns may include but not limited to:	• Tailored skirt • Easy fitting bodice • Close fitting bodice • Easy fitting trouser • Close fitting/ jeans • Classic trouser • Tailored jacket	• One-piece sleeve • Two-piece sleeve • One-piece dress • Two-piece dress • Classic shirt • Overgarment

7. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke • Panels • Pleat backing • Tabs • Dress •	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Jackets • Frills • Ties • Gussets • Hood
8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of garment accessorizing may include but not limited to:	• Beading • Patchwork • Embroidery • Assorted head gear	• Assorted foot wear • Assorted belts • Assorted bows • Assorted motifs

11. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing

- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management
- Photography

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately.
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	1 .4Identified production tasks appropriately. 1 .5Set production targets and developed production schedules appropriately. 1 .6Observed occupational safety and health requirements appropriately. 1 .7Developed production standard operating procedures appropriately. 1 .8Identified PPEs and used them appropriately. 1 .9Consulted client and recorded specification accurately. 1 .10 Designed, sketched and illustrated garment design accurately. 1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .12 Laid and cut garment pattern pieces appropriately. 1 .13 Transferred pattern markings accurately. 1 .14 Stitched and finished garment accurately and appropriately. 1 .15 Accessorized, packaged and displayed the garment appropriately. 1 .16 Developed a fashion design portfolio appropriately.
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for	Holistic assessment with related units of competency in the sector is recommended.

assessment	
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MANAGE DESIGN AND DECORATION OF FABRICS

UNIT CODE: FAS/OS/FD/CC/02/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and decoration of fabric. It involves planning for design and decoration of fabrics, designing, sketching and illustrating the fabric design. It also entails applying the design on the fabric and finishing the fabric.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and decoration of fabrics	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and method of decoration. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per <i>legal requirements.</i>

	1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected fabric décor design	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected fabric décor design	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Decorate the selected fabric	4.1 Fabric decoration tools and equipment are identified and gathered based on selected method as per standard operating procedures. 4.2 Fabric decoration products and supplies are identified and obtained based on job requirements. 4.3 Fabric décor templates are developed based on illustrated design. 4.4 Fabric décor templates are cut based on selected method as per standard operating procedures. 4.5 Fabric is prepared for decoration based on selected method as per standard operating procedures. 4.6 Fabric is decorated based on illustration as per standard operating procedures.
5. Finish the fabric	5.1 Finishing tools and equipment are identified and gathered based on method as per standard operating procedures. 5.2 Finishing products and supplies are identified and obtained based on method of finishing as per standard operating procedures.
6. Package and	6.1 Tools and equipment for fabric packaging and displaying are

display the decorated fabric	identified and gathered based on workplace policy. 6.2 Products and supplies for packaging and display are identified and obtained based on workplace policy. 6.3 Decorated fabric is packaged as per workplace policy. 6.4 Fabric display area is identified and prepared as per workplace policy. 6.5 Decorated fabric is displayed as per workplace policy.
7. Develop a fashion design portfolio	7.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 7.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 7.3 Fabric design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Fabric decoration tools and equipment may include but not limited to:	• Assorted basins/buckets • Assorted embroidery machines • Assorted heaters/stoves • Assorted measuring tools • Assorted spoons • Assorted sprayers • Assorted sufurias • Basin • Camera • USB drive • Compact discs • Computer • Assorted pattern blocks • Cutting table • Display boards • Embroidery hoop • Hammer • Iron • Ironing board • Mannequin • Measuring jars	• Metre ruler • Mirror • NT cutters • Scissors • Screen frame • Sharpeners • Shelves • Squeegee • Staple gun • Tape measure • Thread trimmer • Tjanting • Tracing wheel • Wood carver/knife • Working surfaces
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2. Fabric decoration products, materials and supplies may include but not limited to:	• Assorted binders • Assorted bleaches • Assorted brushes • Assorted dyes • Assorted fabrics • Assorted needles • Assorted painting pastes • Assorted paper • Assorted pegs/clips • Assorted PPE items • Assorted sprays/color • Assorted threads • Assorted tracing paper • Assorted wax • Bulbs • Card boards • Caustic soda • Colored pencils • Crayons • Dressmakers' pins • Embossed papers • Eraser • Erasers • Fibre pens • Film • Foam/sponges • Gas/charcoal/electricity • Gloss paper	• Gloss papers • Milk • Nails • Pastels • Pencils ○ H ○ HB ○ 2B ○ 2H ○ 4B ○ 4H • Photo coat • Polythene paper • Potatoes • Salt • Sand • Screens • Silk • Sketching pads • Sodium hydro sulphate • Soft wood • Sponge • Staples • Starch • Tracing papers • Twine thread/rubber bands • Water • Water colors
3. Fabric decoration tasks may include but not limited to:	• Tie and dye • Bleach work • Screen printing • Free hand painting	• Batik • Embroidery • Block printing • Stencil printing

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Safety shoes • Gloves
6. Decorated fabric finishing methods may include but not limited to:	• Ironing • Colour fasting • Starching • Trimming	•
7. Decorated fabric display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Wall • Table

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fabric decoration
- Principles of management
- Fibres and fabrics

- Principles of fabric decoration
- Practices in fabric decoration
- Fabric Finishing
- Fashion marketing
- Creativity and innovation in fabric decoration
- Fabric decoration tools and equipment
- Fabric decoration products and supplies
- Ethical issues in fabric decoration
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Observed occupational safety and health requirements appropriately. 1 .6Developed production standard operating procedures appropriately. 1 .7Identified PPEs and used them appropriately. 1 .8Consulted client and recorded specification accurately. 1 .9Designed, sketched and illustrated design accurately. 1 .10 Identified fabric design appropriately. 1 .11 Laid and cut fabric pieces accordingly. 1 .12 Transferred fabric design accordingly. 1 .13 Finished the fabric appropriately.
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	1 .14 Packaged and displayed the fabric appropriately. 1 .15 Developed portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF ACCESSORIES

UNIT CODE: FAS/OS/FD/CC/03/6

UNIT DESCRIPTION

This unit covers the competencies required to manage the design and construction of accessories. It involves planning for design and construction of accessories, designing, sketching and illustrating selected accessories, constructing and cutting accessory patterns. It also entails laying and cutting accessory pieces and constructing, finishing and displaying the accessory.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of accessories	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and accessory design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per <i>legal</i>

	requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected accessory	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected accessory	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Construct selected accessory patterns	4.1 Pattern construction tools and equipment are identified and gathered based on standard operating procedures. 4.2 Pattern construction products and supplies are identified and obtained based on job requirements. 4.3 Accessory pattern pieces are developed based on accessory illustration. 4.4 Pattern pieces are cut as per standard operating procedures.
5. Lay the accessory patterns on fabric and cut	5.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 5.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 5.3 Pattern pieces are laid on fabric based on fabric and accessory design. 5.4 Accessory pieces are cut in accordance with pattern pieces layout. 5.5 Pattern markings are transferred to the accessory pieces as per standard operating procedures.
6. Construct and	6.1 Accessory construction tools and equipment are identified and

finish the accessory	gathered based on standard operating procedures. 6.2 Accessory construction products and supplies are identified and obtained based on job requirements. 6.3 Accessory pieces are stitched as per illustrated accessory design and standard operating procedures. 6.4 Accessory finishing is done based on illustrated accessory design and workplace policy.
7. Accessorize and package the accessory	7.1 Tools and equipment for accessorizing the accessory are identified and gathered based on illustrated design. 7.2 Products and supplies for accessorizing the accessory are identified and obtained based on illustrated accessory design. 7.3 Method of accessorizing the accessory is selected based on illustrated accessory design. 7.4 The accessory is accessorized based on illustrated design as per standard operating procedures. 7.5 6.5 The accessory is packaged as per workplace policy.
8. Display the accessory	8.1 Tools and equipment for accessory display are identified and gathered based on workplace policy. 8.2 Products and supplies for accessory display are identified, selected and obtained based on workplace policy. 8.3 Accessory display area is identified and prepared as per workplace policy. 8.4 The accessory is displayed as per workplace policy.
9. Develop an accessory portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Accessory portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Accessory tools and equipment may include but not limited to:	• 30 cm ruler • A metre ruler • Accessory stands • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted machines • Assorted scissors • Assorted sewing machines • Cutting machines • Cutting shears • Camera • USB drive • Compact discs • Cutting table • Display boards • Dressmakers pins • Embroidery hoops • French curve • Hip curves • Ironing boards • Mallet • Mannequin • Measuring scale • Mirror	• Nozzles • Paper scissors • Pin cushion • Pliers • Tweezer • Press magic • Punch • Safety pins • Seam ripper • Seam turners • Set squares • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-squares • Tweezer • Weights • Working surface
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2. Accessorizing materials and supplies may include but not limited to:	• Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted foam/waddings • Assorted glue • Assorted interfacing • Assorted iron-on • Assorted knitting threads • Assorted laces • Assorted lining • Assorted needles • Assorted packing cases • Assorted pins • Assorted PPE items • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted stitching threads • Beads • Beltings • Brown paper • Bulbs • Charcoal • Colored pencils • Computer • Crayons • Dressmakers tracing paper • Dressmakers' pins • Elastic • Erasers • Eyelets/rivets	• Fabric glue • Fibre pens • Hangers • Hard pencils ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ H ○ HB • Hooks and eyes • Pastels • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sharpeners • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Working surfaces • Zips
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3. Production tasks may include but not limited to:	• Sketching • Illustrating • Designing • Laying • Cutting • Stitching • Finishing • Packaging • displaying	• Beading • Patch work • Embroidery
4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Accessory pattern pieces may include but not limited to:	• Facings • Yoke • Panels • Gusset • Belt • Bow • Tie	• Frills • Pockets • Flaps • Straps • Bands • Cummer band • Scarf
7. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale

8. Accessory finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking • Eyeleting • Press studding	• Edge stitching • Button holing • Button fixing • Trimming
9. Methods of accessorizing may include but not limited to:	• Beadwork • Patchwork • Embroidery • Motifs • Knotting	• Tying • Stitching • Pinning • Braiding • Wrapping • Twisting/coiling
10. Accessory display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror •

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of accessory designing
- Principles of management
- Fibres and fabrics

- Principles of accessory designing and construction
- Practices in accessory designing and construction
- Accessory Finishing
- Accessory marketing
- Creativity and innovation in accessory designing
- Sewing machine operation
- accessory making tools and equipment
- accessory making products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Observed occupational safety and health requirements appropriately. 1 .6Developed production standard operating procedures appropriately. 1 .7Identified PPEs and used them appropriately. 1 .8Consulted client and recorded specification accurately. 1 .9Designed, sketched and illustrated the accessory design appropriately. 1 .10 Constructed the accessory pieces appropriately. 1 .11 Finished accessory pieces accurately and appropriately.
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	1 .12 Packaged and displayed the accessory pieces appropriately. 1 .13 Accessory portfolio is developed appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE FASHION DESIGN STUDIO

UNIT CODE: FAS/OS/FD/CC/04/6

UNIT DESCRIPTION

This unit covers the competencies required to manage a fashion design studio. It involves planning and organizing fashion design studio operations, controlling and coordinating studio operations, managing studio staff, products sales and marketing.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function .	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Plan and organize fashion design studio operations	1 .1 Regulations for starting and operating a fashion design studio are identified and adhered to as per legal requirements. 1 .2 Organization's operational resources are identified and their availability secured as per workplace policy. 1 .3 Budget estimates are prepared based on the organizations operations. 1 .4 Organizational structure is developed based on operations of the organization. 1 .5 Operational resources are allocated based on the organization structure and activities. 1 .6 Staff is recruited based on the organization structure and strategic objectives. 1 .7 Staff is allocated duties based on their competences and job description. 1 .8 Workplace policies are developed based on the strategic objectives of the organization. 1 .9 Organization's standard operating procedures are developed and disseminated as per workplace policy.
2. Manage fashion design studio staff	2 .1 Inexperienced staff is oriented and inducted as per workplace policy. 2 .2 Staff performance targets are set based on organization's objective. 2 .3 Staff supervision procedures are established as per workplace

	policy. 2 .4 Staff performance is evaluated based on set targets and the organizations policy. 2 .5 Staff records are maintained and updated as per workplace policy. 2 .6 Staff adherence to standard operating procedures is monitored as per workplace policy. 2 .7 Staff capacity building program is developed and established based organization's needs and workplace policy. 2 .8 Staff is motivated and reprimanded based on workplace policy.
3. Coordinate and oversee fashion design studio operations	3.1 Leadership is provided based on situational needs. 3.2 Operational products and supplies are acquired and stored as per workplace policy and manufacturer's instructions. 3.3 Operational tools and equipment are acquired and stored as per workplace policy and manufacturer's instructions. 3.4 Operational tools and equipment are used and maintained as per workplace policy and manufacturer's instructions. 3.5 Fashion design processes and procedures are adhered to as per workplace policy. 3.6 Operations are documented as per workplace policy and legal requirements. 3.7 Operations reports are prepared as per workplace policy. 3.8 Operational risks are identified and mitigation measures put in place as per workplace policy.
4. Control fashion design studio operations	4.1 Control mechanisms are developed as per workplace policy. 4.2 Control mechanisms are implemented as per workplace policy. 4.3 Adherence to control mechanisms is monitored as per workplace policy. 4.4 Control mechanism are evaluated and reviewed based on the objectives of the organization. 4.5 Revenue performance of the fashion design studio is monitored based on organizational objectives.
5. Manage fashion studio products sales and marketing	5.1 Market research is conducted based on principles of marketing. 5.2 Marketing strategy is developed and implemented based on research findings. 5.3 Fashion studio products are priced, placed, positioned and promoted based on marketing strategy.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Range	Variables
1. Operational resources may include but not limited to:	• Human • Financial • Infrastructural
2. Budget estimates may include but not limited to:	• Revenues estimates • Expenditure estimates
3. Legal requirements may include but not limited to:	▪ OSH Act 2007 ▪ Public health Act Cap 242 ▪ NEMA regulations ▪ EMCA 1999 ▪ County by-laws ▪ Labour laws ▪ KRA act
4. Fashion studio products may include but not limited to:	▪ Ladies' garments ▪ Gents' garments ▪ Children's wear ▪ Bridal wear ▪ Sportswear ▪ Uniform ▪ Lingerie ▪ Bags ▪ Accessories ▪ Shoes ▪ Decorated fabrics ▪ Millinery

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Administrative
- Communication
- Interpersonal
- Negotiation
- Analytical
- Risk assessment
- Evaluation
- Monitoring
- Decision making
- Problem solving
- Accountability
- Time management

Required Knowledge

The individual needs to demonstrate knowledge of:

- Business operational resources
- Development of standard operating procedures
- Staff management and remuneration
- Legal framework for business enterprises
- Principles of administration and management
- Budgeting
- Principles of accounting
- Principles of purchasing
- Storage of goods
- Stock control
- Standard operating procedures
- Operations control mechanisms
- Record keeping
- Performance management
- Risk and risk assessment

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1 .1 Demonstrated knowledge of the regulations on starting and operating a business enterprise. 1 .2 Identified and secured availability of hairdressing unit operational resources. 1 .3 Developed fashion design studio organizational structure. 1 .4 Allocated duties and operational resources appropriately. 1 .5 Established and implemented staff remuneration policy. 1 .6 Developed and implemented workplace policies for the unit. 1 .7 Developed and implemented standard operating procedures. 1 .8 Oriented and inducted fresh staff appropriately. 1 .9 Set performance targets and established supervision protocols. 1 .10 Demonstrated knowledge of staff performance measurement and appraisal. 1 .11 Maintained organization's records appropriately. 1 .12 Monitored staff adherence to standard operating procedures. 1 .13 Established and implemented staff capacity building program. 1 .14 Demonstrated understanding of leadership concepts. 1 .15 Demonstrated understanding of staff motivation and sanctions. 1 .16 Demonstrated understanding of business risk assessment and mitigation. 1 .17 Prepared and documented reports. 1 .18 Established and monitored operations control mechanisms. 1 .19 Demonstrated understanding of control mechanisms. 1 .20 Monitored fashion design studio business revenue performance appropriately.
2. Resource Implications	The following resources must be provided: • A functional fashion design studio
3. Methods of Assessment	Competency may be assessed through: 3.1 Written test

	3.2 Observation 3.3 Oral questioning 3.4 Interview 3.5 Project 3.6 Portfolio 3.7 Third party report
4. Context of Assessment	Assessment could be conducted: 4.1 On-the-job 4.2 Off-the-job 4.3 During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units in the sector is recommended.

CORE UNITS OF COMPETENCY

MANAGE DESIGN AND CONSTRUCTION OF LADIES' WEAR

UNIT CODE: FAS/OS/FD/CR/01/6

UNIT DESCRIPTION

This unit covers the competencies required to manage the design and construction of ladies' wear. It involves planning for design and construction of ladies' wear, designing, sketching and illustrating selected ladies' garments, constructing and cutting the garment patterns. It also entails laying and cutting garment pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of ladies' wear	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified and obtained based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are identified, obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers'

	requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected ladies' garment	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected ladies' garments	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the garment	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and

	standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.
6. Accessorize and package the garment	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the garment	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Ladies' wear design and construction tools and equipment may include but not limited to:	• 30 cm rulers • Metre rules • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • USB drive • Compact discs • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Ladies' wear design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Skirts design and construction • Blouse design and construction • Dresses design and construction • Trousers design and construction	• Jackets design and construction • Coats design and construction • Dungaree design and construction • Jump suit design and construction

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Basic block patterns may include but not limited to:	• Tailored skirt • Easy fitting bodice • Close fitting bodice • Easy fitting trouser • Close fitting/ jeans • Classic trouser • Tailored jacket	• One-piece sleeve • Two-piece sleeve • One-piece dress • Two-piece dress • Classic shirt • Overgarment
7. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke • Panels • Pleat backing • Tabs • Dress •	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Jackets • Frills • Ties • Gussets • Hood

8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of garment accessorizing may include but not limited to:	• Beading • Patchwork • Embroidery • Assorted head gear	• Assorted foot wear • Assorted belts • Assorted bows • Assorted motifs
11. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design

- Principles of management
- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Set production targets and developed production schedules appropriately. 1 .6Observed occupational safety and health requirements appropriately. 1 .7Developed production standard operating procedures appropriately. 1 .8Identified PPEs and used them appropriately.
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	1 .9 Consulted client and recorded specification accurately. 1 .10 Designed, sketched and illustrated garment design accurately. 1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .12 Laid and cut garment pattern pieces appropriately. 1 .13 Transferred pattern markings accurately. 1 .14 Stitched and finished garment accurately and appropriately. 1 .15 Accessorized, packaged and displayed the garment appropriately. 1 .16 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF GENTS' WEAR

UNIT CODE: FAS/OS/FD/CR/02/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of gents' wear. It involves planning for design and construction of gents' wear, designing, sketching and illustrating selected gents' garments, constructing and cutting the garment patterns. It also entails laying and cutting garment pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of gents' wear	1 .1Production standards are set based on organization objectives. 1 .2 Production tools and equipment are identified based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 Production materials and supplies are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 Production tasks are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets.

	1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected gents' garments	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected gents' garments	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment patterns pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the garment	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.

6. Accessorize and package the garment	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the garment	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Garment design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Camera • USB drive • Compact discs • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Garment design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Basic block patterns may include but not limited to:	• Classic shirt • Casual shirt • Slimline shirt • Classic suit jacket • Basic overgarment • Easy fitting overgarment • Pyjama • Basic jeans • T-shirt	• One-piece sleeve • Two-piece sleeve • Basic jacket • Tailored shirt • Classic trouser • Classic easy fitting suit jacket • Classic waist coat • Overgarment jersey
7. Garment pattern pieces may include but not limited to:	• Shirt • Trouser • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Hoods • Panels • Tabs

8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of garment accessorizing may include but not limited to:	• Beading • Patchwork • Embroidery • Add-on accessories (belt, hat, bow) • Iron-on accessories (motif)	•
11. Garment display areas may include but not limited to:	• Window • Shelves • Display boards •	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation

- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health

- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1 Identified and obtained production tools and equipment appropriately. 1 .2 Checked for serviceability and sufficiency of production tools and equipment. 1 .3 Identified, obtained and allocated production materials and supplies appropriately. 1 .4 Identified production tasks appropriately. 1 .5 Set production targets and developed production schedules appropriately. 1 .6 Observed occupational safety and health requirements appropriately. 1 .7 Developed production standard operating procedures appropriately. 1 .8 Identified PPEs and used them appropriately. 1 .9 Consulted client and recorded specification accurately. 1 .10 Designed, sketched and illustrated garment design accurately. 1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .12 Laid and cut garment pattern pieces appropriately. 1 .13 Transferred pattern markings accurately. 1 .14 Stitched and finished garment accurately and appropriately. 1 .15 Accessorized, packaged and displayed the garment appropriately. 1 .16 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.

3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF CHILDREN'S WEAR

UNIT CODE: FAS/OS/FD/CR/03/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of children's wear. It involves planning for design and construction of children's wear, designing, sketching and illustrating selected children's garments, constructing and cutting the garment pattern pieces. It also entails laying and cutting garment pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of children's wear	Production standards are set based on organization objectives. <i>Production tools and equipment</i> are identified based on fabric and garment design. Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. Staff is identified, and duties allocated based on their competencies. New staff is oriented to the organization and the job requirements as per workplace policy. Production targets are set based on customers' requirements/orders. Production schedules are developed based on production targets. Occupational safety and health are observed as per <i>legal requirements</i> . Production standard operating procedures are developed as per

	workplace policy.
2. Sketch and illustrate selected children's garments	2.1 PPEs are identified and used as per legal requirements. 2.2 Sketching tools and equipment are identified and gathered based on standard operating procedures. 2.3 Client consultation is done as per workplace policy. 2.4 Clients specifications are recorded as per workplace policy. 2.5 Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected children's garments	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the garment	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.
6. Accessorize and package the	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design.

garment	6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the garment	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Garment design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Camera • USB drive • Compact discs • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Garment design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes

6. Basic block patterns may include but not limited to:	• Baby wear ○ Flat jersey body block ○ Flat woven fabric body block ○ Flat over garment ○ Kimono ○ Flat trouser ○ Baby sleep suit	• Children's wear ○ Flat body block ○ Flat shirt ○ Flat sleeveless body block ○ Flat over garment ○ Kimono ○ T-shirt ○ Knit wear ○ Jeans ○ Flat trouser ○ Flat underwear ○ Classic dress ○ Formal coat ○ Classic over garment ○ Classic blazer ○ One-piece sleeve ○ Two-piece sleeve ○ Classic shirt ○ Skirt ○ Classic trouser
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7. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke • Panels • Pleat backing • Tabs	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Jackets • Frills
8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of garment accessorizing may include but not limited to:	• Beading • • • Patchwork • Embroidery • Add-on accessories (belt, hat, bow) • Iron-on accessories (motif)	

11. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Set production targets and developed production schedules appropriately.
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	1.6 Observed occupational safety and health requirements appropriately. 1.7 Developed production standard operating procedures appropriately. 1.8 Identified PPEs and used them appropriately. 1.9 Consulted client and recorded specification accurately. 1.10 Designed, sketched and illustrated garment design accurately. 1.11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1.12 Laid and cut garment pattern pieces appropriately. 1.13 Transferred pattern markings accurately. 1.14 Stitched and finished garment accurately and appropriately. 1.15 Accessorized, packaged and displayed the garment appropriately. 1.16 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF UNIFORMS

UNIT CODE: FAS/OS/FD/CR/04/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of uniforms. It involves planning for design and construction of uniforms, designing, sketching and illustrating selected uniforms, constructing and cutting the garment pattern pieces. It also entails laying and cutting garment pattern pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of uniforms	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders.

	1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected uniforms	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected uniforms	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the garment	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design

	and workplace policy.
6. Accessorize and package the garment	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the garment	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Uniform design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Camera • USB drive • Compact discs • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Uniform design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. PPEs may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Basic block patterns for ladies, gents, boys and girls may include but not limited to:	• Tailored skirt • Easy fitting bodice • Close fitting bodice • Easy fitting trouser • Close fitting/ jeans • Classic trouser • Tailored jacket/blazer • T-shirt	• Basic trouser • One-piece sleeve • Two-piece sleeve • One-piece dress • Two-piece dress • Classic shirt • Overgarment • Casual shirt
7. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke • Panels • Pleat backing • Tabs • T-shirt	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Jackets • Frills • Shirt

8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Methods of garment accessorizing may include but not limited to:	• Beading • Patchwork • Embroidery • Assorted head gear • Assorted foot wear • Assorted bows • Assorted belts	• Knotting • Braiding • Pinning • Twisting/coiling • Tying • Iron-on accessories (motif)
11. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography
-

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management

- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Set production targets and developed production schedules appropriately. 1 .6Observed occupational safety and health requirements appropriately. 1 .7Developed production standard operating procedures appropriately. 1 .8Identified PPEs and used them appropriately. 1 .9Consulted client and recorded specification accurately.
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	1 .10 Designed, sketched and illustrated garment design accurately. 1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .12 Laid and cut garment pattern pieces appropriately. 1 .13 Transferred pattern markings accurately. 1 .14 Stitched and finished garment accurately and appropriately. 1 .15 Accessorized, packaged and displayed the garment appropriately. 1 .16 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF SPORTS WEAR

UNIT CODE: FAS/OS/FD/CR/05/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of sports wear. It involves planning for design and construction of sportswear, designing, sketching and illustrating selected sportswear, constructing and cutting the garment patterns. It also entails laying and cutting garment pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of sportswear	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets.

	1 .10 Occupational safety and health are observed as per legal requirements. Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected sports wear	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected sports wear	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment patterns on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the sportswear	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.

6. Accessorize and package the sportswear	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the sportswear	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Sportswear design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • USB drive • Compact discs • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Sportswear design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Sportswear production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Basic block patterns may include but not limited to:	• Flat trouser • Flat shirt & overgarment • T-shirt & overgarment jersey • Flat kimono • Classic trouser • Two-piece trouser • Anorak	• One-piece sleeve • Basic overgarment • One-piece dress • Two-piece dress • Tailored skirt • Close fitting trouser
7. Sportswear pattern pieces may include but not limited to:	• Bodice • Skirt • shirt • Sleeve • Pockets • Cuffs • Facings • Yoke • Panels • Pleat backing • Shorts • Hoods	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Godets • Trouser • Frills • Tabs • T-shirt • Dress

8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Sportswear finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of sportswear accessorizing may include but not limited to:	• Patchwork • Embroidery • Iron-on accessories (motifs)	• Assorted head gear • Assorted footwear • Assorted bows • Assorted belts
11. Sportswear display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics

- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks and developed organizational structure. 1 .5Identified staff and allocated duties appropriately. 1 .6Oriented new staff to the organization appropriately. 1 .7Set production targets and developed production schedules appropriately. 1 .8Observed occupational safety and health requirements appropriately. 1 .9Developed production standard operating procedures appropriately.
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	1 .10 Identified PPEs and used them appropriately. 1 .11 Consulted client and recorded specification accurately. 1 .12 Designed, sketched and illustrated garment design accurately. 1 .13 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .14 Laid and cut garment pattern pieces appropriately. 1 .15 Transferred pattern markings accurately. 1 .16 Stitched and finished garment accurately and appropriately. 1.17 Accessorized, packaged and displayed the garment appropriately. 1.18 developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF BRIDAL WEAR

UNIT CODE: FAS/OS/FD/CR/06/6

UNIT DESCRIPTION

This unit covers the competencies required to manage the design and construction of bridal wear. It involves planning for design and construction of bridal wear, designing, sketching and illustrating selected bridal wear, constructing and cutting the garment pattern pieces. It also entails laying and cutting garment pattern pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of bridal wear	1 .1Production standards are set based on organization objectives. 1 .2 Production tools and equipment are identified based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 Production materials and supplies are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 Production tasks are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers'

	requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected bridal wear	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected bridal wear	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the bridal wear	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and

	standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.
6. Accessorize and package the bridal wear	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the bridal wear	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Bridal wear design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Camera • USB drive • Compact discs • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Garment design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Pattern construction tools and equipment may include but not limited to:	• T squares • Tracing wheel • Paper scissors • French curves • Set squares • A metre ruler • Measuring scale • 30 cm ruler	• Tape measure • Hip curves • Dressmakers pins • Working surface
7. Basic block patterns may include but not limited to:	• Tailored skirt • Easy fitting bodice • Close fitting bodice • Easy fitting trouser • Classic trouser	• One-piece sleeve • One-piece dress • Two-piece dress • Overgarment

8. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Facings • Yoke • Panels • Pleat backing • Tabs	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Frills
9. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
10. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming
11. Method of garment accessorizing may include but not limited to:	• Beadwork • Patchwork • Embroidery • Iron-on accessories (motifs)	• Assorted head gear • Assorted footwear • Assorted bows • Assorted belts

12. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror
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REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics

- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks and developed organizational structure. 1 .5Identified staff and allocated duties appropriately. 1 .6Oriented new staff to the organization appropriately. 1 .7Set production targets and developed production schedules appropriately. 1 .8Observed occupational safety and health requirements appropriately. 1 .9Developed production standard operating procedures appropriately.
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	1 .10 Identified PPEs and used them appropriately. 1 .11 Consulted client and recorded specification accurately. 1 .12 Designed, sketched and illustrated garment design accurately. 1 .13 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .14 Laid and cut garment pattern pieces appropriately. 1 .15 Transferred pattern markings accurately. 1 .16 Stitched and finished garment accurately and appropriately. 1 .17 Accessorized, packaged and displayed the garment appropriately. 1 .18 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF LINGERIE

UNIT CODE: FAS/OS/FD/CR/07/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of lingerie. It involves planning for design and construction of lingerie, designing, sketching and illustrating selected lingerie, constructing and cutting the garment pattern pieces. It also entails laying and cutting garment pattern pieces, constructing the garment, finishing, accessorizing and displaying the garment.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of lingerie	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and garment design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets.

	1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected lingerie	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected lingerie	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the garment pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and garment design. 4.4 Garment pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the garment pieces as per standard operating procedures.
5. Construct and finish the garment	5.1 Garment construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Garment construction products and supplies are identified and obtained based on job requirements. 5.3 Garment pieces are stitched as per illustrated garment design and standard operating procedures. 5.4 Garment finishing is done based on illustrated garment design and workplace policy.

6. Accessorize and package the garment	6.1 Tools and equipment for garment accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for garment accessorizing are identified and obtained based on illustrated garment design. 6.3 Method of garment accessorizing is selected based on illustrated garment design. 6.4 Garment is accessorized based on illustrated design as per standard operating procedures. 6.5 Garment is packaged as per workplace policy.
7. Display the garment	7.1 Tools and equipment for garment display are identified and gathered based on workplace policy. 7.2 Products and supplies for garment display are identified, selected and obtained based on workplace policy. 7.3 Garment display area is identified and prepared as per workplace policy. 7.4 Garment is displayed as per workplace policy.
8. Develop a fashion design portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Fashion design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Lingerie design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • USB drive • Compact discs • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Lingerie design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted lace • Assorted lining • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. PPEs may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Pattern construction tools and equipment may include but not limited to:	• T-squares • Tracing wheel • Paper scissors • French curves • Set squares • A metre ruler • Measuring scale • 30 cm ruler	• Tape measure • Hip curves • Dressmakers pins • Working surface
7. Basic block patterns for ladies, gents, boys and girls may include but not limited to:	• Tailored skirt • Easy fitting bodice • Close fitting bodice • Easy fitting trouser • Close fitting/ jeans • T-shirt • Lingerie • Easy fitting knitted garment shapes	• Basic trouser • One-piece sleeve • One-piece dress • Two-piece dress • Overgarment • Casual shirt • Leggings • Body shaper • Jersey • Pajama

8. Garment pattern pieces may include but not limited to:	• Bodice • Skirt • Sleeve • Pockets • Cuffs • Welts • Facings • Yoke • Panels • Pleat backing • Tabs • T-shirt	• Pocket bags • Fly pieces • Collars and stands • Waist bands • Peplums • Flounces • Insets • Godets • Trouser • Jackets • Frills • Shirt
9. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
10. Garment finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking	• Edge stitching • Button holing • Button fixing • Trimming

11. Method of garment accessorizing may include but not limited to:	• Beading • Patchwork • Embroidery • Assorted head gear • Assorted foot wear • Assorted bows • Assorted belts	• Knotting • Braiding • Pinning • Twisting/coiling • Tying • Iron-on accessories (motif)
12. Garment display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of fashion design
- Principles of management
- Fibres and fabrics

- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design products and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Set production targets and developed production schedules appropriately. 1 .6Observed occupational safety and health requirements appropriately. 1 .7Developed production standard operating procedures appropriately. 1 .8Identified PPEs and used them appropriately. 1 .9Consulted client and recorded specification accurately. 1 .10 Designed, sketched and illustrated garment design
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	accurately. 1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately. 1 .12 Laid and cut garment pattern pieces appropriately. 1 .13 Transferred pattern markings accurately. 1 .14 Stitched and finished garment accurately and appropriately. 1 .15 Accessorized, packaged and displayed the garment appropriately. 1 .16 Developed fashion design portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF BAGS

UNIT CODE: FAS/OS/FD/CR/08/6

UNIT DESCRIPTION

This unit covers the competencies required to manage the design and construction of bags. It involves planning for design and construction of bags, designing, sketching and illustrating selected bags, constructing and cutting the bag pattern pieces. It also entails laying and cutting bag pattern pieces, constructing the bag, finishing, accessorizing and displaying the bag.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of bags	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and bag design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets.

	1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected bags	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected bags	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the bag pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and bag design. 4.4 Bag pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the bag pieces as per standard operating procedures.
5. Construct and finish the bag	5.1 Bag construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Bag construction products and supplies are identified and obtained based on job requirements. 5.3 Bag pieces are stitched as per illustrated bag design and standard operating procedures. 5.4 Bag finishing is done based on illustrated bag design and workplace policy.

6. Accessorize and package the bag	6.1 Tools and equipment for bag accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for bag accessorizing are identified and obtained based on illustrated bag design. 6.3 Method of bag accessorizing is selected based on illustrated bag design. 6.4 Bag is accessorized based on illustrated design as per standard operating procedures. 6.5 Bag is packaged as per workplace policy.
7. Display the bag	7.1 Tools and equipment for bag display are identified and gathered based on workplace policy. 7.2 Products and supplies for bag display are identified, selected and obtained based on workplace policy. 7.3 bag display area is identified and prepared as per workplace policy. 7.4 Bag is displayed as per workplace policy.
8. Develop bags portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Bags portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Bag design and construction tools and equipment may include but not limited to:	• 30 cm ruler • Metre rule • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • USB drive • Compact discs • Computer • Crocheting needles • Cutting shears • Cutting machines • Cutting table • Display boards • Dressmakers pins • Embroidery hoop • French curve • Hangers • Hip curve • Iron • Ironing board	• Knitting needles • Measuring scale • Mirror • Paper scissors • Pin cushion • Press magic • Safety pins • Seam ripper • Seam ripper • Seam turners • Set square • Sharpeners • Shelves • Sleeve board • Tape measure • Thimble • Thread trimmer • Tracing wheel • T-Square • Weights • Working surface
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2. Bag design materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted inter lining • Assorted interfacings • Assorted under linings • Assorted foam/waddings • Assorted lace • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Bag stand • Beads • Brown papers • Bulbs • Charcoal • Cobblers hammer • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Fabric glue • Fibre pens	• Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Pattern construction tools and equipment may include but not limited to:	• T squares • Tracing wheel • Paper scissors • French curves • Set squares • A metre ruler • Measuring scale • 30 cm ruler	• Tape measure • Hip curves • Dressmakers pins • Working surface
7. Bag pattern pieces may include but not limited to:	• Facings • Yoke • Panels • Tabs • Gusset • Straps	• Pocket bags • Insets • Frills • Base • Pockets • Flaps

8. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
9. Bag finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking • Eyeleting • Press studding	• Edge stitching • Button holing • Button fixing • Trimming
10. Method of bag accessorizing may include but not limited to:	• Beadwork • Patchwork • Embroidery • Iron-on accessories (motifs) • Knotting	• Tying • Stitching • Pining • Braiding • Wrapping • Twisting/coiling
11. Bag display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of bag design
- Principles of management
- Fibres and fabrics

- Principles of bag design and construction
- Practices in bag design and construction
- Principles of pattern construction
- Finishing and accessorising bags
- Bags marketing
- Creativity and innovation in bags design
- Sewing machine operation
- Bag design tools and equipment
- Bag design products and supplies
- Ethical issues in bag design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Observed occupational safety and health requirements appropriately. 1 .6Developed production standard operating procedures appropriately. 1 .7Identified PPEs and used them appropriately. 1 .8Consulted client and recorded specification accurately. 1 .9Designed, sketched and illustrated the bag design appropriately. 1 .10 Identified, developed, laid and cut the bag pattern
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	pieces appropriately. 1 .11 Transferred bag pattern markings accurately. 1 .12 Constructed the bag pieces appropriately. 1 .13 Finished the bag accurately and appropriately. 1 .14 Packaged and displayed the bag appropriately. 1 .15 Developed bag portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF MILLINERY

UNIT CODE: FAS/OS/FD/CR/09/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of millinery. It involves planning for design and construction of millinery, designing, sketching and illustrating selected millinery, constructing and cutting the millinery pattern pieces. It also entails laying and cutting millinery pattern pieces, constructing the millinery, finishing, accessorizing and displaying the millinery.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of millinery	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and millinery design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers'

	requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per legal requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected millinery	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected millinery	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the millinery pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and millinery design. 4.4 Millinery pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the millinery pieces as per standard operating procedures.
5. Construct and finish the millinery	5.1 Millinery construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Millinery construction products and supplies are identified and obtained based on job requirements. 5.3 Millinery pieces are stitched as per illustrated millinery design

	and standard operating procedures. 5.4 Millinery finishing is done based on illustrated millinery design and workplace policy.
6. Accessorize and package the millinery	6.1 Tools and equipment for millinery accessorizing are identified and gathered based on illustrated design. 6.2 Products and supplies for millinery accessorizing are identified and obtained based on illustrated millinery design. 6.3 Method of millinery accessorizing is selected based on illustrated millinery design. 6.4 Millinery is accessorized based on illustrated design as per standard operating procedures. 6.5 Millinery is packaged as per workplace policy.
7. Display the millinery	7.1 Tools and equipment for millinery display are identified and gathered based on workplace policy. 7.2 Products and supplies for millinery display are identified, selected and obtained based on workplace policy. 7.3 Millinery display area is identified and prepared as per workplace policy. 7.4 Millinery is displayed as per workplace policy.
8. Develop a millinery portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Millinery design portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Millinery design and construction tools and equipment may include but not limited to:	• 30 cm ruler • A metre ruler • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted machines • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • Compact discs • Computer • Crocheting needles • Cutting machines • Cutting shears • Cutting table • Display boards • Dressmakers pins • Embroidery hoops • French curves • Hammer • Hangers • Hip curves • Ironing board	• Knitting needles • Measuring scale • Mirror • Nozzles • Paper scissors • Pin cushion • Pliers • Press magic • Safety pins • Seam ripper • Seam turners • Set squares • Sharpeners • Shelves • Sleeve board • T squares • Tape measures • Thimble • Thread trimmer • Tracing wheel • Tweezer • USB drive • Weights • Working surface
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2. Millinery design and construction materials, products and supplies may include but not limited to:	• Assorted belts • Assorted bows • Assorted buttons • Assorted embroidery threads • Assorted fabrics • Assorted fabrics • Assorted head gear • Assorted inter lining • Assorted interfacing • Assorted laces • Assorted lining • Assorted pencils ○ 2B ○ 2H ○ 4B ○ 4B ○ 4H ○ 6H • Assorted ribbons • Assorted sewing threads • Assorted stiffeners • Assorted underlining • Beads • Brown papers • Bulbs • Charcoal • Colored pencils	• Crayons • Dress makers pins • Dressmakers tracing paper • Elastic • Erasers • Eyelets/rivets • Fabric glue • Fibre pens • Glue • Hooks and eyes • Pastels • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
3. Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Ironing/pressing • Accessorizing • Packaging • Displaying

4. Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
5. <i>PPEs</i> may include but not limited to:	• Apron • Dust coat • Face mask	• Thimble • Gloves • Low heeled closed shoes
6. Millinery pattern pieces may include but not limited to:	• Facings • Yoke • Panels • Tabs • Hood • Gusset	• Pocket bags • brims • Insets • Frills • Stand
7. Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
8. Millinery finishing methods may include but not limited to:	• Hemming • Ironing • Shell edging • Overlocking • Eyeleting • Press studding	• Edge stitching • Button holing • Button fixing • Trimming

9. Method of millinery accessorizing may include but not limited to:	• Beadwork • Patchwork • Embroidery • Iron-on accessories (motifs)	• Assorted belts • Assorted bows
10. Millinery display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of millinery design
- Principles of management
- Fibres and fabrics

- Principles of millinery design and construction
- Practices in millinery design and construction
- Principles of pattern construction
- Millinery Finishing
- Millinery marketing
- Creativity and innovation in millinery design
- Sewing machine operation
- Millinery design tools and equipment
- Millinery design products and supplies
- Ethical issues in millinery design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Observed occupational safety and health requirements appropriately. 1 .6Developed production standard operating procedures appropriately. 1 .7Identified PPEs and used them appropriately. 1 .8Consulted client and recorded specification accurately. 1 .9Designed, sketched and illustrated the millinery design appropriately. 1 .10 Identified, developed, laid and cut the millinery pattern
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	pieces appropriately. 1 .11 Transferred millinery pattern markings accurately. 1 .12 Constructed the millinery pieces appropriately. 1 .13 Finished the millinery accurately and appropriately. 1 .14 Packaged and displayed the millinery appropriately. 1 .15 Developed millinery portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

MANAGE DESIGN AND CONSTRUCTION OF SHOES

UNIT CODE: FAS/OS/FD/CR/10/6

UNIT DESCRIPTION

This unit covers the competencies required to manage design and construction of shoes. It involves planning for design and construction of shoes, designing, sketching and illustrating selected shoes, constructing and cutting the shoe pattern pieces. It also entails laying and cutting shoe pattern pieces, constructing the shoe, finishing, accessorizing and displaying the shoe.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of shoes	1 .1Production standards are set based on organization objectives. 1 .2 <i>Production tools and equipment</i> are identified based on fabric and shoe design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <i>Production materials and supplies</i> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <i>Production tasks</i> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per <i>legal</i>

	requirements. 1 .11 Production standard operating procedures are developed as per workplace policy.
2. Sketch and illustrate selected shoes	2 .1PPEs are identified and used as per legal requirements. 2 .2Sketching tools and equipment are identified and gathered based on standard operating procedures. 2 .3Client consultation is done as per workplace policy. 2 .4Clients specifications are recorded as per workplace policy. 2 .5Sketching and illustration products and supplies are identified and obtained based on job requirements.
3. Design selected shoes	3.1 Designing tools and equipment are identified and gathered based on standard operating procedures. 3.2 Designing products and supplies are identified and obtained based on job requirements. 3.3 Design is sketched based on clients' specifications/market preference. 3.4 Design is illustrated based on the sketch.
4. Lay the shoe pattern pieces on fabric and cut	4.1 Laying and cutting tools and equipment are identified and gathered based on standard operating procedures. 4.2 Laying and cutting products and supplies are identified and obtained based on job requirements. 4.3 Pattern pieces are laid on fabric based on fabric and shoe design. 4.4 Shoe pieces are cut in accordance with pattern pieces layout. 4.5 Pattern markings are transferred to the shoe pieces as per standard operating procedures.
5. Construct and finish the shoe	5.1 Shoe construction tools and equipment are identified and gathered based on standard operating procedures. 5.2 Shoe construction products and supplies are identified and obtained based on job requirements. 5.3 Shoe pieces are stitched as per illustrated shoe design and standard operating procedures. 5.4 Shoe finishing is done based on illustrated shoe design and workplace policy.
6. Accessorize and	6.1 Tools and equipment for shoe accessorizing are identified and gathered based on illustrated design.

package the shoes	6.2 Products and supplies for shoe accessorizing are identified and obtained based on illustrated bag design. 6.3 Method of shoe accessorizing is selected based on illustrated shoe design. 6.4 Shoes are accessorized based on illustrated design as per standard operating procedures. 6.5 Shoes are packaged as per workplace policy.
7. Display the shoes	7.1 Tools and equipment for shoes display are identified and gathered based on workplace policy. 7.2 Products and supplies for shoes display are identified, selected and obtained based on workplace policy. 7.3 Shoes display area is identified and prepared as per workplace policy. 7.4 Shoes are displayed as per workplace policy.
8. Develop shoes portfolio	8.1 Tools and equipment for portfolio development are identified and gathered as per workplace policy. 8.2 Products and supplies for portfolio development are identified, selected and obtained based on workplace policy. 8.3 Shoes portfolio is developed as per standard operating procedure.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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1. Shoe design and construction tools and equipment may include but not limited to:	• 30 cm ruler • A metre rule • Anvil • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted mannequins • Assorted scissors • Assorted sewing machines • Awl • Camera • USB drive • Compact discs • Computer • Crocheting needles • Cutting machines • Cutting shears • Cutting table • Display boards • Dressmakers pins • Edge creaser • Edge trimmer • Embroidery hoops • Embroidery hoops • Eyelet spreader • Iron • Ironing board	• Knife • Mallet • Metre rule • Mirror • Modeler • Nozzles • Pliers • Press magic • Punch • Seam ripper • Set square • Snap setting outfit • Spacing wheel • Stamping tool • Tape measure • Thimble • Tracer • T-Square • Tweezer
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11. Shoes design and construction materials, products and supplies may include but not limited to:	• Assorted belts, bows and shoes • Assorted buckles • Assorted buttons • Assorted clips • Assorted embroidery threads • Assorted fabrics • Assorted glue • Assorted head gear • Assorted hooks • Assorted inter lining • Assorted knitting/ crochet threads • Assorted lace • Assorted lining • Assorted needles • Assorted pins • Assorted PPE items • Assorted ribbons • Assorted rings • Assorted sewing threads • Assorted stiffeners • Assorted stitching threads • Assorted underlining • Beads • Brown papers • Bulbs • Card board • Chalk • Charcoal • Colored pencils • Crayons • Dress makers pins • Dressmakers tracing paper	• Elastic • Erasers • Eyelets/rivets • Glue • Fibre pens • Hard pencils ○ H ○ 2B ○ 2H ○ 4B ○ 4H ○ 6H ○ HB • Hooks and eyes • Pastels • Pencils • Piping cord • Plain papers • Press buttons • Press studs • Salt • Sand • Sequins • Sketching pads • Sponge • Stiffeners • Tailors chalk • Velcro • Water • Water colors • Zips
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Production tasks may include but not limited to:	• Designing • Sketching • Illustrating • Drafting • Laying • Cutting	• Stitching • Finishing • Molding • Accessorizing • Packaging • Displaying
Legal requirements may include but not limited to:	• Occupational safety and health Act • EMCA 2015 • NEMA regulations • County by-laws	• KRA act • Labour laws • Employment act • WIBA
<i>PPEs</i> may include but not limited to:	• Assorted aprons • Dust coat • Face mask	• Assorted gloves • Low heeled closed shoes
Pattern construction may include but not limited to:	• products and supplies	
Shoe pattern pieces may include but not limited to:	• Flap • Heel • Welt (inner sole) • Top band • Vamp • Counter	• Right shoe • Left shoe • Sole • Toe cap • Quarters • Side liner

Pattern markings may include but not limited to:	• Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut	• Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
Shoe design and construction tools and equipment may include but not limited to:	• Assorted awls • Assorted machine needles • Assorted sewing machines • Awl • Cutting shears • Edge creaser • Edge trimmer • Eyelet spreader • Knife • Mallet • Modeler • Punch • Seam ripper • shoe lasts • shoe stands • Snap setting outfit • Snap setting outfit • Stamping tool • Tape measure • Tracer • Working surface	

Shoe construction products and supplies may include but not limited to:	• Assorted bows • Assorted buckles • Assorted clips • Assorted fabrics • Assorted foam/waddings • Assorted hooks • Assorted iron-on • Assorted laces • Assorted ribbons • Assorted rings • Beads • Bias • Bulbs • Card boards • Cord • Glue • Hooks and eyes • Pins • Press buttons • Press studs • Sequins • Shoe lasts	
Shoes finishing methods may include but not limited to:	• Shell edging • Eyeleting • Press studding • Beadwork • Patchwork	• Edge stitching • Button fixing • Trimming

Method of shoes accessorizing may include but not limited to:	• Beadwork • Patchwork • Embroidery • Iron-on accessories (motifs) • Knotting	• Tying • Stitching • Braiding • Twisting/coiling
Shoes display areas may include but not limited to:	• Window • Shelves • Display boards	• Virtual display • Mirror

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology

Technical skills:

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- Photography

Required Knowledge

The individual needs to demonstrate knowledge of:

- History of shoes design
- Principles of management
- Fibres and fabrics

- Principles of shoes design and construction
- Practices in shoes design and construction
- Principles of pattern construction
- Finishing and accessorising shoes
- Shoes marketing
- Creativity and innovation in shoes design
- Sewing machine operation
- shoes design tools and equipment
- shoes design products and supplies
- Ethical issues in shoes design
- Occupational safety and health
- Waste management

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1 .1Identified and obtained production tools and equipment appropriately. 1 .2Checked for serviceability and sufficiency of production tools and equipment. 1 .3Identified, obtained and allocated production materials and supplies appropriately. 1 .4Identified production tasks appropriately. 1 .5Observed occupational safety and health requirements appropriately. 1 .6Developed production standard operating procedures appropriately. 1 .7Identified PPEs and used them appropriately. 1 .8Consulted client and recorded specification accurately. 1 .9Designed, sketched and illustrated the shoe design appropriately. 1 .10 Identified, developed, laid and cut the shoe pattern
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	pieces appropriately. 1 .11 Transferred shoe pattern markings accurately. 1 .12 Constructed the shoe pieces appropriately. 1 .13 Finished the shoe accurately and appropriately. 1 .14 Packaged and displayed the shoe appropriately. 1 .15 Developed shoes portfolio appropriately
2. Resource implications	The following resources must be provided: A functional fashion design studio or workshop.
3. Methods of assessment	Competency may be assessed through: • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.

