

## SKILLS PROGRAMME DOCUMENT



Skills Programme Title		<b>Seamstress</b>			
NQF Level	3	Credits	36	Duration in days	45
Skills Programme ID		SP-191214			
Skills Programme Status	Approved			Start Date	End Date
				13/11/2019	13/11/2024
Last date for enrolment	13/11/2025	Last date for achievement	13/11/2028		

## SKILLS PROGRAMME DETAILS

1.	<b>Title</b>	Seamstress	
2.	<b>Sub Title</b>	715301: Sewing machinist	
3.	<b>NQF Level</b>	3	
4.	<b>Duration</b>	45 Days	
5.	<b>Credits</b>	36	
6.	<b>Quality Assuring Body</b>	Quality Council for Trades and Occupations (QCTO)	
7.	<b>Skills Programme Rationale</b>	<p>This skills programme addresses the need for unqualified and unemployed persons to develop seamstress skills.</p> <p>This skills programme is designed for employees who have been operating in the industry without the recognition for competencies they have acquired in the workplace over a period.</p> <p>Completing this skills programme may lead to self-employment.</p>	
8.	<b>Related registered qualification/s</b>	SAQA ID: 97238; Occupational Certificate: Sewing Machine Operator; NQF Level 2; Credits 128.	
9.	<b>Purpose</b>	<p>The purpose of this skills programme is to prepare a learner to operate as a Seamstress. A Seamstress designs, make patterns, cuts and joins fabric component parts according to the client's specifications and requirements.</p> <p>The qualifying learner will be able to:</p> <ul style="list-style-type: none"> <li>• Thread, operate and maintain a sewing machine</li> <li>• Pattern designing, measuring and cutting</li> <li>• Perform quality control of the finished product</li> <li>• Cost and market the product</li> </ul>	
10.	<b>Content</b>	<p><b><u>Knowledge component</u></b></p> <ul style="list-style-type: none"> <li>• 900014-000-00-KM-01, Threading and operating the machine, NQF Level 1, Credits 6</li> <li>• 900014-000-00- KM-02, Pattern design and cutting, NQF Level 2, Credits 8</li> <li>• 900014-000-00-KM-03, Product Quality control, NQF Level 2, Credits 2</li> <li>• 900014-000-00-KM-04, Product costing and marketing, NQF Level 1, Credits 2</li> </ul> <p>Total credits:18</p>	<p><b><u>Application component</u></b></p> <ul style="list-style-type: none"> <li>• 900014-000-00-PM-01, Operate a domestic sewing machine, NQF Level 3, Credits 8</li> <li>• 900014-000-00-PM-02, Practice of pattern design and cutting techniques, NQF Level 3, Credits 10</li> </ul> <p>Total credits: 18</p>

11.	<b>Minimum entry requirements</b>	This is an open-access training programme.
12.	<b>Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)</b>	<p><b>ELO 1:</b> Thread, operate and maintain a sewing machine</p> <p><b>ELO 2:</b> Pattern designing, measuring and cutting</p> <p><b>ELO 3:</b> Perform quality control of the finished product</p> <p><b>ELO 4:</b> Cost and market the product</p>
13.	<b>Continuous Assessment &amp; Final Supervised Assessment (FISA)</b>	<p><b>Continuous Assessment</b></p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessment is set by the SDP in accordance with the assessment criteria of each module in a contextualized manner.</p> <p>This may consist of a variety of methods, e.g. practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded, and be available for monitoring and/or evaluation by the QCTO.</p> <p><b>Final Integrated Supervised Assessment (FISA)</b></p> <p>All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.</p> <p>Format of FISA: A <u>written and practical</u> assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.</p> <p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.</p> <p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p>

**Standards for Final Integrated Supervised Assessment (FISA):**

The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes and the purpose of the Skills Programme. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard)

The FISA INSTRUMENT (Written case study, scenario or brief/task [similar to a job card]) must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose:

**Competencies to be assessed during FISA****Standards for the written assessment component:**

In the written component, Typical work tasks must be created to suit the outcome(s) of the Exit Level Outcome(s) that have a knowledge outcome (that which the learner will be expected to know and apply in the workplace), by means of case studies, evaluation or analyses of possible problem situations, etc. Learners must be given real life scenarios in which they must demonstrate that they have knowledge in order to respond to challenges/issues/problems in given scenarios, in relation to the following:

- Costing of a Product
- Marketing of a Product

This assessment should be a maximum of 1 hour with a pass mark of 60%

**Standards for the practical assessment component:**

In the practical component, the learner should be provided with a brief to demonstrate skills; or a task to produce a product, etc. relevant to the Exit Level Outcome(s) that have a practical outcome. This is the section where the learner must show applied knowledge.

*A rubric/competency test tool must be designed to assess learners' required competencies according to the set standards as stipulated in the evidence below:*

**Evidence Required from each Learner**

The practical task(s) provided shall require the learner to show that he/she can:

- Thread, operate and maintain the sewing machine
- Design Patterns, along with the required measuring and cutting
- Perform quality control of the finished product

This should be conducted over a maximum of 3 hours

Whilst conducting the above practical, strategic, well-timed questions should be asked of the learner to assess embedded knowledge gained during the skills programme, as well as critical thinking and problem-solving skills: for e.g.

- "Why.....?"
- "What would happen if ...?"
- "When ..... is done, what would the result be?"
- "How would you deal with .....?"
- Etc.

		<p>Learners must pass the Written Component with a minimum of 60% AND be declared Competent in the Practical Component in order to achieve an overall Pass/“C” as the final result.</p> <p>The maximum allocated time for the completion of the FISA is 8 hours including both practical and written activities</p> <p>Should a learner fail both or one of the components, they may have 3 further attempts in any component not achieved in order to achieve a successful final result. Failing to achieve this, it is recommended that the learner be re-registered for Skills Programme tuition.</p> <p><b>% to be Moderated:</b>  Number of learners that have completed the FISA to be moderated (QCTO Moderator Report to be completed):  10 or below: All  11 - 20: 50%  21 and above: 25%</p> <p><b>Certification requirements:</b>  A minimum of 60% must be obtained for the written component and the learner must be found “C” in the practical component of the FISA</p> <p><b>Submission of final results</b></p> <p>Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:</p> <ul style="list-style-type: none"> <li>• Completed QA Verification Report on the FISA (QCTO template: relevant sections).</li> <li>• A copy of the final Assessment Instrument used, as well as the marking guideline / rubric.</li> </ul> <p>The marking rubric/compliance checklist used to assess these competencies must include a section for the assessor/facilitator used in this session to make a note of competencies shown, (or not shown), as well as the questions that were asked, and a summary of the learner's answers, and state whether these are of the acceptable standard or not.</p> <p>The marking rubric/compliance checklist compiled should contain specific areas marked with an asterisk (*) as compulsory sections in order for the learner to be declared C (Competent). Compulsory sections are when the safety of the candidate or others would be affected if incorrectly completed.</p> <p>Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy may apply to these learners.</p>
14.	<b>Recognition of Prior Learning (RPL)</b>	<ul style="list-style-type: none"> <li>• Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for accredited education institutions, skills development providers or workplace conducts access accredited to offer that specific skills programme.</li> <li>• Learners who have acquired competencies in skills programme will be credited for such topics through RPL.</li> <li>• RPL for access to the Final Supervised Assessment: Accredited providers and approved workplaces must apply the internal</li> </ul>

		assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.
15.	<b>Work Opportunities/further learning</b>	Self-employment and employment opportunities are available in the formal and informal sector.
16.	<b>Skills Development Provider Accreditation Requirements</b>	<p><i>Physical/Tools Requirements:</i></p> <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Sewing machines</li> <li>• Scissors, clipping and cutting tools</li> <li>• Durable cutting tables</li> <li>• Drafting paper</li> <li>• Rulers</li> <li>• Dolls/dummies of different sizes or measurements</li> <li>• Fabric, textiles, thread</li> <li>• Body Measurement/sizing chart</li> <li>• Iron and steaming equipment</li> <li>• Personal protective equipment</li> </ul> <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> <li>• A qualified facilitator/or three years' experience in sewing</li> <li>• Access to qualified assessors</li> <li>• A Facilitator to learner ratio of not more than 1:20</li> </ul> <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> <li>• Facilities meet national and local health, safety and environmental protection by-laws or regulations</li> <li>• Fire aid kit(s)</li> <li>• Fire extinguisher(s)</li> </ul>

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