

PROSF387 (SQA Unit Code - FE4W 04)

Evaluate and specify requirements for making soft furnishings



Overview

This standard addresses the competence required to evaluate and specify the work to be done to prepare and finish soft furnishings. This involves:

- 1 assessing the implications of a specification
- 2 specifying methods, techniques, tools and materials to be used
- 3 proposing material purchases
- 4 taking account of health and safety implications

There is also a scope statement which defines the coverage of this standard.

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Performance criteria

Evaluate what is involved in fulfilling a piece of work

You must be able to:

- P1 obtain clear and complete details of the **work required**
- P2 make an accurate assessment of the types, qualities and quantities of **material** resources that will be needed to meet the requirement
- P3 make an accurate evaluation of the skill and knowledge base needed to carry out the **techniques and methods** involved
- P4 accurately identify the types of **tools and equipment** that will be needed to meet the requirements
- P5 accurately estimate the time that would be needed to achieve the requirements
- P6 check and confirm the availability of required personnel, time, resources, **tools and equipment** and any constraints on their use for the piece of work in question
- P7 identify technically suitable alternatives where requirements cannot be met in full
- P8 bring any **issues** which arise from the requirements to the prompt attention of the appropriate person to deal with them
- P9 agree which option is to be followed where choices are possible in the way in which the requirements are to be met

You must be able to:

Produce a work specification

- P10 clearly specify the outcome qualities which must be met
- P11 be accurate in specifying measurements and tolerances
- P12 use technical terms correctly
- P13 specify appropriate **processes, methods and techniques** to achieve the required results
- P14 specify appropriate **tools and equipment** for the work to be done
- P15 clearly detail the type and quality of **materials** to be used
- P16 detail suitable procedures to follow to comply with health and safety requirements
- P17 when appropriate specify appropriate **personal protective equipment** for the **materials** being handled and the **tools and equipment** to be used
- P18 clearly detail the allowed time for each stage of the process and the overall deadlines within which it must be completed
- P19 make sure that the specification is clearly and accurately recorded
- P20 include examples and comparison standards as needed to provide an accurate specification of colour and finish requirements
- P21 record and report the specification following organisational procedures

You must be able to:

Propose material purchase to meet a specification

- P22 accurately identify the **materials** that will be required to meet forthcoming **work requirements**
- P23 check and confirm whether stock levels of required **materials** are

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- sufficient to meet demand
- P24 accurately and clearly specify the types and quantities of **materials** that need to be purchased to meet requirements
- P25 agree on alternatives that fulfil the design specification where preferred **materials** cannot be supplied
- P26 accurately identify where forthcoming **work requirements** mean that bulk purchases, and savings, can be made
- P27 check and confirm that purchases are within budget before placing an order
- P28 clearly specify delivery timescales that will mean that **materials** are in hand when needed
- P29 make sure that the specifications are clear, complete and unambiguous before passing them on for processing
- P30 submit material purchase specifications for processing through the correct organisational procedures

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Knowledge and understanding

Evaluate what is involved in fulfilling a piece of work

You need to know and understand:

- K1 the steps, techniques, timings, skills, materials, tools and equipment that are needed to conduct a range of soft furnishing processes
- K2 what kinds of skills and knowledge are needed to carry out different processes within soft furnishings
- K3 where appropriate the handling characteristics of different fabrics and fillings used in soft furnishings
- K4 typical time requirements for production of soft furnishings
- K5 why it is important to check the availability of different sorts of resources before committing to a piece of work
- K6 what sorts of constraints can arise and why these might interfere with the meeting of requirements
- K7 your personal responsibilities with regard to health and safety

Produce a work specification

You need to know and understand:

- K8 conventions used in preparing work specifications and specifying measurements and tolerances for soft furnishings
- K9 the terminology used within soft furnishings
- K10 the uses of different methods, techniques and processes involved in making soft furnishings
- K11 different materials used within soft furnishings and what they are used for and why
- K12 the uses and descriptions of fixings, fittings and other attachments used in soft furnishings
- K13 your responsibilities with regard to health and safety
- K14 why it is of value to include examples such as colour boards, colour samples and other comparison standards when describing finishes and outcomes to be achieved
- K15 what personal protective equipment should be worn when handling different sorts of materials and using different types of tools and equipment, and why

Propose material purchase to meet a specification

You need to know and understand:

- K16 stock control systems in use for different types of materials
- K17 the handling characteristics of different components/materials used in soft furnishings and how these affect their use
- K18 which materials/components could be used instead of the preferred ones
- K19 typical time requirements for production of soft furnishings
- K20 and understand the budgetary limits that apply to the specification
- K21 who is authorised to make changes to budgetary limits
- K22 supplier sales, ordering and delivery arrangements
- K23 what the procedures are for submitting purchase specifications for processing
- K24 why it is important to adhere to accurate purchase specifications

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Additional Information

Scope

Components

The pieces of material from which a table treatment is fashioned by sewing and other fixing methods. Examples of sewing method could include straight, shaped sews and seams involving simple pleating.

Fabrics

The different forms of material used for making table treatments. These include a range of different fabric, including materials that require careful handling if an accurate cut is to be achieved and components properly aligned e.g. patterned/striped fabrics with a minimum pattern repeat of 25cm, plain and patterned pile, flat weave fabrics.

Fixing methods

This unit covers the use of hand sewing, including slip stitch, ladder stitch and hemming stitch. Machine sewing including flat, french and flat fell seams.

Problems

In relation to the cutting of fabrics, these will be to do with flaws, distortions and colour/pattern variations in the fabric, inaccurate measurements and mis-alignments. In relation to the assembly and sewing process, these will be to do with slipping, fraying, inaccuracies, poor seam quality and equipment faults. The person carrying out this role is responsible for rectifying these types of problems in ways which ensure that the quality of the outcome is not compromised.

Sewing

This unit covers both machine and hand sewing.

Specification

The set of instructions which describe the work to be carried out, including details of the materials to be used including fabric size, colour, and type. The specification will also detail the quality of outcome to be achieved and the time within which it must be completed. In the context of this unit, the outcome quality to be achieved requires that the following criteria be met:

- 1 material cutting and shaping accuracy is to within +/- 5mm, for both single-lay and multi-lay cutting
- 2 component marking is accurate to within +/- 3mm

Trimmings and Decorative Finishes

This unit covers the assembly and/or fixing of piping, braids, fringes, cords, flange cords and braids, applied and inserted into seams, hand and machine sewn. This unit also includes the use of other decorative detailing e.g. pleating, gathering, appliqué, tucks, smocking.

Tools and equipment

This unit covers the use of cutting, measuring and marking equipment and both hand sewing equipment including scissors, pins, needles, thread, tailor's chalk, and sewing machines.

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