

# PROSF384 (SQA Unit Code - FE5R 04) Produce and install advanced window treatments



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## Overview

This standard addresses the competence required to plan, design, make, install and finish advanced window treatments. This involves:

- 1 liaising with the customer
- 2 planning the design, and assessing the implications of the specification to advanced windows, arched and shaped windows.
- 3 measuring and cutting material to make an advanced window treatment
- 4 sewing the components to make an advanced window treatment
- 5 trimming and finishing the advanced window treatment
- 6 sewing the components to make and install swags and tails
- 7 trimming and finishing swags and tails
- 8 working in ways which maintain your own and others' safety

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

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### Performance criteria

#### Plan the design and evaluate requirements

*You must be able to:*

- P1 obtain clear and complete details of the **customer requirement**
- P2 make an accurate assessment of the types, qualities and quantities of **material** resources that will be needed to meet the **customer requirement**
- P3 plan the design of the advanced window treatment taking into account the different properties of the **materials** needed
- P4 complete the **specification** for the work which details the methods, **materials** and **tools** to be used accurately and completely
- P5 confirm with the customer that the design is correct
- P6 deal with any **problems**, reporting those which you cannot solve and/or are not your responsibility
- P7 work safely at all times

*You must be able to:*

#### Prepare components and sew an advanced window treatment

- P8 check that you have the required **work specification** and that it is clear and complete
- P9 plan the cutting of the **material** so as to minimise waste and take account of the design characteristics and handling implications of the **material** to be used
- P10 measure and mark out the **components** accurately, clearly and to within acceptable tolerance limits for the **material** being used
- P11 protect the **material** from damage while it is being worked on
- P12 make sure that **components** are correctly orientated and aligned to meet **material**, pattern and design **requirements**
- P13 use **sewing methods** which are appropriate to the type of **component** and then attach the **components** in an efficient sequence
- P14 check and confirm that the visual appearance of the advanced window treatment meets the **specification**
- P15 deal effectively with any **problems** which may arise, reporting those that you cannot solve and/or are not your responsibility
- P16 follow safe working practices at all times

*You must be able to:*

#### Finish, install and dress an advanced window treatment

- P17 liaise with the customer and agree on a mutually convenient date and time, for installing, **finishing** and dressing the advanced window treatment
- P18 organise the **tools, equipment** and **materials** you will need to complete the **specification**
- P19 carry out any specified preparatory work at location
- P20 check that you have the required **finishing specification** and that it is complete
- P21 follow correct installation method to achieve the **customer requirement**
- P22 maintain effective communication with the customer at all times

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- P23 follow an efficient sequence when applying any **trimmings and finishings**, using **methods** which will give the required durability, appearance and outcome quality
- P24 check and confirm with the customer that the finished advanced window treatment meets their **requirement**
- P25 deal effectively with any **problems** which may arise, reporting those which you cannot solve and /or are not your responsibility
- P26 follow safe working procedures at all times

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### Knowledge and understanding

*You need to know and understand:*

#### Plan the design and evaluate requirements

- K1 the steps, techniques, timings, skills, materials, tools and equipment that are needed to complete an advanced window treatment
- K2 why it is important to receive clear and accurate instructions on customer requirements
- K3 how many measurements and of which dimension are needed to ensure accurate planning of the design
- K4 how many measurements and of which dimension are needed to ensure accurate cutting and fitting in respect of different types of component
- K5 how to take account of design characteristics such as pattern repeats and pile direction when planning the design
- K6 how to produce a work specification for advanced window treatments
- K7 why it is important to gain customer approval during the planning and design stage
- K8 how to deal with typical problems and who to report problems to if you cannot solve them and/or they are not your responsibility
- K9 what your personal responsibilities are with regard to health and safety

*You need to know and understand:*

#### Prepare components and sew an advanced window treatment

- K10 the meaning of technical terms used in specifications, and how to interpret specifications
- K11 b) how to take account of design characteristics such as pattern repeats and pile direction in planning and cutting
- K12 what type of markers to use and how to mark the material clearly and accurately
- K13 the handling characteristics of different materials and how this can affect their behaviour during positioning and fixing
- K14 why the sequence in which components are attached is important to the efficiency of the process and the quality of the outcome achieved
- K15 which sewing method to use in each stage of the specification
- K16 why it is important to protect the material from damage while it is being worked on
- K17 what sort of problems may arise and how to deal with them, and who to report to if the problem cannot be solved and/or it is not your responsibility
- K18 when and why to carry out checks to confirm that there are no sharp or protruding fixings
- K19 how to confirm that the outcome quality matches the specification
- K20 your personal responsibilities with regard to health and safety

*You need to know and understand:*

#### Finish, install and dress an advanced window treatment

- K21 why it is important to liaise with the customer, to agree a date and time for installation
- K22 terms used in technical specifications for advanced window treatments

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- K23 how to interpret specifications and how to organise the equipment, tools and materials to achieve the customer requirement
- K24 what preparatory work may be required at location
- K25 when and why different fixing methods are used for advanced window treatments
- K26 why the sequence in which the components are attached is of importance to the appearance of the finished window treatment
- K27 how to make sure that patterns and spacing of methods of window finishings are accurate and what role the sequence of application plays in that
- K28 what methods of fixing will give advanced window treatments the appropriate strength for their purpose
- K29 the principles which underlie the positioning of hanging systems for stability and movement
- K30 why it is important to check and confirm that the finished item meets the customer's requirements
- K31 what sort of problems can arise and how to deal with them
- K32 who to report to with unsolvable problems
- K33 what your personal responsibilities are with regard to health and safety
- K34 how to dispose of waste in accordance with current legislation

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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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**Suite** Soft Furnishings

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