

Overview

This standard covers the skills and knowledge required to plan, design, make, install and finish advanced window treatments.

This involves:

1. liaising with customers
2. planning the designs and assessing the implications of the specification
3. measuring and cutting materials
4. sewing the components
5. trimming and finishing
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

This standard is aimed at people working in the soft furnishings industry.

Performance criteria

You must be able to:

1. comply with health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice at all times
2. identify and confirm the specification for the work being undertaken
3. work with colleagues to achieve the specification
4. carry out work to required quality and output to meet production schedules and targets
5. obtain clear and complete details of the customer requirements
6. assess types, qualities and quantities of materials and resources needed to meet the customer requirements
7. plan design of advanced window treatments taking into account different properties of the materials needed following standard operating procedures
8. complete specification for work which details methods, materials and tools to be used following standard operating procedures
9. confirm with customers that the design is suitable following standard operating procedures
10. plan cutting of materials to minimise waste and take account of the design characteristics and handling implications of material following standard operating procedures
11. measure and mark out components within acceptable tolerance limits for material being used following standard operating procedures
12. protect material from damage
13. align and orientate components to meet fabric, pattern and design requirements following standard operating procedures
14. use suitable sewing methods for type of component following standard operating procedures
15. attach components in sequence following standard operating procedures
16. check visual appearance of the advanced window treatment meets specification
17. liaise with customers and agree on a mutually convenient date and time, for installing, finishing and dressing advanced window treatments
18. carry out any specified preparatory work at location following standard operating procedures
19. follow installation methods to achieve the customer requirements following standard operating procedures
20. maintain effective communication with customers at all times
21. apply trimmings and finishings, using methods which will give the required durability, appearance and outcome quality following standard operating procedures
22. check with customers that finished advanced window treatments meets

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- requirements
23. identify problems and deal with them according to standard operating procedures
 24. record information in appropriate information systems

Knowledge and understanding

You need to know and understand:

1. the relevant health, safety and environmental requirements, statutory regulations and industry standards/codes of practice that have to be complied with
2. how to confirm the specifications for the work being undertaken
3. the level of detail required in a specification
4. the steps, techniques, timings, skills, materials, tools and equipment that are needed to complete an advanced window treatment
5. why it is important to receive clear and accurate instructions on customer requirements
6. measurements and dimensions needed to ensure accurate planning of the design
7. measurements and dimensions needed to ensure accurate cutting and fitting of different types of component
8. how to take account of design characteristics such as pattern repeats and pile direction when planning the design
9. how to produce a work specification for advanced window treatments
10. why it is important to gain customer approval during the planning and design stage
11. markers to use and how to mark the material following standard operating procedures
12. the handling characteristics of different materials and how this can affect their behaviour during positioning and fixing
13. the sequence in which components are attached and importance to the efficiency and quality of the outcome achieved
14. sewing methods to use in each stage of the specification
15. why it is important to protect the material from damage while it is being worked on
16. when and why to carry out checks to confirm that there are no sharp or protruding fixings
17. how to confirm the outcome quality matches the specification
18. why it is important to liaise with the customer, to agree a date and time for installation
19. preparatory work required at location
20. different fixing methods used for advanced window treatments
21. 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

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22. methods of fixing to give advanced window treatments the appropriate strength for their purpose
23. the principles which underlie the positioning of hanging systems for stability and movement
24. why it is important to check and confirm that the finished item meets the customer's requirements
25. how to dispose of waste in accordance with current legislation

PROUSF23 (SQA Unit Code - HE85 04)

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Scope/range

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Relevant Occupations Upholsterers; Furniture Makers and Other Craft Woodworkers

Suite Upholstery & Soft Furnishings

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