

The standards included within this suite are shown below:

HS1	Health, safety and security at work
HKM1	Look after the work area in manufacturing sewn kilt products
HKM2	Maintain the quality of production materials in the Kilt Making process
HKM3	Prepare, Measure, Mark Out and Cut Material for the Kilt Making Process
HKM4	Carry out the machine sewing processes in Kilt Making
HKM5	Carry out the hand sewn processes in kilt making
HKM6	Carry out pressing in the Kilt Making process
HKM7	Select, prepare and cut materials for trimmings in the kilt making process
HKM8	Cutting room organisation in the kilt making process
HKM9	Measure, fit and make alterations to the kilt in the bespoke kilt making process
HKM10	Carry out bespoke selling of kilts and highland wear

HS1 - Health, safety and security at work

This unit is for those who take responsibility for their own health, safety and security in the workplace, and monitor the workplace for hazards.

The job role will involve:

1. Contributing to the safety and security in the workplace
2. Taking action in the event of an incident
3. Raising the alarm
4. Following correct procedures for shut down and evacuation
5. Using emergency equipment correctly and safely
6. Monitoring the workplace for hazards

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Take action in the event of fire, emergencies or accidents 2. Monitor the workplace for hazards 3. Contribute to maintaining the security of the workplace and its contents 	<ol style="list-style-type: none"> 1. Where alarms, emergency exits, escape routes, emergency equipment and assembly points are located 2. What the alarm sounds like 3. What hazardous substances are used in the workplace and methods of making safe or reducing their danger in the event of an accident 4. How to handle and store hazardous substances 5. What the most likely accidents and emergencies in the workplace are and how to deal with them 6. Who the nominated first aiders are 7. How to deal with loss of property
The skills and techniques:	
<ol style="list-style-type: none"> 1. Identifying the location and type of incident 2. Raising alarms 3. Following emergency procedures 4. Using emergency equipment 5. Recognising potential hazards and rectifying them where possible 6. Storing materials and equipment 7. Handling waste and debris and moving them to safe locations 8. Identifying malfunctions in machinery and equipment, correcting if possible, and reporting them 9. Noting service malfunctions and chemical leaks 	

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards relating to health, safety and security
2. Equipment operating procedures
3. Handling and lifting techniques
4. Correct use and maintenance of any protective clothing and/or equipment
5. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health)
6. Environmental requirements
7. Manufacturers instructions

Workplace skills

1. Communicate effectively with colleagues and customers
2. Comply with written instructions
3. Complete forms, reports and other documentation
4. Keep accurate records

ENDS

HKM1 – Look after the work area in manufacturing sewn kilt products

This standard is for those who organise their work activities to make sure that agreed production targets and instructions are met, carry out ongoing routine maintenance of tools and equipment, and recognise problems and deal with them within the limit of their personal responsibility.

The job role may involve:

1. Helping to achieve production targets.
2. Keeping up the rate of production.
3. Looking after tools and equipment.
4. Keeping the work area clean and tidy.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Organise and carry out work. 2. Deal with work interruptions. 3. Safe lifting and handing of materials. 4. Use materials to minimise waste. 5. Maintain tools and equipment in a serviceable condition ready for use. 6. Identify faults in tools and equipment and take corrective action within limits of personal responsibility. 7. Carry out running maintenance within agreed schedules. 8. Report the need for maintenance and/or cleaning outside your responsibility. 9. Keep the work area clean and free from waste and obstructions. 10. Use cleaning equipment and methods appropriate for the work to be carried out. 11. Dispose of waste safely in the designated location. 12. Store cleaning equipment safely after use. 13. Carry out cleaning according to schedules and limits of responsibility. 	<ol style="list-style-type: none"> 1. Why it is important to minimise production costs. 2. The importance of taking action when problems are identified. 3. Different ways of minimising waste. 4. Why it is important to conduct running maintenance. 5. Common faults with equipment and how they can be rectified. 6. Sources of information regarding maintenance procedures. 7. Hazards likely to be encountered when conducting routine maintenance. 8. Why it is important to carry out regular cleaning. 9. Different types of cleaning equipment and their use. 10. Safe working practices for lifting & handling and cleaning and how they are carried out.
<p>The skills and techniques:</p>	
<ol style="list-style-type: none"> 1. Maintaining a clean and hazard free working area. 2. Using correct machine guards. 3. Handling tools, machinery and work aids in a safe manner. 4. Reporting unsafe equipment and other dangerous occurrences. 5. Handling materials safely and correctly. 6. Disposing of waste safely. 7. Working in a comfortable position with good posture. 8. Moving about the workplace with care. 9. Using correct lifting and handling procedures. 	

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards.
2. Limits of personal responsibility.
3. Reporting procedures.
4. Equipment operating procedures.
5. Responsibilities under the Health & Safety at Work Act.
6. Manufacturer's instructions.

Workplace skills

1. Deal with problems within the work area, and within limits of personal responsibility.
2. Report problems outside area of responsibility to the appropriate person.
3. Describe lines of communication in the team.
4. Describe roles and responsibilities of self, colleagues, and line manager.
5. Describe how your work role fits in with the overall manufacturing process.
6. Time keeping.
7. Build good working relationships with colleagues.
8. Communicate effectively with colleagues and customers.
9. Deal diplomatically with disagreements in the workplace.
10. Present any ideas for improvement to line manager.
11. Take part in team meetings.
12. Comply with written instructions.
13. Complete forms, reports and other documentation.
14. Keep accurate records.

ENDS

HKM2 – Maintain the quality of production materials in the Kilt Making process

This standard is for those who monitor their own production activities, confirm that the materials supplied are to specification, identify and find out the cause of faults, correct faults where possible, make a variety of decisions, and use appropriate methods not only to rectify any faults but to prevent any repetition of the fault, as well as record the observations noted and decisions and actions taken.

The job role may involve:

1. Inspecting materials and trimming products and matching them to specification.
2. Identify, record and report faults in materials and products.
3. Correcting/resolving faults and where possible.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Confirm that received materials and trimming products are to kilt specification required. 2. Carry out quality checks at specified intervals according to organisation's instructions. 3. Identify faults and possible causes in materials and trimming products and, where appropriate, rectify them or report potential solutions and also report faults outside personal responsibility to the appropriate person, according to organisation's guidelines. 4. Record all information relating to faults and actions taken accurately, completely and legibly. 5. Prioritise the fault rectification process to maintain production requirements. 6. Make adjustments promptly to return product to specification. 7. Monitor rectified faults to ensure the problems have been solved. 8. Record adjustments not covered by established procedures for future reference. 	<ol style="list-style-type: none"> 1. Know where to source work specification information and how to use this information. 2. Different types of faults in production materials likely to be encountered (e.g.knots, colours), the different techniques and inspection methods used to detect faults(e.g. observation, comparison with swatch samples) and the ways of rectifying them. 3. How to compare types of faults with possible causes and acceptable solutions (equipment, materials, process) and the consequences of not rectifying problems. 4. Why checks in production materials are important, what methods of recording are used. 5. Why it is important to record details of irregularities in production materials. 6. What are your responsibilities at work during production, if appropriate. 7. What are your quality and production targets, and the effect of not meeting these on you and/or your team if appropriate. 8. Consequences of not monitoring adjustments made.

The skills and techniques:

1. Sourcing and using appropriate reference information.
2. Using inspection methods appropriate to the work.
3. Identification of equipment parts.
4. Setting up an efficient work station.
5. Identifying faults, the causes and rectification.
6. Describing the allowed tolerances.
7. Differentiating between correctable and non-correctable faults.
8. Record accurately observations made and decisions and/or actions taken.
9. Handling techniques for different fabrics.
10. Reporting production problems.

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards.
2. Quality systems and procedures.
3. Limits of personal responsibility.
4. Reporting procedures.
5. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health).
6. Manufacturer's instructions.

Workplace skills

1. Deal with problems within the work area, and within limits of personal responsibility.
2. Report problems outside area of responsibility to the appropriate person.
3. Communicate effectively with colleagues and customers.
4. Comply with written instructions.
5. Complete forms, reports and other documentation.
6. Keep accurate records.

ENDS

HKM3 Prepare, Measure, Mark Out and Cut Material for the Kilt Making Process

This standard is for those who are involved in the preparation and marking out of material ready for the sewing process, including making use of manual cutting or laying up equipment, preparing the work area and equipment for use as well as getting the necessary materials, planning and marking out tools, recognising and correcting faults that may occur and meeting targets, before carrying out the cutting operation.

The job role may involve:

1. Preparing cutting equipment and work area.
2. Obtaining and preparing materials for marking out.
3. Planning, measuring and marking out materials for cutting.
4. Cutting materials to form components.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Organise work to be carried out according to instructions and make sure that your work area, equipment and tools are free from lubricants and debris. 2. Set up and use equipment for work, identify faulty equipment and take appropriate action within the limits of your responsibility. 3. Identify difficulties in carrying out instructions and report them promptly. 4. Interpret specifications and instructions accurately. 5. Make sure that materials, templates and lays are confirmed to the specification and are free from defects and faults, identify materials, templates and lays not to specification and take relevant action according to organisation;s guidelines. 6. Match part rolls for colour and integrate into the complete job. 7. Position material and roll out square, true and flat on the cutting area. 8. Identify acceptable material faults (e.g slubs, knots outwith the marked measurements) and mark for future identification. 9. Have numeracy skills. 10. Be able to read, use tape/ruler measurements accurately and record measurements. 11. Be able to read the check/sett of the material. 	<ol style="list-style-type: none"> 1. Hazards likely to be encountered and how they can be avoided (e.g. safe lifting and handling). 2. How to read and interpret work instructions. 3. Safe operating principles of tools and equipment used also, identify their faults and how they should be dealt with within the limits of personal limitations. 4. Consequences of lubricants and debris being left on equipment, tools and work surfaces. 5. Types of material faults which occur, how they are identified and how they should be dealt with according to organisation's guidelines. 6. Ways in which damaged templates and lays can be rectified. 7. Storage requirements for different types of materials. 8. The reasons why waste should be kept to a minimum. 9. How to read, interpret and use measurements. 10. The importance of using accurate measurements, the consequences of inaccuracies and how to rectify inaccuracies. 11. How to calculate and adapt body measurements for optimum fit. 12. Understand the differences between the designs and recognise the sequence of the sett and how to optimise the sequence of the sett.

<ol style="list-style-type: none"> 12. Plan the sequence of marking out and cutting in order to minimise waste and take into account material width, minor defects and major flaws and identify any problems and take relevant action to effect optimum use of the material according to instructions. 13. Measure and mark out quantity of material within acceptable limits and to specification using the correct marker and check that marked components are free from major flaws. 14. Use the cutting equipment safely and correctly. 15. Cleanly cut components to marked size and shape within given tolerances, identify problems in cutting components and take relevant action. 16. .Correctly align marked components according to product requirements and accurately mark components ready to forward to the next process according to instructions where appropriate. 17. Materials remaining from the cutting process which can be re-used are placed in the designated location. 18. Dispose of waste safely in the designated location. 	<ol style="list-style-type: none"> 13.Type of markers used and consequences of not selecting the correct marker. 14.How to transfer the required measurements onto the material and understand the differences between the purposes of the marked-out lines. 15.Why it is important to mark components accurately, also identify and understand the consequences of incorrect measurements and their effect on the finished kilt. 16.The need to maintain cut components within the given tolerances and problems which may occur in cutting materials and how to rectify them. 17.The characteristics of different types of materials and how they are affected by cutting
--	--

The skills and techniques:

<ol style="list-style-type: none"> 1. Recognising material faults and judging their severity. 2. Material handling when preparing for cutting. 3. Material handling when marking and cutting. 4. Preparing, using and maintaining tools and equipment. 5. Interpretation of instructions, identify correct measurements and measurement scale. 6. Calculate required working measurements and adapt measurements for individual fit. 7. Identify symmetric and asymmetric designs, understand sett size and optimise use of cloth. 8. Use and transfer appropriate measurements accurately onto cloth in the correct sequence and position. 9. Recognising which materials are to be cut one way. 10. Correct positioning and placing of marking-out lines. 11. Identifying the differences between the marking-out lines and their purpose. 12. Dealing with material faults. 13. Optimum and economical use of material.

Regulations, rules and guidelines

<ol style="list-style-type: none"> 1. The organisation's rules, codes, guidelines and standards. 2. Quality systems and procedures. 3. Limits of personal responsibility. 4. Reporting procedures. 5. Equipment operating procedures. 6. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health). 7. Manufacturer's instructions.

Workplace skills

1. Deal with problems within the work area, and within limits of personal responsibility.
2. Report problems outside area of responsibility to the appropriate person.
3. Communicate effectively with colleagues and customers.
4. Work as part of a team.
5. Comply with written instructions.
6. Complete forms, reports and other documentation.
7. Keep accurate records.

ENDS

HKM4 – Carry out the machine sewing processes in Kilt Making

This standard is for those who prepare to sew materials for kilts and related products. In this standard the individual prepares their own machine and work area for use, identifies and sorts the components for the correct sewing sequence, sews material to specification, and may forward it to the next process if appropriate.

The job role may involve:

1. Preparing machine and work area.
2. Identifying and sorting components.
3. Sewing materials to specification.
4. Forwarding sewn items, where appropriate, and recording details.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Organise work to be carried out according to instructions and make sure that your work area, equipment and tools are free from lubricants and debris. 2. Set up and use equipment for work, identify faulty equipment and take appropriate action within the limits of your responsibility and according to instruction. 3. Identify difficulties in carrying out instructions and report them promptly. 4. Carry out emergency stop procedures on machinery. 5. Identify, rectify and report deviations from specification. 6. Keep the work area clean and tidy. 7. Confirm components are to specification and are free from defects and faults also, identify components not to specification and take relevant action according to organisation guidelines. 8. Obtain the quantity of cut items to meet specifications and prepare components for sewing. 9. Machine sew cut items accurately, in correct sequence. 10. Check that sewn product conforms to shape and size requirements. 11. Label and record bundled and arranged sewn work for forwarding on to the next stage of the process where appropriate. 12. Identify, mark and place rejects in the designated location. 13. Inspect products against specification. 	<ol style="list-style-type: none"> 1. Why it is important to read instructions and resolve any problems before starting the machine sewing process. 2. Safe operating of equipment according to organisation's guidelines. 3. When and how to carry out test sews and the reasons for them. 4. Equipment faults which may occur, how they are identified and how they should be dealt with within limits of personal responsibility.e.g. needle, spool, foot checks. 5. The importance of having a clean, clear work area and the consequences of lubricants or debris being left on or around the machine and work surface. 6. Hazards likely to be encountered in the workplace and how they can be avoided. 7. Characteristics of different materials. 8. Consequences of sewing components out of sequence and how to prevent it occurring. 9. Types of seams used and purposes they serve and the effect of seams not sewn to specification and how to rectify them according to instruction. 10. Types of sewing faults which may occur(e.g. mis-matched checks), how they are identified and how they should be dealt with according to instruction. 11. Why sewn items should be kept free of contamination. 12. What are the storage requirements of different types of sewn items. 13. Why it is important to segregate and mark rejects.

The skills and techniques:

1. Faults with machine are identified and the relevant action taken within limits of personal responsibility.
2. Carry out test sews at required times.
3. Machine is operated safely and correctly according to instructions.
4. Seams are accurately sewn to specification.
5. Use scissors correctly, efficiently and safely.
6. Ensure sufficient quantity of cut items are available.
7. Meet specification in terms of size, shape, labels and decoration.
8. Identify faults and take appropriate action.
9. Recognise bad stitching, the cause and how to rectify it within limits of personal responsibility.

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards.
2. Quality and quantity of manufactured output complies with specifications and production targets.
3. Quality systems and procedures.
4. Limits of personal responsibility.
5. Reporting procedures.
6. Equipment operating procedures.
7. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health).
8. Manufacturer's instructions.

Workplace skills

1. Follow and complete production reporting systems and documentation.
2. Deal with problems within the work area, and within limits of personal responsibility.
3. Report problems outside area of responsibility to the appropriate person.
4. Communicate effectively with colleagues and customers.
5. Comply with written instructions.
6. Complete forms, reports and other documentation.
7. Keep accurate records.

ENDS

HKM5 – Carry out the hand sewn processes in kilt making

This standard is for those who prepare to hand sew materials for kilts and related products/trimmings. In this standard the individual prepares their own work area, identifies and sorts the components for the correct sewing sequence, hand sews material to specification, and may forward it to the next process where appropriate.

The job role may involve:

1. Preparing work area.
2. Identifying and sorting components.
3. Selection and preparation of equipment.
4. Hand sewing materials to specification.
5. Forwarding sewn items and recording details.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Keep the work area clean and tidy and organise work in accordance with instructions. 2. Identify and report difficulties in carrying out instructions. 3. Confirm components are to specification and are free from defects and fault, also identify components not to specification and take relevant remedial action according to organisation's guidelines. 4. Identify, rectify and report deviations from specification. 5. Identify and prepare materials for sewing. 6. Sew the kilt (e.g. pleats, aprons,) accurately, by hand, in the correct sequence, using a range of stitches as appropriate and matching threads according to colour and purpose. 7. Obtain the quantity of cut trimmings to meet specifications. 8. Sew, match and attach pre-cut trimmings in correct sequence using the appropriate stitches and threads. 9. Check sewn product conforms to shape and size requirements as per specification. 10. Label and record bundled and arranged sewn work for forwarding on to the next stage of the process where appropriate. 11. Identify, mark and place rejects in the designated location. 	<ol style="list-style-type: none"> 1. Why it is important to read instructions and resolve any problems before starting the hand sewing process. 2. The importance of having a clean, clear work area. 3. Fabric construction, types of cloth faults characteristics of different materials and behaviour, including tension, relaxation and distortion. 4. Understand and identify all markings and the sequence of the sett. 5. Identify component parts for the kilt, understand the correct sequence of sewing the kilt and the consequences of sewing components out of sequence and how to prevent it occurring according to instruction. 6. The range of hand sewn stitches used in the construction of the kilt and where and how to use them and the importance of sewing accurately to measurements and specifications, and also the consequences of inaccuracies and how to rectify them. 7. Interpret measurements and specifications. 8. The importance of matching marking-out lines, design lines and twill. 9. Select and use appropriate threads, needles and thimbles and appreciate the consequences of not selecting them.

10. Selection of appropriate pre-cut support canvases, pre-cut trimmings and pre-cut linings and matching and attaching, where required, to the kilt with appropriate stitching and thread.
11. Types of sewing errors which may occur, how they are identified, their effect on the finished kilt and how they should be dealt with according to organisation's instructions.
12. Appreciate how figure variations are reflected in the shape and size of the kilt.
13. Why sewn items should be kept free of contamination.
14. What are the storage requirements of sewn items.
15. Why it is important to segregate and mark rejects.

The skills and techniques:

1. Carry out test sews of stitches and threads used.
2. Use scissors/shears correctly, efficiently and safely.
3. Using the needle and thimble.
4. Identification and use of appropriate threads
5. Demonstrate knowledge of stitch types, their appropriate use and application.
6. Identify the different weights of material, support canvases trimmings and linings, where and why they are used.
7. Ensure sufficient quantity of materials, support canvases, linings, straps and buckles are available for kilt trim.
8. Stitches are accurately sewn to specification.
9. Read, interpret and maintain work specification records.
10. Meet specification in terms of size, shape, labels and trimmings.
11. Identify faults and take appropriate action.
12. Recognise bad stitching, the causes and take appropriate steps to rectify.

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards.
2. Quality and quantity of manufactured output complies with specifications and production targets.
3. Quality systems and procedures.
4. Limits of personal responsibility.
5. Reporting procedures.
6. Equipment operating procedures.
7. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health).
8. Manufacturer's instructions.

Workplace skills

1. Follow and complete production reporting systems and documentation.
2. Deal with problems within the work area, and within limits of personal responsibility.
3. Report problems outside area of responsibility to the appropriate person.
4. Communicate effectively with colleagues and customers.
5. Comply with written instructions.
6. Complete forms, reports and other documentation.
7. Keep accurate records.

ENDS

HKM6 – Carry out pressing in the Kilt Making process

This standard is for those who prepare their own work area, select and prepare the appropriate equipment, prepare the material for pressing, press kilts using dry iron, steam iron and vacuum buck pressing methods, and ensure product quality by remedial work and adjustments.

The job role may involve:

1. Preparing hand pressing equipment and work area.
2. Identifying and preparing materials.
3. Pressing kilts.
4. Monitoring the pressing process.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Organise work to be carried out in accordance with instructions, select appropriate equipment for the work and ensure that equipment and operating surfaces are clean and free of contamination. 2. Identify difficulties in carrying out instructions and report them promptly. 3. Carry out test pressing to confirm that shine, stretch, shrinkage and fabric reaction is within agreed tolerances. 4. Select and prepare materials and confirm specification before pressing. 5. Identify material defects and report promptly. 6. Prioritise work to meet production schedule. 7. Press material using method, sequence and time to achieve product specification and according to instruction. 8. Identify and rectify recoverable faults within the capabilities of the equipment and organisation's instruction. 9. Confirm and record specifications after pressing. 10. Identify rejects, mark and place in the designated locations. 11. Label and record pressed items, protect pressed items and forward to the next stage of the production process where appropriate. 12. Ensure that the final quality of pressed completed kilt complies with specifications. 	<ol style="list-style-type: none"> 1. How to read and interpret instructions, specifications and size charts and the importance of checking products against specification. 2. Safe use of different types of equipment to achieve specified results, how they are used, faults which may occur, how they are identified and dealt with according to organisation guidelines. 3. Equipment adjustment and maintenance to achieve required results and how to adjust and modify equipment to achieve specification of the product within limits of personal responsibility according to organisation's guidelines. 4. Product faults which may occur, how they are identified and appropriate course of action to be taken. How to rectify minor faults in garments by the application of heat, steam, vacuum and pressure. Characteristics of differing materials and when to carry out temperature, pressure and steam test. 5. How to manually manipulate product materials to achieve specified requirements. 6. The construction of garments. 7. Understand how, when and which areas to press correctly during the kilt making process, the consequences of errors and how to rectify them where possible, 8. Why it is important to operate equipment within health and safety requirements. 9. Why pressed items should be protected and the ways in which pressed items should be protected. 10. Importance of forwarding products promptly. 11. Why it is important to mark and segregate reject items.

The skills and techniques:

1. Set equipment to appropriate operating temperatures, times and pressures to achieve requirements.
2. Operate pressing equipment safely and correctly according to material type.
3. Achieve product specification by adjustment of equipment and manipulation of material.
4. Ensure that the completed product conforms to size and visual requirements.
5. Use and maintain records of kilt specification.

Regulations, rules and guidelines

1. The organisation's rules, codes, guidelines and standards.
2. Quality and quantity of manufactured output complies with specifications and production targets.
3. Quality systems and procedures.
4. Limits of personal responsibility.
5. Reporting procedures.
6. Equipment operating procedures.
7. Responsibilities under the Health & Safety at Work Act and COSHH (Control of Substances Hazardous to Health).
8. Manufacturer's instructions.

Workplace skills

1. Follow and complete production reporting systems and documentation.
2. Deal with problems within the work area, and within limits of personal responsibility.
3. Report problems within the work area, and within limits of personal responsibility.
4. Communicate effectively with colleagues and customers.
5. Comply with written instructions.
6. Complete forms, reports and other documentation.
7. Information recorded is accurate, complete and legible.

ENDS

HKM7 Select, prepare and cut materials for trimmings in the kilt making process

This standard is for those who select, prepare and cut materials ready for trimmings for the kilt making process.

The job role may involve:

1. Selecting and preparing materials and equipment ready for the cutting process.
2. Measure, mark out and cut trimmings to specification and forward where appropriate.
3. Stock control.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Identify the trimmings required to specification. 2. Select the materials and components appropriate to each kilt. 3. Match trimmings as appropriate. 4. Lay out material correctly and inspect for flaws. 5. Use templates where appropriate, measure, mark out and cut material accurately. 6. Make up and label trimming bundles ready for forwarding where appropriate. 7. Keep records of stock control of all materials. 	<ol style="list-style-type: none"> 1. Understand the range of trimmings and their purpose. 2. The names, appearance, qualities and characteristics of the various materials, canvases, linings and other trimmings. 3. The methods of matching, measuring or calculating the quantities of materials, canvases, linings and other trimmings. 4. Understand how to measure, mark out and cut accurately as well as economical use of materials. 5. Selection, use and maintenance of tools and equipment. 6. Safe use of cutting equipment. 7. Job ticket systems. 8. Trimmings stock control systems. 9. Suppliers names, addresses, delivery times, reliability and prices. 10. Buying policies. 11. Check purchase invoices on receipt of delivery.
The skills and techniques:	
<ol style="list-style-type: none"> 1. Estimating and/or measuring the quantities of canvases, linings and other trimmings required for each kilt according to the kilt specification. 2. Selecting the correct quality of canvases, linings and other trimmings required in relation to its purpose and also the kilt specification. 3. Matching design, threads, trims and linings as appropriate. 4. Using and maintaining marking out equipment. 5. Using shears or trimmers for cutting materials, canvases and linings. 6. Dealing with and recording faults in materials, linings and other trimmings. 7. Bundling and labelling trimmings to be forwarded, where appropriate, with the kilt. 8. Check purchase invoices on receipt of delivery. 	

Regulations, rules and guidelines

1. The company's relevant systems and procedures.
2. Company buying policy.
3. Relevant quality standards.
4. The company's relevant rules, codes and guidelines.
5. Health & safety in the workplace.

Workplace skills

1. Communicate effectively with colleagues and customers.
2. Make accurate estimates of fabrics and materials.
3. Make accurate and detailed measurements and calculations.
4. Interpret information and results.

ENDS

HKM8- Cutting room organisation in the kilt making process

This unit is for those who organise the cutting room.

The job role may involve

1. Organising the cutting room.
2. Stock control.
3. Record keeping.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Record lengths cut 2. Stock control 3. Allocate work to production 4. Supervise production and check quality of production 5. Keep the cutting room record of work allocation, progress and fitting times 6. Authorise advice to customers for fittings 7. Complete orders 	<ol style="list-style-type: none"> 1. Work room control techniques 2. The cloth stock control systems 3. Progress record systems 4. How to advise customers 5. Despatch procedures 6. How to keep the cutting room record
<p>The skills and techniques:</p>	
<ol style="list-style-type: none"> 1. Identifying the requirements of the kilt maker and the customer in relation to: <ul style="list-style-type: none"> • Work allocation • Work progress 2. Advising customers for fittings and completion of orders 3. Judging workers' skills and outputs 4. Applying methods of production control and work load balance 5. Managing work teams 6. Criticising positively and constructively 	
<p>Regulations, rules and guidelines</p>	
<ol style="list-style-type: none"> 1. The company's relevant systems and procedures 2. Relevant quality standards 3. The company's relevant rules, codes and guidelines 4. Health & safety in the workplace 	
<p>Workplace skills</p>	
<ol style="list-style-type: none"> 1. Communicate effectively with colleagues and customers 2. Make accurate estimates of fabrics and materials 3. Make accurate and detailed measurements and calculations 	

HKM9- Measure, fit and make alterations to the kilt in the bespoke kilt making process

This unit is for those who measure, fit and make alterations to kilts.

The job role may involve

1. Measuring customers.
2. Fitting kilts and recording alterations.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Check that the kilt is worn correctly and conforms to agreed specification with the customer. 2. Check that the kilt lies and fits as per specification. Equipment adjustment and maintenance to achieve required results and how to adjust and modify equipment to achieve specification of the product. 3. Take and record customers' measurements, figure variations, dress and style requirements for the kilt. 4. Mark and record alterations. 5. Re-marking ripped and smoothed garments after fittings. 6. Adjust the balance of the kilt after fitting if necessary. 7. Giving clear instructions to kilt maker. 	<ol style="list-style-type: none"> 1. Understand the specification and fit of the kilt, identify faults in the fit (e.g. kicking pleat, length), how to rectify where possible within the guidelines of organisation. 2. Understand correct procedures for taking and recording measurements and figure variations accurately. 3. Understand fitting room procedures (e.g. privacy) . 4. Understand alterations procedures, the effect of any proposed alterations, their limitations and their feasibility. 5. The meaning of fitters' chalk marks made on the kilt at the fittings. 6. Smoothing kilts parts to restore them to the required shape.
The skills and techniques:	
<ol style="list-style-type: none"> 1. Dealing with the customer, being respectful, mindful of their privacy and inspiring confidence. 2. Learn how a kilt should fit. 3. Using tape measure for taking measurements and recording relevant information. 4. Identifying and meeting the expectation of the customer where possible. 5. Observing discretely customers' figurations. 6. Recognising and marking faults in fit and construction. 7. Ensuring that the kilt is of the style and specification agreed with the customer. 8. Identify what alterations can be made and how they are carried out. 9. Preparing the kilt for re-marking after fittings 10. Interpreting and applying fitters markings to kilt. 	
Regulations, rules and guidelines	
<ol style="list-style-type: none"> 1. The company's relevant systems and procedures 2. Relevant quality standards 3. The company's relevant rules, codes and guidelines 4. Health & safety in the workplace 	

Workplace skills

1. Communicating effectively, politely and clearly with customers and colleagues
2. Make accurate estimates of fabrics and materials
3. Make accurate and detailed measurements and calculations

ENDS

HKM10– Carry out bespoke selling of kilts and highland wear

This standard is for those who bespoke sell kilts and related products.

The job role may involve:

1. Knowledge and sourcing tartan
2. Recognise and understand customer specification
3. Ability to take and record all necessary measurements.
4. Comprehensive knowledge of material design options.
5. Comprehensive knowledge of Highland Wear accessories and related products.

The competent person must:	The key areas of knowledge and understanding:
<ol style="list-style-type: none"> 1. Demonstrate knowledge of appropriate tartan options. 2. Demonstrate knowledge of appropriate highland Wear accessories. 3. Obtain details of customers' requirements. 4. Discuss and advise on style and selection of cloth. 5. Interpret and record customers' requirements and specifications. 6. Know how to estimate material required and give a quote according to company guidelines 7. Initiate, follow through, and complete bespoke sales. 	<ol style="list-style-type: none"> 1. How to understand and deal with customers. 2. Where and how to source descriptions, samples, pictures of material. 3. Where and how to source Highland Wear accessories and their cost. 4. Understand how the Highland Outfit is worn. 5. The comprehensive range of styles and suitability of style to customer. 6. Fashion trends. 7. Types and features of cloths, and suitability to kilt uses. 8. How to measure customers. 9. Record customer measurements special needs and specifications accurately and the consequences of inaccuracies and how to rectify them. 10. How much material is required to meet the specification and the cost of the kilt. 11. Selling techniques in bespoke tailoring.
<p>The skills and techniques:</p>	
<ol style="list-style-type: none"> 1. Knowledge of tartans ,their sourcing, range and description. 2. Knowledge of highland wear accessories, sourcing them and understanding how they are worn. 3. Dealing with the customer, being respectful, mindful of their privacy and inspiring confidence. 4. Taking and recording customers' orders. 5. Estimating material required and costing the final kilt and/or accessories according to company guidelines. 6. Picturing the kilt in relation to the customer's figure, character and personality. 7. Ensuring that patterns and kilt are of the style and fit agreed with the customer. 8. Understanding and meeting customers' requirements. 	

Regulations, rules and guidelines

1. The company's relevant systems and procedures.
2. Relevant quality standards.
3. The company's relevant rules, codes and guidelines.
4. Health & safety in the workplace.

Workplace skills

1. Communicating effectively, politely and clearly with customers and colleagues.
2. Recording requests and information.
3. Make accurate estimates of fabric and materials.
4. Make accurate and detailed measurements and calculations.

ENDS