

Assessment Strategy

Sector	Fashion and Textiles
Qualification Title(s)	<p><u>Apparel</u></p> <ul style="list-style-type: none"> - SVQ in Kilt making at SCQF Level 6. - SVQ in Bespoke Cutting and Tailoring at SCQF Level 6. <p><u>Leather/Leathergoods</u></p> <ul style="list-style-type: none"> - SVQ in Leather Production at SCQF Level 5. - SVQ in Leather Manufacture at SCQF Level 7. <p><u>Textiles</u></p> <ul style="list-style-type: none"> - SVQ in Manufacturing Textiles Products at SCQF Level 5. - SVQ in Manufacturing Textiles Products at SCQF Level 7. <p><u>Textiles Care Services</u></p> <ul style="list-style-type: none"> - SVQ in Textile Care Services at SCQF Level 5.
Developed by	UKFT (Updated December 2018)
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Introduction

From November 2017, UKFT became the Sector Skills Body (SSB) for the fashion and textiles sector, and it represents the voice of approximately 34,000 fashion and textiles businesses on skills issues.

Our mission is to ensure that the UK's education and training system delivers the skills that our sector employers need to create marketable products and compete successfully.

UKFT interacts with the sector through various employers, skills agencies, providers and awarding body/organisation meetings. These stakeholders work in partnership to develop fashion and textiles National Occupational Standards (NOS) and supporting documents such as Assessment Strategies.

The NOS define the skills and knowledge functions across the sector footprint and the Assessment Strategy outlines the required assessment procedures for competency based qualifications based on the NOS.

This document sets out the UKFT strategy for the assessment of Scottish Vocational Qualifications (SVQs) within the fashion and textiles sector and reflects the greater flexibilities which are now possible within qualification frameworks.

This Assessment Strategy supersedes previous assessment strategies.

Purpose

The purpose of an assessment strategy is to provide awarding bodies with a consistent approach to assessment that complies with SQA Accreditation's regulatory requirements.

The key areas this assessment strategy will cover are:

- how external quality control of assessment will be achieved;
- which aspects must always be assessed through performance in the workplace;
- the extent to which a realistic work environment and simulated working conditions may be used to assess competence;
- the occupational expertise requirements for assessors and verifiers.

Awarding bodies must use the assessment strategy as the basis for developing and defining the evidence requirements and assessment methods their providers will use. This includes specifying how the qualification will be internally and externally quality assured.

The Fashion and Textiles Assessment Strategy

The Strategy is designed to cover the current fashion and textiles manufacturing SVQ footprint in Scotland and to meet SQA Accreditation regulatory assessment requirements and criteria.

The Strategy was developed in consultation with employers, SQA, regulators and centres/providers to ensure reliable, effective assessment practises and quality assured sector qualifications.

The scope of this document covers the sub sectors below:

- Apparel (Including Bespoke Cutting and Tailoring/Kilt making);
- Leather/Leathergoods;
- Textiles (Including Technical Textiles);
- Textile Care Services (Laundry, Wet and Dry cleaning).

Additional requirements related to specific sub-sectors can be found in relevant annexes as recorded later in this document (***see additional information section from Page 11 onwards***).

This enables UKFT and awarding bodies to take account of the changing environment linked to qualification delivery. Annexes will be updated following standard reviews as required.

The UKFT Awarding Organisation Forum (AOF)

Effective working relationships between UKFT and awarding bodies are crucial to the successful implementation of the Assessment Strategy, thus UKFT works closely with awarding bodies through the UKFT Awarding Organisation Forum (AOF).

The forum meets yearly and works to establish a common approach to enhance quality control, reflecting the requirements of the sector as a whole. Both parties undertake the need to inform of compliance, and potential for variation of, the Assessment Strategy for relevant sector qualifications so ensuring the quality assurance requirements are maintained.

UKFT also engage with awarding bodies to ensure early dialogue as part of the qualifications approvals process via on line communication and one to one meetings as required.

External quality control

Competency based qualification assessment decisions are monitored and standardised through a robust verification system as outlined by SQA Accreditation. Units of competence within these qualifications are based on National Occupation Standards (NOS) which are designed, in part, for use within competency based qualifications. Units of competence differ from NOS as they are assigned a level, a credit value and include evidence requirements and assessment guidance.

In addition to SQA Accreditation requirements, the internal and external verification of the assessment process will be provided through the following:

- Awarding bodies will carry out statistical monitoring and risk rating of all centres. This requires awarding bodies to carry out data collection, analysis, risk assessment and action planning. Awarding bodies delivering the awards should provide adequate arrangements for fulfilling these requirements.

OR

- Awarding bodies will carry out 100% external verification of one key unit in each qualification. This will cover the evidence assessed by each Assessor involved in the assessment of the critical unit over a twelve-month period. This unit will relate to the performance of a major work activity involving a manufacturing process.

UKFT identifies a shared, consistent unit within each qualification; **HS1 'Health, safety and security at work'**. The unit is vital to occupational competence and provides a standardised approach to the review of evidence. The unit also has the potential to form the basis of induction programmes for new staff.

Qualifications structures are developed by UKFT in partnership with awarding bodies and employers. The qualification structures place technical units within a broad range of options to reflect the diversity of both manufacturing and product serving processes.

The structures provide significant flexibility and enable learners to select and combine units of competence to the appropriate level.

Workplace assessment

UKFT's fashion and textiles NOS are based on the need to demonstrate competence in the workplace. Therefore, the workplace is the preferred primary location for assessment, enabling candidates to be assessed under normal commercial operating conditions; however, simulation is acceptable under certain circumstances (**see simulation section - Page 6**).

The workplace is defined as an environment in which candidates operate prescribed machinery, equipment or processes under commercial operating conditions, and control systems after any training, induction or related probationary period has been completed. It is accepted that some areas of knowledge and understanding may take place in a different environment i.e. training centre/area which is not the immediate workplace.

However, any knowledge and understanding assessments undertaken must be directly linked to workplace performance and should include performance evidence.

Primary sources of evidence are listed below:

Observation

Observation of candidates can only be carried out on-the- job and is the preferred source of evidence. This should include inspection and evaluation of products produced.

Questioning

Questioning of candidates to support performance or provide knowledge evidence can take place either on or off the job.

Internal competency assessments

Internal competency assessments carried out as part of a structured in-company approach to training by workplace personnel should be taken into account as contributory evidence of a candidate's performance. Where these assessments are recorded and subject to audit (i.e. ISO9000), and a significant amount of this type of evidence is present, Assessors should carry out only confirmatory observation and collect supplementary evidence as appropriate.

Expert Witness¹

There are a number of different niche areas within UKFT's fashion and textiles footprint and there are numerous occupations within these areas. A small number of specialist qualifications have been developed in order to reflect this i.e. bespoke shoe makers, bespoke cutters and tailors, kilt makers, saddlers, leather producers and garment/textile technicians.

In many cases assessors, whilst demonstrating broad knowledge of the competencies required to meet the national occupational standards, will not be competent in meeting the requirements of the standards as demonstrated by these job roles. Employers within

¹ An Expert Witness is an expert on the occupation to be assessed i.e. experienced line manager or peer, and not to be consulted as a professional Assessor

the sector have been consulted on this issue and trust the ability of experienced employees to contribute substantially to the assessment process as Expert Witnesses.

Therefore, to provide evidence to confirm the candidate's competence in these circumstances, the Assessor must use an Expert Witness. The use of the Expert Witness, in this instance, should be sufficient to confirm candidates' competence in their area of skill without observation by the Assessor.

Please note the Assessor will have overarching responsibility for the assessment and make the final judgment.

Simulation

Simulation is permitted in specific aspects of the standards relating to:

- performing health and safety operations where there could be major disruption to the work process or where events rarely occur;
- activities which would be very costly to perform in terms of time, materials and equipment;
- performing specific activities which would be considered non-routine under commercial working practices.

The use of appropriate simulations must be agreed with the External Verifier appointed by the awarding body prior to the simulation taking place and should be carried out within an agreed realistic working environment (***see realistic work environment and simulation section – Page 7***)

Supplementary evidence

Supplementary evidence of performance is also recognised as valuable to demonstrate competence. In particular Witness Testimony may support situations where evidence from direct observation is deemed insufficient to fully meet the standards.

Supplementary evidence must relate directly to the candidate performance on-the-job, and may include professional discussion, product and photographic evidence, relevant documentation, reports, presentations and work records etc.

Recognition of prior learning

Prior learning can be recognised and evidenced from past achievements may be included within the assessment methods. Evidence must be measurable and relate to the individual learner current circumstances. Current competence in relation to learning outcomes must also be demonstrated. The Assessor must ensure that the most reliable and effective use is made of evidence relating to claims of prior learning.

Realistic work environment and simulation

In a sector as diverse as the fashion and textiles industry there are work environments that are difficult to simulate i.e. bespoke production, high volume manufacture, automated production.

High quality Realistic Work Environments (RWEs) and simulations are accepted in various circumstances across all levels as detailed below:

- performing health and safety operations where there could be major disruption to the work process or where events rarely occur - this includes dealing with rare or dangerous occurrences, environmental issues, emergency scenarios and rare operations at work;
- performing specific activities which would be considered non-routine under commercial working practices such as the response to faults and problems for which no opportunity of naturally occurring workplace evidence has been presented;
- activities which would be very costly to perform in terms of time, materials and equipment.

However, the RWE and simulation must impose pressures which are consistent with workplace expectations and, it is essential to provide an environment which allows the learner to experience and perform work activities using tools and equipment, procedures and accommodation which are similar to those found in a place of work.

RWEs and simulations must be designed to match the physical characteristics of an operational processing environment as detailed below:

- same pressures of time, access to resources and access to information as would be expected if the activity were real;
- use real plant and equipment where possible;
- provide interaction with colleagues and contacts using the communication media that would be expected at work (if relevant);
- need not involve the use of genuine materials, simulations which require the candidate to handle or otherwise deal with materials should ensure that the 'dummy' materials take the same form as the real thing e.g. using water to mimic liquid spillage; using sand to mimic powder spillage.

The use of appropriate simulations and RWEs must be agreed with the External Verifier appointed by the awarding body prior to the simulation taking place.

Occupational expertise of quality assurers

The UKFT fashion and textiles NOS are designed to be assessed by vocationally competent Assessors in the workplace, and backed up by consistent internal and external verification through the work of the awarding bodies. The overall criteria set out below and any criteria specific to individual sub-sectors indicated in the annexes will be kept under review.

The awarding bodies are requested to monitor the impact of these criteria on the quality of assessment.

Role of the Assessor

The role of an Assessor is to make accurate and objective decisions as to whether the candidate's performance meets the national standards. The Assessor is ultimately responsible for assessment of the candidate's competence and must collate the evidence of competence and understanding in the areas being assessed to the satisfaction of the Verifiers.

Where the Expert Witness concept is utilised the Assessor must:

- request the company nomination of an appropriate person in line with Expert Witness criteria;
- ensure the Expert Witness has the required competence and knowledge;
- brief and support the Expert Witness as appropriate;
- ensure the Expert Witness understands the differences in the roles of assessment and training;
- ensure the Expert Witness understands the NOS and qualification being assessed, and his/her role in the assessment process.

Occupational Competence of Assessor

Required:

- Provide current evidence of competence and understanding in the areas to be assessed to the satisfaction of the External Verifier. This may be achieved through experience or continual professional development.
- Hold or be working towards achievement of the relevant assessor qualifications approved by the qualifications regulatory authorities and set out in national requirements and guidance.
- Have a full understanding of the NOS and requirements of the qualification being assessed.

Desirable:

- Hold or be working towards appropriate technical qualifications in addition to assessor qualifications.

Exceptions:

- When utilising the Expert Witness concept, full competence and understanding in the areas being assessed is not required. **However, this must be agreed with the relevant awarding body.**

Role of the Expert Witness

The role of the Expert Witness (EW) is to work in partnership with the Assessor, providing technical expertise and working knowledge which will enable the Assessor to make an informed decision with regard to the candidate's competence and achievement of the SVQ qualification being undertaken.

The EW must be fully briefed by the Assessor or Internal Verifier on his/her role in the assessment process, the qualification to be assessed and the differences between assessment and training

Note: The Assessor will have overall and ultimate responsibility for the assessment of evidence provided and the final decision.

Occupational Competence of Expert Witnesses

Required:

- Time served practical experience i.e. peer/supervisor/manager nominated by the company.
- Possess occupationally competent in the skills area to be assessed.
- Possess a working knowledge of the NOS and qualification being assessed.

Desirable:

- Hold or be working towards an appropriate unit of competence in the assessment of workplace performance, preferably either A1 or L20 or current superseding qualifications.

Role of the Internal Verifier

Internal Verifiers (IVs) are appointed by approved centres to ensure consistency and quality of assessment. The IV monitors assessment activities and provides guidance, feedback and support to Assessors.

Occupational Competence of Internal Verifiers

Required:

- Demonstrate sufficient and current understanding of the qualifications to be internally verified.
- Hold or be working towards achievement of the relevant internal verification qualifications approved by the qualifications regulatory authorities and set out in national requirements and guidance.
- Know where and how to access specialist advice when additional technical knowledge relating to the NOS and the qualification is being assessed.

Role of the External Verifier

External Verifiers (EVs) are appointed by awarding bodies to ensure quality assurance. EVs check the accuracy of assessment and verification decisions ensuring they comply with national standards and awarding body procedures and provide a supporting role for centres.

Occupational Competence of External Verifiers

Required:

- Demonstrate occupational knowledge appropriate to the sector in which they are externally verifying.
- Demonstrate sufficient and current understanding of the qualification to be externally verified.
- Hold or be working towards achievement of the relevant external verifiers qualifications approved by the qualifications regulatory authorities and set out in national requirements and qualification guidance.
- Know where and how to access specialist advice when additional technical knowledge relating to the NOS and the qualification is being assessed.

Exceptions:

- Where there is a shortage of External Verifiers from the sector, an EV from a different sector background can be used provided that they are supported by a person who has current personal occupational knowledge. The person from this sector may be in the process of being qualified as an EV.

Additional Information

Annex 1 - Apparel

(SVQs in Bespoke Cutting and Tailoring / Kilt making)

The primary source of evidence for the assessment is expected come from observation of the candidate in the workplace and the evaluation of products arising naturally from work activities.

A significant amount of evidence for assessment will come from a wide variety of work based sources, including product evaluation with product evidence such as work documents.

In relation to rare occurrences and contingency situations, there may be value in making use of recognition of prior learning. Wherever historical evidence is used, the body of evidence overall must be such as to demonstrate the candidate's current competence.

As with all assessment it is for the Assessor to agree with the candidate the most appropriate and cost effective sources of evidence to use in each assessment.

Simulation

Simulated activities can be used in situations where evidence of real work activity is difficult to gather for reasons such as safety or the infrequency with which it occurs. However, a realistic working environment is required across all levels.

In addition to the simulation guidance provided on Page 7 of this Assessment Strategy, assessment of apparel qualifications must be designed in relation to the following parameters, simulations must:

- be designed to match the physical characteristics of an operational processing environment;
- be verified as complying with relevant health, safety and environmental legislation by a competent health and safety/environmental control officer before being used;
- require candidates to demonstrate their competence using real plant and equipment.

Computer Aided Design / Computer Aided Manufacture (CAD/CAM)

Where apparel qualifications are split into specific pathways, it is envisaged that two additional and separate pathways will be created to cover the functions carried out by pattern technologists who use CAD/CAM technology:

- CAD CAM Pattern and Grading Technologist (Computer + Manual) – in this pathway a combination of manual and computer pattern creating, grading and lay planning techniques are carried out.
- CAD CAM Pattern and Grading Technologist (Computer) – if this pathway is to be undertaken, the learner **must** demonstrate competence and understanding in the relevant manual activities.

Bespoke Cutting and Tailoring

Please find additional guidance relating to the range of patterns/garments to be produced as evidence for the SVQ in Bespoke Cutting and Tailoring at SCQF Level 6 qualification below.

Bespoke Cutter

To produce a minimum of 3 patterns:

- 1 Trousers or Skirt;
- 1 Waistcoat;
- 1 Coat/Jacket.

Bespoke Tailor (*handcraft/bespoke trousers or skirt and waistcoat sub-group*)

To produce a minimum of 2 garments:

- 1 Trousers or Skirt;
- 1 Waistcoat.

Bespoke Tailor (*handcraft/ bespoke coat sub-group*)

To produce a minimum of:

- 2 Coats/Jackets.

Kilt Making

Please find additional guidance relating to the range of kilts to be made as evidence for the SVQ in Kilt Making at SCQF Level 6 qualification below.

Candidates must complete a minimum of **six kilts** of commercial quality of which:

- One must be a solid block single colour;
- Five must be of different tartans, to show an understanding of the tartan sett, must include heavy weight, medium weight, symmetrical and asymmetrical fabrics;
- Each of the pleating options must be covered — knife pleat, box pleat, to sett and to stripe;
- All customer types must be covered — adult male, female and child.

Annex 2 – Leather/Leathergoods (SVQs in Leather Production and Leather Manufacture)

The primary source of evidence for the assessment is expected come from observation of the candidate in the workplace and the evaluation of products arising naturally from work activities. A large number of footwear producers follow a common skills grading system, if available this may be used to inform assessment.

A significant amount of evidence for assessment will come from a wide variety of work based sources, including product evaluation with product evidence such as work documents.

In relation to rare occurrences and contingency situations, there may be value in making use of recognition of prior learning. Wherever historical evidence is used, the body of evidence overall must be such as to demonstrate the candidate's current competence.

As with all assessment it is for the Assessor to agree with the candidate the most appropriate and cost effective sources of evidence to use in each assessment.

Simulation

Simulated activities can be used in situations where evidence of real work activity is difficult to gather for reasons such as safety or the infrequency with which it occurs. However, a realistic working environment is required across all levels.

In addition to the simulation guidance provided on Page 7 of this Assessment Strategy, assessment of leather/leathergoods qualifications must be designed in relation to the following parameters, simulations must:

- be designed to match the physical characteristics of an operational processing environment;
- be verified as complying with relevant health, safety and environmental legislation by a competent health and safety/environmental control officer before being used;
- require candidates to demonstrate their competence using real plant and equipment.

Annex 3 – Textiles (SVQs in Manufacturing Textiles Products)

The primary source of evidence for the assessment is expected come from observation of the candidate in the workplace and the evaluation of products arising naturally from work activities.

A significant amount of evidence for assessment will come from a wide variety of work based sources, including product evaluation with product evidence such as work documents.

In relation to rare occurrences and contingency situations, there may be value in making use of recognition of prior learning. Wherever historical evidence is used, the body of evidence overall must be such as to demonstrate the candidate's current competence.

As with all assessment it is for the Assessor to agree with the candidate the most appropriate and cost effective sources of evidence to use in each assessment.

Simulation

Simulated activities can be used in situations where evidence of real work activity is difficult to gather for reasons such as safety or the infrequency with which it occurs. However, a realistic working environment is required across all levels.

In addition to the simulation guidance provided on Page 7 of this Assessment Strategy, assessment of textiles qualifications must be designed in relation to the following parameters, simulations must:

- be designed to match the physical characteristics of an operational processing environment;
- be verified as complying with relevant health, safety and environmental legislation by a competent health and safety/environmental control officer before being used;
- require candidates to demonstrate their competence using real plant and equipment.

Additional Guidance for Hand Weaving

UKFTs textile production NOS are primarily targeted towards candidates working in industry using industrial scale motorised / computerised machinery and equipment. Please find additional guidance relating to standards which cover hand weaving, operation of hand looms, making repairs by hand and inspection of cloth below:

TEX2 Produce the Warp

- Loom may not have a pre-loaded sett value; thus Assessor must seek candidate understanding of how to achieve required sett during weaving.

TEX3 Prepare the warp for weaving (knotting or healding)

- As weaving not carried out on site where warp prepared, assess candidate knowledge of weavers' work areas, resources and equipment to promote and maintain efficiency.

TEX4 Manufacture woven textiles

- Whilst an understanding of production cycles and downtime is required, it should be relative to individual capabilities.
- Production problems need to be resolved by the weaver wherever possible.

TEX6 Control the efficiency of the weaving process

- Issues surrounding activities such as shift change need not be assessed.
- Compressed air machinery may or may not be used.
- Loom changeover is not a requirement, however beam changeover does occur.
- Loom pick rate and tension needs to be set by weaver themselves and monitored throughout process.
- Loom repairs will be made when necessary.

Annex 4 - Textile Care Services (SVQ in Textile Care Services - Laundry, Wet and Dry Cleaning)

The primary source of evidence for the assessment is expected come from observation of the candidate in the workplace and the evaluation of products arising naturally from work activities.

In relation to rare occurrences and contingency situations, there may be value in making use of recognition of prior learning. Wherever historical evidence is used, the body of evidence overall must be such as to demonstrate the candidate's current competence.

As with all assessment it is for the Assessor to agree with the candidate the most appropriate and cost effective sources of evidence to use in each assessment.

Simulation

Simulated activities can be used in situations where evidence of real work activity is difficult to gather for reasons such as safety or the infrequency with which it occurs. However, a realistic working environment is required across all levels.

In addition to the simulation guidance provided on Page 7 of this Assessment Strategy, assessment of textile care services qualifications must be designed in relation to the following parameters, simulations must:

- be designed to match the physical characteristics of an operational processing environment;
- be verified as complying with relevant health, safety and environmental legislation by a competent health and safety/environmental control officer before being used;
- require candidates to demonstrate their competence using real plant and equipment.