



**THE REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARD**

**FOR**

**FASHION DESIGN MANAGER**

**KNQF LEVEL 6**

**ISCED OCCUPATIONAL STANDARD CODE:0212 554 B**



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## DESIGN AND CONSTRUCT FASHION ACCESSORIES

UNIT CODE: FAS/OS/FD/CC/02/6/B

### UNIT DESCRIPTION

This unit covers the competencies required to design and construct fashion accessories. It involves planning for design and construction of accessories, designing, sketching and illustrating selected accessories, constructing and cutting accessory. It also entails finishing and displaying the accessory as well as developing an accessory portfolio.

This standard applies in Fashion industry.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the <b>key outcomes</b> which make up <b>workplace function</b>	<b>PERFORMANCE CRITERIA</b> These are <b>assessable</b> statements which specify the required level of performance for each of the elements.  <i><b>Bold and italicized terms are elaborated in the Range (Passive voice)</b></i>
1. Plan for design and construction of accessories	1 .1Production standards are set based on organization objectives. 1 .2 <b><i>Production tools and equipment</i></b> are identified based on fabric and accessory design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 <b><i>Production materials and supplies</i></b> are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 <b><i>Production tasks</i></b> are identified, and organizational structure developed based on tasks to be performed. 1 .6Staff is identified, and duties allocated based on their competencies. 1 .7New staff is oriented to the organization and the job requirements as per workplace policy. 1 .8Production targets are set based on customers' requirements/orders. 1 .9Production schedules are developed based on production targets. 1 .10 Occupational safety and health are observed as per <b><i>legal requirements</i></b> . 1 .11 Production standard operating procedures are developed as per workplace policy.

2. Sketch and illustrate selected accessory	<p>2.1 <b>PPEs</b> are identified and used as per legal requirements.</p> <p>2.2 <b>Sketching tools</b> are identified and gathered based on standard operating procedures.</p> <p>2.3 Client consultation is done as per workplace policy.</p> <p>2.4 Clients specifications are recorded as per workplace policy.</p> <p>2.5 <b>Sketching and illustration materials and supplies</b> are identified and obtained based on job requirements.</p> <p>2.6 Accessory is sketched and illustrated as per clients' specifications.</p>
3. Design selected accessory	<p>3.1 <b>Designing tools</b> are identified and gathered based on standard operating procedures.</p> <p>3.2 <b>Designing materials and supplies</b> are identified and obtained based on job requirements.</p> <p>3.3 Design is developed based on clients' specifications/market preference.</p> <p>3.4 Accessory is illustrated based on the design.</p>
4. Construct selected accessory patterns pieces	<p>4.1 <b>Pattern construction tools</b> are identified and gathered based on standard operating procedures.</p> <p>4.2 <b>Pattern construction materials and supplies</b> are identified and obtained based on job requirements.</p> <p>4.3 <b>Accessory pattern pieces</b> are developed based on accessory illustration.</p> <p>4.4 Pattern pieces are cut as per standard procedures.</p>
5. Lay and cut the accessory garment pieces	<p>5.1 <b>Laying and cutting tools and equipment</b> are identified and gathered based on standard operating procedures.</p> <p>5.2 <b>Laying and cutting materials and supplies</b> are identified and obtained based on job requirements.</p> <p>5.3 Pattern pieces are laid on fabric based on fabric and accessory design.</p> <p>5.4 Accessory pieces are cut in accordance with pattern pieces layout.</p> <p>5.5 <b>Pattern markings</b> are transferred to the accessory pieces as per standard procedures.</p>
6. Construct and finish the accessory	<p>6.1 <b>Accessory construction tools and equipment</b> are identified and gathered based on standard operating procedures.</p> <p>6.2 <b>Accessory construction supplies</b> are identified and obtained based on job requirements.</p> <p>6.3 Accessory pieces are joined as per illustrated accessory design and standard procedures.</p> <p>6.4 <b>Accessory finishing</b> is done based on illustrated accessory design and workplace policy.</p>

7. Accessorize the accessory	<p>7.1 <b>Tools and equipment for accessorizing</b> the accessory are identified and gathered based on illustrated design.</p> <p>7.2 <b>Materials and supplies for accessorizing</b> the accessory are identified and obtained based on illustrated accessory design.</p> <p>7.3 <b>Method of accessorizing</b> the accessory is selected based on illustrated accessory design.</p> <p>7.4 The accessory is accessorized based on illustrated design as per standard operating procedures.</p>
8. Display the accessory	<p>8.1 <b>Tools and equipment for accessory display</b> are identified and gathered based on workplace policy.</p> <p>8.2 <b>Materials and supplies for accessory display</b> are identified, selected and obtained based on workplace policy.</p> <p>8.3 <b>Accessory display area</b> is identified and prepared as per workplace policy.</p> <p>8.4 The accessory is packaged as per workplace policy.</p> <p>8.5 The accessory is displayed as per workplace policy.</p>
9. Develop an accessory portfolio	<p>8.1 <b>Tools and equipment</b> for portfolio development are identified and gathered as per workplace policy.</p> <p>8.2 <b>Materials and supplies</b> for portfolio development are identified, selected and obtained based on workplace policy.</p> <p>8.3 Method of portfolio development is identified based on type of accessory.</p> <p>8.4 Accessory portfolio is developed as per standard operating procedure.</p>

## RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variables	Range
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<p>1. Accessory tools and equipment may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• 30 cm ruler</li> <li>• A metre ruler</li> <li>• Accessory stands</li> <li>• Assorted hand needles</li> <li>• Assorted Irons</li> <li>• Assorted machine needles</li> <li>• Assorted machines</li> <li>• Assorted scissors</li> <li>• Assorted sewing machines</li> <li>• Cutting machines</li> <li>• Cutting shears</li> <li>• Camera</li> <li>• USB drive</li> <li>• Compact discs</li> <li>• Cutting table</li> <li>• Display boards</li> <li>• Dressmakers pins</li> <li>• Embroidery hoops</li> <li>• French curve</li> <li>• Hip curves</li> <li>• Ironing boards</li> <li>• Mallet</li> <li>• Mannequin</li> <li>• Measuring scale</li> <li>• Mirror</li> </ul>	<ul style="list-style-type: none"> <li>• Nozzles</li> <li>• Paper scissors</li> <li>• Pin cushion</li> <li>• Pliers</li> <li>• Tweezer</li> <li>• Press magic</li> <li>• Punch</li> <li>• Safety pins</li> <li>• Seam ripper</li> <li>• Seam turners</li> <li>• Set squares</li> <li>• Shelves</li> <li>• Sleeve board</li> <li>• Tape measure</li> <li>• Thimble</li> <li>• Thread trimmer</li> <li>• Tracing wheel</li> <li>• T-squares</li> <li>• Tweezer</li> <li>• Weights</li> <li>• Working surface</li> </ul>
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<p>2. Accessorizing materials and supplies may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Assorted buttons</li> <li>• Assorted embroidery threads</li> <li>• Assorted fabrics</li> <li>• Assorted foam/waddings</li> <li>• Assorted glue</li> <li>• Assorted interfacing</li> <li>• Assorted iron-on</li> <li>• Assorted knitting threads</li> <li>• Assorted laces</li> <li>• Assorted lining</li> <li>• Assorted needles</li> <li>• Assorted packing cases</li> <li>• Assorted pins</li> <li>• Assorted PPE items</li> <li>• Assorted ribbons</li> <li>• Assorted sewing threads</li> <li>• Assorted stiffeners</li> <li>• Assorted stitching threads</li> <li>• Beads</li> <li>• Beltings</li> <li>• Brown paper</li> <li>• Bulbs</li> <li>• Charcoal</li> <li>• Colored pencils</li> <li>• Computer</li> <li>• Crayons</li> <li>• Dressmakers tracing paper</li> <li>• Dressmakers' pins</li> <li>• Elastic</li> <li>• Erasers</li> <li>• Eyelets/rivets</li> </ul>	<ul style="list-style-type: none"> <li>• Fabric glue</li> <li>• Fibre pens</li> <li>• Hangers</li> <li>• Hard pencils <ul style="list-style-type: none"> <li>○ 2B</li> <li>○ 2H</li> <li>○ 4B</li> <li>○ 4H</li> <li>○ 6H</li> <li>○ H</li> <li>○ HB</li> </ul> </li> <li>• Hooks and eyes</li> <li>• Pastels</li> <li>• Piping cord</li> <li>• Plain papers</li> <li>• Press buttons</li> <li>• Press studs</li> <li>• Salt</li> <li>• Sand</li> <li>• Sequins</li> <li>• Sharpeners</li> <li>• Sketching pads</li> <li>• Sponge</li> <li>• Stiffeners</li> <li>• Tailors chalk</li> <li>• Velcro</li> <li>• Water</li> <li>• Water colors</li> <li>• Working surfaces</li> <li>• Zips</li> </ul>
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3. Production tasks may include but not limited to:	<ul style="list-style-type: none"> <li>• Sketching</li> <li>• Illustrating</li> <li>• Designing</li> <li>• Laying</li> <li>• Cutting</li> <li>• Stitching</li> <li>• Finishing</li> <li>• Packaging</li> <li>• displaying</li> </ul>	<ul style="list-style-type: none"> <li>• Beading</li> <li>• Patch work</li> <li>• Embroidery</li> </ul>
4. Legal requirements may include but not limited to:	<ul style="list-style-type: none"> <li>• Occupational safety and health Act</li> <li>• EMCA 2015</li> <li>• NEMA regulations</li> <li>• County by-laws</li> </ul>	<ul style="list-style-type: none"> <li>• KRA act</li> <li>• Labour laws</li> <li>• Employment act</li> <li>• WIBA</li> </ul>
5. <i>PPEs</i> may include but not limited to:	<ul style="list-style-type: none"> <li>• Apron</li> <li>• Dust coat</li> <li>• Face mask</li> </ul>	<ul style="list-style-type: none"> <li>• Thimble</li> <li>• Gloves</li> <li>• Low heeled closed shoes</li> </ul>
6. Accessory pattern pieces may include but not limited to:	<ul style="list-style-type: none"> <li>• Facings</li> <li>• Yoke</li> <li>• Panels</li> <li>• Gusset</li> <li>• Belt</li> <li>• Bow</li> <li>• Tie</li> </ul>	<ul style="list-style-type: none"> <li>• Frills</li> <li>• Pockets</li> <li>• Flaps</li> <li>• Straps</li> <li>• Bands</li> <li>• Cummer band</li> <li>• Scarf</li> </ul>
7. Pattern markings may include but not limited to:	<ul style="list-style-type: none"> <li>• Folds</li> <li>• Notches/balance marks</li> <li>• Straight grains</li> <li>• Pattern size</li> <li>• Style number</li> <li>• Number of pieces to be cut</li> </ul>	<ul style="list-style-type: none"> <li>• Center back and center front</li> <li>• Name of pattern</li> <li>• Seam allowances</li> <li>• Construction lines</li> <li>• Scale</li> </ul>
8. Accessory finishing methods may include but not limited to:	<ul style="list-style-type: none"> <li>• Hemming</li> <li>• Ironing</li> <li>• Shell edging</li> <li>• Overlocking</li> <li>• Eyeleting</li> <li>• Press studding</li> </ul>	<ul style="list-style-type: none"> <li>• Edge stitching</li> <li>• Button holing</li> <li>• Button fixing</li> <li>• Trimming</li> </ul>

9. Methods of accessorizing may include but not limited to:	<ul style="list-style-type: none"> <li>• Beadwork</li> <li>• Patchwork</li> <li>• Embroidery</li> <li>• Motifs</li> <li>• Knotting</li> </ul>	<ul style="list-style-type: none"> <li>• Tying</li> <li>• Stitching</li> <li>• Pinning</li> <li>• Braiding</li> <li>• Wrapping</li> <li>• Twisting/coiling</li> </ul>
10. Accessory display areas may include but not limited to:	<ul style="list-style-type: none"> <li>• Window</li> <li>• Shelves</li> <li>• Display boards</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual display</li> <li>• Mirror</li> <li>•</li> </ul>
11. Selected accessories may include but not limited to:	<ul style="list-style-type: none"> <li>• Ties</li> <li>• Hats</li> <li>• Bonnets</li> <li>• Belts</li> <li>• Belts</li> <li>• Suspenders</li> <li>• Scarves</li> <li>• Shawls</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

### Generic skills:

- Communication
- People skills
- Time management
- Record keeping
- Telephones handling
- Conflict resolution
- Negotiation
- Analytical
- Problem solving
- Critical thinking
- Summarizing
- Listening
- Observation
- Organizing
- Technology



**Technical skills:**

- Designing
- Sketching
- Illustrating
- Drafting
- Laying
- Cutting
- Constructing
- Finishing
- Accessorising
- Displaying
- photography

**Required Knowledge**

The individual needs to demonstrate knowledge of:

- History of accessory designing
- Principles of management
- Fibres and fabrics
- Principles of accessory designing and construction
- Practices in accessory designing and construction
- Accessory Finishing
- Accessory marketing
- Creativity and innovation in accessory designing
- Sewing machine operation
- accessory making tools and equipment
- accessory making materials and supplies
- Ethical issues in fashion design
- Occupational safety and health
- Waste management

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	<b>Assessment requires evidence that the candidate:</b> 1 .1Identified and obtained production tools and equipment 1 .2Checked for serviceability and sufficiency of production tools and equipment 1 .3Identified, obtained and allocated production materials and
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	<p>supplies</p> <p>1 .4Identified production tasks.</p> <p>1 .5Observed occupational safety and health requirements</p> <p>1 .6Developed production standard operating procedures</p> <p>1 .7Identified PPEs and used them</p> <p>1 .8Consulted client and recorded specification</p> <p>1 .9Designed, sketched and illustrated the accessory design</p> <p>1 .10 Constructed the accessory pieces</p> <p>1 .11 Finished accessory pieces</p> <p>1 .12 Packaged and displayed the accessory pieces</p> <p>1 .13 Accessory portfolio is developed</p>
2. Resource implications	<p>The following resources should be provided:</p> <p>2 .1Appropriately simulated environment where assessment can take place.</p> <p>2 .2Access to relevant assessment environment.</p> <p>2 .3Resources relevant to the proposed assessment activity or tasks.</p>
3. Methods of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>• Written test</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Interviewing</li> <li>• Projects</li> <li>• Portfolio</li> <li>• Third party report</li> </ul>
4. Context of assessment	<p>Assessment may be done:</p> <ul style="list-style-type: none"> <li>• On-the-job</li> <li>• Off-the-job</li> <li>• During industrial attachment</li> </ul>
5. Guidance information for assessment	<p>Holistic assessment with related units of competency in the sector is recommended.</p>