



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 MILLINERY

UNIT CODE: FAS/OS/FD/CR/09/6/A

UNIT DESCRIPTION

This unit covers the competencies required to design and construct millinery. It involves planning for design and construction of millinery, designing, sketching and illustrating selected millinery, constructing millinery pattern pieces, laying and cutting millinery pieces. It also entails constructing and finishing, accessorizing and displaying the millinery; and developing a millinery portfolio.

This standard applies in Fashion industry.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range (Passive voice)</i>
1. Plan for design and construction of millinery	1 .1Production standards are set based on organization objectives. 1 .2 Production tools and equipment are identified based on fabric and millinery design. 1 .3Tools and equipment are checked for serviceability and sufficiency as based on workplace policy and production requirements. 1 .4 Production materials and supplies are requisitioned/obtained and allocated based on production and market targets and clients' specifications. 1 .5 Production tasks 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 legal requirements . 1 .11 Production standard operating procedures are developed as

	per workplace policy.
2. Sketch and illustrate selected millinery	<p>2 .1 PPEs are identified and used as per legal requirements.</p> <p>2 .2 Sketching tools are identified and gathered based on standard operating procedures.</p> <p>2 .3 Sketching tools are used as per manufacturers' instructions.</p> <p>2 .4 Client consultation is conducted as per workplace policy.</p> <p>2 .5 Clients specifications are recorded as per workplace policy.</p> <p>2 .6 Sketching and illustration materials and supplies are identified and obtained based on job requirements.</p> <p>2 .7 Millinery is sketched and illustrated as per clients' specifications.</p>
3. Design selected millinery	<p>3.1 Designing tools are identified and gathered based on standard operating procedures.</p> <p>3.2 Designing materials and supplies are identified and obtained based on job requirements.</p> <p>3.3 Designing tools are used as per manufacturers' instructions.</p> <p>3.4 Design is developed based on clients' specifications/market preference.</p> <p>3.5 Millinery are designed based on the illustration.</p>
4. Construct selected millinery pattern pieces	<p>4.1 Pattern construction tools are identified and gathered based on standard operating procedures.</p> <p>4.2 Pattern construction materials and supplies are identified and obtained based on job requirements.</p> <p>4.3 Garment pattern pieces are developed based on design.</p> <p>4.4 Pattern pieces are cut as per standard procedures.</p>
5. Lay and cut the millinery pieces	<p>5.1 Laying and cutting tools and equipment are identified and gathered based on standard procedures.</p> <p>5.2 Laying and cutting materials and supplies are identified and obtained based on job requirements.</p> <p>5.3 Pattern pieces are laid on fabric based on fabric type and design as per standard procedure.</p> <p>5.4 Millinery pieces are cut in accordance with patterns layout.</p> <p>5.5 Millinery pieces are bundled as per standard procedure.</p> <p>5.6 Pattern markings are transferred to the millinery pieces as per standard procedure.</p>
6. Construct and finish selected millinery	<p>6.1 Millinery construction tools and equipment are identified and gathered based on standard procedures.</p> <p>6.2 Millinery construction supplies are identified and obtained based on job requirements.</p> <p>6.3 Millinery construction tools and equipment are used based on manufacturers' instructions.</p>

	<p>6.4 Millinery pieces are joined as per design illustration and standard procedures.</p> <p>6.5 Millinery finishing is done based on design illustration accessory and standard procedure.</p>
7. Accessorize selected millinery	<p>7.1 Tools and equipment for millinery accessorizing are identified and gathered based on illustrated design.</p> <p>7.2 Materials and supplies for millinery accessorizing are identified and obtained based on illustrated millinery design.</p> <p>7.3 Method of millinery accessorizing is selected based on illustrated millinery design.</p> <p>7.4 Millinery is accessorized based on illustrated design as per standard operating procedures.</p>
8. Display the millinery	<p>8.1 Tools and equipment for millinery display are identified and gathered based on workplace policy.</p> <p>8.2 Materials and supplies for millinery display are identified, selected and obtained based on workplace policy.</p> <p>8.3 Millinery display area is identified and prepared as per workplace policy.</p> <p>8.4 Millinery are packaged as per standard procedure.</p> <p>8.5 Millinery are displayed as per workplace policy and standard procedure.</p>
9. Develop a millinery portfolio	<p>9.1 Methods of portfolio development are identified and selected based on available resources.</p> <p>9.2 Tools and equipment for portfolio development are identified and gathered as per workplace policy.</p> <p>9.3 Materials and supplies for portfolio development are identified, selected and obtained based on workplace policy.</p> <p>9.4 Millinery design 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. Millinery design and construction tools and equipment may include but not limited to:</p>	<ul style="list-style-type: none"> • 30 cm ruler • A metre ruler • Assorted hand needles • Assorted Irons • Assorted machine needles • Assorted machines • Assorted mannequins • Assorted scissors • Assorted sewing machines • Camera • Compact discs • Computer • Crocheting needles • Cutting machines • Cutting shears • Cutting table • Display boards • Dressmakers pins • Embroidery hoops • French curves • Hammer • Hangers • Hip curves • Ironing board 	<ul style="list-style-type: none"> • Knitting needles • Measuring scale • Mirror • Nozzles • Paper scissors • Pin cushion • Pliers • Press magic • Safety pins • Seam ripper • Seam turners • Set squares • Sharpeners • Shelves • Sleeve board • T squares • Tape measures • Thimble • Thread trimmer • Tracing wheel • Tweezer • USB drive • Weights • Working surface
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<p>2. Millinery design and construction materials, materials and supplies may include but not limited to:</p>	<ul style="list-style-type: none"> ● Assorted belts ● Assorted bows ● Assorted buttons ● Assorted embroidery threads ● Assorted fabrics ● Assorted fabrics ● Assorted head gear ● Assorted inter lining ● Assorted interfacing ● Assorted laces ● Assorted lining ● Assorted pencils <ul style="list-style-type: none"> ○ 2B ○ 2H ○ 4B ○ 4B ○ 4H ○ 6H ● Assorted ribbons ● Assorted sewing threads ● Assorted stiffeners ● Assorted underlining ● Beads ● Brown papers ● Bulbs ● Charcoal ● Colored pencils 	<ul style="list-style-type: none"> ● Crayons ● Dress makers pins ● Dressmakers tracing paper ● Elastic ● Erasers ● Eyelets/rivets ● Fabric glue ● Fibre pens ● Glue ● Hooks and eyes ● Pastels ● Piping cord ● Plain papers ● Press buttons ● Press studs ● Salt ● Sand ● Sequins ● Sketching pads ● Sponge ● Stiffeners ● Tailors chalk ● Velcro ● Water ● Water colors ● Zips
<p>3. Production tasks may include but not limited to:</p>	<ul style="list-style-type: none"> ● Designing ● Sketching ● Illustrating ● Drafting ● Laying ● Cutting 	<ul style="list-style-type: none"> ● Stitching ● Finishing ● Ironing/pressing ● Accessorizing ● Packaging ● Displaying
<p>4. Legal requirements may include but not limited to:</p>	<ul style="list-style-type: none"> ● Occupational safety and health Act ● EMCA 2015 ● NEMA regulations ● County by-laws 	<ul style="list-style-type: none"> ● KRA act ● Labour laws ● Employment act ● WIBA

5. PPEs may include but not limited to:	<ul style="list-style-type: none"> • Apron • Dust coat • Face mask 	<ul style="list-style-type: none"> • Thimble • Gloves • Low heeled closed shoes
6. Millinery pattern pieces may include but not limited to:	<ul style="list-style-type: none"> • Facings • Yoke • Panels • Tabs • Hood • Gusset 	<ul style="list-style-type: none"> • Pocket bags • brims • Insets • Frills • Stand
7. Pattern markings may include but not limited to:	<ul style="list-style-type: none"> • Folds • Notches/balance marks • Straight grains • Pattern size • Style number • Number of pieces to be cut 	<ul style="list-style-type: none"> • Center back and center front • Name of pattern • Seam allowances • Construction lines • Scale
8. Millinery finishing methods may include but not limited to:	<ul style="list-style-type: none"> • Hemming • Ironing • Shell edging • Overlocking • Eyeleting • Press studding 	<ul style="list-style-type: none"> • Edge stitching • Button holing • Button fixing • Trimming
9. Method of millinery accessorizing may include but not limited to:	<ul style="list-style-type: none"> • Beadwork • Patchwork • Embroidery • Iron-on accessories (motifs) 	<ul style="list-style-type: none"> • Assorted belts • Assorted bows
10. Millinery display areas may include but not limited to:	<ul style="list-style-type: none"> • Window • Shelves • Display boards 	<ul style="list-style-type: none"> • Virtual display • Mirror
11. Selected millinery may include but not limited to:	<ul style="list-style-type: none"> • Hats • Head gears • Caps 	•

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 millinery design
- Principles of management
- Fibres and fabrics
- Principles of millinery design and construction

- Practices in millinery design and construction
- Principles of pattern construction
- Millinery Finishing
- Millinery marketing
- Creativity and innovation in millinery design
- Sewing machine operation
- Millinery design tools and equipment
- Millinery design materials and supplies
- Ethical issues in millinery 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	<p>Assessment requires evidence that the candidate:</p> <p>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 supplies 1 .4Identified production tasks 1 .5Observed occupational safety and health requirements 1 .6Developed production standard operating procedures 1 .7Identified PPEs and used them 1 .8Consulted client and recorded specification 1 .9Designed, sketched and illustrated the millinery design 1 .10 Identified, developed, laid and cut the millinery pattern pieces 1 .11 Transferred millinery pattern markings 1 .12 Constructed the millinery pieces. 1 .13 Finished the millinery 1 .14 Packaged and displayed the millinery 1 .15 Developed millinery portfolio</p>
2. Resource implications	<p>The following resources should be provided:</p> <p>2 .1Appropriately simulated environment where assessment can take place. 2 .2Access to relevant assessment environment.</p>

	2.3Resources relevant to the proposed assessment activity or tasks.
3. Methods of assessment	Competency may be assessed through: <ul style="list-style-type: none"> • Written test • Observation • Oral questioning • Interviewing • Projects • Portfolio • Third party report
4. Context of assessment	Assessment may be done: <ul style="list-style-type: none"> • On-the-job • Off-the-job • During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units of competency in the sector is recommended.