



**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 SHOES

**UNIT CODE:** FAS/OS/FD/CR/10/6/A

### UNIT DESCRIPTION

This unit covers the competencies required to design and construct shoes. It involves planning for design and construction of shoes, designing, sketching and illustrating selected shoes, constructing and laying the shoe pattern pieces, cutting and constructing shoes. It also entails finishing and displaying the shoes as well as developing a shoe 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 shoes	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 shoe 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 shoes	<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 <b>Sketching tools</b> 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 <b>Sketching and illustration materials and supplies</b> are identified and obtained based on job requirements.</p> <p>2.7 Shoes are sketched and illustrated as per clients' specifications.</p>
3. Design selected shoes	<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 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 Shoes are designed based on the illustration.</p>
4. Construct shoe pattern 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>Shoe pattern pieces</b> are developed based on design.</p> <p>4.4 Shoe pattern pieces are cut as per standard procedures.</p>
5. Lay and cut the shoe pieces	<p>5.1 <b>Laying and cutting tools and equipment</b> are identified and gathered based on standard 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 as per standard procedure.</p> <p>5.4 Shoe pieces are cut in accordance with pattern pieces layout.</p> <p>5.5 Shoe pieces are bundled as per standard procedure.</p> <p>5.6 <b>Pattern markings</b> are transferred to the pieces as per standard procedure.</p>
6. Construct and finish the selected shoes	<p>6.1 <b>Shoe construction tools and equipment</b> are identified and gathered based on standard procedures.</p> <p>6.2 <b>Shoe construction supplies</b> are identified and obtained based on job requirements.</p> <p>6.3 Shoe construction tools and equipment are used based on manufacturers' instructions.</p> <p>6.4 Shoe pieces are joined as per design illustration and standard procedures.</p>

	6.5 <b>Shoe finishing</b> is done based on design illustration accessory and standard procedure.
7. Accessorize selected shoes	<p>7.1 <b>Tools and equipment for shoe accessorizing</b> are identified and gathered based on illustrated design.</p> <p>7.2 <b>Materials and supplies for shoe accessorizing</b> are identified and obtained based on illustrated bag design.</p> <p>7.3 <b>Method of shoe accessorizing</b> is selected based on illustrated shoe design.</p> <p>7.4 Shoes are accessorized based on illustrated design as per standard operating procedures.</p>
8. Display selected shoes	<p>8.1 <b>Tools and equipment for shoes display</b> are identified and gathered based on workplace policy.</p> <p>8.2 <b>Materials and supplies for shoes display</b> are identified, selected and obtained based on workplace policy.</p> <p>8.3 <b>Shoes display area</b> is identified and prepared as per workplace policy.</p> <p>8.4 Shoes are packaged as per standard procedure.</p> <p>8.5 Shoes are displayed as per workplace policy and standard procedure.</p>
9. Develop a shoes portfolio	<p>9.1 Methods of portfolio development are identified and selected based on available resources.</p> <p><b>9.2 Tools and equipment</b> for portfolio development are identified and gathered as per workplace policy.</p> <p><b>9.3 Materials and supplies</b> for portfolio development are identified, selected and obtained based on workplace policy.</p> <p>9.4 Shoes 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. Shoe design and construction tools and equipment may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• 30 cm ruler</li> <li>• A metre rule</li> <li>• Anvil</li> <li>• Assorted hand needles</li> <li>• Assorted Irons</li> <li>• Assorted machine needles</li> <li>• Assorted mannequins</li> <li>• Assorted scissors</li> <li>• Assorted sewing machines</li> <li>• Awl</li> <li>• Camera</li> <li>• USB drive</li> <li>• Compact discs</li> <li>• Computer</li> <li>• Crocheting needles</li> <li>• Cutting machines</li> <li>• Cutting shears</li> <li>• Cutting table</li> <li>• Display boards</li> <li>• Dressmakers pins</li> <li>• Edge creaser</li> <li>• Edge trimmer</li> <li>• Embroidery hoops</li> <li>• Embroidery hoops</li> <li>• Eyelet spreader</li> <li>• Iron</li> <li>• Ironing board</li> </ul>	<ul style="list-style-type: none"> <li>• Knife</li> <li>• Mallet</li> <li>• Metre rule</li> <li>• Mirror</li> <li>• Modeler</li> <li>• Nozzles</li> <li>• Pliers</li> <li>• Press magic</li> <li>• Punch</li> <li>• Seam ripper</li> <li>• Set square</li> <li>• Snap setting outfit</li> <li>• Spacing wheel</li> <li>• Stamping tool</li> <li>• Tape measure</li> <li>• Thimble</li> <li>• Tracer</li> <li>• T-Square</li> <li>• Tweezer</li> </ul>
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<p>2. Shoes design and construction materials, materials and supplies may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Assorted belts, bows and shoes</li> <li>• Assorted buckles</li> <li>• Assorted buttons</li> <li>• Assorted clips</li> <li>• Assorted embroidery threads</li> <li>• Assorted fabrics</li> <li>• Assorted glue</li> <li>• Assorted head gear</li> <li>• Assorted hooks</li> <li>• Assorted inter lining</li> <li>• Assorted knitting/ crochet threads</li> <li>• Assorted lace</li> <li>• Assorted lining</li> <li>• Assorted needles</li> <li>• Assorted pins</li> <li>• Assorted PPE items</li> <li>• Assorted ribbons</li> <li>• Assorted rings</li> <li>• Assorted sewing threads</li> <li>• Assorted stiffeners</li> <li>• Assorted stitching threads</li> <li>• Assorted underlining</li> <li>• Beads</li> <li>• Brown papers</li> <li>• Bulbs</li> <li>• Card board</li> <li>• Chalk</li> <li>• Charcoal</li> <li>• Colored pencils</li> <li>• Crayons</li> <li>• Dress makers pins</li> <li>• Dressmakers tracing paper</li> </ul>	<ul style="list-style-type: none"> <li>• Elastic</li> <li>• Erasers</li> <li>• Eyelets/rivets</li> <li>• Glue</li> <li>• Fibre pens</li> <li>• Hard pencils <ul style="list-style-type: none"> <li>○ H</li> <li>○ 2B</li> <li>○ 2H</li> <li>○ 4B</li> <li>○ 4H</li> <li>○ 6H</li> <li>○ HB</li> </ul> </li> <li>• Hooks and eyes</li> <li>• Pastels</li> <li>• Pencils</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>• Sketching pads</li> <li>• Sponge</li> <li>• Stiffeners</li> <li>• Tailors chalk</li> <li>• Velcro</li> <li>• Water</li> <li>• Water colors</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>• Designing</li> <li>• Sketching</li> <li>• Illustrating</li> <li>• Drafting</li> <li>• Laying</li> <li>• Cutting</li> </ul>	<ul style="list-style-type: none"> <li>• Stitching</li> <li>• Finishing</li> <li>• Molding</li> <li>• Accessorizing</li> <li>• Packaging</li> <li>• Displaying</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>• Assorted aprons</li> <li>• Dust coat</li> <li>• Face mask</li> </ul>	<ul style="list-style-type: none"> <li>• Assorted gloves</li> <li>• Low heeled closed shoes</li> </ul>
6. Shoe pattern pieces may include but not limited to:	<ul style="list-style-type: none"> <li>• Flap</li> <li>• Heel</li> <li>• Welt (inner sole)</li> <li>• Top band</li> <li>• Vamp</li> <li>• Counter</li> </ul>	<ul style="list-style-type: none"> <li>• Right shoe</li> <li>• Left shoe</li> <li>• Sole</li> <li>• Toe cap</li> <li>• Quarters</li> <li>• Side liner</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>

<p>8. Shoe design and construction tools and equipment may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Assorted awls</li> <li>• Assorted machine needles</li> <li>• Assorted sewing machines</li> <li>• Awl</li> <li>• Cutting shears</li> <li>• Edge creaser</li> <li>• Edge trimmer</li> <li>• Eyelet spreader</li> <li>• Knife</li> <li>• Mallet</li> <li>• Modeler</li> <li>• Punch</li> <li>• Seam ripper</li> <li>• shoe lasts</li> <li>• shoe stands</li> <li>• Snap setting outfit</li> <li>• Snap setting outfit</li> <li>• Stamping tool</li> <li>• Tape measure</li> <li>• Tracer</li> <li>• Working surface</li> </ul>
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9. Shoe construction materials and supplies may include but not limited to:	<ul style="list-style-type: none"> <li>• Assorted bows</li> <li>• Assorted buckles</li> <li>• Assorted clips</li> <li>• Assorted fabrics</li> <li>• Assorted foam/waddings</li> <li>• Assorted hooks</li> <li>• Assorted iron-on</li> <li>• Assorted laces</li> <li>• Assorted ribbons</li> <li>• Assorted rings</li> <li>• Beads</li> <li>• Bias</li> <li>• Bulbs</li> <li>• Card boards</li> <li>• Cord</li> <li>• Glue</li> <li>• Hooks and eyes</li> <li>• Pins</li> <li>• Press buttons</li> <li>• Press studs</li> <li>• Sequins</li> <li>• Shoe lasts</li> </ul>	
10. Shoes finishing methods may include but not limited to:	<ul style="list-style-type: none"> <li>• Shell edging</li> <li>• Eyeleting</li> <li>• Press studding</li> <li>• Beadwork</li> <li>• Patchwork</li> </ul>	<ul style="list-style-type: none"> <li>• Edge stitching</li> <li>• Button fixing</li> <li>• Trimming</li> </ul>
11. Method of shoes accessorizing may include but not limited to:	<ul style="list-style-type: none"> <li>• Beadwork</li> <li>• Patchwork</li> <li>• Embroidery</li> <li>• Iron-on accessories (motifs)</li> <li>• Knotting</li> </ul>	<ul style="list-style-type: none"> <li>• Tying</li> <li>• Stitching</li> <li>• Braiding</li> <li>• Twisting/coiling</li> </ul>
12. Shoes 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> </ul>

13. Selected shoes may include but not limited to:	<ul style="list-style-type: none"> <li>• Formal</li> <li>• Informal</li> <li>• Creative</li> </ul>	•
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## 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 shoes design
- Principles of management
- Fibres and fabrics
- Principles of shoes design and construction
- Practices in shoes design and construction
- Principles of pattern construction
- Finishing and accessorising shoes
- Shoes marketing
- Creativity and innovation in shoes design
- Sewing machine operation
- shoes design tools and equipment
- shoes design materials and supplies
- Ethical issues in shoes 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.

<p>1. Critical aspects of competency</p>	<p><b>Assessment requires evidence that the candidate:</b></p> <ul style="list-style-type: none"> <li>1 .1Identified and obtained production tools and equipment</li> <li>1 .2Checked for serviceability and sufficiency of production tools and equipment.</li> <li>1 .3Identified, obtained and allocated production materials and supplies</li> <li>1 .4Identified production tasks</li> <li>1 .5Observed occupational safety and health requirements</li> <li>1 .6Developed production standard operating procedures</li> <li>1 .7Identified PPEs and used them</li> <li>1 .8Consulted client and recorded specification</li> <li>1 .9Designed, sketched and illustrated the shoe design</li> <li>1 .10 Identified, developed, laid and cut the shoe pattern pieces appropriately.</li> <li>1 .11 Transferred shoe pattern markings</li> <li>1 .12 Constructed the shoe pieces</li> <li>1 .13 Finished the shoe</li> <li>1 .14 Packaged and displayed the shoe</li> <li>1 .15 Developed shoes portfolio</li> </ul>
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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.Resources 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>