



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 UNIFORMS

UNIT CODE: FAS/OS/FD/CR/04/6/B

### UNIT DESCRIPTION

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

This standard applies in Fashion industry.

### ELEMENTS AND PERFORMANCE CRITERIA

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

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|  | per workplace policy.   |
| 2. Sketch and illustrate selected uniforms   | <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 Uniforms are sketched and illustrated as per clients' specifications.</p> |
| 3. Design selected uniforms                  | <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 Uniforms are designed based on the illustration.</p>  |
| 4. Construct selected uniform 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>Garment pattern pieces</b> are developed based on design.</p> <p>4.4 Pattern pieces are cut as per standard procedures.</p>   |
| 5. Lay and cut selected uniform 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 on fabric based on fabric type and design as per standard procedure.</p> <p>5.4 Garment pieces are cut in accordance with pattern pieces layout.</p> <p>5.5 Garment pieces are bundled as per standard procedure.</p> <p>5.6 <b>Pattern markings</b> are transferred to the garment pieces as per standard procedure.</p>                          |
| 6. Construct and finish selected uniforms    | <p>6.1 <b>Garment construction tools and equipment</b> are identified and gathered based on standard procedures.</p> <p>6.2 <b>Garment construction supplies</b> are identified and obtained based on job requirements.</p>   |

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|                                  | <p>6.3 Garment construction tools and equipment are used based on manufacturers' instructions.</p> <p>6.4 Garment pieces are joined as per design illustration and standard procedures.</p> <p>6.5 <b>Garment finishing</b> is done based on design illustration accessory and standard procedure.</p>  |
| 7. Accessorize selected uniforms | <p>7.1 <b>Tools and equipment for garment accessorizing</b> are identified and gathered based on illustrated design.</p> <p>7.2 <b>Materials and supplies for garment accessorizing</b> are identified and obtained based on illustrated garment design.</p> <p>7.3 <b>Method of garment accessorizing</b> is selected based on illustrated garment design.</p> <p>7.4 Garment is accessorized based on illustrated design as per standard operating procedures.</p>                    |
| 8. Display selected uniforms     | <p>8.1 <b>Tools and equipment for garment display</b> are identified and gathered based on workplace policy.</p> <p>8.2 <b>Materials and supplies for garment display</b> are identified, selected and obtained based on workplace policy.</p> <p>8.3 <b>Garment display area</b> is identified and prepared as per workplace policy.</p> <p>8.4 Garments are packaged as per standard procedure.</p> <p>8.5 Garments are displayed as per workplace policy and standard procedure.</p> |
| 9. Develop a uniforms portfolio  | <p>9.1 Methods of portfolio development are identified and selected based on available resources.</p> <p>9.2 <b>Tools and equipment</b> for portfolio development are identified and gathered as per workplace policy.</p> <p>9.3 <b>Materials and supplies</b> for portfolio development are identified, selected and obtained based on workplace policy.</p> <p>9.4 Fashion 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. Uniform 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>• Metre rule</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>• Computer</li> <li>• Crocheting needles</li> <li>• Cutting shears</li> <li>• Cutting machines</li> <li>• Cutting table</li> <li>• Camera</li> <li>• USB drive</li> <li>• Compact discs</li> <li>• Display boards</li> <li>• Dressmakers pins</li> <li>• Embroidery hoop</li> <li>• French curve</li> <li>• Hangers</li> <li>• Hip curve</li> <li>• Iron</li> <li>• Ironing board</li> </ul> | <ul style="list-style-type: none"> <li>• Knitting needles</li> <li>• Measuring scale</li> <li>• Mirror</li> <li>• Paper scissors</li> <li>• Pin cushion</li> <li>• Press magic</li> <li>• Safety pins</li> <li>• Seam ripper</li> <li>• Seam ripper</li> <li>• Seam turners</li> <li>• Set square</li> <li>• Sharpeners</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-Square</li> <li>• Weights</li> <li>• Working surface</li> </ul> |
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| <p>2. Uniform design 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 buttons</li> <li>● Assorted embroidery threads</li> <li>● Assorted fabrics</li> <li>● Assorted inter lining</li> <li>● Assorted interfacing</li> <li>● Assorted lace</li> <li>● Assorted lining</li> <li>● Assorted ribbons</li> <li>● Assorted sewing threads</li> <li>● Assorted stiffeners</li> <li>● Assorted underlining</li> <li>● Beads</li> <li>● Brown papers</li> <li>● Bulbs</li> <li>● Charcoal</li> <li>● Colored pencils</li> <li>● Crayons</li> <li>● Dress makers pins</li> <li>● Dressmakers tracing paper</li> <li>● Elastic</li> <li>● Erasers</li> <li>● Fabric glue</li> <li>● Fibre pens</li> </ul> | <ul style="list-style-type: none"> <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> |
| <p>3. Production tasks may include but not limited to:</p>                                 | <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>● Ironing/pressing</li> <li>● Accessorizing</li> <li>● Packaging</li> <li>● Displaying</li> </ul>  |
| <p>4. Legal requirements may include but not limited to:</p>                               | <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>  |

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| 5. PPEs 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. Basic block patterns for ladies, gents, boys and girls uniforms may include but not limited to: | <ul style="list-style-type: none"> <li>• Tailored skirt</li> <li>• Easy fitting bodice</li> <li>• Close fitting bodice</li> <li>• Easy fitting trouser</li> <li>• Close fitting jeans</li> <li>• Classic trouser</li> <li>• Tailored jacket/blazer</li> <li>• T-shirt</li> </ul> | <ul style="list-style-type: none"> <li>• Basic trouser</li> <li>• One-piece sleeve</li> <li>• Two-piece sleeve</li> <li>• One-piece dress</li> <li>• Two-piece dress</li> <li>• Classic shirt</li> <li>• Over garment</li> <li>• Casual shirt</li> </ul>                                       |
| 7. Garment pattern pieces may include but not limited to:  | <ul style="list-style-type: none"> <li>• Bodice</li> <li>• Skirt</li> <li>• Sleeve</li> <li>• Pockets</li> <li>• Cuffs</li> <li>• Welts</li> <li>• Facings</li> <li>• Yoke</li> <li>• Panels</li> <li>• Pleat backing</li> <li>• Tabs</li> <li>• T-shirt</li> </ul>              | <ul style="list-style-type: none"> <li>• Pocket bags</li> <li>• Fly pieces</li> <li>• Collars and stands</li> <li>• Waist bands</li> <li>• Peplums</li> <li>• Flounces</li> <li>• Insets</li> <li>• Godets</li> <li>• Trouser</li> <li>• Jackets</li> <li>• Frills</li> <li>• Shirt</li> </ul> |
| 8. Selected uniforms may include but not limited to:   | <ul style="list-style-type: none"> <li>• School</li> <li>• Military</li> <li>• Institutional</li> <li>• Protective</li> </ul>  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| 9. 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>  |

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| 10. Garment 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> </ul>   | <ul style="list-style-type: none"> <li>• Edge stitching</li> <li>• Button holing</li> <li>• Button fixing</li> <li>• Trimming</li> </ul>  |
| 11. Methods of garment accessorizing may include but not limited to: | <ul style="list-style-type: none"> <li>• Beading</li> <li>• Patchwork</li> <li>• Embroidery</li> <li>• Assorted head gear</li> <li>• Assorted foot wear</li> <li>• Assorted bows</li> <li>• Assorted belts</li> </ul> | <ul style="list-style-type: none"> <li>• Knotting</li> <li>• Braiding</li> <li>• Pinning</li> <li>• Twisting/coiling</li> <li>• Tying</li> <li>• Iron-on accessories (motif)</li> </ul> |
| 12. Garment 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>   |

## 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 fashion design
- Principles of management
- Fibres and fabrics
- Principles of clothing design and construction
- Practices in clothing design and construction
- Principles of pattern construction
- Finishing and accessorising garments
- Fashion marketing
- Creativity and innovation in fashion design
- Sewing machine operation
- Fashion design tools and equipment
- Fashion design 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.

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| 1. Critical aspects of competency | <p><b>Assessment requires evidence that the candidate:</b></p> <p>1 .1Identified and obtained production tools and equipment appropriately.</p> <p>1 .2Checked for serviceability and sufficiency of production tools and equipment.</p> |
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|                          | <p>1 .3Identified, obtained and allocated production materials and supplies appropriately.</p> <p>1 .4Identified production tasks appropriately.</p> <p>1 .5Set production targets and developed production schedules appropriately.</p> <p>1 .6Observed occupational safety and health requirements appropriately.</p> <p>1 .7Developed production standard operating procedures appropriately.</p> <p>1 .8Identified PPEs and used them appropriately.</p> <p>1 .9Consulted client and recorded specification accurately.</p> <p>1 .10 Designed, sketched and illustrated garment design accurately.</p> <p>1 .11 Identified appropriate basic block pattern, developed and cut garment pattern pieces appropriately.</p> <p>1 .12 Laid and cut garment pattern pieces appropriately.</p> <p>1 .13 Transferred pattern markings accurately.</p> <p>1 .14 Stitched and finished garment accurately and appropriately.</p> <p>1 .15 Accessorized, packaged and displayed the garment appropriately.</p> <p>1 .16 Developed fashion design portfolio appropriately</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> </ul>  |

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|  | <ul style="list-style-type: none"><li>• During industrial attachment</li></ul>     |
| 5. Guidance information for assessment | Holistic assessment with related units of competency in the sector is recommended. |