

IRONING & PRESSING

TALIP101

Perform Ironing & Pressing

Competence

REQF Level: 1

Credits: 3

Learning hours



30

Sector: Arts & Crafts

Sub-sector: Tailoring

Issue date: December 2020

Purpose statement

This module describes the skills, knowledge and attitudes required to perform ironing and pressing. At the end of this module, participants will be able to identify the right pressing tools for different garment components, interpret garment care labels, identify the correct heat settings for different garments and fabrics and perform the correct ironing and pressing methods for different types of garments and their features.

Learning assumed to be in place

Not applicable

Elements of competency and performance criteria

Learning units describe the essential outcomes of a competency.

Performance criteria describe the required performance needed to demonstrate achievement of the learning unit.

By the end of the module, the trainee will be able to:

Elements of competence	Performance criteria
1. Prepare for ironing and/or pressing	1.1 Thorough identification and checking of ironing and/or pressing equipment for cleanliness and visible damage according to company checking procedures 1.2 Correct setting of temperatures on equipment according to the type of textiles to be ironed and/or pressed, safety and work-site procedures 1.3 Thorough checking of items for spots and stains according to visible cleanliness 1.4 Proper sorting of items according to ironing and/or pressing temperature requirements
2. Iron and/or press items	2.1 Proper ironing and/or pressing of items according to workplace and safety procedures 2.2 Thorough determination of the work quality according to systematic checking procedures 2.3 Proper checking and problem solving according to the scope of work procedures
3. Pack ironed and/or pressed items	3.1 Accurate removal and redirection of incorrectly ironed and/or pressed items to be re-ironed or repressed according to acceptable standards 3.2 Acceptable folding and packing of items according to company packing processes 3.3 Accurate sending of packed items for dispatching according to workplace procedures

Learning unit



1

10 Hours

Learning unit 1: Prepare for ironing and/or pressing

Learning Outcomes:

1. Identify and check ironing and/or pressing equipment
2. Set temperatures on equipment
3. Check items for spots and stains
4. Sort items according to temperature requirements

Learning Outcome 1.1: Identify and check ironing and/or pressing equipment

Content	Learning activities	Resources
• Different types of ironing and pressing machinery, tools and equipment ✓ Iron ✓ Steam iron ✓ Hand iron with a vacuum press table ✓ Iron press - Hand - Universal - For shirts - For trousers - For linen - For laundry ✓ Clothing steamer ✓ Roller iron ✓ Pressing tools - Tailor's ham - Sleeve board - Clapper - Pressing cloth	✓ Teacher discussions and demonstrations ✓ Group exercise to identify and assess different types of ironing and pressing machines, tools and equipment ✓ Individual written assignment to explain the advantages of using steam, the safety procedures of ironing and checking procedures before ironing ✓ Visit to a factory or laundromat to look at the different ways of ironing and pressing	- Steam iron - Ironing board - Iron press - Hand iron with vacuum press table - Roller iron - Pressing mitt - Tailors ham - Sleeve board - Press cloth - Seam roll - Point presser - Point turner - Clapper - Clothing steamer - Water spray bottle - Distilled water - Reference material for different irons and ironing equipment for commercial, industrial and residential use

- Pressing mitt
- Point presser
- Seam roll

- Different iron types
 - ✓ Basic clothes iron
 - ✓ Steam irons
 - ✓ Vertical steam irons
 - ✓ Travel irons
 - ✓ Deluxe clothes irons
- Advantages of steam ironing
 - ✓ Attractive results
 - ✓ Reduced carbon footprint
 - ✓ Provision of vertical ironing

Ironing and pressing
machine operations
and safety procedures

- ✓ Always iron on a sturdy ironing board
- ✓ Position the power cord safely, away from the iron plate
- ✓ Always leave the iron on the iron tank when not in use
- ✓ Never use a damaged or leaking iron
- ✓ Don't iron while wearing a garment
- ✓ Do not immerse a hot iron in water

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- Checking procedures before ironing and pressing
 - ✓ Check for burn residue on ironing plate
 - How to remove burn residue from ironing equipment
 - ✓ Check dials and steam button
 - ✓ Check water level
 - ✓ Ensure ironing board is latched

Formative Assessment 1.1



Performance criterion

Thorough checking of ironing and/or pressing equipment for cleanliness and visible damage according to company checking procedures

The assessor may collect any of the following evidences and make judgements if the performance criterion has been achieved.

Types of evidence

- ✓ Written evidence

Portfolio assessment tools

- ✓ Written assignment
- ✓ Assessor's completed checklist

Checklist	Score
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	Yes	No
Indicator1: Different types of ironing and pressing machinery, tools and equipment are accurately identified		
✓ Iron		
✓ Steam iron		
✓ Iron press		
- Hand		
- Universal		
- For shirts		
- For trousers		
- For linen		
- For laundry		
✓ Clothing steamer		
✓ Roller iron		
✓ Pressing tools		
✓ Tailor's ham		
✓ Sleeve board		
✓ Clapper		
✓ Pressing cloth		
✓ Pressing mitt		
Indicator 2: Different iron types are accurately identified		
✓ Basic clothes iron		

✓ Steam irons		
✓ Vertical steam irons		
✓ Travel irons		
✓ Deluxe clothes irons		
✓ Basic clothes iron		
Indicator 3: The advantages of steam irons are properly understood		
✓ Attractive results		
✓ Reduced carbon footprint		
✓ Provision of vertical ironing		
✓ Attractive results		
✓ Reduced carbon footprint		
Indicator 4: Ironing and pressing machine operations and safety procedures are completely understood		
✓ Always iron on a sturdy ironing board		
✓ Position the power cord safely, away from the iron plate		
✓ Always leave the iron on the iron tank when not in use		
✓ Never use a damaged or leaking iron		
✓ Don't iron while wearing a garment		
✓ Do not immerse a hot iron in water		
✓ Always iron on a sturdy ironing board		
Indicator 5: Checking procedures before ironing are properly done		
✓ Check for burn residue on ironing plate		

- How to remove burn residue from ironing equipment		
✓ Check dials and steam button		
✓ Check water level		
✓ Ensure ironing board is latched		
Observation		

Learning Outcome 1.2: Set temperatures on equipment

Content	Learning activities	Resources
• Assessment of clothing care labels, symbols and their meaning ✓ Temperature requirements ✓ Washing instructions ✓ Drying instructions • The right temperature requirements for different fabric types ✓ Cotton ✓ Lycra ✓ Satin ✓ Velvet ✓ Acetate ✓ Polyester ✓ Linen ✓ Wool • Setting temperature on different machines ✓ Iron ✓ Steam iron ✓ Iron press ✓ Clothing steamer ✓ Roller iron • Prevention methods and tips for ✓ How to avoid burning ✓ How to avoid stretching fabric out ✓ How to avoid damaging pleats and detail	✓ Teacher lecture and demonstrations ✓ Practical exercise on setting temperatures on different ironing and pressing equipment ✓ Practical exercise of ironing on different types of fabrics ✓ Individual written assignment to identify and explain the different clothing care labels, symbols and their meaning ✓ Individual written assignment to identify the correct temperature settings for different fabrics	- Clothing care labels - Iron user manual - Different ironing and pressing machines - Fabric samples - Ironing board - Pressing cloth - Pressing mitt - Seam roll - Point presser - Point turner - Clothing steamer - Water spray bottle - Distilled water

Formative Assessment 1.2



Performance criterion

Correct setting of temperatures on equipment according to the type of textiles to be ironed and/or pressed, safety and work-site procedures

The assessor may collect any of the following evidences and make judgements if the performance criterion has been achieved.

Types of evidence

- ✓ Product evidence
- ✓ Performance evidence

Portfolio assessment tools

- ✓ Written assignment on clothing care labels
- ✓ Written assignment on temperature settings
- ✓ Assessor's observation during class learning activities and discussions
- ✓ Assessor's completed checklist

Checklist	Score	
	Yes	No
Indicator 1: Clothing care labels are accurately interpreted		
✓ Temperature requirements		
✓ Washing instructions		
✓ Drying instructions		
Indicator 2: The right temperature requirements for different fabrics are applied		

✓ Cotton		
✓ Lycra		
✓ Satin		
✓ Velvet		
✓ Acetate		
✓ Polyester		
✓ Linen		
✓ Wool		
<u>Indicator 3:</u> Temperature settings on different machines are accurately done		
✓ Iron		
✓ Steam iron		
✓ Iron press		
✓ Clothing steamer		
✓ Roller iron		
<u>Indicator 4:</u> Prevention methods and tips are properly followed		
✓ How to avoid burning		
✓ How to avoid stretching fabric out		
✓ How to avoid damaging pleats and detail		
Observation		

Learning Outcome 1.3: Check items for spots and stains

Content	Learning activities	Resources
- How to remove stains from clothes ✓ Treat as soon as possible ✓ Pre-treat with a stain remover ✓ Let the stain remover soak in ✓ Launder according to the fabric care label, using the warmest setting that is safe for the fabric ✓ Never iron over dirt / stains - Common fabric stains to check for ✓ Ink stains ✓ Coffee stains ✓ Grease stains ✓ Blood stains ✓ Wine stains ✓ Sauce stains ✓ Sweat stains ✓ Dirt stains ✓ Beer stains ✓ Chocolate stains ✓ Cooking oil ✓ Paint ✓ Gum ✓ Rust ✓ Nail polish - Determination of the most effective stain removal methods for different types of fabrics ✓ Hot ✓ Cold	✓ Teacher lecture and demonstrations ✓ Class exercise on checking for different stains on fabric / garments and identifying the type of stains ✓ Individual exercise to apply stain removal methods to different kinds of stains	- Fabric samples / garments with different types of stains - Reference material about common stains and how to remove them - Cleaning and stain removal products - Water - Bucket - Clean cloth

- ✓ Repeated washing
- ✓ Scrubbing
- ✓ Delicate
- ✓ Sensitive (eg. silk and synthetic fabrics)

- Different types of stain removers ✓

Detergent

- ✓ Stain remover
- ✓ Dish soap
- ✓ Rubbing alcohol
- ✓ Ammonia
- ✓ Mineral spirits / acetone
- ✓ Bleach
- ✓ Distilled white vinegar
- ✓ Baking soda
- ✓ Lemon juice
- ✓ Hydrogen peroxide
- ✓ Borax
- ✓ Talc / Chalk
- ✓ Table salt

- Different stain removal methods
 - ✓ Launder with hot water
 - ✓ Launder with cold water
 - ✓ Flush back side with cold water
 - ✓ Flush back side with hot water
 - ✓ Flush with hydrogen peroxide
 - ✓ Pretreat with stain remover
 - ✓ Blot with a clean rag and dish soap solution
 - ✓ Rub the stain together with the fabric
- ✓ Sprinkle with lemon juice and salt
- ✓ Blot with rubbing alcohol
- ✓ Air dry
- ✓ Flush with vinegar
- ✓ Freeze
- ✓ Scrape off
- ✓ Wash with chlorine bleach
- ✓ Cover with salt
- ✓ Flush with paint thinner / acetone
- ✓ Sprinkle with corn starch
- ✓ Blot with diluted ammonia
- ✓ Dab with liquid laundry detergent

Formative Assessment 1.3



Performance criterion

Thorough checking of items for spots and stains according to visible cleanliness

The assessor may collect any of the following evidences and make judgements if the performance criterion has been achieved.

Types of evidence

- ✓ Product evidence

Portfolio assessment tools

- ✓ Items with stains removed
- ✓ Assessor's completed checklist

Checklist	Score	
	Yes	No
<u>Indicator 1:</u> Steps to remove stains from clothes are properly understood		
✓ Treat as soon as possible		
✓ Pre-treat with a stain remover		
✓ Let the stain remover soak in		
✓ Launder according to the fabric care label, using the warmest setting that is safe for the fabric		
✓ Never iron over dirt / stains		

Indicator 2: Common fabric stains to check for are properly identified		
✓ Ink stains		
✓ Coffee stains		
✓ Grease stains		
✓ Blood stains		
✓ Wine stains		
✓ Sauce stains		
✓ Sweat stains		
✓ Dirt stains		
✓ Beer stains		
✓ Chocolate stains		
✓ Cooking oil		
✓ Paint		
✓ Gum		
✓ Rust		
✓ Nail polish		
Indicator 3: The most effective stain removal methods for different types of fabrics are accurately determined		
✓ Hot		
✓ Cold		
✓ Repeated washing		
✓ Scrubbing		

✓ Delicate		
✓ Sensitive (eg. silk and synthetic fabrics)		
Indicator 4: Different types of stain removers are accurately identified		
✓ Detergent		
✓ Stain remover		
✓ Dish soap		
✓ Rubbing alcohol		
✓ Ammonia		
✓ Mineral spirits / acetone		
✓ Bleach		
✓ Distilled white vinegar		
✓ Baking soda		
✓ Lemon juice		
✓ Hydrogen peroxide		
✓ Borax		
✓ Talc / Chalk		
✓ Table salt		
Indicator 5: Different stain removal methods are properly understood		
✓ Launder with hot water		
✓ Launder with cold water		
✓ Flush back side with cold water		
✓ Flush back side with hot water		

✓ Flush with hydrogen peroxide		
✓ Pretreat with stain remover		
✓ Blot with a clean rag and dish soap solution		
✓ Rub the stain together with the fabric		
✓ Sprinkle with lemon juice and salt		
✓ Blot with rubbing alcohol		
✓ Air dry		
✓ Flush with vinegar		
✓ Freeze		
✓ Scrape off		
✓ Wash with chlorine bleach		
✓ Cover with salt		
✓ Flush with paint thinner / acetone		
✓ Sprinkle with corn starch		
✓ Blot with diluted ammonia		
✓ Dab with liquid laundry detergent		
Observation		

Learning Outcome 1.4: Sort items according to temperature requirements

Content	Learning activities	Resources
- Temperature settings are determined by fabric categories ✓ Natural ✓ Synthetic	✓ Teacher lecture and demonstrations ✓ Practical exercise to group different fabrics or garments in different baskets according to their required	- Clothing items - Washing baskets - Pen - Paper
- Group fabrics according to the fabric types within the categories ✓ Cotton ✓ Lycra ✓ Satin ✓ Velvet ✓ Acetate ✓ Polyester ✓ Linen ✓ Wool - The order of pressing / ironing ✓ Start with lowest heat settings, then move up to medium heat and lastly high heat ✓ Acetate, rayon, silk and wool first ✓ Polyester next ✓ Cotton last	- temperature settings for ironing / pressing ✓ Short individual write-up to explain the correct order of pressing	

Formative Assessment 1.4



Performance criterion

Proper sorting of items according to ironing and/or pressing temperature requirements

The assessor may collect any of the following evidences and make judgements if the performance criterion has been achieved.

Types of evidence

- ✓ Written evidence
- ✓ Performance evidence

Portfolio assessment tools

- ✓ Assessor's observation checklist to assess the sorting of fabrics according to temperature settings
- ✓ A write-up of the correct order of pressing ✓
Assessor's completed checklist

Checklist	Score	
	Yes	No
Indicator 1: The two main categories of fabrics are properly understood		
✓ Natural		
✓ Synthetic		
Indicator 2: Grouping fabric types together for different heat settings are properly understood		
✓ Cotton		

✓ Lycra		
✓ Satin		
✓ Velvet		
✓ Acetate		
✓ Polyester		
✓ Linen		
✓ Wool		
Indicator 3: The correct order of ironing / pressing clothing is properly understood		
✓ Acetate, rayon, silk and wool first		
✓ Polyester next		
✓ Cotton last		
Observation		

Learning unit



2

10 Hours

Learning unit 2: Iron and/or press items

Learning Outcomes:

1. Iron and/or press items
2. Determine the work quality
3. Check and solve problems

Learning Outcome 2.1: Iron and/or press items

Content	Learning activities	Resources
• Tips for proper ironing ✓ Iron in up and down motion to prevent stretching of fabrics ✓ Use a pressing cloth for delicate fabrics ✓ Apply the correct amount of pressure ✓ Hang up immediately after ironing • Tools for professional pressing and which garment parts to use them on	✓ Teacher demonstrations of proper ironing and pressing of different garment types and different garment components using the correct ironing/pressing tools ✓ Practical exercise of ironing and pressing different garments	- Steam iron - Ironing board - Iron user manual - Iron press - Hand iron with vacuum press table - Roller iron - Pressing mitt - Tailors ham - Sleeve board - Press cloth - Seam roll - Point presser - Point turner - Clapper - Clothing steamer - Water spray bottle - Distilled water - Reference material for different irons and ironing equipment for

- ✓ Clapper
- ✓ Point presser
- ✓ Point turner
- ✓ Seam roll
- ✓ Tailor's ham
- ✓ Sleeve board
- ✓ Pressing cloth

- Proper sequence of ironing and placing garments properly on the iron board

- When just ironing / pressing is not enough

- ✓ When to use steam
- ✓ When to use a damp cloth
- ✓ When to iron on damp fabrics
- ✓ When to iron on dry fabrics
- ✓ When to use starch

- Health and safety precautions of ironing and pressing

- ✓ Cautious of cord
- ✓ Iron is hot
- ✓ Cautious of steam
- ✓ Never leave iron unattended
- ✓ Never leave iron placed down

commercial, industrial and residential use

Formative Assessment 2.1



Performance criterion

Proper ironing and/or pressing of items according to workplace and safety procedures

The assessor may collect any of the following evidences and make judgements if the performance criterion has been achieved.

Types of evidence	Portfolio assessment tools
✓ Practical evidence ✓ Written evidence ✓ Performance	✓ Multiple choice questions ✓ True-False questions ✓ Teacher demonstrates ✓ Observation of machine functions ✓ Practical exercise of machine functions

Checklist	Score	
	Yes	No
Indicator 1: Tips for proper ironing are properly understood and applied		
✓ Iron in up and down motion to prevent stretching of fabrics		
✓ Use a pressing cloth for delicate fabrics		
✓ Apply the correct amount of pressure		

✓ Hang up immediately after ironing		
Indicator 2: Tools for professional pressing are correctly used on the right garments and components		
✓ Clapper		
✓ Point presser		
✓ Seam roll		
✓ Tailor's ham		
✓ Sleeve board		
✓ Pressing cloth		
Indicator 3: Proper sequence of ironing / pressing is followed		
✓ Ironing		
✓ Pressing		
✓ Placing garments properly on the iron board		
Indicator 4: Additional measures for ironing are accurately applied when necessary		
✓ Use of steam		
✓ Use of a damp cloth		
✓ Ironing on damp fabrics		
✓ Ironing on dry fabrics		
Indicator 5: Health and safety measures are properly complied with		
✓ Cautious of cord		
✓ Iron is hot		
✓ Cautious of steam		
✓ Never leave iron unattended		

✓ Never leave iron placed down		
Observation		

Learning Outcome 2.2: Determine the work quality

Content

- Basics of quality control in ironing and pressing procedures
 - ✓ Check that all pins and needles have been removed
 - ✓ Check that seam finishes are neat and flat
 - ✓ Check that all stains have been removed
 - ✓ Check and clip loose threads
 - ✓ Check that the overall appearance is up to standard
 - ✓ Check that the inside finishes are neat
 - ✓ Check for compliance and conformity with customer specifications
- Completion of quality checklists
 - ✓ Garment inside
 - ✓ Garment outside
 - ✓ All garment components

Learning activities

- ✓ Teacher lecture
- ✓ Individual exercise to conduct proper quality checks on final ironing and pressing of different garments

Resources

- Magnifying glass
- Thread clipper
- Clipboard
- Pen

Formative Assessment 2.2



Performance criterion

Thorough determination of the work quality according to systematic checking procedures

Assessor may collect among the following types of evidence and make judgements on whether the performance criterion has been achieved.

Types of evidence	Portfolio assessment tools
✓ Performance evidence ✓ Written evidence	✓ Assessor's observation of quality checks conducted in class ✓ Assessor's completed checklist

Checklist	Score	
	Yes	No
<u>Indicator 1:</u> Quality control in ironing and pressing is properly conducted		
✓ All pins and needles have been removed		
✓ Seam finishes are neat and flat		
✓ All stains have been removed		
✓ All loose threads have been clipped		
✓ The overall appearance is up to standard		
✓ The inside finishes are up to standard		

✓ Compliance and conformity with customer specifications		
Indicator 2: Quality checklists are properly completed		
✓ Garment inside		
✓ Garment outside		
✓ All garment components		
Observation		

Learning Outcome 2.3: Check and solve problems

Content	Learning activities	Resources
• Thorough quality audit of garments and garment parts for any visible problems/faults ✓ Inside ✓ Outside ✓ Fusings ✓ Necklines ✓ Hemlines ✓ Seams ✓ Creases ✓ Burning / scorching ✓ Bubbling of interfacings ✓ Flattened pleats / trims ✓ Stretched out areas from ironing / pressing ✓ Discoloration ✓ Stains • Problem solving processes ✓ Procedures for reporting incorrect items ✓ Providing thorough checklist	✓ Teacher lecture and discussions ✓ Group exercises to check and determine problem solving actions and procedures on different problematic garments ✓ Individual completion of a checklist based on the group exercises conducted	- Garment samples - Notepad - Pen - Checklist
✓ Methods of solving specific problems ✓ Efficiently dealing with production personnel ✓ Appropriate time management		

Formative Assessment 2.3



Performance criterion

Proper checking and problem solving according to the scope of work procedures

Assessor may collect among the following types of evidence and make judgements on whether the performance criterion has been achieved.

Types of evidence

- ✓ Written evidence
- ✓ Performance evidence

Portfolio assessment tools

- ✓ A checklist of the quality checking process
- ✓ Multiple choice questions
- ✓ True-False questions
- ✓ Short write up on problem solving of identified issues
- ✓ Assessor's observation list to assess participation during the group activities
- ✓ Assessor's completed checklist

✓

Checklist	Score	
	Yes	No
Indicator 1: Assessment of any visible problems / faults on garments and garment parts is properly done		
✓ Inside has been checked		
✓ Outside has been checked		

✓ Fusings		
✓ Necklines		
✓ Hemlines		
✓ Seams		
✓ No creases		
✓ No burning / scorching		
✓ No bubbling of interfacings		
✓ No flattened pleats / trims		
✓ No stretched out areas from ironing / pressing		
✓ No stains		
✓ No discoloration		
Indicator 2: Problem solving processes are properly followed		
✓ Procedures for reporting incorrect items		
✓ Providing thorough checklist		
✓ Methods of solving specific problems		
✓ Efficiently dealing with production personnel		
✓ Appropriate time management		
Observation		

Learning unit



3

10 Hours

Learning unit 3: Pack ironed and/or pressed items

Learning Outcomes:

1. Remove and redirect incorrectly ironed and/or pressed items
2. Fold and pack the items
3. Send the packed items

Learning Outcome 3.1: Remove and redirect incorrectly ironed and/or pressed items

Content	Learning activities	Resources
• Final finishing procedures before and after packaging of garments for delivery / collection ✓ Sorting ✓ Thread cutting ✓ Ironing ✓ Quality inspection ✓ Removing faulty garments ✓ Redirecting faulty garments ✓ Insert button and other accessories ✓ Measurement check ✓ Hang tag ✓ Add product code	✓ Practical exercise of creating a flow chart of garments finishing process ✓ Individual written assignment to explain the final quality audit process before packaging ✓ Visit to a clothing factory to observe the quality checking department in action	- Finished garments - Checklist - Reference book - Notepad - Pen - Transport

- ✓ Fold
- ✓ Pack
- ✓ Final inspection
- ✓ Shipment /
collection of
garments

•

Final quality audit
process before
packaging can be done

- ✓ Pull test as per customer requirements
- ✓ 100% garment quality inspection and thread trimming
- ✓ 100% garment key point measure
- ✓ 100% pressing as per customer requirements
- ✓ Specific written instruction for every operation, from mockup to ironing, attaching stickers, measurements, folding and packing
- ✓ Approve trim card for every style with all the finishing trims and accessories
- ✓ 100% of garment metal detection is to follow to ensure garments are free from

needles, pins and sharp tools ✓ Packaging of garments as per customer stock keeping unit and assortment requirements		
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Formative Assessment 3.1



Performance criterion

Accurate removal and redirection of incorrectly ironed and/or pressed items to be re-ironed or re-pressed according to acceptable standards

Assessor may collect among the following types of evidence and make judgements on whether the performance criterion has been achieved.

Types of evidence	Portfolio assessment tools
✓ Written evidence	✓ A flow chart of the garment finishing process ✓ Written assignment detailing the final quality audit process before packaging ✓ Assessor's completed quality checklist

Checklist	Score	
	Yes	No
Indicator 1: Final finishing procedures before and after packaging are properly understood		
✓ Sorting		

✓ Thread cutting		
✓ Ironing		
✓ Quality inspection		
✓ Removing faulty garments		
✓ Redirecting faulty garments		
✓ Insert button and other accessories		
✓ Measurement check		
✓ Hang tag		
✓ Add product code		
✓ Fold		
✓ Pack		
✓ Final inspection		
✓ Shipment / collection of garments		
Indicator 2: Final quality audit process before packaging can be done is properly understood		
✓ Pull test as per customer requirements		
✓ 100% garment quality inspection and thread trimming		
✓ 100% garment key point measure		
✓ 100% pressing as per customer requirements		
✓ Specific written instruction for every operation, from mockup to ironing, attaching stickers, measurements, folding and packing		
✓ Approve trim card for every style with all the finishing trims and accessories		

✓ 100% of garment metal detection is to follow to ensure garments are free from needles, pins and sharp tools		
✓ Packaging of garments as per customer stock keeping unit and assortment requirements		
✓ Final finishing procedures before and after packaging of garments for delivery / collection		
✓ Sorting		
✓ Thread cutting		
✓ Ironing		
✓ Quality inspection		
✓ Removing faulty garments		
✓ Redirecting faulty garments		
✓ Insert button and other accessories		
✓ Measurement check		
✓ Hang tag		
✓ Add product code		
✓ Fold		
✓ Pack		
✓ Final inspection		
✓ Shipment / collection of garments		
Observation		

Learning Outcome 3.2: Fold and pack the items

Content	Learning activities	Resources
• The purpose of packaging ✓ Protection ✓ Increase sales ✓ Hygiene • Packaging procedures ✓ Fold ✓ Tag ✓ Size ✓ Package • Types of packaging options ✓ Single piece packing	✓ Practical exercise on packing items ✓ Presentation and feedback	- Packaging materials - Garments - Tape - Pen - Clipboard - Notepad

- ✓ Blister packing
- ✓ Solid packing
- ✓ Ratio packing
- ✓ Mixed packing

- Types of packaging materials
 - ✓ Ball head pin
 - ✓ Butterfly
 - ✓ Carton
 - ✓ Inner box
 - ✓ Paper board
 - ✓ Plastic clip
 - ✓ Plastic collar
 - ✓ Poly bag
 - ✓ Scotch tape
 - ✓ Tag pin
 - ✓ Rope
 - ✓ Tissue paper
 - ✓ Thin paper sheets
 - ✓ Wooden boxes / crates
 - ✓ Plastic film
 - ✓ Hangers

- Step by step folding sequences and procedures for different garment types and styles
 - ✓ Shirts
 - ✓ T-shirts
 - ✓ Shorts
 - ✓ Trousers
 - ✓ Jerseys

- Folding options ✓
 - Hanger pack
 - ✓ Flat pack

- Tips on packaging that is unique to your brand
 - ✓ Tissue paper
 - ✓ Bags
 - ✓ Boxes

Formative Assessment 3.2



Performance criterion

Acceptable folding and packing of items according to company packing processes

Assessor may collect among the following types of evidence and make judgements on whether the performance criterion has been achieved.

Types of evidence

✓ Product evidence

Portfolio assessment tools

✓ Produce a neatly packaged item according to assessor's checklist

Checklist	Score	
	Yes	No
<u>Indicator 1:</u> The purpose of packaging is properly understood		
✓ Protection		
✓ Increase sales		
✓ Hygiene		
<u>Indicator 2:</u> The sequence of packaging procedures are correctly followed identified		
✓ Fold		

✓ Tag		
✓ Size		
✓ Package		
Indicator 3: Packaging options are correctly identified		

✓ Single piece packing		
✓ Blister packing		
✓ Solid packing		
✓ Ratio packing		
✓ Mixed packing		
Indicator 4: Packaging materials are correctly identified		
✓ Ball head pin		
✓ Butterfly		
✓ Carton		
✓ Inner box		
✓ Paper board		
✓ Plastic clip		
✓ Plastic collar		
✓ Poly bag		
✓ Scotch tape		
✓ Tag pin		
✓ Rope		

✓ Tissue paper		
✓ Thin paper sheets		
✓ Wooden boxes / crates		
✓ Plastic film		
✓ Hangers		
Indicator 5: Step by step folding sequences and procedures for different garment types and styles are properly understood		
✓ Shirts		
✓ T-shirts		
✓ Shorts		
✓ Trousers		
✓ Jerseys		
Indicator 6: Folding options are properly understood		
✓ Hanger pack		
✓ Flat pack		
Indicator 7: Tips for packaging that is unique to your brand are properly understood		
✓ Tissue paper		
✓ Bags		
✓ Boxes		
Observation		

Learning Outcome 3.3: Send the packed items

Content	Learning activities	Resources
• Dispatching procedures for garments ✓ Order picking ✓ Staging ✓ Packaging ✓ Scanning ✓ Loading ✓ Delivery • Dispatching process ✓ Dispatch planning ✓ Vehicle selection ✓ Group order ✓ Combine orders ✓ Route planning	✓ Practical exercise ✓ Presentation and feedback ✓ Individual exercise to complete dispatching documents ✓ Individual written exercise to list the dispatching procedures and dispatching process	- Completed dispatching documentation as reference - Internet - Computer - Notepad - Pen
• Documents required for dispatching ✓ Invoice ✓ Delivery note ✓ Waybill ✓ Gate pass ✓ Transit pass		

Formative Assessment 3.3



Performance criterion

Accurate sending of packed items for dispatching according to workplace procedures

Assessor may collect among the following types of evidence and make judgements on whether the performance criterion has been achieved.

Types of evidence

✓ Written evidence

Portfolio assessment tools

- ✓ Assessor's completed checklist
- ✓ Open questions
- ✓ True / False
- ✓ Multiple questions
- ✓ Completed dispatching documents
- ✓ Written exercise listing the dispatching procedures and dispatching process

Checklist	Score	
	Yes	No
<u>Indicator 1:</u> Dispatching procedures for garments are properly understood		
✓ Order picking		
✓ Staging		
✓ Packaging		
✓ Scanning		
✓ Loading		

✓ Delivery		
✓ Dispatching procedures for garments		
Indicator 2: The dispatching process is accurately understood		
✓ Dispatch planning		
✓ Vehicle selection		
✓ Group order		
✓ Combine orders		
✓ Route planning		
✓ Dispatch planning		
✓ Vehicle selection		
✓ Group order		
✓ Combine orders		
✓ Route planning		
Indicator 3: Documents required for dispatching are accurately identified and completed		
✓ Invoice		
✓ Delivery note		
✓ Waybill		
✓ Gate pass		
✓ Transit pass		
Observation		

References:

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