

**Curriculum
for
“Hand Embroidery”
LEVEL II**

Date: 16-02-2020



**National Vocational & Technical
Training Commission**

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Introduction

The art of decorating the different material like fabric, synthetic leather and leather etc. through thread and needle with hand or by using machine is known as Embroidery. An embroider is a tradesman who specializes in drawing a design on material with needle and thread. It is person's day-to-day tasks to draw the required or new designs on the material by using different kind of stitches. This person is also competent in incorporating applique, cut work, quilting etc. with the help of different stitches. He/she understand all stitching techniques, tools and can use different colour combinations as per the requirement of customer. This person has a good command on hand embroidery techniques and stitches but not expert in specialized/regional embroideries.

Definition/ Description of the training programme for Hand Embroidery

Global fashion trends bring about swift changes in the products, processes and technology in this sector. Therefore, industry requirement for skilled workforce is increasing which can only be managed through setting relevant competency standards in collaboration with the leading industries. Being cognizant of this fact, National Vocational & Technical Training Commission (NAVTTC) developed competency standards for Hand and Machine Embroidery under National Vocational Qualifications Framework (NVQF). These competency standards have been developed by a Qualifications Development Committee (QDC) and validated by the Qualifications Validation Committee (QVC) having representation from the leading Embroidered Garments manufacturing industry of the country.

Purpose of the training programme

The purpose of these qualifications is to set professional standards for Hand and Machine Embroidery Experts, who will serve as key elements enhancing quality of Pakistan's Hand Embroidery. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of Hand Embroidery industry
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Hand and Machine Embroidery industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Hand and Machine Embroidery industry in Pakistan

Overall objectives of training programme

The objective of the training is to provide skilled manpower to improve the existing capacity in the area of embroidery. This training will provide the requisite skills to the trainees to enable them to meet the challenges in their field. The aim of this qualification is to produce employee, who can develop quality decorative embroidered products for the local and international markets. It will develop entrepreneurial traits to be self-employed and inevitably set sustainable impact on their lives by enhancing their livelihood income.

Competencies to be gained after completion of course

At the end of the course, the trainee must have attained the following competencies:

- Comply Personal Health and Safety Guidelines
- Communicate the Workplace Policy and Procedure
- Perform Basic Communication (Specific)
- Carry Out Khaka (Mock up) Development
- Carry out different types of embroidery stitches
- Carry out different types of Embroidery Stitches by free motion machine
- Perform Finishing and Packing Operations

Possible job opportunities available immediately and later in the future

Embroiderer are employed in embroidery related industries. Experienced embroiderer may advance through promotions with the same employer or by moving to more advanced positions with other employers. They can become:

- Hand Embroidery stitches helper
- Tracer
- Hand puncher
- Helper
- Presser and packer

Trainee entry level

The entry for National Vocational Certificate Level 2, in (Hand Embroidery) "Level 2 Hand Embroider" is given below:

Title	Entry requirements
National Vocational Certificate level 2 in "Hand Embroidery"	The entry requirement of National Vocational Certificate Level-2 in Hand Embroidery is grade 8 th or equivalent

Minimum qualification of Trainer

Teaching staff should have at least Bachelors in Fashion & Textile with 1 years' experience in relevant field **OR** DAE with 3 years' experience in relevant field

Teaching staff should also hold or be working towards a formal teaching qualification.

Other formal qualifications in the relevant sector of industry would be useful in addition to the above.

Recommended Trainer: Trainee ratio

The recommended maximum trainer: trainee ratio for this programme is 1 trainer for 20 trainees.

Medium of instruction i.e. language of instruction

Instruction will be in Urdu and English language.

Duration of the course (Total time, Theory & Practical time)

This curriculum comprises of 07 modules. The recommended delivery time is 800 hours. Delivery of the course could therefore be full time, 6 days a week, for 06 months. Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

The full structure of the course is as follow:

Module	Total Duration (Hours)	Theory¹ (Hours)	Practical² (Hours)
Perform Basic Communication	20	10	10
Communicate the Workplace Policy and Procedure	20	11	09
Comply Personal Health and Safety Guidelines	30	135	165
Carry Out Khaka (Mock up) Development	30	6	24
Carry out different types of embroidery stitches	300	16	284
Perform Surface Decorative Embroidery	320	24	296
Perform Finishing and Packing Operations	80	26	54

¹ Learning Module hours in training provider premises

² Training workshop, laboratory and on-the-job workplace

Sequence of the modules

This qualification is made up of 7 modules from which 3 are generic and 4 technical. The first 3 modules are related to basics of working environment in an organization which are about health & safety, policies & procedures, and communication skills. These 3 modules will run in parallel with technical modules which we will teach in mentioned sequence of module #s 4, 5, 6, & 7. These technical modules are about training of students for the basic embroidery stitches and some decorative embroideries (Mock-up development, Different types of embroidery stitches, Surface decorative, and Finishing & packing operations). This is not prescriptive, hence training providers may modify this if they wish.

Each module covers a range of learning components. These are intended to provide detailed guidance to teachers (for example the Learning Elements component) and give them additional support for preparing their lessons. The detail provided by each module will contribute to a standardized approach to teaching, ensuring that training providers in different parts of the country have clear information on what should be taught.

Sequence of the modules for National Vocational Certificate Level 2 in “Hand Embroidery”

Carry Out Khaka (Mock up) Development	Comply Personal Health and Safety Guidelines	Communicate the Workplace Policy and Procedure	Perform Basic Communication
Carry out different types of embroidery stitches			
Perform Surface Decorative Embroidery			
Perform Finishing and Packing Operations			

Summary – Overview of the Curriculum

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 1: Perform Basic Communication Aim: The aim of this module is to develop advanced skills, knowledge and understanding about perform basic communication	LU1: Communicate in a team to achieve intended outcomes LU2: Follow Supervisor's instructions as per organizational SOPs	10 Hours	10 Hours	20 Hours
Module 2: Communicate the Workplace Policy and Procedure Aim: The aim of this module is to develop advanced skills, knowledge and understanding about communicate the workplace policy and procedure	LU1: Identify workplace communication procedures LU2: Communicate at workplace LU3: Fill and read standard organizational format	11 Hours	9 Hours	20 Hours
Module 3: Comply Personal Health and Safety Guidelines Aim: The aim of this module is to develop advanced skills, knowledge and understanding about comply personal health and safety guidelines	LU1: Identify Personal Hazards at Workplace LU2: Apply Personal Protective and Safety Equipment (PPE) LU3: Comply Occupational Safety and Health (OSH) LU4: Dispose of hazardous Waste/materials from the designated area	13.5 Hours	16.5 Hours	30 Hours

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 4: Carry out Mock Up (Khaka) Development Aim: The aim of this module is to develop advanced skills, knowledge and understanding about carry out mock up (khaka) development	LU1: Trace the design LU2: Punch the design	24 Hours	6 Hours	30 Hours
Module 5: Carry out different types of embroidery stitches Aim: The aim of this module is to develop advanced skills, knowledge and understanding about carry out different types of embroidery stitches	LU1: Prepare work station for basic stitches LU2: Carry out Flat Stitches LU3: Carry out Loop Stitches LU4: Carry out Knot Stitches	12 Hours	288 Hours	300 Hours
Module 6: Perform Surface Decorative Embroidery Aim: The aim of this module is to develop advanced skills, knowledge and understanding about perform surface decorative embroidery	LU1: Prepare work station for required embroidery LU2: Perform Applique work LU3: Execute cut work LU4: Carry out cord (dori) work LU5: Carry out ribbon work LU6: Carry out quilt techniques LU7: Carry out drawn thread (tarkashi) work LU8: Execute smocking technique	24 Hours	296 Hours	320 Hours

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module 7: Perform Finishing Packing Operations Aim: The aim of this module is to develop advanced skills, knowledge and understanding about perform finishing packing operations	LU1: Inspect the embroidered Fabric/material LU2: Perform measurement control LU3: Perform surface finishing operations LU4: Pack the final product	26 Hours	54 Hours	80 Hours

Modules

Module 1: Perform Basic Communication

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to perform basic communication

Duration: 20 Hours **Theory:** 10 Hours **Practical:** 10 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Communicate in a team to achieve intended outcomes	The trainee will be able to: <ul style="list-style-type: none">• Treat team members with respect• Maintain positive relationships to achieve common organizational goals• Get work related information from team• Identify interrelated work activities to avoid confusion• Identify problems in communication with a team• Resolve Communication	Basic Learn and understand Types of communication Basic Reading Skills Basic Writing skills Basic Verbal communication skills Basic Problem-solving skills Basic Self-Management Skills Basic Technology Skills Basic Interview Skills Basic Workplace dress code Basic The role of team members and functionality of the teams Basic The role of team members and functionality of the teams Basic understanding of team management	Total 12 Hours Theory: 6 Hours Practical: 6 Hours		Class room

	barrier through discussion and mutual agreement				
LU2: Follow Supervisor's instructions as per organizational SOPs	The trainee will be able to: <ul style="list-style-type: none"> • Receive the instructions from Supervisor • Carry out the instructions of the supervisor • Report to the supervisor as per organizational SOPs 	Learn and understand the basics of organizational procedures or SOPs	Total 8 Hours Theory: 4 Hours Practical: 4 Hours		Class room

Module 2: Communicate the Workplace Policy and Procedure

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to communicate the workplace policy and procedure

Duration: 20 Hours **Theory:** 9 Hours **Practical:** 11 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify workplace communication procedures	The trainee will be able to: <ul style="list-style-type: none"> Identify organizational communication requirements and workplace procedures with assistance from relevant authority Identify appropriate lines of communication with supervisors and colleagues. 	<p>Understanding of Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws</p> <p>Understanding and knowledge of Organizational policies, plans and procedures.</p> <p>Well informed with Organizational chart and line of communications</p>	Total 6 Hours Theory: 4 Hours Practical: 2 Hours		Theory Classroom
LU2: Communicate at workplace	The trainee will be able to:	<p>Knowledge of Barriers to communication and how to overcome</p> <p>Knowledge of Communication model</p>	Total 10 Hours Theory:		Theory Classroom

	<ul style="list-style-type: none"> • Use appropriate non-verbal behavior at all times • Encourage, acknowledge and act upon constructive feedback 	<p>Understanding of Verbal and written communication techniques</p> <p>Basic knowledge of formal and informal communication means</p>	<p>3 Hours</p> <p>Practical: 7 Hours</p>		
<p>LU3: Fill and read standard organizational format</p>	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Fill designed formats for approval, ensuring it is written clearly, concisely and within designated timeframes • Ensure written information meets required standards of style, format and detail. 	<p>Well aware with the Standards may include:</p> <ul style="list-style-type: none"> • organizational policies • standards set by workgroup 	<p>Total 4 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 2 Hours</p>		<p>Theory Classroom</p>

Module 3: Comply Personal Health and Safety Guidelines

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to comply personal health and safety guidelines.

Duration: 30 hours **Theory:** 16.5 hours **Practical:** 13.5 hours

Commented [SB1]:

Commented [HR2R1]: Level 2

Commented [SB3]:

Commented [HR4R3]: Level 2

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify Personal Hazards at Workplace	The trainee will be able to: <ul style="list-style-type: none"> Identify personal hygiene and safety issues at work place Identify tools and situations that have the potential to cause harm Report, identified risk to health, hygiene and safety to concerned 	Explain safety rules and regulations of organization Describe meaning of Safety signs and symbols Demonstrate understanding of safety related Standard Operating Procedure/guidelines	Total 8 Hours Theory: 5 Hours Practical: 3 Hours	Waste Bins PPEs	Theory Classroom Practical Workshop
LU2: Apply Personal Protective and Safety Equipment (PPE)	The trainee will be able to: <ul style="list-style-type: none"> Identify personal protective equipment in terms of type and quantity 	List Personal protection and safety Equipment Understanding and knowledge of usage of first aid kit	Total 7 Hours Theory: 3 Hours Practical:	Waste Bins PPEs	Theory Classroom Practical

	<p>according to work orders.</p> <ul style="list-style-type: none"> • Wear personal protective equipment according to job requirements. • Clean and properly store personal protective equipment 		4 Hours		Workshop
LU3: Comply Occupational Safety and Health (OSH)	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Maintain cleanliness and hygiene during work • Comply with Health, hygiene and safety precautions before starting work • Comply organizational Health, hygiene and safety guidelines during work • Deal with resolvable problems according 	Explain best practices relating to clean and safe work environment	<p>Total 8 hour</p> <p>Theory: 5 Hours</p> <p>Practical: 3 Hours</p>	<p>Waste Bins PPEs</p>	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<p>to prescribed procedures and Report un resolvable problems to concerned</p> <ul style="list-style-type: none"> Place the tools equipment etc at their prescribed place after completion of work 				
LU4: Dispose of hazardous Waste/materials from the designated area.	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Identify hazardous waste materials which needs to be disposed off Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure 	<p>Identify and list hazardous and non-hazardous waste</p> <p>Describe waste disposal SOPs</p>	<p>Total 7 hour</p> <p>Theory: 3.5 Hours</p> <p>Practical: 3.5 Hours</p>	<p>Waste Bins PPEs</p>	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none">• Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure			
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Module 4: Carry Out Mock up (Khaka) Development

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to carry out mock up (khaka) development.

Duration: 30 Hours **Theory:** 6 Hours **Practical:** 24 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Trace the design	The trainee will be able to: <ul style="list-style-type: none"> Gather required tools for work area for tracing Trace drawing on the tracing sheet as per given design 	Introduction of hand embroidery Basics of drawing elements; Uses of drawing tools Knowledge about different tools (needle, tracing wheel); Techniques of using tools Tracing materials (tracing paper, tracing polish, kerosene oil, etc.) and methods; Techniques of tracing Washing and stain removal processes Usage of PPEs	Total 13 Hours Theory: 3 Hours Practical: 10 Hours	Tracing table Sharpener Ruler	Theory Classroom Practical Workshop
LU2: Punch the design	The trainee will be able to: <ul style="list-style-type: none"> Punch hole on all elements of drawing Transfer the punched design on the material 	Types of punching tools (punching machine, tracing wheel, & pins); Techniques of using punching tools; Techniques of punching process; Material for punching Marking process for transferring designs on material; Types of transferring design on fabric/material; Techniques of transferring design on various materials (fabric, leather, synthetic leather);	Total 19 Hours Theory: 3 Hours Practical: 16 Hours	Punching machine Tracing wheel Pin Pin cushion Needles (9#)	Theory Classroom Practical Workshop

Module 5: Carry Out different types of Embroidery Stitches

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to carry out different types of embroidery stitches

Duration: 300 Hours **Theory:** 16 Hours **Practical:** 284 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Prepare work station for basic stitches	The trainee will be able to: <ul style="list-style-type: none"> Collect instructed material required for assigned type of stitch for embroidery Clean the workstation from dust, fluff and oil Trace design on tracing sheet [butter paper, PVC, etc.] to be embroidered if required Transfer the design on given material Set thread and needle according to material and work instructions Interpret the instructions and artwork specifications 	Knowledge about different types of fabrics and other materials (leather, synthetic leather) used for embroidery; Embroidery threads and their classification according to thread types, shade (numbers) and sizes; Types and usage of tools & equipment (clipper, scissors, seam ripper etc,) Types of needles according to its numbers (sizes); Needle application according to required embroidery stitch Types, sizes and usage of embroidery frame (hoop) Process of cleaning by using different types of cleaning tools (sprays, brushes, dusters, etc.) Appropriate use of threads, & needles in accordance with design and surface requirements Understand the nature of design and embroidery	Total 12 Hours Theory: 4 Hours Practical: 8 Hours	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	Theory Classroom Practical Workshop

	<ul style="list-style-type: none"> Organize workplace according to embroidery Artwork and Design sample of the embroidered product 	<p>Arrange material, needle, & thread for the embroidery artwork</p> <p>Technical terms associated with different kinds of embroidery work</p>			
LU2: Carry out Flat Stitches	The trainee will be able to: <ul style="list-style-type: none"> Perform basting to start embroidery on the fabric/material Preform the flat embroidery stitch following the transferred design lines Perform basic type of flat stitches (Running, Back & Stem), while ensuring firmness of embroidery stitches Perform embroidery using required type of flat stitches (Herringbone, Skip, Satin, long & short, shade, couching, cross), while ensuring firmness of embroidery stitches 	<p>Learn the sequence of basic embroidery in accordance with its complexity.</p> <p>Understanding the concept of embroidery stitches as outline embroidery and filling design</p> <p>Process of fixing material with embroidery hoop</p> <p>Define basting & knotting and its importance in embroidery; Basting and knotting techniques in context of flat stitches</p> <p>Explain types of flat stitches of embroidery in proper sequence; Running Stitch - Back Stitch - Stem Stitch - Satin Stitch - Kashmiri Stitch - Couching Stitch - Cross Stitch - Herringbone Stitch</p> <p>Techniques and applications (purposes) of flat stitches</p> <p>Processes of finishing the embroidery (clipping, trimming, stain removal, washing (if required) & ironing)</p>	Total 113 Hours Theory: 5 Hours Practical: 108 Hours	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	Theory Classroom Practical Workshop

	<ul style="list-style-type: none"> Lock the embroidery work with final stitch while avoiding tightness 				
LU3: Carry out Loop Stitches	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Perform basting to start embroidery on the fabric/material Preform the loop embroidery stitch following the traced/transferred design lines Carry out embroidery using required type of loop stitches (chain, button hole, blanket, fishbone, feather, fly) while ensuring firmness of embroidery stitches Lock the embroidery work with final stitch while avoiding tightness Control the quality of embroidery according to quality standards 	<p>Basting and knotting techniques in accordance with loop stitches</p> <p>Understanding the elements of design and their importance in embroidery process</p> <p>Explain types of loop stitches of embroidery in proper sequence; Chain Stitch - Lazy-daisy Stitch - Button Hole Stitch - Blanket Stitch - Fishbone Stitch - Feather Stitch - fly Stitch</p> <p>Techniques and applications (purposes) of loop stitches</p> <p>Technique and importance of controlling the thread during embroidery process</p> <p>Importance and usage of process of locking the embroidery; Techniques of locking the embroidery</p> <p>Explain about maintaining the quality considering neatness, material, stitching, traced lines etc.</p> <p>Procedure of handling the remaining thread and disposal of wasted material.</p>	<p>Total 113 Hours</p> <p>Theory: 5 Hours</p> <p>Practical: 108 Hours</p>	<p>Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier</p>	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<p>and the artwork specifications</p> <ul style="list-style-type: none"> • Perform finishing procedures includes clipping, stain removal and ironing of final product 				
LU4: Carry out Knot Stitches	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Perform basting to start embroidery on the fabric/material • Preform the knot embroidery stitch following the traced/transferred design lines • Carry out embroidery required type of knot stitches (French knot, Double knot and Bullion knot) as per given design while ensuring firmness of stitches: • Lock the embroidery work with final stitch while avoiding tightness 	<p>Explain types of knot stitches of embroidery in proper sequence; French knot Stitch - Double knot Stitch - Bullion knot Stitch</p> <p>Techniques and applications (purposes) of knot stitches</p> <p>Basting and knotting techniques in accordance with knot stitches</p> <p>Understanding the elements of design and their importance in knot stitching process</p> <p>Technique and importance of controlling the thread during knot stitching process</p> <p>Importance and usage of process of locking the embroidery; Techniques of locking the embroidery in accordance with knot stitches</p> <p>Explain about maintaining the quality considering neatness, material, stitching, traced lines etc.</p>	<p>Total 62 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 60 Hours</p>	<p>Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier</p>	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none">• Control the quality of embroidery according to quality standards and the artwork specifications• Perform finishing procedures includes clipping, stain removal and ironing of final product			
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Module 6: Perform Surface Decorative Embroidery

Commented [HR5]: Copy from Hand Embroidery

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to perform surface decorative embroidery.

Duration: 320 Hours **Theory:** 24 Hours **Practical:** 296 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Prepare work station for required embroidery	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Prepare the workstation for work operation (gather material, set the suitable needle, put up of cut panels to sew, technical file/ sewing instruction/sketch and sewing thread) • Clean the workstation area to make it free from any potential hazards • Trace design on tracing sheet [butter paper, PVC, etc.] design accurately & neatly on the fabric if required • Transfer traced design on given material • Fix the pattern in the embroidery hoop/adda with the help of extra fabric 	<p>Knowledge about different types of fabrics and other materials (leather, synthetic leather) used for embroidery; Embroidery threads and their classification according to thread types, shade (numbers) and sizes; Types and usage of tools & equipment (clipper, scissors, seam ripper etc.)</p> <p>Types of needles according to its numbers (sizes); Needle application according to required embroidery stitch</p> <p>Types, sizes and usage of embroidery frame (hoop/adda)</p> <p>Process of cleaning by using different types of cleaning tools (sprays, brushes, dusters, etc.)</p> <p>Appropriate use of threads, & needles in accordance with design and surface requirements</p>	<p>Total 6 Hours</p> <p>Theory: 2 Hours</p> <p>Practical: 4 Hours</p>	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none"> Fix and tighten the fabric/material on the hand frame/frame(adda) while avoiding plication Select appropriate needle & thread considering the texture, fiber and type of embroidery to be done Clarify the instructions and artwork specifications Use the materials that are free from faults Match the materials used with the specifications of embroidery Artwork and design sample of the embroidered product 	<p>Understand the nature of design and embroidery</p> <p>Arrange material, needle, & thread for the embroidery artwork</p> <p>Explain about the faults in the material (stain free, broken weave, etc.)</p> <p>Technical terms associated with different kinds of embroidery work</p>			
LU2: Perform Applique work	The trainee will be able to: <ul style="list-style-type: none"> Make an estimated calculation of material consumption for required work Transfer design on given applique material Fuse applique material [if required] using ironing/pinning/basting process while maintaining surface evenness Cut material from design outline or Cut the material 	<p>Knowledge of the embroidery styles, design & colour concepts in context with applique work</p> <p>Common factors affecting stitching & embroidery</p> <p>The actions need to be taken in the event of damaged tool/material in applique work</p> <p>Measurement of material according to design consumption</p> <p>Explain different types of fusing and lining; Their application and usage</p>	<p>Total 42 Hours</p> <p>Theory: 3 Hours</p> <p>Practical: 39 Hours</p>	<p>Tracing table</p> <p>Sharpener</p> <p>Ruler</p> <p>Needles</p> <p>Clippers</p> <p>Fabric scissors</p> <p>Paper scissors</p> <p>Curve scissor</p> <p>Measuring tape</p>	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none"> with seam allowance for rali work, whichever required according to design Tack applique patch with embroidery stitches on given material at designated position Lock the embroidery work with final stitch while avoiding tightness Control the quality of embroidery according to quality standards and the artwork specifications Perform finishing procedures includes clipping, stain removal and ironing of final product 	<p>techniques according to design requirements</p> <p>The problems encountered when working on different types of materials during fusing process</p> <p>Process of cutting applique piece with or without seam allowance</p> <p>Process of tacking applique piece through stitch</p> <p>Importance and usage of process of locking the embroidery; Techniques of locking the embroidery</p> <p>Different types of defects and their segregation</p> <p>Technique and importance of controlling the plication during applique process</p> <p>Procedure of handling the remaining thread and disposal of wasted material.</p>		Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	
LU3: Execute cut work	The trainee will be able to: <ul style="list-style-type: none"> Perform basting to start embroidery on the fabric/material Perform embroidery followed by lock/chain stitch on given material following the traced/ 	Basting and knotting techniques in cut work process Principle of designs Techniques of chain and lock stitch. Explain positive and negative area in embroidery design	Total 20 Hours Theory: 2 Hours Practical: 18 Hours	Tracing table Sharpener Ruler Needles Clippers Fabric scissors	Theory Classroom Practical Workshop

	<p>transferred design lines/dots</p> <ul style="list-style-type: none"> • Cut the negative areas of design with appropriate tool • Perform button hole stitch to achieve even borderline finishes • Lock the embroidery work with final stitch while avoiding tightness, if required • Control the quality of embroidery according to quality standards and the artwork specifications • Perform finishing procedures includes clipping, stain removal and ironing of final product 	<p>Types of cut work according to design and material</p> <p>Methods of cut work with different tools</p> <p>Explain about button hole stitch and its Techniques</p> <p>Techniques of locking the embroidery work during cut work</p>		<p>Paper scissors</p> <p>Curve scissor</p> <p>Measuring tape</p> <p>Tracing wheel</p> <p>Seam ripper</p> <p>Pins</p> <p>Pin cushions</p> <p>Thimble</p> <p>Embroidery hoop</p> <p>Plier</p> <p>Solder</p>	
LU4: Carry out cord (dori) work	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Perform basting to start embroidery on the fabric/material • Develop a cord with different material as per design requirement • Fix cord in the given design with overlap embroidery stitch considering tightness 	<p>Types and designs of cord; Process of developing a cord with different materials (kora, silk, tilla)</p> <p>Techniques of attaching a cord on or at the design with simple stitch</p> <p>Basting techniques for the cord work</p> <p>Techniques of locking the embroidery work during cord work</p>	<p>Total 8 Hours</p> <p>Theory: 1 Hour</p> <p>Practical: 7 Hours</p>	<p>Sharpener</p> <p>Ruler</p> <p>Needles</p> <p>Clippers</p> <p>Fabric scissors</p> <p>Paper scissors</p> <p>Measuring tape</p>	<p>Theory Classroom</p> <p>Practical Workshop</p> <p>Commented [HP6]: Check its English</p>

	<ul style="list-style-type: none"> Lock the embroidery work with final stitch while avoiding tightness, if required Control the quality of embroidery according to quality standards and the artwork specifications Perform finishing procedures includes clipping and stain removal of final product 	Procedure of finishing the stitched product		Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	
LU5: Carry out ribbon work	The trainee will be able to: <ul style="list-style-type: none"> Perform basting to start embroidery on the fabric/material Burn ribbon from starting and ending points Attach ribbon with sew-in procedure by following design Develop ribbon ornaments (flower, petal etc.) by twisting and folding techniques as per design requirements Lock the embroidery work with final stitch while avoiding tightness, if required 	Types (silky, tissue, & organza) and sizes (numbers) of ribbon Usage of ribbon with and without decorative material; Techniques of attaching ribbons with embroidery; Techniques of designing different shapes (ornaments) from ribbon Basting and knotting techniques in ribbon work Techniques of locking the embroidery work during ribbon work Procedure of finishing the stitched product	Total 42 Hours Theory: 2 Hour Practical: 40 Hours	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions	Theory Classroom Practical Workshop

	<ul style="list-style-type: none"> Control the quality of embroidery according to quality standards and the artwork specifications Perform finishing procedures includes clipping and stain removal of final product 			Thimble Embroidery hoop Plier	
LU 6: Carry out quilt techniques	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> Estimate material consumption according to given design Select appropriate needle & thread considering the texture, fiber of material for embroidery on quilt Iron the material and transfer given design on given material to remove plication Perform cutting of the material to be quilted Perform basting to start embroidery on the fabric/material Pin and sew material with quilt backing sheet by avoid puckering under the given material 	<p>Define and explain about quilt techniques</p> <p>Knowledge about quilts and its types; Usage of quilts;</p> <p>Explain different types of fusing and lining used in quilting; Their application and usage techniques according to quilting design requirements</p> <p>Process of attaching different materials for quilting;</p> <p>Process of cutting the material during quilting;</p> <p>Explain about running stitch and its Techniques</p> <p>Techniques of locking the embroidery work during quilt work</p> <p>Procedure of finishing the stitched product</p>	<p>Total 42 Hours</p> <p>Theory: 2 Hour</p> <p>Practical: 40 Hours</p>	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none"> • Lock the embroidery work with final stitch while avoiding tightness • Control the quality of embroidery according to quality standards and the artwork specifications • Perform finishing procedures includes clipping and stain removal of final product 				
LU 7: Carry out drawn thread (tarkashi) work	<p>The trainee will be able to:</p> <ul style="list-style-type: none"> • Mark the given design on fabric • Select appropriate needle according to fabric weave • Pick out threads from the warp or the weft of a piece of even weave fabric by avoiding breakage of the thread • Make Knot and wrap embroidery thread delicately on left fabric weave (warp/Weft) to create a required design, while counting number of warp/weft • Make a Knot of the embroidery thread edges 	<p>Define and explain thread drawn (tarkashi)</p> <p>Process of marking the material for drawn thread work</p> <p>Knowledge about weave of material;</p> <p>Techniques to pick equal numbers of threads from wrap or weft while avoiding breakage;</p> <p>Explain about running stitch and its techniques; Procedure of running stitch to secure base for embroidery</p> <p>Define knotting process and its techniques through maintaining neatness and quality</p>	<p>Total 80 Hours</p> <p>Theory: 6 Hour</p> <p>Practical: 74 Hours</p>	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble	<p>Theory Classroom</p> <p>Practical Workshop</p>

	<ul style="list-style-type: none"> by avoiding crumpling of warp/weft Perform finishing procedures includes knotting edges, clipping, ironing and stain removal of final product 	Explain about back stitch and its techniques; Process of filling the design with back stitch		Embroidery hoop Plier	
LU8: Execute smocking technique	The trainee will be able to: <ul style="list-style-type: none"> Mark the given design on the fabric Perform a dotted square grid of evenly-spaced on the fabric with fabric pen or a pencil. Perform basting on the dots to start smocking embroidery technique Gather the fabric by Pulling the thread to make even tight pleats, tie knot at the tail of each thread and cut off extra thread Perform stem stitch in two pleats of the fabric and join the pleats one by one with continuity Perform wave stitch between all pleats to make zigzag pattern and Knot the embroidery thread edges 	<p>Define and explain smocking and its techniques</p> <p>Process of marking the fabric/material to perform smocking;</p> <p>Technique of designing square grid with evenly-spaced on material</p> <p>Explain about running stitch to cover the square grid dots</p> <p>Define pleats and its types; Procedure of gathering the fabric to create pleats in smocking technique</p> <p>Explain stem stitch, its types and process for smocking</p> <p>Process of joining the pleats with each other for smocking</p> <p>Explain process of wave stitch; Techniques of making zigzag through wave stitch & knotting the edges</p>	Total 80 Hours Theory: 6 Hour Practical: 74 Hours	Tracing table Sharpener Ruler Needles Clippers Fabric scissors Paper scissors Measuring tape Tracing wheel Seam ripper Pins Pin cushions Thimble Embroidery hoop Plier	Theory Classroom Practical Workshop

	<ul style="list-style-type: none">• Perform finishing procedures includes clipping and stain removal of final product	Process of removing extra thread from design			
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Module 7: Perform Finishing & Packing Operations

Objective of the module: The objective of this module is to develop knowledge, skills and understanding required to perform finishing & packing operations.

Duration: 80 Hours **Theory:** 26 Hours **Practical:** 54 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Inspect the embroidered Fabric/material	The trainee will be able to: <ul style="list-style-type: none"> • Clean the product for dust and stains • Inspect the product for all quality requirements as per product design • Mark all defects / noncompliance areas on the product with prescribed tools • Prepare inspection report on the prescribed format 	<ul style="list-style-type: none"> • Knowledge about the basic manufacturing process of leather products • Understanding about basic techniques for spew threads by clipper or through burning • Learning to clean the stitched product from marking lines, oil stain, adhesive stain etc. • knowledge of defects like stitching defects, damaged parts, puckering of leather etc. • Knowledge to mark the defects through chalk or paper tape • Knowledge to complete the basic quality report 	Total 10 Hours Theory: 02 Hours Practical: 08 Hours	Adhesive remover Thread Burner, Clipper Measurement Tape Scissors, Format of Quality Inspection report	Theory Classroom Practical Workshop
LU2: Perform measurement control	The trainee will be able to: <ul style="list-style-type: none"> • Control the measurement of the leather product 	<ul style="list-style-type: none"> • Understanding about sizing system like UK, European, USA • Understanding of basic measuring units like; mm, cm, inches etc. 	Total 15 Hours Theory:	Size Charts Measuring Tape	Theory Classroom

	<p>according to the measurement chart</p> <ul style="list-style-type: none"> • Prepare inspection reports on the prescribed format 	<ul style="list-style-type: none"> • Knowledge to understand technical sheet (specification) and to check all given accessories for the product development <p>Knowledge to complete the basic inspection report</p>	<p>08 Hours</p> <p>Practical: 07 Hours</p>	<p>Scale 12 Inch & 36 Inches</p> <p>Format of Inspection Sheet & Technical Sheet</p>	<p>Practical</p> <p>Workshop</p>
LU3: Perform surface finishing operations	The trainee will be able to: <ul style="list-style-type: none"> • Remove reinforcement material from the embroidered fabric/material • Perform finishing procedures including clipping, stain removal from the final product, if required. 	<p>Knowledge about finished product</p> <p>Basic knowledge of available pigments/chemicals for the finishing dyes e.g. wax, Filler (creams), lacquer, binder etc.</p> <p>Understanding the application of dyes for the related product by hand or by spray gun</p> <p>Understanding of waxing application by hand or machine</p> <p>Understanding the hazards and risks of surface treatment chemicals</p>	<p>Total</p> <p>25 Hours</p> <p>Theory:</p> <p>05 Hours</p> <p>Practical:</p> <p>20 Hours</p>	<p>Spirit Lamp</p> <p>Spray Booth</p> <p>Buffing Machine</p> <p>Spray Gun</p> <p>Thread cutter</p> <p>Apron</p>	<p>Theory</p> <p>Classroom</p> <p>Practical</p> <p>Workshop</p>
LU4: Pack the final product	The trainee will be able to: <ul style="list-style-type: none"> • Apply tags and labels as per company or customer requirements 	Understanding the usage of various tagging tools e.g. Tag Gun, Stapler, Marking with Marker, Bar Code Sticker,	<p>Total</p> <p>10 Hours</p> <p>Theory:</p>	<p>Ready product</p> <p>Measuring tape</p> <p>Cutter</p>	<p>Theory</p> <p>Classroom</p>

	<ul style="list-style-type: none"> Pack the product as per shipment and customer requirements Apply labels (bar code, identification etc.) on the package as per shipment and customer requirement Prepare packing report on the prescribed format 	<p>Hang Tag, Stamping, Tapping with branding, RFID Stickers,</p> <p>Understanding the structure of the product and taking precautionary measures to maintain the shape of the product during shipping/storage</p> <p>Knowledge the shipping instructions from customer.</p> <p>Knowledge to fill the basic packing report</p>	<p>02 Hours</p> <p>Practical: 08 Hours</p>	<p>Tape Dispenser Stapler</p> <p>Bar code printer Bar code scanner</p> <p>Carton Strapping machine Weighing scale</p> <p>Packing instruction Form Tag Gun</p>	<p>Practical Workshop</p>
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GENERAL ASSESSMENT GUIDANCE for the Hand and Machine Embroidery

Each module/ competency standard will be assessed through a combination formative assessment at the completion of each module as an internal assessment and a final summative assessment on the completion of the qualification by the Qualification Awarding Body though a qualified assessor.

Formative assessment: the institute conducts formative assessments on the completion of each module as an internal assessment by the resource person. Its purpose is to provide feedback to the trainees on real time environment:

- To the trainee: to identify achievement and areas for further improvements
- To the trainer: to evaluate the effectiveness of transfer of skill and knowledge and plan for further.

Summative assessment: On completion of the qualification the Qualification Awarding Body (QAB) conducts a formal summative assessment where the qualified national assessor declares a candidate "Competent" or "Not Yet Competent" with a detailed feed back to the trainees on the performing of the activities as per modules.

Methods of assessment

During assessment a direct observation during performance by the trainee is conducted while collecting solid evidence based on each module.

Examples for direct assessment of a Hand & Machine Embroidery L-2 expert includes:

- Work performances: performing the tasks for each assignment as prescribed in the modules.
- Demonstrations: performing and presenting the final outcomes of the completion of each module.
- Direct questioning, where the assessor would ask the trainees questions related to their learning outcomes.
- Paper-based tests: if required the assessor will use some paper based test to know the understanding of the trainees during the learning phase.

Indirect assessment is the method used where the performance could not be watched and evidence is gained indirectly. Indirect assessment will only be a second choice.

Principles of assessment

All assessments should be valid, reliable, fair and flexible:

Fairness refers that each trainee should get to equal chance for performing the duties during the assessment process.

Validity means that an assessment is conducted for what it claims to assess.

Reliability refers to consistency in outcomes based on performance or demonstration.

Flexibility means that the assessor has to be flexible concerning the assessment approach in evaluating the trainees for its competence.

Complete List of Tools and Equipment

Sr#	Name of Item/ Equipment/ Tools	Quantity
1	Bar code printer	04
2	Bar code scanner	04
3	Buffing Machine Small	04
4	Buffing Machine Large	01
5	Carton Strapping machine	04
6	Clippers (Thread Remover)	40
7	Curve scissor	20
8	Knife (Paper Cutter)	20
9	Embroidery hoop (Small, Medium, Large)	20 each
10	Fabric scissors	20
11	Measurement Tape	20
12	Paper scissors	20
13	Pin cushion	04
14	Plier Set	04
15	PPEs (Googles)	20
16	Punching machine	04
17	Ruler (12", 36")	20 each
18	Size Charts	04
19	Solder iron	20
20	Spirit Lamp (Thread Burner)	04
21	Spray Booth	02
22	Spray Gun	04
23	Stapler Machine	04
24	Tag Gun	04
25	Tape Dispenser	10
26	Tracing table	04
27	Tracing wheel	10

28	Waste Bins	04
29	Weighing scale	04
30	Free Motion Machine	20
31	Glue gun	04
32	Frame/Adda	20
33	Wood Stools (height 12 inch) for frame Adda	20
34	Wood Stools (height 24 inch) for finishing table	20
35	White board	02
36	Finishing table (4x8)	05
37	Wood Stools (height 18 inch) for free motion machine	20

List of consumable supplies

Sr#	Name of Consumable Supplies
1.	Detergent
2.	Dusters
3.	Embroidery threads (Silk, Cotton, Polyester)
4.	Fabric
5.	First aid kit
6.	Foaming sheet
7.	Fusing (Reinforcement Material)
8.	Kerosene oil
9.	Leather Skin
10.	PVC sheet
11.	Lighter
12.	Machine Oil
13.	Mesh (Raxon)
14.	Paper Tape
15.	Pencil
16.	Pointer
17.	Butter paper
18.	Ribbon
19.	Rubber
20.	Surface cleaner sprays
21.	Tracing ink (Neel)
22.	Synthetic Leather (raxine)
23.	Tailoring chalk
24.	Shoe Polish
25.	Adhesive Remover
26.	Inspection Reports Format book
27.	Needles (Different Sizes)
28.	Glue
29.	Glue rod
30.	Common Pins
31.	PPEs (Cap, Mask, Apron, Finger Thimble)