

# Assessment Guide

**Domain** Apparel Cutting and Sewing

**Unit** 20342 v2 Thread and operate an industrial lockstitch sewing machine in a learning environment Level 2 Credits 7

## Candidate details

<b>Name</b>	<b>Company</b>
<b>NSI No.</b>	<b>Email / Phone</b>

## Assessor details

<b>Name</b>	<b>Company</b>
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## Pre-requisite confirmation

I, the Assessor, can confirm that the candidate holds the pre-requisite(s) for this unit standard.  Yes  No  Not applicable

## Verification details (if required)

<b>Verifier Name and Company</b>	<b>Email / Phone</b>
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I confirm that the candidate's performance meets workplace requirements.

**Signature** **Date**

## Assessment result

<b>Assessor judgement:</b> <input type="checkbox"/> Achieved <input type="checkbox"/> Not yet achieved	<b>Assessor stamp</b>
<b>Signature</b>	<b>Date</b>

## Candidate response

**I, the Candidate:**  Agree with the assessment result.  Wish to appeal

**Signature** **Date**

## Assessment Requirements

This Assessment Guide is designed to help you provide evidence of your skills and knowledge required by this unit standard.

### Before you begin

Read through the assessment requirements yourself. Talk with your assessor or training advisor if there is anything you don't understand.

Meet with your assessor to plan your assessment. Your assessor will:

- » Talk you through this Guide, and discuss when and how you will be assessed.
- » Check you are ready to begin this assessment.

### What you need to do

1. Complete the following assessment tasks:

<b>Observation Checklist</b>	<p>Be observed threading and operating an industrial lockstitch sewing machine. This will involve:</p> <ul style="list-style-type: none"><li>» Threading an industrial lockstitch sewing machine.</li><li>» Setting and adjusting an industrial lockstitch sewing machine for stitch formation and fabric thickness.</li><li>» Controlling and operating an industrial lockstitch sewing machine.</li><li>» Joining material using straight and curved seams.</li><li>» Lubricating and cleaning an industrial lockstitch sewing machine using supplied tools and equipment.</li><li>» Attaching a copy of documents as listed in the Observation Checklist.</li></ul>
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**Note:** Your assessor may choose a verifier to observe you and/or verify your work. This person must have expertise in threading and operating an industrial lockstitch sewing machine in a learning environment, and could be someone you report to, your trainer, or a supervisor or manager who works with you regularly.

2. You may wish to provide additional supporting evidence that proves you have the knowledge and skills required by the unit. Additional evidence may include, for example, workplace documentation you have used and/or completed, work samples, training records, photos, screenshots, printouts, videos, voice recordings.
3. When you have completed all assessment tasks, attach your evidence and complete the 'Candidate evidence check' at the end of this Guide.
4. When you are sure you have completed and/or attached everything, contact your assessor or training advisor to arrange next steps.

## Conditions

- » Your evidence must clearly show you can thread and operate an industrial lockstitch sewing machine in a learning environment.
- » Complete all assessment tasks yourself.
  - Answer questions yourself, using your own words.
  - Any evidence you attach must be your own work. This includes any work samples, photos and/or completed documents.
- » Performance of the elements must comply with the Health and Safety at Work Act 2015.
- » The written or oral training instructions specified by your tutor or trainer relating to the product or garment being sewn must be provided to you before this assessment begins.
- » It is expected that you will have had experience of threading and operating an industrial lockstitch sewing machine in a learning environment before being formally assessed.
- » All tasks you carry out for this assessment must be completed in accordance with training instructions, manufacturer's specifications and workroom safety requirements.

## Definitions

- » *Training instructions* refer to the guidelines and procedures, either written or oral, specified by the candidate's tutor/trainer in relation to the product or garment being sewn. These instructions must be made known to the candidate prior to assessment against this unit standard.
- » *Workroom safety requirements* refer to the safety procedures that apply in the candidate's school or early tertiary learning environment.
- » *Lockstitch* is sometimes known as plainsew or single needle and refers to the traditional or standard type of stitch produced by a domestic or industrial sewing machine.

## Further information

The following legislation (law) applies to this unit standard:

- » Health and Safety at Work Act 2015 (which replaced the Health and Safety in Employment Act 1992 on 4th April 2016).

**Note:** This unit standard includes references to laws that are now out-of-date (see above). Assessment tasks must be completed in accordance with the latest laws. There may be a transition period where answers relating to the earlier law may be acceptable. This decision is at the discretion of the Assessor.

Visit [www.legislation.govt.nz](http://www.legislation.govt.nz) for the latest NZ laws.

# Observation Checklist

Carefully read through this Observation Checklist so you know exactly what is expected.

You must be observed threading and operating an industrial lockstitch sewing machine in a learning environment.

You will need to:

- » Complete Part A of the checklist.
- » Thread an industrial lockstitch sewing machine.
- » Set and adjust an industrial lockstitch sewing machine for stitch formation and fabric thickness.
- » Control and operate an industrial lockstitch sewing machine.
- » Join material using straight and curved seams.
- » Lubricate and clean an industrial lockstitch sewing machine using supplied tools and equipment.
- » Attach a copy of documents as listed in the Observation Checklist.

You may be asked additional questions to check your knowledge and understanding, and may need to demonstrate your skills and/or carry out tasks more than once.

## Note to the Assessor or Verifier

- » Complete Part B of the checklist. By completing this checklist you are confirming that you have seen the candidate complete the tasks and/or demonstrate the skills.
- » All tasks must be carried out in accordance with training instructions provided by the tutor or trainer, manufacturer's specifications and workroom safety requirements.
- » Where prompted, please record details of what you observed, e.g. comments about the candidate's performance, what the candidate did or said, and specific questions and responses.
- » Check the candidate has completed Part A and has attached any required evidence.

**Part A: Candidate to complete this section**

<b>Your name</b>		
<b>Workroom location</b>		
<b>Sewing machine make and model</b>		
<b>Instructions from your tutor or trainer</b>	Attach a copy of the <b>written</b> training / sewing instructions that were given to you.  <b>or</b>  Briefly outline the <b>verbal</b> sewing / training instructions that were given to you.	
<b>Type of material(s) you will sew</b>		
<b>Thickness of material(s) you will sew</b>		
<b>Description of needle(s) you will use</b>	System	
	Point	
	Size	
<b>Attach copies of these documents</b>  Clearly label all attachments	<input type="checkbox"/> Copy of training instructions from your tutor or trainer (if given in writing)  <input type="checkbox"/> Copy of drawing showing lockstitch formation (if not explained verbally)	

## Part B: Assessor or Verifier to complete this section

For each statement below, tick if you agree.

**When threading the industrial lockstitch sewing machine, the candidate:**

1. Names and describes the functional stitching elements of the machine.   
Record key points from the candidate's response.

Element	Description

2. Replaces worn and/or damaged needle(s) in accordance with manufacturer's specifications.

Tick which applies:

Candidate replaced needle(s) on machine make and model described in Part A.

**or**

Candidate replaced needle(s) on a different machine. Record details below.

Make	Model

3. Prepares the industrial bobbins and/or spools in accordance with the manufacturer's specifications.

The candidate **must** carry out the following actions:

**Remove** the bobbins / spools.

**Rewind** the bobbins / spools.

**Replace** the bobbins / spools.

4. Threads up the machine in accordance with the manufacturer's specifications and training instructions.

**When setting and adjusting the industrial lockstitch sewing machine, the candidate:**

5. Sets the tensions according to the material being sewn.

6. Adjusts the machine for at least **two** different fabric thicknesses.   
Record the fabric thicknesses the candidate adjusted the machine for.

Fabric 1		Fabric 2	
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7. Draws or explains lockstitch stitch formation.

Tick which applies:

A copy of the candidates drawing is attached to this Observation Checklist.

**or**

Candidate verbally explains lockstitch stitch formation.

Record key points from the candidate's response.

8. Checks the relationship between top and bottom threads is compatible.

**and**

Explains the importance of having the correct relationship between top and bottom threads in terms of the sewn product or garment quality requirements.

Record key points from the candidate's response.

9. Tests the machine for stitch formation and, if necessary, adjusts the machine in accordance with training instructions.

Tick which applies:

- Adjustments the candidate made are listed below.

**or**

- No further adjustments needed to be made however the candidate explains how they would make machine adjustments for stitch formation.

Record key points from the candidate's response.

**When controlling and operating the industrial lockstitch sewing machine, the candidate:**

10. Meets all workroom safety requirements when operating the machine.   
Record the actions the candidate took to meet the safety requirements.

11. Ensures the machine foot is correct for the fabric being sewn and changes it where necessary.

Tick which applies:

- The candidate made the required foot changes.

**or**

- No foot changes needed to be made however the candidate explains why the foot is suitable and how they would change it if necessary.

Record key points from the candidate's response.



12.	Sews backward <b>and</b> forward in accordance with training instructions. The candidate <b>must</b> carry out the following actions:	<input type="checkbox"/>												
	<input type="checkbox"/> Using <b>hand</b> controls. <input type="checkbox"/> Using <b>foot</b> controls.													
13.	Removes the sewing from the machine in accordance with the training instructions.	<input type="checkbox"/>												
14.	Cuts the thread flush using the snips or auto cutter in accordance with the training instructions.	<input type="checkbox"/>												
15.	Produces a straight sewn line at least 30cm in length. Record the length of the straight sewn line the candidate produced.	<input type="checkbox"/>												
	<input type="text"/>													
<b>When joining material using straight and curved seams, the candidate:</b>		<input checked="" type="checkbox"/>												
16.	Stitches the material(s) in accordance with the training instructions: The sewing <b>must</b> meet the following requirements:	<input type="checkbox"/>												
<table border="1"> <thead> <tr> <th>Straight seam</th> <th>Curved seam</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Stitching is parallel.</td> <td><input type="checkbox"/> Stitching is parallel.</td> </tr> <tr> <td><input type="checkbox"/> Edge and seams are straight.</td> <td><input type="checkbox"/> Edge and seams are straight.</td> </tr> <tr> <td><input type="checkbox"/> Seams are flat.</td> <td><input type="checkbox"/> Seams are flat.</td> </tr> <tr> <td><input type="checkbox"/> Ends meet.</td> <td><input type="checkbox"/> Ends meet.</td> </tr> <tr> <td><input type="checkbox"/> Stitch tension is even.</td> <td><input type="checkbox"/> Stitch tension is even.</td> </tr> </tbody> </table>			Straight seam	Curved seam	<input type="checkbox"/> Stitching is parallel.	<input type="checkbox"/> Stitching is parallel.	<input type="checkbox"/> Edge and seams are straight.	<input type="checkbox"/> Edge and seams are straight.	<input type="checkbox"/> Seams are flat.	<input type="checkbox"/> Seams are flat.	<input type="checkbox"/> Ends meet.	<input type="checkbox"/> Ends meet.	<input type="checkbox"/> Stitch tension is even.	<input type="checkbox"/> Stitch tension is even.
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<input type="checkbox"/> Ends meet.	<input type="checkbox"/> Ends meet.													
<input type="checkbox"/> Stitch tension is even.	<input type="checkbox"/> Stitch tension is even.													
17.	Sews to the corners in accordance with the training instructions. The sewing <b>must</b> meet the following requirements:	<input type="checkbox"/>												
<table border="1"> <thead> <tr> <th>Straight seam</th> <th>Curved seam</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Sewing is to the edges of the corners.</td> <td><input type="checkbox"/> Sewing is to the edges of the corners.</td> </tr> <tr> <td><input type="checkbox"/> Sewing is to both sides of the corners.</td> <td><input type="checkbox"/> Sewing is to both sides of the corners.</td> </tr> </tbody> </table>			Straight seam	Curved seam	<input type="checkbox"/> Sewing is to the edges of the corners.	<input type="checkbox"/> Sewing is to the edges of the corners.	<input type="checkbox"/> Sewing is to both sides of the corners.	<input type="checkbox"/> Sewing is to both sides of the corners.						
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18.	Carries out <b>topstitch</b> sewing in accordance with the training instructions. <span style="float: right;"><input type="checkbox"/></span> The sewing <b>must</b> meet the following requirements:						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Straight seam</th> <th style="width: 50%;">Curved seam</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Sewing is parallel to the seam edge.</td> <td><input type="checkbox"/> Sewing is parallel to the seam edge.</td> </tr> <tr> <td><input type="checkbox"/> Seams are flat.</td> <td><input type="checkbox"/> Seams are flat.</td> </tr> </tbody> </table>		Straight seam	Curved seam	<input type="checkbox"/> Sewing is parallel to the seam edge.	<input type="checkbox"/> Sewing is parallel to the seam edge.	<input type="checkbox"/> Seams are flat.	<input type="checkbox"/> Seams are flat.
Straight seam	Curved seam						
<input type="checkbox"/> Sewing is parallel to the seam edge.	<input type="checkbox"/> Sewing is parallel to the seam edge.						
<input type="checkbox"/> Seams are flat.	<input type="checkbox"/> Seams are flat.						
19.	Carries out <b>edgestitch</b> sewing in accordance with the training instructions. <span style="float: right;"><input type="checkbox"/></span> The sewing <b>must</b> meet the following requirements:						
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Straight seam	Curved seam						
<input type="checkbox"/> Sewing is parallel to the seam edge.	<input type="checkbox"/> Sewing is parallel to the seam edge.						
<input type="checkbox"/> Seams are flat.	<input type="checkbox"/> Seams are flat.						
20.	Clips the sewn shapes in accordance with the training instructions. <span style="float: right;"><input type="checkbox"/></span> The sewing <b>must</b> meet the following requirements:						
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<input type="checkbox"/> Excess material is removed.	<input type="checkbox"/> Excess material is removed.						
<input type="checkbox"/> Material is undamaged.	<input type="checkbox"/> Material is undamaged.						
21.	Bags out the sewn shapes in accordance with the training instructions. <span style="float: right;"><input type="checkbox"/></span> The sewing <b>must</b> meet the following requirements:						
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Straight seam	Curved seam						
<input type="checkbox"/> Corners are sharp and clean.	<input type="checkbox"/> Corners are sharp and clean.						
<input type="checkbox"/> Material is undamaged.	<input type="checkbox"/> Material is undamaged.						
<b>When lubricating and cleaning the industrial lockstitch sewing machine, the candidate:</b> <span style="float: right;"><input checked="" type="checkbox"/></span>							
22.	Meets all workroom safety requirements when carrying out the maintenance. <span style="float: right;"><input type="checkbox"/></span> Record the actions the candidate took to meet the safety requirements.						
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>							

23.	Lubricates the machine parts according to the manufacturer's specifications. Record the type(s) of lubricant the candidate used.	<input type="checkbox"/>
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>		
24.	Removes all lint from working parts of the machine using the supplied tools and equipment in accordance with the manufacturer's specifications.	<input type="checkbox"/>
25.	Carries out all of the above tasks in accordance with:	<input type="checkbox"/>
<input type="checkbox"/> Training instructions provided by the tutor or trainer. <input type="checkbox"/> Manufacturer's specifications. <input type="checkbox"/> Workroom safety requirements.		
Please provide specific comments on the candidate's ability to thread and operate an industrial lockstitch sewing machine in a learning environment.		
I confirm that I have directly observed the candidate carry out all the above tasks to the standard required.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date (or time period) of observation</b>		
<b>Name and title</b>		<b>Signature</b>
<b>Phone / email</b>		

## Candidate evidence check

### Required evidence

Use this checklist to make sure you have finished the assessment tasks in full.

You must have completed all assessment tasks yourself, used your own words, and completed work you attach is your own.

Clearly name and label all attachments.

**I have completed and/or attached the following required evidence:**

- One** Observation Checklist completed and signed by an assessor or verifier.
- Copy of training instructions from your tutor or trainer (if given in writing).
- Copy of drawing showing lockstitch formation (if not explained verbally).

### Additional supporting evidence

You may also attach any other additional supporting evidence that helps prove your skills and knowledge in this unit (such as completed documents, photos, videos or voice recordings).

Clearly name and label all attachments.

**I have attached the following as additional supporting evidence:**

## Assessor judgement

I have reviewed the candidate's evidence for Unit Standard 20342 v2 and judge that it is sufficient and authentic. I confirm the candidate can competently:

- Thread an industrial lockstitch sewing machine.
- Control an industrial lockstitch sewing machine.
- Lubricate and clean an industrial lockstitch sewing machine.

Assessor feedback to candidate	
<b>Assessor</b>	<b>Date</b>