



Technical, Education, Vocational and Entrepreneurship Training Authority (TEVETA)

TRADE TEST CERTIFICATE IN DESIGNING, CUTTING AND TAILORING LEVEL III

Record of Practical Assessment

Learner`s name: _____

Learner`s NRC no: _____

Learner`s TEVETA No: _____

Institution Name: _____

Institution TVA No: _____

Assessment Period: _____

PREFACE

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution created under the Technical Education, Vocational and Entrepreneurship Training Act Number 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act Number 11 of 2005.

The Act among other things provides that TEVETA shall:

- (a) regulate and conduct national examinations and assessments relating to technical education, vocational and entrepreneurship training;
- (b) charge and collect fees in respect of examinations, assessments and other services provided by the Authority;
- (c) award certificates to persons who succeed in examinations and assessments undertaken under this Act
- (d) do all such things connected with or incidental to the functions of the Authority under this Act.

Through this mandate, the Assessment and Qualifications Division of TEVETA has developed Practical Assessment Tool Kits to enable learners achieve the competences that are congruent with the demand of the workplace tasks. These tool kits in part are also intended to ensure that similar conditions under which all students in TEVET are assessed and examined apply wherever the course is undertaken in Zambia. The Trainers shall work with the Learners to collect evidence of competence, using the benchmarks provided by the unit standards. During the year, the Learners shall be required to undertake a series of practical assessment tasks. It is the sum of all these assessments tasks that deems a Learner to be competent (or not).

This approach to assessment is not a one-off event but one that gives learners many opportunities to demonstrate skill and allow for the capturing and recording of these demonstrations.

For the Learner to be deemed competent, they must demonstrate competency in every aspect of the practical tasks being undertaken. It must however be understood by the Trainer that Competency does not mean expert. It means that the candidate has attained sufficient skill and knowledge to perform the activity or service to a degree and quality that is acceptable to the industry and the customer in a time within which a competent person at the level could reasonably be expected to perform the task.

While this will be undertaken at institutional level, it is therefore envisaged that the Assessment principles of VALIDITY, RELIABILITY, FAIRENESS and FLEXIBILITY shall at all times be adhered to.

Pre-Assessment

Assessment process explained to the Trainee (✓ if Yes).	<input type="checkbox"/>
Any appeal relating to the outcome of the assessment or the way in which the assessment was conducted shall be made through the TEVETA <u>fair treatment policy</u> as explained to the Trainee (✓ if Yes).	<input type="checkbox"/>

Learner/Trainee Learner/Trainee name: (Print) Learner/Trainee comments:	Assessor/Examiner Assessor/Examiner name: (Print) Assessor/Examiner comments:
I fully understand the assessment and appeals process.	Theory assessment sighted and checked as satisfactory. <input type="checkbox"/>
Signature: Date:	Signature: Date:

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TASK 1: SAFETY MEASURES USED IN A WORK SHOP

No	Activity	Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Observe safety, this should include: <ul style="list-style-type: none"> ○ Use safety attire ○ Use relevant tools/equipment. ○ Use of fire extinguisher ○ Identification of safety hazards ○ safety signs ○ Observance of an emergency exit 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Handle and store tools/equipment, this should include : <ul style="list-style-type: none"> ○ Cutting shear ○ Pair of scissors ○ Measuring tape ○ Meter rule ○ Tracing wheel ○ Seam ripper ○ Hand needle/sewing machine needles ○ Tailors pins ○ Pressing iron ○ Sewing machine 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

date:

TASK 2: TOOLS AND EQUIPMENTS

No	Activity						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Identify tools and equipment, this should include: <ul style="list-style-type: none"> ○ Cutting shears ○ Cutting scissors ○ Tape measure ○ Tailors chalk ○ Thimble ○ Pin cushion and tailors pins ○ Seam ripper ○ Hand /sewing machine needles ○ Tracing wheel ○ Sewing machines ○ Cutting table ○ Pressing iron ○ Ironing board 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Use tools/ equipment, this should include: <ul style="list-style-type: none"> ○ Cutting shear to cut a 10cmx10cm piece of cloth ○ pair of scissor to trim loose threads on a cloth ○ measuring tape to take measurements on a dummy ○ meter rule to construct lines on a drafting paper ○ tracing wheel to transfer chalk marks on a pattern ○ tailors chalk to mark on a material ○ seam ripper to remove seams on a material ○ hand needles /sewing machine needles to sew stitches ○ sewing machine to sew stitches on a 10x10cm material ○ cutting table to cut a piece of material ○ pressing iron to iron a given piece of material ○ pressing board to press a piece of material 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments

Signed:

Examiner Name/Sign:

Learner's Name/sign

Date:

Date:

TASK 3: THE SEWING MACHINE

No	Activity						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Identify different types of sewing machines, this should include: <ul style="list-style-type: none"> ○ Hand sewing machine ○ Electrical sewing machine ○ Treadle sewing machine ○ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Identify 10 major parts of a sewing machine, This should include: <ul style="list-style-type: none"> ○ Spool pin ○ Needle guide ○ Lift up lever ○ Tension disc ○ Stitch regulator ○ Balance wheel ○ Face plate ○ Feed dog ○ Needle clamp ○ Needle plate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Carry out maintenance, this should include: <ul style="list-style-type: none"> ○ Cleaning the machine ○ Oiling the machine ○ Replacing broken or worn out parts of the machines 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

Date:

Date:

Task 4: STITCHES

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Identify hand stitches, this should include: <ul style="list-style-type: none"> ○ Un even tacking stitch ○ Even tacking stitch ○ Running stitch ○ back stitch ○ hemming stitch ○ slip hemming stitch ○ chain stitch ○ blind stitch ○ blanket stitch ○ button hole stitch 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Sew hand stitches, for each stitch on 10cm by 10cm piece of cloth, this should include: <ul style="list-style-type: none"> ○ Un even tacking stitch ○ Even tacking stitch ○ Running stitch ○ back stitch ○ hemming stitch ○ slip hemming stitch ○ chain stitch ○ blind stitch ○ blanket stitch ○ button hole stitch 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

TASK 5: SEAMS

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Identify seams, this should include: <ul style="list-style-type: none"> ○ Ordinary seam ○ Open seam ○ French seam 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Sew using seams on 20cm by 20cm pieces of cloth, this should include <ul style="list-style-type: none"> ○ Ordinary seam ○ Open seam ○ French seam 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign:

TASK 6: PATTERN CONSTRUCTION

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	a) Taking measurements on a dummy or fellow candidate, this should include: <ul style="list-style-type: none"> ○ Full length -- ○ Nape to waist -- ○ Hip length -- ○ Shoulder -- ○ Chest/bust -- ○ Waist -- ○ Hips -- ○ Neck -- 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Identifying of style features, this should include: <ul style="list-style-type: none"> ○ Lower and round neck ○ Zip at back ○ Sleeve less ○ With waist darts ○ Buttons in front ○ Patched pocket ○ Casual collar ○ Waist band 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments:

Signed:

Examiner Name/Sign

Learner's Name

Date:

Date:

TASK 7: MAKING UP AN APRON

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	<p>a) Draft an apron using the following given specifications, this should include:</p> <p>Measurements:</p> <ul style="list-style-type: none"> ○ Full length 76 cm ○ Shoulder 36cm ○ Neck 38cm <p>Style features</p> <ul style="list-style-type: none"> ○ Round neck ○ Front patched pocket ○ Side belts <p>Drafting materials</p> <ul style="list-style-type: none"> ○ Drafting paper ○ Measuring tape ○ HB pencil ○ eraser 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>b) Cutting</p> <ul style="list-style-type: none"> ○ 0.75meters suiting material ○ Tailor's chalk ○ Cutting shears ○ Tracing wheel <p>c) Making</p> <ul style="list-style-type: none"> ○ Sewing machine ○ matching thread ○ measuring tape 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 8: MAKING UP A BASIC SKIRT

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	Make a Basic skirt using the following given specifications, this should include: a) drafting Measurements: <ul style="list-style-type: none"> ○ Full length 64 cm ○ Hip length 18cm ○ Waist 72cm ○ Hip 92cm ○ Style features <ul style="list-style-type: none"> ○ Waist band ○ Zip at the back ○ 1 button ○ Button hole Drafting material <ul style="list-style-type: none"> ○ Measuring tape ○ 1 meter drafting paper ○ HB pencil ○ Eraser 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Cutting <ul style="list-style-type: none"> ○ 1 meter suiting material ○ Cutting shears ○ Tailor's chalk ○ Tracing wheel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Making <ul style="list-style-type: none"> ○ Sewing machine ○ hand needle ○ matching thread ○ measuring tape ○ tailors chalk 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date:

Date:

TASK 9: MAKING UP A BABY DRESS

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	Make a baby dress using the following given specifications, this should include: a) Drafting Measurements <ul style="list-style-type: none"> ○ Full length 38cm ○ Shoulder 22cm ○ Bust 50cm ○ Sleeve length 12 cm ○ Sleeve circumference 16cm ○ Neck 25cm Style features <ul style="list-style-type: none"> ○ Short basic Sleeve ○ Gathers at bust line ○ Banded round neck ○ 2 buttons at the back Drafting materials <ul style="list-style-type: none"> ○ 1 meter drafting paper ○ Measuring tape 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Cutting <ul style="list-style-type: none"> ○ 1 meter suiting material ○ Cutting shears ○ Tailor's chalk ○ Tracing wheel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Making <ul style="list-style-type: none"> ○ Sewing machine ○ hand needle ○ matching thread ○ measuring tape ○ tailors chalk 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner's comments:

Signed:

Examiner Name/Sign:

Learner's Name/sign

Date :

Date:

TASK 10: MAKING UP A STRAIGHT DRESS

No.	Activity/Operation						
		Satisfactory			Not Satisfactory		
10.1	During observation of work activities, the candidate demonstrated that they can:	1	2	3	1	2	3
	Make a straight dress using the following specifications this should include: a) drafting Measurements <ul style="list-style-type: none"> ○ Full length 76cm ○ Nape to waist 30cm ○ Hip length 16cm ○ Shoulder 30cm ○ Bust 65cmWaist 60 cm ○ Hip 76 cm Style features <ul style="list-style-type: none"> ○ Lower and round neck ○ Zip at back ○ Sleeve less ○ With waist darts Drafting materials <ul style="list-style-type: none"> ○ 1 meter drafting paper ○ Measuring tape ○ HB pencil ○ Eraser 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Cutting <ul style="list-style-type: none"> ○ 1 meter suiting material ○ Cutting shears ○ Tailor's chalk ○ Tracing wheel 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Making <ul style="list-style-type: none"> ○ Sewing machine ○ hand needle ○ matching thread ○ measuring tape ○ tailors chalk 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examiner`s comments:

Signed:

Examiner Name/Sign:

Learner`s Name/sign:

Date :

Date:

FINAL PRACTICAL ASSESSMENT SUMMARY

Practical assessment summary	Satisfactory	Not Satisfactory
1. OBSERVE SAFETY MEASURES	<input type="checkbox"/>	<input type="checkbox"/>
2. IDENTIFY TOOL USED IN TAILORING.	<input type="checkbox"/>	<input type="checkbox"/>
3. USE OF SEWING MACHINES	<input type="checkbox"/>	<input type="checkbox"/>
4. SEWING OF HAND STITCHES	<input type="checkbox"/>	<input type="checkbox"/>
5. MAKING SEAMS USING A MACHINE	<input type="checkbox"/>	<input type="checkbox"/>
6. PATTERN CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>
7. APRON	<input type="checkbox"/>	<input type="checkbox"/>
8. BASIC SKIRT	<input type="checkbox"/>	<input type="checkbox"/>
9. BABY DRESS	<input type="checkbox"/>	<input type="checkbox"/>
10. STRAIGHT DRESS	<input type="checkbox"/>	<input type="checkbox"/>

Assessor/Examiners comments:

ASSESSMENT OUTCOME

Competent ☒
Not Competent ☐

Learner/Trainee	Assessor/Examiner
Learner/Trainee name: _____ (Print)	Assessor/Examiner name: _____ (Print)
Learner/Trainee comments:	Assessor/Examiner comments:
Signature: _____	Signature: _____

VALIDATION OF THE ASSESSMENT

NAME:.....

DATE:.....

POSITION: PRINCIPAL/HEAD OF INSTITUTION

SIGNATURE:.....

NAME INSTITUTION:.....

STAMP:

A large empty rectangular box with a black border, intended for a stamp or official seal.