



NATIONAL VOCATIONAL TRAINING INSTITUTE

REGULATIONS AND SYLLABUS

FOR

TRADE TESTING

TRADE: TAILORING

LEVEL: CERTIFICATE ONE

TRADE TEST CERTIFICATE ONE

A. INTRODUCTION

- i. The review of this syllabus has been generally influenced by the demands of industries due to its continuous change as a result of technological advancement and the changing needs of society.

It was also influenced by the TVET reforms under the directions of the new educational reforms with the view to opening up further education and training opportunities to TVET graduates. The certificate ONE syllabus is designed to respond to the following level descriptors:

QUALIFICATION	KNOWLEDGE LEVEL	SKILLS AND ATTITUDE:
Certificate 1	<ol style="list-style-type: none">1. To demonstrate a broad knowledge base incorporating some technical concepts.2. To demonstrate knowledge of the theoretical basis of practical skills.3. To demonstrate knowledge in numeracy, literacy, IT and Entrepreneurial skills	<ol style="list-style-type: none">1. Require a wide range of technical skills2. Are applied in a variety of familiar and complex contexts with minimum supervision.3. Require collaboration with others in a team

- ii. This course is design for trainees who intend to qualify as tailors in the garment industry. It is aimed at providing a sound understanding of the skills, processes and techniques in the art of making garments.

B. THE GENERAL OBJECTIVES

On completion of this course, the trainee should be able to:

- i) understand safety precautions observed in the workshop
- ii) understand the correct use and the handling of tools and equipment
- iii) identify measuring, cutting, drafting and pressing tools.
- iv) identify the types of sewing machines
- v) identify the parts and understand the functions of the sewing machine
- vi) understand trade drawings, trade science and calculations
- vii) identify and remedy faults on sewing machines
- viii) understand the process of pattern making
- ix) understand the process of laying out and cutting of garments
- x) understand the basic principles and processes of assembling garments

C. THE COURSE COMPONENTS

1. Trade Theory
2. Trade Science and Calculations
3. Trade Drawing
4. General Paper
5. Trade Practical

EXAMINATION: The candidates would be examined in the FIVE components listed in 'C' above.

Practical work must be carefully planned to illustrate application of the theory and to provide maximum opportunity for shop practice, laboratory work and demonstration.

D. KNOWLEDGE AND SKILLS REQUIREMENT

The prime objective of the programme is to provide knowledge and skills in a manner that will best meet the needs of the trade as well as industries needing the expertise of the graduates.

E. ENTRY TO THE COURSE

Minimum Education: Trainee must have passed JHS or SHS/Foundation Examination. However the selection of students for the course is within the discretion of the Head of Institution.

F. ELIGIBILITY FOR ENTRY TO EXAMINATION

Candidates may enter for the examination as internal or external candidates provided they have completed the programme at an approved establishment

G. EXTERNAL EXAMINERS

The practical work of candidates will be assessed by an external examiner appointed by the Trade Testing Commissioner.

H. COURSE WORK AND ASSESSMENT

Each candidate will be required to submit the following for assessment:

- i. A pair of trousers or short sleeved shirt, with patterns (self Measurement)
- ii. Specimen album containing all basic processes in tailoring during the period of training

I. EXAMINATION RESULTS AND CERTIFICATES

Each candidate will receive record of performance given the grade of performance for the components taken. These are:

- i) Distinction
- ii) Credit
- iii) Pass
- iv) Referred/Fail

Candidates who are referred in a subject apart from the practical is credited with practical marks and have two years period within which they can attempt the referred paper.

NOTE

All Technical and Vocational trainees who aspire to take advantage of the opportunities opened to them in the educational reforms should NOTE that for a trainee to progress to certificate Two (2) he/she should have pass in Certificate One (1).

J. APPROVAL OF COURSE

Institutions or other establishments intending to prepare trainees for the Examination must apply to:

THE COMMISSIONER
TESTING DIVISION
NVTI HEAD OFFICE
P. O. BOX MB 21, ACCRA

K. ACKNOWLEDGEMENT

NVTI wishes to acknowledge the preparatory material done by the team of experts, which have been incorporated into this syllabus.

Mr. Samuel Akese Quansah – Tema Technical Institute

Mr. Sam Owusu-Agyei Akyea – Secondary Technical for the Deaf -Mampong - Akuapim

Government's desire to improve the lot of Technical/Vocational Training, which led to the preparation of this syllabus, is hereby acknowledge.

1. RECOMMENDED BOOKS

1. Basic Needlework
(Winefred N. Bull)
2. Needlework for Schools
(Malita N. Neal)
3. Designing and Cutting Modern leisure and Cotton garments for men
(A. G. Chaudty)
4. Men's wear pattern Designing
(Michael Davies)
5. Metric pattern Cutting for men's wear
(Winefred Atdrich)

LIST OF TOOLS AND EQUIPMENT

1. Sewing machines (Hand, treadle, electric)
2. Dressmakers tape measure
3. Dressmakers shears or scissors
4. Paper scissors
5. Small sharp scissors
6. Pins
7. Needles
8. Tailors chalk
9. A ruler and a pencil
10. Iron and ironing board
11. Thimble
12. Pritt stick
13. Pressing cloth
14. Point turner
15. Meter rule
16. French or bendy curves
17. A large hog bristle artist's paintbrush
18. A box
19. A bag
20. A Thread
21. Sewing gauges
22. Seam rippers
23. Needle threader
24. Pinking shears
25. Bodkin
26. Sewing rotary cutting mats

CERTIFICATE ONE – TRADE THEORY

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
1.0	Introduction to Tailoring	<ul style="list-style-type: none"> - Definition - Importance of clothing - Socio-economic importance - Measuring, drawing, cutting out assembling 	<ul style="list-style-type: none"> - The act of making garments - E.g. protection, identification, decoration, adornment - Source of employment, raise one’s economic status, serves as a form of hobby/leisure - Taking body measurements, pattern drafting, laying out of patterns on fabrics, cutting out and assembling 	<ul style="list-style-type: none"> - Discussions - Discussions - Discussion - Demonstration
2.0	Safety in the workshop	<ul style="list-style-type: none"> - Tools and equipment - Protective cloths - Causes and prevention of accidents - Fist aid 	<ul style="list-style-type: none"> - Safe handling of tools e.g. drawing tools, cutting etc. - The use of thimbles, aprons, pin, cushion, footwear - Check naked wire, install plugs correctly, mop wet floors - The use of first aid kit 	<ul style="list-style-type: none"> - Identification and demonstration - Identification and demonstration - Demonstration - Identification of items and demonstration
3.0	Tools and equipment	<ul style="list-style-type: none"> - List of basic tools, marking, cutting out, measurement - Sewing and pressing tools - Sewing machine - Sewing machine 	<ul style="list-style-type: none"> - Marking tools: e.g. tailors chalk, pencil. Measuring: tape measure. Cutting out: a pair of scissors, shears, pinking shears. - e.g. sewing machine, pressing iron - List and describe parts of the sewing machine e.g. presser foot, balance, wheel etc. - Faults and remedies - Care and maintenance 	<ul style="list-style-type: none"> Identification Drawing Demonstration Identification Demonstration - do - Explanation and demonstration

CERTIFICATE ONE – TRADE THEORY

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
4.0	Stitches	types of stitches	- permanent, temporary, decorative e.g. run and fell, bottom hole	Identification Demonstration
5.0	Seams	types seam	open seam, French seam	Demonstration
6.0	Disposal of fullness	- types of fullness	- tucks, pleats, darts, gathers	Explanation Identification
7.0	Standard measurement	- taking body measurement measuring for - shirt - shorts / trousers	- list areas to be measured e.g. nape to waist full length etc full length, chest, sleeve length, round over, cuff side seam, waist, in leg seam, waist, bottom	Demonstration Demonstration Demonstration
8.0	Pockets	- types of pockets	- shirt pockets, e.g. patch - trousers pocket, e.g. slanting, seam, scoop, etc.	Sketching Identification
9.0	Collars	Types of collars	Tunis, step of notch, mandarin	Identification and sketch
10.0	A pair of shorts/ trousers	Waist finishes	- grow-on, elastic	Sketching
11.0	Textiles	Identification of textile fabrics	- plant/ vegetable – cotton, hax - animal/protein-wool, silk - mineral – asbestos - man made – rayon, acrylic -	Identification and sampling

CERTIFICATE ONE – SCIENCE AND CALCULATION

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
1.0	Care of cloths	Trainees will be able to appreciate the need to care for fabrics and garment; and how to care for them	1. Types of fabrics: <ul style="list-style-type: none"> • Cotton • Linen • Silk 2. Reasons for caring for fabrics: Economic, Social 3. How to care for cloths Washing /mending, Ironing , Bleaching 4. Care Labels	Discussion Exhibiting samples on fabrics Discussion Demonstration on how to care for cloths
2.0	Testing fabrics	Trainees will be able to conduct simple test on fabrics	Types of test: <ol style="list-style-type: none"> 1. burning 2. chemical 3. microscopic 	
3.0	Stain removal	Definition and classification of stains	Definition Any pigment/colour that mars the beauty of a fabric. E.g. <ol style="list-style-type: none"> i. vegetables ii. chemical iii. mineral i. Vegetables: palm oil, chocolate, grass ii. Chemical: ink , blood, lipstick iii. Mineral: rust , milder	Discussion Demonstration on how to remove stains in a fabric or garment
4.0	WHOLE NUMBERS Addition	Ability to work on simple addition exercise in whole numbers	Identify even and odd numbers	List numbers and work out examples
4.1	Subtraction	Ability to work on simple subtraction exercise in whole numbers	- do -	- do -
4.2	Division	Ability to work on simple division exercise in whole numbers	- do -	- do -
			- do -	- do -

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
4.3	Multiplication	Ability to work on simple multiplication exercise in whole numbers	Identify even and odd numbers	
5.0	Fractions Multiplication Subtraction Division	Ability to solve problems in fractions on multiplication, addition, subtraction and division	Identify fractions	List fractions and work examples on each. Set class exercise
6.0	Decimals Addition Subtraction Multiplication division	Ability to work exercise on decimals in addition, subtraction, multiplication and division	Knowing the difference between decimal, whole numbers and fractions	Explain decimal point and decimal places. Work examples and set class exercise.
7.0	Pattern construction on shirt block	Ability to construct: a. Basic block b. Shirt	Identify parts of the shirt; 1. front 2. back 3. yoke 4. collar 5. sleeve	Sketch parts of the shirt Guide trainees to prepare a basic block on shirt.
8.0	Pattern construction Shirt sleeves	Ability to draft a short sleeve pattern	Knowing the difference between long and short sleeves	Sketch the sleeve and guide trainees to draft
9.0	Pattern construction	Ability to draft a tunic collar	Identifying types of collars and drafting a tunic collar	Sketch types of collars and guide trainees to draft tunic collar
10.0	Pattern construction	Ability to draft pleated top trousers 1. top side 2. underside	Identifying various types of trousers i. plain top ii. pleated top iii. jean	Show examples of types of trousers and guide trainees to draft a pair of pleated top trousers

CERTIFICATE ONE – TRADE DRAWING

TASK		CRITICAL POINTS	SUB-POINTS	INSTRUCTIONAL TECHNIQUES
1.0	Lines	The trainee must be able to <ul style="list-style-type: none"> - identify different lines - name them (labels) - construct or draw 	Identify various lines e.g. horizontal lines vertical lines diagonal/slanting lines curved lines	Illustrate on chalk board the types of lines and used in basic designing. Guide trainees to sketch
2.0	Tools and equipment (marking tools)	- Identify and sketch marking tools	Identifying various types of marking tools E.g. Tracing wheel, pencil, tailors chalk	DISPLAY the marking tools Guide trainees to sketch into notebooks
3.0	Cutting out tools	- identify and sketch cutting out tools	Identifying various types of cutting out tools. e.g. Sheers, scissors, pinking shears, chisel, eyelet punch	Exhibit tools and guide trainees to sketch into notebooks
4.0	Sewing tools Sewing machine	Be able to identify and draw/sketch types of sewing machines	Identifying examples of sewing machines. E.g. 1. Hand machine 2. Treadle machine	Arrange machines and guide trainees to sketch types of sewing machines
5.0	Shirt	Be able to identify and sketch parts of a shirt	Sketching parts of a shirt 1. Collar, 2. Sleeve, 3. Front piece, 4. Back piece, 5. Yoke	Show pattern blocks and guide trainees to sketch
6.0	A pair of trousers	Ability to identify different types of trousers <ul style="list-style-type: none"> - sketch - label 	Identifying <ul style="list-style-type: none"> i. pleats top ii. plain top iii. straight iv. jeans 	Exhibit the types of trousers Guide trainees to sketch and label trousers. E.g waist, side seam, seat, bottom, fork, fly, pockets
7.0	Primary colours	The trainees will be able to identify primary colours	Help trainees to understand that the primary colours are <ul style="list-style-type: none"> - red - yellow - blue 	Illustrate by sketching the colour wheel on the board and guide trainees to sketch and label in notebook.

PRACTICALS – CERTIFICATE ONE

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	Introduction to tailoring	<ul style="list-style-type: none"> - Threading the sewing machine correctly - Practice machining 	<ul style="list-style-type: none"> - Learning the correct threading of the sewing machine and practice machining 	Demonstrate on machining and correct threading of the sewing machine
2.0	Safety in the workshop	<ul style="list-style-type: none"> - Tools and equipment - Handling of tools and equipment 	<ul style="list-style-type: none"> - Safe handling of tools e.g sewing machine, pressing tools and equipment and needles 	Demonstrate safe handling of tools
3.0	Stitches	<ul style="list-style-type: none"> - Ability to work out types of stitches correctly 	Identify types of temporary stitches <ul style="list-style-type: none"> - Even and uneven - Basting - Marking stitch Identify types Permanent stitches: <ul style="list-style-type: none"> - Hemming - Blanket - Herringbone 	Demonstrate types of stitches in specimen work
4.0	Seams	<ul style="list-style-type: none"> - Types of seams - Working out types of seams correctly 	Identify types of seams <ul style="list-style-type: none"> - French - Plain - Run and fell 	Demonstrate and explain specimen work on seams
5.0	Disposal of fullness	<ul style="list-style-type: none"> - Types of fullness - Select and dispose fullness 	Identify and select types of <ol style="list-style-type: none"> i. Pleats ii. Tucks iii. Darts 	Demonstrate and list areas where each can be used

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
6.0	Openings	<ul style="list-style-type: none"> - Types of openings - Define openings - Making of openings 	Identify types of opening: <ul style="list-style-type: none"> - Fly - Cuff - Placket 	Demonstrate Specimen work on: <ul style="list-style-type: none"> - Zip - Cuff - Placket - Fly
7.0	Measurements	<ul style="list-style-type: none"> - Taking body measurement correctly 	Identify where measurement are taken on the body for <ol style="list-style-type: none"> 1. Shirt 2. Shorts/trousers 	Demonstrate how to take various measurements for shirt, shorts and trousers
8.0	Fastening	<ul style="list-style-type: none"> - Types of fastening - Define fastening - Select appropriate fastenings 	<ul style="list-style-type: none"> - Button and buttonholes - Hook and bar - Velcro 	Demonstration work on making of button holes, hook and bar, velcro
9.0	Pockets	<ul style="list-style-type: none"> - Types of pockets - List and identify types of pockets - Making of pockets 	Identify types of pockets, e.g <ol style="list-style-type: none"> 1 Patch 2 In seam 3 Welt 	Demonstration on how to prepare Specimen on pockets
10.0	Collars	<ul style="list-style-type: none"> - Types of collars - List and identify types of collars - Making of collars 	<ul style="list-style-type: none"> - Tunic - Step or notch - Mandarin 	- do -
11.0	Sleeves	<ul style="list-style-type: none"> - Types of sleeves 	<ul style="list-style-type: none"> - Short sleeves - Plain - Turn-up - Binding 	Demonstrate various types of sleeves
12.0	Shirt	<ul style="list-style-type: none"> - Types of shirt(short sleeves) <li style="padding-left: 20px;">- do - <p style="text-align: center;">Full scale</p>	<ul style="list-style-type: none"> - Front - Back - Yoke <p style="text-align: center;">- Self measurement</p>	Specimen on front, back and yoke piece <ul style="list-style-type: none"> - Guidance

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
13.0	A pair of trousers	- Types of trousers	Example: - Plain - Pleated - Jeans	Specimen of top and under side garment
14.0	- do -	- Types of pockets	- Standing - Seam - Scoop - Hip-one eye	Specimen on types of pockets
15.0	- do -	- Types of fly	- Grow-on - Cut and join	Specimen work
16.0		- Waist finishes	- Grow-on waistband - Elastic waistband	Specimen work
17.0	Trousers	- Full scale trousers	- Self measurement	Guide trainees to sew