



NATIONAL VOCATIONAL TRAINING INSTITUTE

TESTING DIVISION

REGULATIONS AND SYLLABUS

TRADE: TAILORING

LEVEL: CERTIFICATE TWO

TRADE TEST CERTIFICATE TWO

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 II	<ol style="list-style-type: none">1. To demonstrate broad knowledge base with substantial depth in area(s) of study.2. To demonstrate a command of analytical interpretation of range of data.3. To present results of study accurately and reliably.	<ol style="list-style-type: none">1. Needs varied skills and competencies in different tasks under various contexts.2. Require a wide range of technical and supervisory skills.3. Would be employed in different contexts.

- ii. This course is designed to train Certificate Two trainees in the garment making industry.

B. GENERAL OBJECTIVES

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

- i) Observe and practice safety precautions in the workshop
- ii) Select and handle tools correctly
- iii) Use the types of sewing machines effectively
- iv) Apply basic principles and processes of assembling garments correctly
- v) Make patterns correctly
- vi) Adapt, lay out patterns and cut garments
- vii) Apply trade drawings, science and calculations when necessary

C. THE COURSE COMPRISES

Trade Theory
Trade Science and Calculation
Trade Drawing
General Paper
Practical work

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.

E. ENTRY TO THE COURSE

Minimum education : Must have passed the Certificate ONE (I) examination.
Intermediate certificate holders would also be considered.

F. ELIGIBILITY FOR ENTRY TO EXAMINATION

Candidates may enter for examination as internal or external candidates providing that 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 EXAMINATION

The components for the examination for Tailoring are as listed below:

Trade Theory
Trade Science and Calculation
Trade Drawing
General Paper
Trade Practical

I. EXAMINATION RESULTS AND CERTIFICATES

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

These are:

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

Certificates would be issued to candidates who would pass all the components.

G. COURSE WORK AND ASSESSMENT

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

- a. A pair of trousers or long sleeved shirt, with patterns (Self Measurement)
- b. Specimen album containing all basic and advance processes in tailoring during the period of training.

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).

H. 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 School 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 acknowledged.

I RECOMMENDED BOOKS

1. Basic Needlework
(Winefred N. Bull)

1. Needlework for Schools
(Malita N. Neal)

2. Designing and Cutting Modern leisure and Cotton garments for men
(A. G. Chaudty)

3. Men's wear pattern Designing
(Michael Davies)

4. 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 TWO – TRADE THEORY

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	SAFETY IN THE WORKSHOP	Causes and prevention of accidents	<ul style="list-style-type: none"> - Checking and plugging out sockets/ naked wires - Mopping wet floors - the use of protective cloths e.g. rubber soled - footwear 	Discussion
2.0	SAFETY IN THE WORKSHOP	First aid	<ul style="list-style-type: none"> - the use of First Aid kits 	Display items in First Aid Box and discuss their uses.
3.0	TEXTILE	Textile fabrics	Types of fabrics <ul style="list-style-type: none"> - Plant or vegetables - Animals or protein - Mineral fibers - Man made Plant/vegetables-cotton, flax Animal – wool/silk Minerals – asbestos Man made – rayon, acrylic	Sampling and identification of textile fabrics by exhibiting
4.0	TEXTILE	Testing textile fibers	<ul style="list-style-type: none"> - Burning test - Chemical test - Microscopic test 	Demonstration with fire, chemical and microscope/hand lens
5.0	HUMAN FIGURE	Care for fabrics	<ul style="list-style-type: none"> - Types of stains and removal of stains 	Observation and Identification
6.0	HUMAN FIGURE	Observing types of male figure	Identify types of male figure: E.g. standard, stooping, erect, tall and thin, head forward	Observation and identification of male figure.
7.0	TOOLS AND EQUIPMENT	Identify types of sewing machines: <ul style="list-style-type: none"> • Domestic • Electric • Industrial 	<ul style="list-style-type: none"> - Care and maintenance of types of sewing machines. 	Demonstration, on how to care for the Sewing machine.

CERTIFICATE TWO - SCIENCE AND CALCULATION

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	AREAS RECTANGLE	Calculating the area of a rectangle	The parts of a rectangle. E.g. Length, Breadth Formula: $L \times B = A$	Sketch a rectangle and label the length and breadth Explain the formula and work examples.
2.0	CIRCLE	Calculating the area of a circle	Radius, diameter of a circle Formula $A = r^2$	Draw a circle and label the radius and diameter. Explain the formula and work examples.
3.0	PERCENTAGES	Percentages as a fraction of (100) a hundred	The symbol % (per cent) e.g. 20%	Explain the symbol and work examples. Class assignment
4.0	PROFIT AND LOSS PROFIT	The concept of profit and loss	i. cost price ii. Selling price, ii profit Formula- $(p - sp = p)$	Discussion on cost price, selling price, profit Work examples and give class work
5.0	LOSS	The concept of loss	Formula: selling price-cost price=loss $Sp - cp - Loss$	Discussion on cost price, selling price, loss Work examples and give assignment
6.0	PATTERN CONSTRUCTION SHIRT BLOCK	Constructing a basic block shirt	Parts of a shirt 1. front 2. back 3. yoke 4. sleeve 5. collar	Sketch parts of a shirt and label Guide trainees to prepare a basic shirt block
7.0	PATTERN CONSTRUCTION SHIRT SLEEVE	Drafting a shirt sleeve 1. short sleeve 2. long sleeve	Knowing the difference between long and short sleeve	Sketch the sleeve and guide trainees to draft

CERTIFICATE TWO - SCIENCE AND CALCULATION

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
8.0	PATTERN CONSTRUCTION SHIRT COLLARS	Drafting shirt collars 1. tunic collar 2. step collar 3. mandarin collar	Types of collars for a shirt	Sketch types of collars and guide trainees to draft
9.0	PATTERN CONSTRUCTION A PAIR OF TROUSERS	Drafting: 1. plain top trousers 2. pleated top trousers 3. jeans	Various types of trousers 1. plain top 2. pleated top 3. jeans	Exhibit types of trousers and guide trainees in drafting
10.0	ADAPTATION SHIRT	Adapting and manipulating the basic block pattern for different style.	Various style Style line of a shirt. E.g. 1. jumper 2. safari 3. T shirt	Show samples of various shirts e.g. catalogue and guide trainees to adapt from the basic block
11.0	ADAPTATION TROUSERS	Adapting and manipulating the basic pattern block for various styles.	Identify various styles 1. bell bottomed trousers 2. permanent turn ups 3. straight legs 4. pygama trousers	Exhibit sample for trainees to adapt and draft

CERTIFICATE TWO - TRADE DRAWING

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	TOOLS AND EQUIPMENT (CLEANING TOOLS)	Cleaning tools - label - sketch tools	Types of tools used for cleaning the workshop. E.g. i. ceiling brush ii. mopping brush iii. dust pan iv. broom	Arrange items and explain their uses to trainees by discussion. Guide trainees to sketch cleaning tools in notebook
2.0	TOOLS AND EQUIPMENT (FITTING TOOLS)	Tools for fitting in the workshop	Fitting tools in the workshop. E.g. i. full size mirror ii. screen iii. dummy	Sketch tools on the board for trainees to identify and also draw in their notebook
3.0	LONG SLEEVES SHIRT	Sketching the parts of a long sleeved shirt	Parts of a long sleeved shirt. E.g. i. front piece ii. back piece iii. collar iv. sleeve v. cuff vi. pocket	Display pattern block and guide trainees to sketch and label. E.g. i. neckline ii. armhole(scye) iii. leaf iv. stand v. button hole
4.0	LINES	Types of lines	Various lines E.g. i. horizontal ii. curved iii. vertical iv. slanting	Illustrate the various types of lines used in basic designing Guide trainees to draw
5.0	A PAIR OF TROUSERS	Different types of trousers: - sketching - labeling	i. pleated top ii. plain top iii. straight legs iv. jeans	Exhibit the types of trousers. Guide trainees to label parts. E.g. waist, bottom, side seam, fork, pockets.
6.0	Colour wheel Secondary colours	The secondary colours	Help trainees to understand that the secondary colours are i. violet = red & blue ii. orange = red & yellow iii. green = yellow & blue	Demonstrate by mixing various colours and guide trainees to sketch and label the colour wheel.

CERTIFICATE TWO - TRADE PRACTICALS

TASK		CRITICAL SKILLS	SUB-SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	SAFETY IN THE WORKSHOP	Tools and equipment <ul style="list-style-type: none"> • Handling of tools and equipment 	- Safe handling of tools and equipment	Identification and demonstration of handling tools.
2.0	OPENINGS	Types of openings <ul style="list-style-type: none"> • Working on openings correctly 	- Fly – zip closure - Cuff – placket - Plackets – front opening	Demonstrate specimen Work on fly, cuff and plackets
3.0	MEASUREMENT	Types of measurements <ul style="list-style-type: none"> • Taking body measurement correctly 	Identify types of measurements: - Standard - Direct	Demonstrate and explain standard and direct measurements
4.0	FASTENING	Types of fastening <ul style="list-style-type: none"> • Select appropriate fastenings 	- Buttons and button holes - Hook and bar - Velcro	Demonstrate specimen work on types or fastenings
5.0	POCKETS	Making types of shirt pockets	Welt, in seam, patch, covered. Select appropriate pocket	Guide trainees to make specimen
6.0	POCKETS	Making types of pockets	- Slanting, - Patch, - Scoop, - One-eye, - Double eye	Guide trainees to make specimen work on pockets
7.0	COLLARS	Types of collars	- Tunic, step, mandarin, roll collar	Exhibit types of pockets and guide trainees on specimen
8.0	SLEEVES	Types of sleeves	- Short, long, kimono	Demonstrate on type of collars
9.0	SHIRT	Types: - Long sleeve - Full scale	- Self measurement	Guide trainees to assemble cut-out parts of the shirt
10.0	TROUSERS	Select type of trousers - Sewing of pair of trousers	Assembling cut-out parts of a pair of trousers	Production of a pair of trousers by trainees with guidance

*Advance methods in seams should be added