

Bespoke Tailoring Assessment Plan

Higher Apprenticeship Level 5



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1. BESPOKE TAILORING – ASSESSMENT PLAN

'Bespoke' as a term dates back to the 17th century, when tailors held lengths of cloth on their premises. A customer chose a length of material and it was then said to have "been spoken for" hence individual clothes made to your personal requirements are called 'bespoke'.

Introduction

The Bespoke Tailoring Higher Apprenticeship will usually take 2 years to complete and is highly specialised and in-depth for the bespoke tailoring industry. This Apprenticeship is comprised of core skills and knowledge with a choice of specialising in either Tailoring or Cutting as a career path.

The Assessment Plan has been designed to ensure that apprentices meet the skills, knowledge and behaviour outcomes as defined in the Apprenticeship Standard. It has been created after considering a tried and tested programme that has successfully been implemented in Savile Row and other high quality tailors.

Employers will set their own entry requirements but typically candidates will be proficient in complex stitching and making processes equivalent to a Level 3 Advanced Apprenticeship in Tailoring. Before starting the Apprenticeship the apprentice should understand how their organisation operates and be aware of best codes of practice and career progression choices.

Apprentices will usually have access to highly skilled employer workplace trainers/master tailors in a working environment and the stability of progression on the career ladder. This Apprenticeship requires a strong work ethic and structured study to meet the precise requirements of this specialist industry.

The emphasis of the Apprenticeship and training is on the acquisition of practical skills in bespoke garment manufacture or pattern construction for those apprentices who choose that career path. These skills are fundamental to the Bespoke Tailoring industry and ultimately have to be applied with great precision, to high standards of excellence and within realistic time constraints.

At this level it is expected that higher apprentices should develop an independent approach and an understanding of business management and be able to take responsibility for their own learning and the integrity of the craft.

In order to support the acquisition of practical skills and technical knowledge to the required standard, the following principles will inform our approach:

- A combination of improvement in standards with a realistic cost effective delivery for micro-businesses employing a single apprentice to SME's in the industry;
- Assessment should motivate apprentices to do their very best, not just do enough to satisfy a minimum standard – for example by ensuring standards meet what is required to work on luxury garments: this gives apprentices a clear goal to work to;
- The assessment process should support a clear progression route for all employees and should position the apprenticeship, not just as a job, but as the starting point for a career in the bespoke industry;

- The competencies and skills of the employees should be at the forefront of the bespoke tailoring industry in the England.
- The assessment methods should ensure consistency of standards irrespective of where companies are located in England.

The assessment process suggests a unified approach should be taken to ensure the successful delivery of this Apprenticeship for the apprentice and the employer. The employer will continuously support the apprentice through 'on the job' training that meets the standards and demonstrates a high level of craftsmanship, knowledge and behaviours.

Entry Requirements

Employers will set their own entry requirements but it is recommended that applicants are proficient in complex stitching and making processes equivalent to a Level 3 Advanced Apprenticeship in Tailoring.

2. Bespoke Tailor and Cutter Higher Apprenticeship Assessment Plan

Learning and Continual On programme Assessment

Continual assessment – delivered during workplace ‘on the job’ training by the employer with an optional administrative support from a training provider or within a higher education university over an **18 month period**. This is recommended rather than mandatory and employers may choose to use different on-programme methods.

Training log of evidence and reflective account



Theory and practical skills will be reviewed via demonstration of garment/pattern construction processes



Knowledge and Learning outcomes reviewed by observation and practical tests



Level 5 vocational qualification attainment (**Optional**)

Apprentice – Carries out work as instructed by their employer or tutor gathering specific evidence for their training log from work based sample procedures. Completes core skills and knowledge as specified in the Standard and supporting optional qualification units.

Mentor/Supervisor - Directs and instructs the apprentice to carry out work processes and produce outcomes that confirm the apprentice is ready for the final project – end assessment.

Internal Assessor – (training provider) can provide administrative support, underpinning knowledge, monitoring support and assessments to assist the mentor/supervisor.

Awarding Organisation – Provides support in designing the qualification that can support the delivery of the Standard if the employer chooses it. This will include a supporting qualification criteria handbook to aid delivery for Training Providers. The Awarding Organisation External Verifier (**E.V**) signs off completion of the vocational qualification.

Training Provider – Will engage with employers to deliver the vocational qualification or on-programme training. They can assist the employer to navigate the delivery of the qualification

Assessment Gateway

The employer will review the work the apprentice has done on-programme to decide if the apprentice is ready to progress to the end point assessment.

If the employer chooses to use the qualification in development that can also act as part of the gateway for the end point assessment and should be completed prior to the end point assessment.

Successful achievement of the on-programme assessment phase.

Formal end assessment

Final Project 75%
Professional presentation and discussion 15%

Creation of a portfolio of practical garments and patterns as set by the employer and carried out over a **6 month period**

Textile assignment (knowledge of fabrics and their correct usage) 10%

Assessment organisation – (usually an external employer) – Sets the final project content and will assess the project against criteria set out later in this document. The final project will be a portfolio consisting of a collection of tailored garments. The external employer will assess the final project and make the final decision regarding the occupational competence of the apprentice. The assessment organisation will be on the assessment register.

The assessment organisation will also sit on a panel for the professional presentation and discussion and will mark the textile assignment.

Apprentice – Plans, prepares and completes the final project.

3. On-Programme Assessment

On-Programme delivery should ensure that the apprentice has progressed through a rigorous approach that is fair and consistent although free for each individual employer to determine. The apprentice will usually spend 18 months on-programme, gaining skills, knowledge and behaviours in a bespoke tailoring organisation and then proceed to develop in the business to complete a final project in a 6 month period.

It is recommended that the apprentice maintains a log of evidence of their on-programme work. They may also wish to keep a reflective diary containing notes and dates of key achievements throughout the Apprenticeship duration; this would provide a good guide for both the apprentice and the employer and provide evidence to ensure learning is taking place.

The Training Provider and the employer should discuss the apprentice's progress on regular occasions. Although recommended this will usually be an important element in demonstrating that there is an integrated approach when assessing practical skills throughout the continual on-programme period.

A Master Tailor or Head Cutter or senior member of staff would act as a mentor or supervisor and support each apprentice. Their role would be to mentor the apprentice throughout the apprenticeship.

If the employer chooses to use the optional vocational qualification, they should have a close relationship with the Training Provider to ensure there is constructive alignment in the process. The apprentice will usually be required to pass the continual assessment units of the qualification in order to progress to the final project. The employer will ensure that the Apprentice has every opportunity throughout the process to learn all the skills, knowledge and behaviours to meet the agreed Standard.

The Training Provider along with the employer may provide support in ensuring there is quality and consistency in the system to create ongoing progress reports for the apprentice.

4. The Gateway Process (Progress review discussion)

Prior to the discussion with the apprentice, the employer will review the on-programme work the apprentice has completed and decide if the apprentice is ready to progress to the end final project assessment. Before moving on to the end-point assessment apprentices will need to also have achieved level 2 English and Maths.

If the employer has chosen to support the apprentice with the optional Level 5 vocational qualification, the employer may wish to use the attainment of this qualification to contribute to on-programme evidence to inform the gateway process.

The progress review discussion between employer and apprentice will assess progress to date enabling the apprentice to present / discuss evidence of skills, knowledge and behaviours and may include: observations, reflective statements, note books, voice recordings, film, reports, photographs and Q&A.

Once the employer decides that the on-programme requirements have been met this will confirm the successful achievement of the suggested 18 month on-programme phase.

5. End point assessment

Assessment method 1 – Final project (75%) and Professional Presentation and Discussion (15%) (A substantial piece of work taking 6 months to produce and complete)

The project will be a **portfolio of practical garments and patterns carried out over a 6 month period** and should bring all the skills, knowledge and behaviours together.

The final project will be a substantial piece of work consisting of a series of bespoke garments and sample procedures/patterns.

The final project will be chosen by an assessment organisation (this will usually be an external employer on the assessment register). In extreme circumstances (for example remote geographical regions) the apprentices employer could choose the project content but the Assessment Organisation will have to verify this approach, and would make the final decision on whether the content stretch is sufficient.

The Final Project or End Assessment will be assessed by an Assessment Organisation who will make a final independent decision on the portfolio. The Assessment Organisation will be on the assessment register. The Assessment Organisation will produce a report and grade based on the overall grading criteria included in pages 10 -13 of this plan.

The final project would be created to meet an assignment brief requirement, with supporting final garments. It will include a portfolio that demonstrates all the procedures and knowledge acquired including finished garments, sketch books, reports and/or patterns. The apprentice could gain a pass, merit or distinction. The grade will depend on how the evidence produced by the apprentice meets the outcome criteria and the description of achievement criteria – taken from the grading tables on page 8 of this document.

The final project submissions should be produced in the normal course of the employer's business and made entirely by the apprentice under the supervision of a master tailor or cutter.

It is vital that an apprentice is able to demonstrate the skills of precision in their final project garment submission through the standard of workmanship. This applies to both the tailor and cutter job roles.

Bespoke Tailor – minimum requirement for final project assessment

The final project submission garments produced should demonstrate all the processes required and competence as a bespoke Tailor. A coat (Jacket) would have the following processes assessed:

- A baste;
- 1 canvassed coat by hand;
- Preparation of a garment for the first fitting baste;
- Disassembling of a garment and amending;
- Forward – (Product produced);
- Preparation of a garment for a second fitting;
- A flow of production ensuring quality standard are achieved;
- Finishing of a garment – (Product produced).

Please Note - Other garments could also be used: Trousers, Waistcoats, Coat

Bespoke Cutter – minimum requirement for final project assessment:

The final project submission patterns should demonstrate all the processes required and competence as a bespoke Cutter. The following processes would be assessed:

- Measuring methods;
- At least 2 accurate precise patterns with correct markings and specifications;
- 2 baste fittings – with skills as above for a tailor;
- 1 finished garment (this could be made by another trainee – but would meet the cutters specifications).

In order to attain a wider geographical reach across England where possible employers should encourage apprentices to maintain a digital portfolio of their work. An employer may also wish to be able to video conference the apprentice for the interview part of the process.

Assessment method 2 – Professional Presentation and Discussion – 15%

Once the assessment organisation has reviewed and graded the project the Assessment Organisation and the employer will sit on a panel to review the final project evidence together. The apprentice will present the project and will be questioned about elements of the project which will test their knowledge and behaviours.

This will allow the apprentice to present the final project in a professional manner. This will also reveal how key decisions on how tailored garments were produced and the methodology taken in order to produce quality artefacts and meeting the needs of the customer.

Both employer and Assessment Organisation will sit on a panel to question the apprentice about elements of the project as well as wider skills, knowledge and behaviours learnt throughout the apprenticeship. The Assessment Organisation will set the questions which will be based around the apprentice's final project. The Assessment Organisation will make the final decision on the grade the apprentice receives.

Assessment method 3 – Textiles Assignment research project – 10%

This will be a small written research project related to the textile unit which will demonstrate the apprentice's knowledge of the characteristics of a variety of fabrics and their suitable application to construction. The Assessment Organisation will set the research project for the apprentice and will mark and grade this.

The Textile assignment research project should demonstrate the apprentice has selected at least 3 different types of fabrics used in the production of bespoke tailoring, so comparisons can be made in production methods.

The assignment should include the heritage and history of the fabrics and how they are produced safely in the environment.

The purpose of the short written assignment is for the apprentice to demonstrate knowledge and an appreciation for the methods used in producing quality cloth.

6. Assessment Weighting and Grading (Table)

Assessment Method	Area Assessed	Assessed by	Grading	Weighting
<p><i>Final Project</i></p> <p><i>Practical Skills Test – presentation of garments/patterns</i></p>	<p>Skills- Sewing and/or pattern cutting construction processes to bespoke quality standards.</p> <p>Process- Demonstrates correct order of construction of garments and patterns.</p> <p>Behaviours- Adherence to appropriate Health & Safety procedures within the workplace.</p> <p>Maintaining high standards of precision and excellence as appropriate to the craft.</p>	<p>Assessment Organisation</p>	<p>Pass – 42% >56%</p> <p>Merit – 57% >65%</p> <p>Distinction – 66%+</p>	<p>75%</p>
<p><i>Professional presentation and discussion</i></p>	<p>Knowledge- Understanding of the full processes of bespoke garment construction and/or pattern cutting.</p> <p>Behaviours- A focus on the requirements of the customer.</p> <p>An ability to work effectively both individually and as part of a team.</p>	<p>Mentor</p> <p>Supervisor and Assessment Organisation (Assessment Organisation will make the final decision)</p>	<p>Pass – 4% > 6%</p> <p>Merit – 7% >10%</p> <p>Distinction - 11%+</p>	<p>15%</p>
<p><i>Textile Assignment</i></p>	<p>Knowledge- Demonstrates knowledge of the characteristics of fabrics and their suitable application</p>	<p>Assessment Organisation</p>	<p>Pass – 4%</p> <p>Merit – 5% >7%</p> <p>Distinction - 8%+</p>	<p>10%</p>

	<i>to construction</i>			
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Final project - will be assessed by an Assessment Organisation who will assess the final project and make the final decision regarding the grade it is given. The Assessment Organisation will be on the assessment register. This should be someone with 3-5 years experience in the industry.

The Assessment Organisation will be guided by the final assignment project indicated weightings and the following grading criteria set against the apprentice's submission and performance level:

Final Project – 75%

The apprentice should be highly proficient in the following skills in order to achieve the standards required:

- Garments produced should demonstrate hand and machine skills meeting the construction processes to the bespoke quality standard;
- Cutting and marking skills meeting the bespoke quality standard;
- The ability to carry out repetitive work with speed and precision;

Professional Presentation and discussion – 15%

- Good interpersonal skills;
- The ability to remain calm and take control solving problems effectively;
- Good teamwork skills;
- The ability to understand the working practices of the business and the cultural traditions of bespoke tailoring in the England.

Textiles Assignment – 10%

- Understanding of different materials and their relevance to bespoke garments;
- Characteristics of fabrics
- Suitability of fabrics for end use
- Performance of fabric

TAILOR: GRADING AND CRITERIA TABLE FOR ALL ASSESSED ACTIVITIES

Grade	Criteria
<p>Distinction 85 - 100%</p>	<ul style="list-style-type: none"> • Outstanding quality demonstrated in presentation of final garments, with an exceptional grasp of the skills for this specialist bespoke craft. • Excellent portfolio presentation concept, working at a higher level of understanding and knowledge, showing independence of thought, analysis and problem solving skills through implementing practical application methods and processes used in bespoke tailoring. • Baste demonstrates perfection in all hand stitches with a full understanding of how shape is created using correct order of construction and methods. • The forward demonstrates perfection in all stitching techniques and methods ensuring alterations and amendments are refined and exceptional fit is achieved. • Button holes are precisely made by hand and show perfection. • The final garment demonstrates precision at the highest level in fit and finish and demonstrates quality in shape and fit. • Note books and other supporting evidence demonstrate interpretation, critical reflection and practice. • Textile assignment demonstrates analysis of the process, a high level of knowledge of fabric characteristics and understanding, of the significance in the bespoke process. • The final project denotes excellence in all areas of the profession and capacity for independent work in the business.
<p>Merit 67 - 84%</p>	<ul style="list-style-type: none"> • Outstanding achievement in some or more areas and a good achievement of standards in others. The work is worthy of commendation. • High portfolio presentation standards showing progression of understanding and knowledge, grasping methods and processes used in bespoke tailoring. • A good baste demonstrating a high level of skill and practical application skills in techniques and construction. • A full understanding of the forward, implanting correct construction and sewing methods, ensuring alteration and amendments are refined and a good fit is achieved. • Button holes are well made through repetitive stitches and finish. • The final garment demonstrates a high level of finish and fit. • Notebooks and other supporting evidence demonstrate a good understanding of the knowledge and processes acquired.

	<ul style="list-style-type: none"> • Textile assignment demonstrates an appreciation for textiles and an understanding of fabrics and characteristics when selected for garments and construction. • The final project demonstrates progression in all areas of the profession and business.
<p>Pass 50 - 66%</p>	<ul style="list-style-type: none"> • The work produced demonstrates the required consistent high standard of precision and skills expected for a good average performance in most areas of the work produced. • A neatly presented portfolio showing a good level of understanding and knowledge of the bespoke processes and methods. • Baste shows a consistent method of practical application skills through sewing and construction methods. • The forward is constructed accurately with precise stitching to ensure alteration and amendments are refined and a good fit meeting standard requirements. • Button holes are made by hand and correct methods are applied in stitching techniques. • The final garment demonstrates a good level of quality in the finish and fit. • Notebooks and other evidence should show a good level of understanding and knowledge. • Textile assignment demonstrates an understanding of the relevance of textiles within the bespoke process and how fabric and characteristics are used in garment construction. • The final project shows how knowledge and skills have been learned in the specialist bespoke craft.

CUTTER: GRADING AND CRITERIA TABLE FOR ALL ASSESSED ACTIVITIES

Grade	Criteria
<p>Distinction 85 - 100%</p>	<ul style="list-style-type: none"> • Outstanding quality demonstrated in presentation of final garments and patterns, with an exceptional grasp of the skills for this specialist bespoke craft. • Excellent portfolio presentation concept, working at a higher level of understanding and knowledge, showing independence of thought, analysis and problem solving skills through implementing practical application methods and processes used in bespoke cutting. • A higher level of understanding and knowledge in how to measure customers and create a unique pattern after interpreting bespoke measurements and carrying out analysis of figure types. • Produce and cut patterns demonstrating a full understanding of customer figure configurations and complex alteration procedures. • Demonstrate 2 baste fittings working with precision and accuracy • Produce a finished garment which shows a high level of craftsmanship in quality, shape and fit. • Notebooks and other supportive evidence demonstrate interpretation, critical reflection and practice. • Textile assignment demonstrates analysis of the process, a high level of knowledge of the fabric characteristics and understanding, of the significance in the bespoke process. • The final project denotes excellence in all areas of the profession and business with an emphasis on bespoke pattern cutting and customer service.
<p>Merit 67 - 84%</p>	<ul style="list-style-type: none"> • Outstanding achievement in some or more areas and a good achievement or standards in others. The work is worthy of commendation. • High portfolio presentation standards showing progression of understanding and knowledge, grasping bespoke methods in pattern cutting and bespoke tailoring. • An advanced level of understanding and knowledge in how to interpret bespoke measurements and translate information to a bespoke patterns considering figure types. • Produce and cut patterns following the correct process with a good understanding of customer configurations and figurative issues. • Produce 2 baste fittings following the correct procedures and processes demonstrating full understanding of bespoke methods. • Produce a finished garment from a pattern you have constructed with all the relevant customer information for fittings and style. • Notebooks and other supporting evidence demonstrate a good understanding of the knowledge and processes acquired. • Textile assignment demonstrates an appreciation for textiles and an understanding of fabrics and garments and construction. • The final project demonstrates progression in all areas of the business related to pattern cutting and customer service.

<p>Pass</p> <p>50 - 66%</p>	<ul style="list-style-type: none"> • The work produced demonstrates the required consistent high standard of precision and skills expected for a good average performance in most areas of the work produced. • A neatly presented portfolio showing a good level of understanding and knowledge of the bespoke process and methods in pattern cutting. • A good level of understanding and knowledge in how to interpret bespoke measurements and translate information to bespoke patterns considering customer figure types. • Produce 2 baste fittings to demonstrate knowledge and understanding of the process of bespoke tailoring methods. • Produce a finished garment from a pattern you have constructed with relevant the basic customer information required for bespoke pattern cutting. • Notebooks and other evidence should show a good level of understanding and knowledge of pattern cutting. • Textile assignment demonstrates an understanding of the relevance of textiles within the bespoke process and how fabric and characteristics are used in garment construction. • The final project shows how knowledge and skills have been learned in specialist bespoke pattern cutting and how customer service influences business decisions.
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Grading Table

The example grading table below will be used to record the final assessment grades.

Garment/pattern submissions 75%	Professional presentation and Discussion 15%	Textiles Assignment 10%	Overall Grade
Distinction 66%+	Distinction 11%+	Distinction 8%+	Distinction 85% minimum
Merit 57%>65%	Merit 7% >10%	Merit 5% >7%	Merit 69% minimum 82% maximum
Pass 42% >56%	Pass 4% > 6%	Pass 4%	Pass 50% minimum 66% maximum

7. Affordability

In developing this assessment approach we are balancing the cost against the need to protect the craft, provide continual support and draw together 2 years of work into a final project that enables the apprentice to show they have met this higher level standard.

This apprentice standard is a new scheme and therefore we have no direct comparison to review when considering costs. The group of employers has, however, considered costs and the most appropriate form of assessment in great detail. A key driver for our assessment model has been to ensure our approach is consistent and directly linked to our standards. We are also mindful of the fact that this is an Apprenticeship that will have relatively low numbers of apprentices in comparison to other sectors.

There will be a cost for initial training of both the employer and trainee at the start of the Apprenticeship journey. This level of input supports the employer to maintain the documentation of continued skills acquisition and implementation of quality assurance.

The costs allocated to end point assessment equates to approximately 12% of the overall costing for the delivery and assessment requirements for the Apprenticeship. Estimated costs for end point assessment includes the following:

Validation Portfolio Collation – 1 days

Validation Interview/assessment (Viva) - 2 days (including travel)

Professional Presentation and Discussion (Preparation and Delivery) - 1 day

Employer "Final sign off" report - .5 day

Apprenticeship Certificate - .5 day (admin)

Implementation of the Apprenticeship

Manageability / Feasibility

Our approach will be:

- Final Assessment will take place face to face in the workplace or an approved centre closest to the bulk of the apprentices. Other apprentices will be required to travel to that centre for the day;
- Internal Assessors will be identified and agreed from the start of the apprenticeship;
- Assessors will need to be trained before they commence any engagement with the Assessment process. This will be face to face or virtual, depending on the locations of individuals;
- Assessors are likely to travel to the location of the Final Assessment on the day;
- All reports of progress will be documented by the Assessor who completes the final assessment;
- The report should then be sent to the awarding body;
- The awarding body will ensure the organisation knows who has passed and what grade.

Appendix 1 – Suggested Initial Assessment Employer Interview Record

Name of Applicant	Bespoke Tailoring Standard
Date	Employer Name
Can the applicant show the following:	Please comment below on applicant considering: current skills, behaviours
1. Demonstrate previous skills gained in tailoring or cutting.	Y/N
2. Show enthusiasm for the opportunity of working in their chosen trade or profession and be comfortable to develop essential skills for the bespoke industry.	Y/N
3. Demonstrate that they have determination and motivation to complete the 2 year Standard and work independently.	Y/N

Appendix 2 - Example of Review of apprentice progress and achievement record

Name of Apprentice	Bespoke Tailoring Standard
Date	Employer Name
<p>What progress has the apprentice made considering the standards assessment criteria</p> <p>Example of assessment criteria below:</p> <p>Unit Title: Tailoring a Bespoke Garment</p> <p>Learning Outcome:</p> <p>1. Know how to construct a bespoke garment</p> <p>1.1,1.2,1.3,1.4,</p>	<p>Please comment below on apprentice progress/actions - considering: current skills, knowledge and behaviours</p>
Assessment Criteria (1.1 to 1.4)	Progress/Action comments Identified
1.1 Canvas a coat by hand	Progress/Actions
1.2 Prepare a garment for the first fitting baste	Progress/Actions
1.3 Disassemble a garment and amend construction as per cutters instructions	Progress/Actions
1.4 Demonstrate how to baste the garment through the adjustments process	Progress/Actions

Appendix 3 – Detailed Standard

The standard shown below takes the first 2 columns of the original standard and provides greater detail

TAILOR AND CUTTER CORE SKILLS

Competence	What is required	Learner outcomes – the apprentice will	Assessment criteria
Basic Skills & work practices	Follow clear instructions from relevant colleagues precisely.	<p>Communicate with the colleague to ensure full understanding of the task in the most appropriate way.</p> <p>Ensure adequate time is planned to complete the task set, according to the colleague's instructions and needs of the business.</p> <p>Complete the instruction tasks, ensuring the work required, meets the standards in the business, set by the colleague.</p>	<p>Demonstrate a full understanding of the task by interpreting the instructions and carrying out the requirements precisely, in accordance with the standards set.</p> <p>Use basic skills - utilising best work methods, safe working practice and bespoke terminology.</p>
	Follow and maintain work procedures.	<p>Ensure full understanding of current work procedures in the business, through utilising on the job training and policies.</p> <p>Implement correct procedures, meeting the standards set in the business.</p>	Demonstrate use of correct procedures according to the contractual requirements and policies used in the business.
	Select, use and store equipment and materials for example correct storage of patterns, purchasing materials and stock control.	<p>Follow correct Health and Safety procedures with regards to own employee responsibilities, when storing equipment, materials and patterns.</p> <p>Implement stock control methods following</p>	<p>Demonstrate safe working practice according to Health and Safety legislative requirements and business policies.</p> <p>Follow security and stock control procedures in the business.</p>

		the organisation procedures and policies.	
	Identify & minimise hazards and risks in the workplace through safe working practice.	Follow correct risk assessment policy and procedures in line with employee responsibilities and contractual requirements. Provide written or oral evidence of understanding of correct risk assessment procedures for employees.	Demonstrate full understanding of the risk assessment procedures in the business through providing evidence of safe working practice and reporting methods.
	Make the most efficient & effective use of resources, time and materials.	Explain how resources are used in the workplace through carrying out employee responsibilities and tasks efficiently. Implement effective time management systems, through recording work activities. Provide on the job examples of using materials efficiently and effectively according to the needs of the business and industry requirements.	Demonstrate understanding of recording and monitoring - how resources, time and materials are utilised in the business efficiently and effectively.
	Develop good communication skills with all staff in the company.	Communicate in the business using the most appropriate methods learned on the job, including written and oral communication.	Demonstrate good communication skills through examples recorded in a diary as a log.
Materials	Prepare materials and trimmings.	Select the most appropriate materials and trimmings to meet customer requirements.	Demonstrate knowledge and skills in selecting suitable materials and trimmings for the job.

	Be able to identify the origins of specific branded cloths used in the bespoke tailoring industry and use appropriately.	Recognise the origins of specific branded cloths and use appropriately in the tailoring industry. Select appropriate cloths for tailored garments and customer needs.	Demonstrate knowledge and understanding of the origins of specific branded cloths and select the most appropriate cloth for specific garments.
	Recognise faults in cloth and trimming	Observe faults in cloth and trimming and use appropriate method to report.	Recognise and understand characteristics and faults in cloth and trimmings.
Cultural heritage	Explore the history and heritage of Savile Row and bespoke garments in order to advise customers	Research the history and heritage of Savile Row and bespoke garments to understand how to advice customers	Demonstrate awareness of the history and heritage of bespoke garments and use knowledge to provide advice and guidance to customers.

SPECIFIC SKILLS & KNOWLEDGE: TAILOR

Competence	What is required	Learner outcomes – the apprentice will	Assessment criteria
Garment Construction	Develop a good working relationship with the cutter in order to receive the correct cut and trimmed garment bundle.	Build relationships with the cutter to work efficiently and effectively in the business to produce the correct cut and trimmed garment bundle.	Demonstrate complete understanding and skills to produce a correct cut trimmed garment bundle.
	Be able to canvas a coat by hand and prepare garment for the first fitting baste.	Canvas a coat by hand producing a high standard of workmanship for the 'first fitting' baste.	Demonstrate a high level of skill and precision to canvas a coat by hand in preparation for the first fitting baste, ensuring the fitting and reassembling instructions and order support the company's workflow procedures.
	Disassemble a garment and amend construction as per cutters instructions	Rip down garment and amend according to the cutters instructions.	Demonstrate precise skills in disassembling a garment.
	Prepare garment for second customer fitting having completed all alterations as instructed by the cutter.	Prepare and refine garment for second customer fitting, as instructed by the cutter.	Demonstrate high precision skills to meet the cutters requests in preparation for second customer fitting.
Finishing & pressing	Complete the final alterations.	Complete final alterations according to customer requirements.	Demonstrate completion of alterations to a high standard of precision.
	Hand make the	Hand make buttonholes with a high level	Demonstrate a high level of finish using

	buttonholes. Hand finish the suit inside & out.	of workmanship. Hand finish the suit inside and out using fine hand silks.	accuracy and precision to ensure a quality garment is completed
	Press & prepare the suit for the final customer fitting.	Follow correct pressing, preparation and checking procedures in the business – for the final customer fitting.	Demonstrate how to press and prepare a suit for a final customer fitting meeting the standards set in the business.
	Number & log each suit	Number and log each suit following correct procedures in the business.	Demonstrate using and following number/logging system used in the business.

SPECIFIC SKILLS & KNOWLEDGE: CUTTER

Competence	What is required	Learner outcomes – the apprentice will	Assessment criteria
Work practices	Prepare materials and trimmings for the garment.	Prepare materials and trimming after analysis of the cloth, meeting customer expectations.	Demonstrate skills in selection of appropriate materials and trimming to enhance garment.
	Have overall responsibility for the outcome of the finished garment.	Ensure full responsibility is taken for the outcome of the finished quality garment produced.	Demonstrates full responsibility taken for the outcome of the finished garment.
	Organise purchasing of materials and stock control.	Understand, organise and implement stock purchasing and control methods for materials, following organisations procedures.	Demonstrate full understanding of the purchasing and stock control methods.
Identifying and responding to customer	Liaise with the customer to ascertain their individual	Communicate with the customer using appropriate interpersonal skills.	Demonstrate how to liaise with a variety of customers meeting individual requirements.

requirements	requirements	Carry out analysis and problem solving to meet customer needs. Make suitable suggestions to meet the individual customer requirements.	
	Measure the customer and analyse any figure variations that need to be addressed.	Correctly measure the customer and carry out analysis of figure variations and provide solutions to meet customer expectations.	Demonstrate a high level of service measuring the customer accurately considering figure variations, providing solutions to meet customer requirements.
	Carry out a number of appropriate fittings.	Carry out appropriate number of fittings to meet the customer needs and follow the bespoke fitting process.	Demonstrate appropriate number of fittings to ensure quality of fit of garment for the customer.
Preparation of component garment parts	Construct patterns.	Create a unique pattern that demonstrates skills and ability to analyse appropriate styles for figure types.	Demonstrate precise accurate pattern construction skills that meet customer requirements.
	Lay out patterns, mark in cloth.	Use most effective layout of patterns according to garment characteristics and cloth. Mark in cloth using correct methods	Demonstrate high level of skills in laying out patterns and marking cloth precisely.
	Cut cloth and prepare bundle ready to give to the tailor.	Select and cut the correct cloth for the job. Prepare the bundle following the correct procedures in the business.	Demonstrate knowledge, understanding and skills to prepare the bundle for the Tailor.
Communication skills	Carry out bespoke selling and after care.	Recognise what methods of after- care is promoted in the business.	Demonstrate the most appropriate selling and service techniques used in the bespoke

		<p>Use bespoke selling techniques and after care for a variety of customers.</p> <p>Implement excellent customer service and selling techniques.</p>	industry.
	Discuss and advise on style of garment and cloth selection for specific use.	Communicate and provide advice on style of garment and cloth selection for specific use.	Demonstrate complete understanding of how to communicate effectively with a customer to ensure correct garment and cloth is selected.
	Work as part of a team within a company.	<p>Use effective communication skills working on a team, representing the company.</p> <p>Work cooperatively as part of a team representing the company, ensuring the best outcomes are achieved.</p>	Demonstrate effective team working skills and relationships, representing the company.