



**NATIONAL COMPETENCY STANDARDS
FOR
WESTERN GARMENT TAILOR
(NC2 & NC3)**

**Department of Occupational Standards
Ministry of Labour and Human Resources
Thimphu, Bhutan.
(December, 2019)**



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FOREWORD

The Department of Occupational Standards of the Ministry of Labour and Human Resources is pleased to present the revised National Competency Standards (NCSs) for Western Garment Tailor. The standards represent the fruits of hard work and invaluable experiences gained by the department since its establishment in the latter half of 2003. The main aim of developing NCS is to set up a well-defined nationally recognized Vocational Qualification System that will help set a benchmark for the Technical Vocational Education and Training (TVET) System in our country aligned to international best practices.

NCS is one of the base pillars in the Bhutan Vocational Qualification Framework (BVQF) and is the first step in its implementation. The NCS are developed and revised to ensure that employees or vocational graduates possess and acquire the desired competencies required by industries and employers. In order to ensure this close match in supply and demand of competencies, NCS have been developed and revised in close consultation and partnership with industry experts and validated by the Technical Advisory Committees of the concerned economic sectors.

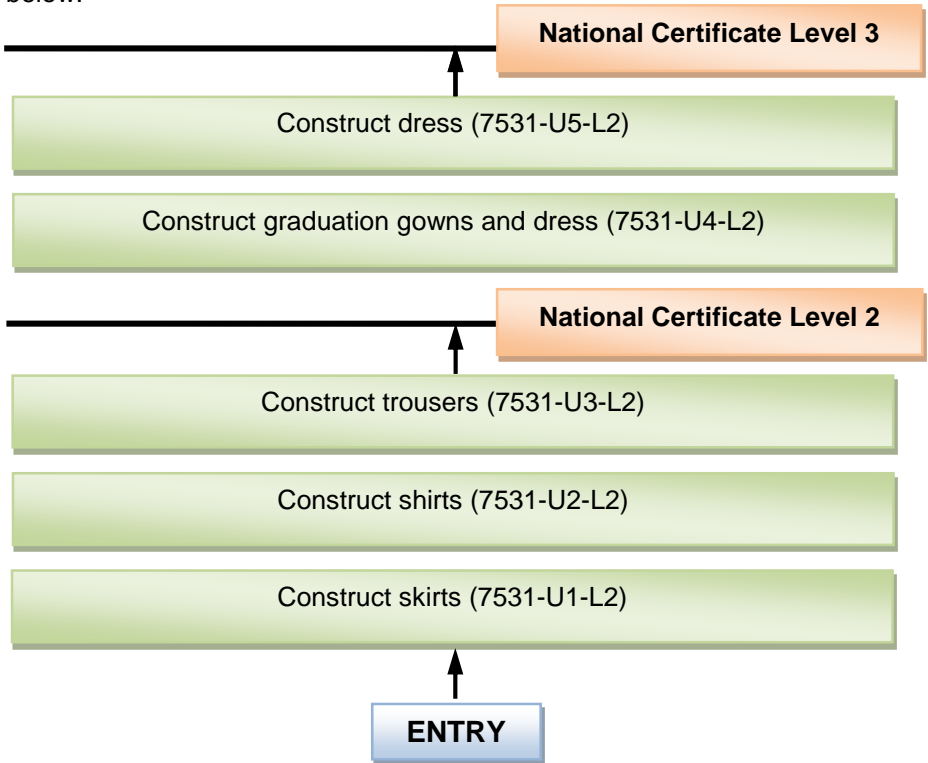
A vocational education and training system based on NCS shall ensure that delivered training is of a high quality and relevant to the needs of the labour market. As a result, future TVET graduates will be better equipped to meet the need and expectations of industries and employers. This positive impact on the employability of TVET graduates will enhance the reputation of vocational education and training and make it attractive to school leavers.

I gratefully acknowledge collaboration and the valuable contributions made by experts from industries during the consultation and validation processes of the standards. I look forward for continued engagement and participation of the industry and employers in the development of a quality assured demand driven TVET system and to build competent and productive national workforce that will contribute to the continued socio-economic progress of our country.

Director
Department of Occupational Standards
Ministry of Labour and Human Resources

PACKAGING OF QUALIFICATIONS

The National Competency standards for Western Garment Tailor comprises of five unit of competencies. The packaging of qualification are as shown below:



NATIONAL COMPETENCY STANDARDS FOR WESTERN GARMENT TAILOR

Validation date : December 13, 2019

Endorsement date : December 23, 2019

Date of Review : December 23, 2022 (Max. 3 years).

Subject experts/validators involved in the validation of NCS for Western Garment Tailor.

1. Kencho Wangmo (**TAC Chairman**), Designer. Kencho Couture, Thimphu.
2. Ngawang Choden, Designer/Instructor. Fashion Institute of Technology, Thimphu
3. Nai Dorji, Designer/Instructor. Fashion Institute of Technology, Thimphu
4. Pema Chopel, Designer. Royal Textile Academy, Thimphu
5. Dawa Tshering, Designer. Youth Development Fund, Thimphu
6. Tshering Jatsho, Tailor. MD Alam Tailor, Thimphu.
7. Sonam Dorji, Proprietor. Druk Tshemzo. Thimphu
8. Karma Loday (Member Secretary)DOS, MoLHR. Thimphu

Subject experts/validators involved in the development of NCS for Western Garment Tailor.

1. Nai Dorji, Designer/Instructor. Fashion Institute of Technology, Thimphu
2. Tshering Norbu, Tailor. Lekdrup Skills Development Institute, Thimphu
3. Tshering Wangchuk, Tailor. Druk Tshemzo, Thimphu
4. Phuntsho Wangmo, Tailor. Druk Tshemzo. Thimphu
5. Dechen Choden, Designer/Instructor. Fashion Institute of Technology, Thimphu
6. Dawa Tshering, Designer. Youth Development Fund, Thimphu
7. Pemba, Instructor/Tailor. Druk Tshemzo. Thimphu
8. Namgay Wangchuk, Kinley Yergay Training Institute. Thimphu

Facilitators:

1. Chogay Lhendup, Program Officer. Department of Occupational Standards (DOS), MoLHR, Thimphu
2. Wangchuk Zangmo, Program Officer. Department of Occupational Standards (DOS), MoLHR, Thimphu

OVERVIEW OF COMPETENCY STANDARDS FOR WESTERN GARMENT TAILOR (NC2 & NC3)

UNIT TITLE	ELEMENTS OF COMPETENCE
Construct skirts	<ol style="list-style-type: none">1. Perform stitching of formal skirt2. Perform stitching of casual skirt
Construct shirts	<ol style="list-style-type: none">1. Perform stitching of formal shirt2. Perform stitching of casual shirt
Construct trousers	<ol style="list-style-type: none">1. Perform stitching of formal trouser2. Perform stitching of casual trouser
Construct graduation gown and dress	<ol style="list-style-type: none">1. Perform stitching of graduation gown2. Perform stitching of dress
Construct jackets	<ol style="list-style-type: none">1. Perform stitching of blazer jacket2. Perform stitching of suit jacket

UNIT TITLE : Construct skirts

DESCRIPTOR: This unit covers the competencies required to perform stitching of formal and casual skirt.

CODE : 7531-U1-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform stitching of formal skirt	1.1 Select and use required PPE as per the job requirements following standard procedures. 1.2 Select and use tools and equipment as per the job requirements following standard procedures. 1.3 Select materials as per the job requirements following standard procedures. 1.4 Take body measurement as per the job requirements following standard procedures. 1.5 Draft patterns/blocks (dart) as per the measurement following standard procedure. 1.6 Cut the fabric as per the job requirements following standard procedures. 1.7 Stitch the fabric as per the job requirements following standard procedures. 1.8 Fix supporting materials as per the job requirements following standard procedures. 1.9 Perform finishing work as per the job requirements following standard procedures.
2. Perform stitching of casual skirt	2.1 Select and use required PPE as per the job requirements following standard procedures. 2.2 Select and use tools and equipment as per the job requirements following standard procedures. 2.3 Select materials as per the job requirements following standard procedures.

	<p>2.4 Take body measurement as per the job requirements following standard procedures.</p> <p>2.5 Draft patterns/blocks (dart) as per the measurement following standard procedure.</p> <p>2.6 Cut the fabric as per the job requirements following standard procedures.</p> <p>2.7 Stitch the fabric as per the job requirements following standard procedures.</p> <p>2.8 Fix supporting materials as per the job requirements following standard procedures.</p> <p>2.9 Perform finishing work as per the job requirements following standard procedures.</p>
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RANGE STATEMENT	
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Measuring tape • Scale 	<ul style="list-style-type: none"> • Sewing Machine • Iron
Materials may include but not limited to:	
<ul style="list-style-type: none"> • Fabrics • Threads • Tailor's chalk 	<ul style="list-style-type: none"> • Buttons • Invisible zipper
Stitch may include but not limited to:	
<ul style="list-style-type: none"> • Machine Stitch 	<ul style="list-style-type: none"> • Hand Stitch
Supporting materials may include but not limited to:	
<ul style="list-style-type: none"> • Invisible zipper 	<ul style="list-style-type: none"> • Buttons/hook
Finishing work may include but not limited to:	
<ul style="list-style-type: none"> • Ironing • Packaging 	<ul style="list-style-type: none"> • Inspections • Labelling

Critical Aspects:

- Take body measurement as per the job requirements following standard procedures.
- Draft patterns/blocks (dart) as per the measurement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethic and integrity• Occupational health and safety• Basic First Aids• Measurement and calculation• Basic estimation and costing• Types of fabric• Fabric term• Sewing machine• Basic maintenance of tools and equipment/sewing machine• Fabric and thread colour combination• Types of skirts	<ul style="list-style-type: none">• Communication skills• Analytical skills• Ironing skills• Cutting skills• Proper handling of tools and equipment• Team work• Problem solving skills• Marketing skills• Time management skills• Waste management skills•

UNIT TITLE : Construct shirts

DESCRIPTOR: This unit covers the competencies required to perform stitching of formal and casual shirts.

CODE : 7531-U2-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform stitching of formal shirts	1.1 Select and use required PPE as per the job requirements following standard procedures. 1.2 Select and use tools and equipment as per the job requirements following standard procedures. 1.3 Select materials as per the job requirements following standard procedures. 1.4 Take body measurement as per the job requirements following standard procedures. 1.5 Draft patterns/blocks as per the measurement following standard procedure. 1.6 Cut the fabric as per the job requirements following standard procedures. 1.7 Stitch the fabric as per the job requirements following standard procedures. 1.8 Fix supporting materials as per the job requirements following standard procedures. 1.9 Perform finishing work as per the job requirements following standard procedures.
2. Perform stitching of casual shirts	2.1 Select and use required PPE as per the job requirements following standard procedures. 2.2 Select and use tools and equipment as per the job requirements following standard procedures. 2.3 Select materials as per the job requirements following standard procedures.

	<p>2.4 Take body measurement as per the job requirements following standard procedures.</p> <p>2.5 Draft patterns/blocks as per the measurement following standard procedure.</p> <p>2.6 Cut the fabric as per the job requirements following standard procedures.</p> <p>2.7 Stitch the fabric as per the job requirements following standard procedures.</p> <p>2.8 Fix supporting materials as per the job requirements following standard procedures.</p> <p>2.9 Perform finishing work as per the job requirements following standard procedures.</p>
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RANGE STATEMENT	
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Measuring tape • Iron 	<ul style="list-style-type: none"> • Scale • Sewing Machine
Materials may include but not limited to:	
<ul style="list-style-type: none"> • Fabrics • Threads • Tailor's chalk 	<ul style="list-style-type: none"> • Buttons • Pasting Cloths
Patterns/blocks may include but not limited to:	
<ul style="list-style-type: none"> • With Yoke • Without yoke • Dart 	<ul style="list-style-type: none"> • Shoulder drop down • Princess line
Stitch must include but not limited to:	
<ul style="list-style-type: none"> • Machine stitch 	<ul style="list-style-type: none"> • Hand stitch
Supporting materials may include but not limited to:	
<ul style="list-style-type: none"> • Buttons 	<ul style="list-style-type: none"> • Button holes
Finishing work may include but not limited to:	
<ul style="list-style-type: none"> • Ironing, • Inspections 	<ul style="list-style-type: none"> • Packaging • Labelling

Critical Aspects:

- Take body measurement as per the job requirements following standard procedures.
- Draft **patterns/blocks** as per the measurement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethic and integrity• Occupational health and safety• Basic First Aids• Measurement and calculation• Basic estimation and costing• Types of fabric• Fabric term• Sewing machine• Basic maintenance of tools and equipment/sewing machine• Fabric and thread colour combination• Types of shirts	<ul style="list-style-type: none">• Communication skills• Analytical skills• Ironing skills• Cutting skills• Proper handling of tools and equipment• Team work• Problem solving skills• Marketing skills• Time management skills• Waste management skills

UNIT TITLE : Construct trousers

DESCRIPTOR: This unit covers the competencies required to stitch formal and casual trousers.

CODE : 7531-U3-L2

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform stitching of formal trousers	1.1 Select and use required PPE as per the job requirements following standard procedures. 1.2 Select and use tools and equipment as per the job requirements following standard procedures. 1.3 Select materials as per the job requirements following standard procedures. 1.4 Take body measurement as per the job requirements following standard procedures. 1.5 Draft patterns/blocks as per the measurement following standard procedure. 1.6 Cut the fabric as per the job requirements following standard procedures. 1.7 Stitch the fabric as per the job requirements following standard procedures. 1.8 Fix supporting materials as per the job requirements following standard procedures. 1.9 Perform finishing work as per the job requirements following standard procedures.
2. Perform stitching of casual trousers	2.1 Select and use required PPE as per the job requirements following standard procedures. 2.2 Select and use tools and equipment as per the job requirements following standard procedures. 2.3 Select materials as per the job requirements following standard procedures.

	<p>2.4 Take body measurement as per the job requirements following standard procedures.</p> <p>2.5 Draft patterns/blocks (dart) as per the measurement following standard procedure.</p> <p>2.6 Cut the fabric as per the job requirements following standard procedures.</p> <p>2.7 Stitch the fabric as per the job requirements following standard procedures.</p> <p>2.8 Fix supporting materials as per the job requirements following standard procedures.</p> <p>2.9 Perform finishing work as per the job requirements following standard procedures.</p>
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RANGE STATEMENT	
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Measuring tape • Scale 	<ul style="list-style-type: none"> • Sewing machine • Iron
Material may include but not limited to:	
<ul style="list-style-type: none"> • Fabrics • Threads • Tailor's chalk 	<ul style="list-style-type: none"> • Buttons • Zipper • Interfacing
Patterns/blocks may include but not limited to:	
<ul style="list-style-type: none"> • Dart 	<ul style="list-style-type: none"> • Flap
Stitch may include but not limited to:	
<ul style="list-style-type: none"> • Machine Stitch 	<ul style="list-style-type: none"> • Hand Stitch
Supporting materials may include but not limited to:	
<ul style="list-style-type: none"> • Zipper 	<ul style="list-style-type: none"> • Buttons/hook

Finishing work may include but not limited to:

- Ironing
- Inspections
- Packaging
- Labelling

Critical Aspects:

- Take body measurement as per the job requirements following standard procedures.
- Draft patterns/blocks (dart) as per the measurement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethic and integrity• Occupational health and safety• Basic First Aids• Measurement and calculation• Basic estimation and costing• Types of fabric• Fabric terms• Sewing machine• Basic maintenance of tools and equipment/ sewing machine• Fabric and thread colour combination• Types of trousers• Cultural and religious sensitivity	<ul style="list-style-type: none">• Communication skills• Analytical skills• Proper handling of tools and equipment• Team work• Problem solving skills• Marketing skills• Time management skills• Waste management skills

UNIT TITLE : Construct graduation gowns and dress

DESCRIPTOR: This unit covers the competencies required to perform stitching of graduation gown and dress.

CODE : 7531-U4-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform to stitch graduation gown	1.1 Select and use required PPE as per the job requirements following standard procedures. 1.2 Select and use tools and equipment as per the job requirements following standard procedures. 1.3 Select materials as per the job requirements following standard procedures. 1.4 Take body measurement as per the job requirements following standard procedures. 1.5 Draft patterns/blocks as per the measurement following standard procedure. 1.6 Cut the fabric as per the job requirements following standard procedures. 1.7 Stitch the fabric as per the job requirements following standard procedures. 1.8 Fix supporting materials as per the job requirements following standard procedures. 1.9 Perform finishing work as per the job requirements following standard procedures.
2. Perform to stitch dress	2.1 Select and use required PPE as per the job requirements following standard procedures. 2.2 Select and use tools and equipment as per the job requirements following standard procedures. 2.3 Select materials as per the job requirements following standard procedures.

	<p>2.4 Take body measurement as per the job requirements following standard procedures.</p> <p>2.5 Draft patterns/blocks as per the measurement following standard procedure.</p> <p>2.6 Cut the fabric as per the job requirements following standard procedures.</p> <p>2.7 Stitch the fabric as per the job requirements following standard procedures.</p> <p>2.8 Fix supporting materials as per the job requirements following standard procedures.</p> <p>2.9 Perform finishing work as per the job requirements following standard procedures.</p>
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RANGE STATEMENT	
Dress may include but not limited to:	
<ul style="list-style-type: none"> • Formal Dress 	<ul style="list-style-type: none"> • Casual dress
Tools and equipment may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Measuring tape • Scale 	<ul style="list-style-type: none"> • Sewing Machine • Iron
Materials may include but not limited to:	
<ul style="list-style-type: none"> • Fabrics • Threads • Tailor's chalk • Buttons 	<ul style="list-style-type: none"> • Elastic thread/band • Interfacing • Velcro
Stitch may include but not limited to:	
<ul style="list-style-type: none"> • Machine Stitch 	<ul style="list-style-type: none"> • Hand Stitch
Supporting Materials may include but not limited to:	
<ul style="list-style-type: none"> • Buttons • Invisible zippers 	<ul style="list-style-type: none"> • Hooks

Finishing Work may include but not limited to:

- Ironing
- Inspections
- Packaging
- Labelling

Patterns/blocks may include but not limited to:

- Dart
- Princess line

Critical Aspects:

- Take body measurement as per the job requirements following standard procedures.
- Draft patterns/blocks (dart, princess line) as per the measurement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethic and integrity• Occupational health and safety• Basic First Aids• Measurement and calculation• Basic estimation and costing• Types of fabric• Fabric terms• Sewing machine• Basic maintenance of tools and equipment/ sewing machine• Fabric and thread colour combination• Types of gowns• Cultural and religious sensitivity	<ul style="list-style-type: none">• Communication skills• Analytical skills• Proper handling of tools and equipment• Team work• Problem solving skills• Marketing skills• Time management skills• Waste management skills

UNIT TITLE : Construct jackets

DESCRIPTOR: This unit covers the competencies required to perform stitching of blazer jackets and suit jackets.

CODE : 7531-U5-L3

ELEMENTS OF COMPETENCE	PERFORMANCE CRITERIA
1. Perform to stitch blazer jacket	1.1 Select and use required PPE as per the job requirements following standard procedures. 1.2 Select and use tools and equipment as per the job requirements following standard procedures. 1.3 Select materials as per the job requirements following standard procedures. 1.4 Take body measurement as per the job requirements following standard procedures. 1.5 Draft patterns/blocks (dart) as per the measurement following standard procedure. 1.6 Cut the fabric as per the job requirements following standard procedures. 1.7 Stitch the fabric as per the job requirements following standard procedures. 1.8 Fix supporting materials as per the job requirements following standard procedures. 1.9 Perform finishing work as per the job requirements following standard procedures.
2. Perform to stitch suit jackets	2.1 Select and use required PPE as per the job requirements following standard procedures. 2.2 Select and use tools and equipment as per the job requirements following standard procedures. 2.3 Select materials as per the job requirements following standard procedures.

	<p>2.4 Take body measurement as per the job requirements following standard procedures.</p> <p>2.5 Draft patterns/blocks as per the measurement following standard procedure.</p> <p>2.6 Cut the fabric as per the job requirements following standard procedures.</p> <p>2.7 Stitch the fabric as per the job requirements following standard procedures.</p> <p>2.8 Fix supporting materials as per the job requirements following standard procedures.</p> <p>2.9 Perform finishing work as per the job requirements following standard procedures.</p>
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RANGE STATEMENT	
Formal jacket may include but not limited to:	
<ul style="list-style-type: none"> • Suit jacket 	<ul style="list-style-type: none"> • Vest coat
Tools and Equipment may include but not limited to:	
<ul style="list-style-type: none"> • Scissors • Measuring tape • Scale 	<ul style="list-style-type: none"> • Sewing Machine • Iron
Materials may include but not limited to:	
<ul style="list-style-type: none"> • Fabrics • Threads • Tailor's chalk • Buttons 	<ul style="list-style-type: none"> • Zipper • Interfacing • Shoulder pad • Velcro
Stitch may include but not limited to:	
<ul style="list-style-type: none"> • Machine stitch 	<ul style="list-style-type: none"> • Hand stitch
Supporting materials may include but not limited to:	
<ul style="list-style-type: none"> • Zipper 	<ul style="list-style-type: none"> • Buttons
Patterns/blocks may include but not limited to:	
<ul style="list-style-type: none"> • Dart 	<ul style="list-style-type: none"> • Princess line

Finishing work may include but not limited to:

- Ironing
- Inspections
- Packaging
- Labelling

Critical Aspects:

- Take body measurement as per the job requirements following standard procedures.
- Draft patterns/blocks (dart) as per the measurement following standard procedure.

UNDERPINNING KNOWLEDGE	UNDERPINNING SKILLS
<ul style="list-style-type: none">• Ethic and integrity• Occupational health and safety• Basic First Aids• Measurement and calculation• Basic estimation and costing• Types of fabric• Fabric terms• Sewing machine• Basic maintenance of tools and equipment/ sewing machine• Fabric and thread colour combination• Types of jackets• Cultural and religious sensitivity	<ul style="list-style-type: none">• Communication skills• Analytical skills• Proper handling of tools and equipment• Team work• Problem solving skills• Marketing skills• Time management skills• Waste management skills