



Apprenticeship builder

Draft: Occupational standard for an apprenticeship

This submission

Unique occupational standard reference number:
ST0899

Trailblazer Group Reference Number:
TB0485

Does this standard have core and options?
No

Is this proposal a resubmission?:
No

Title of Occupation:
Material cutter

Name of Trailblazer Group:
Garment maker

Occupation profile

Occupation summary:

This occupation is found in the manufacturing sector, in the production of fashion and textiles items using various fabric and materials such as canvas, cotton, leather, silk, vinyl, wool, woven and non-woven. Production ranges from bespoke to mass produced items and includes, handbags, shoes, clothing, tents, industrial textiles and numerous home wear products. Employers vary in size from micro to large.

The broad purpose of the occupation is to cut specified material components by hand or by machine using templates or measurements, and then prepare the components for assembly. In preparation for cutting, a material cutter will select the materials following instructions, check the materials for quality issues, and plan, measure and calculate material usage ensuring waste minimalisation. They are then ready to cut components to meet the required quality, quantity and specifications. They have a role in ensuring effective handover to the next stage, including bundling and labelling and completing records and documentation such as production/cutting sheets or work docket. Material cutters are also responsible for dealing with quality issues and providing re-cuts as requested by the production team. In order to keep the process running smoothly they maintain specialist machines and equipment, for example changing blades and chains, sharpening shears and blades, cleaning and removing lint and maintaining automated tables/machines.

Material cutters work in a production environment, often in a dedicated cutting room. They must have an eye for detail and be able to distinguish between colours and patterns. The role can be physically demanding, involving lifting heavy rolls of fabric and standing for long periods of time.

In their daily work, an employee in this occupation interacts with other cutters, depending on the size and structure of the company. They will work under the supervision of a manager or supervisor and may interact with personnel from other teams such as production, maintenance, and stock control. They may also come into contact with external suppliers or customers.

An employee in this occupation will be responsible for cutting materials to meet production targets and quality standards, ensuring continuous supply of cut components for the next stage in the process. They also need to achieve and maintain consistent standards in relation to material waste and time management. They are central to the efficiency and effectiveness of production; as once the material has been cut, little can be done to rectify serious mistakes and any errors will lead to problems at the assembly stage; minimising waste and 're-cuts' is key. All work must be completed in line with health, safety and environmental regulations and considerations. They must wear personal protective equipment for example a chain mail glove and safety goggles, and follow workplace safety rules in the cutting room at all times.

Typical job titles:

Typical job titles include Cutter, Cutting operative, Fabric cutter, Manufacturing cutter, Material cutter, Sample cutter, Textile cutter.

Duties

Off the job training:

Occupation duties

Duty	KSBs
Duty 1 Receive, read and interpret cutting instructions/job sheet and plan the days cutting schedule. Cutting instructions may include, material specifications, code number, quantity required, sizes, colour, style number, number of pattern pieces, customer details, a lay plan and marker length.	K1 K2 K3 K4 K8 S1 S2 S3 B3 B5 B6
Duty 2 Select material to be cut, check against the job sheet/specification and material availability, and report any shortages. Transport material to the cutting table/area safely.	K5 K6 K9 K10 K11 K12 K14 K23 S4 S7 B1 B5
Duty 3 Estimate/calculate material requirements and prepare materials for cutting for example, fabric relaxation, fabric spreading, laying/ fabric stack ensuring fabric pile and print is considered if appropriate.	K5 K6 K9 K10 K11 K13 K14 K15 K17 S4 S5 S6 S10 B1 B3 B5
Duty 4 Inspect material to ensure it meets quality standards, identifying and reporting flaws and faults such as shading, holes, overprint, scruffs and marks.	K12 S8 B2 B5
Duty 5 Apply the pattern/marker or the given measurements to the prepared material. Transfer marks and notches to the material using the appropriate tool for example drill markers, punch perforators, cloth notches.	K13 K17 K18 S4 S9 S10 B5

<p>Duty 6 Following the markings, cut material using hand, or automated equipment for example shears, band knife, cross cutter, lay-end cutter, or automatic cutting system. Ensuring all instructions are followed for example grain lines, pairs and quantities and material wastage is minimal.</p>	<p>K6 K7 K14 K15 K19 K20 K21 K23 S9 S12 S13 B1 B5</p>
<p>Duty 7 Report issues relating to quality, quantity, templates, specifications, workload, equipment, plans and deadlines.</p>	<p>K1 K3 K25 K26 K27 K28 K29 S14 S18 S19 S20 S21 B2 B3 B4 B5 B6</p>
<p>Duty 8 Conduct first line preventative maintenance on all cutting equipment to ensure the efficient performance of tools for example, checking, cleaning, sharpening or changing blades.</p>	<p>K1 K16 K20 K21 K22 S17 B1 B5</p>
<p>Duty 9 Identify, bundle and label the cut components in order to pass onto the next stage of the manufacturing process, for example sorting, fusing, bonding, stitching</p>	<p>K1 K28 K29 S15 S16 B4 B5 B6</p>
<p>Duty 10 Complete documentation relating to the cutting process for example work docket, work ticket, job/production sheet.</p>	<p>K1 K24 K25 K26 K27 S20 S21 B4 B5</p>
<p>Duty 11 Support continuous improvement activity.</p>	<p>K1 K2 K3 K4 K5 K6 K7 K24 S19</p>

KSBs

Knowledge

- K1:** The material cutters role, responsibilities, and position within the wider production operation.
- K2:** Operational insight: types of products produced and types of customers (clothing, home wear, retailers, bespoke).
- K3:** The end to end production process, quality requirements, deadlines and targets, performance rates (efficiency).
- K4:** Commercial considerations (efficiency, material cost, production costs).
- K5:** Health and Safety: Health and Safety at Work Act, Control of Substances Hazardous to Health (COSHH), Manual Handling, Risk Assessments, Personal Protective Equipment (PPE) (Chain mail gloves), Guards.
- K6:** Environment and sustainability; Environmental protection act 1990, consequences of waste disposal (landfill), energy efficiency.
- K7:** Work-station ergonomics; posture and positioning whilst cutting.
- K8:** Workload planning for example scheduling and prioritisation.
- K9:** The construction, behaviour and appropriate use of different types of materials: canvas, leather, silk, vinyl, woolens.
- K10:** Material characteristics: quality, colour, pattern, print, pile, correct side.
- K11:** Material matching techniques for stripes, checks, pattern repeat, print placement.
- K12:** Material faults and fault tolerances; shading, discoloration, print error, holes, marks.
- K13:** Component shapes and product parts.
- K14:** Cutting specifications and instructions; the number to be cut, grain line, size, pairs.
- K15:** Mathematical techniques for cutting, measuring and calculating meterage.
- K16:** Measuring tools, equipment and techniques.
- K17:** Material spreading and transferring information requirements; darts, ease, pocket positions.
- K18:** Lay planning techniques; manual and machine.
- K19:** Manual and machine cutting techniques; quality check requirements.
- K20:** Material cutting machines and equipment: knives, cutting machines, press, scissors; their purpose.
- K21:** The consequence of machine/equipment mis-use - accidents, machine isolation.
- K22:** First line preventative maintenance requirements: checking, cleaning, sharpening, or changing blades
- K23:** Re-cut request procedures and the re-cut process.
- K24:** Continuous improvement techniques: lean, 6-Sigma, KAIZEN, 5S (Sort, Set In order, Shine, Standardize and Sustain).

K25: Documentation requirements and their purpose: specification sheets, work records, labels.

K26: Verbal and written communication techniques.

K27: Material cutter terminology: ease, pairs, grain, right side.

K28: Team working techniques and benefits.

K29: Equality and Diversity in the workplace.

Skills

S1 Read, interpret, and follow information for example work instructions, material specifications.

S2 Prepare the work area for cutting materials.

S3 Maintain an efficient work area.

S4 Follow health and safety regulations, legislation and procedures; PPE, manual handling, lifting procedures and ergonomic practice.

S5 Follow environmental and sustainability regulations and procedures.

S6 Estimate and calculate material requirements to complete the job.

S7 Select material following specification or instruction.

S8 Inspect materials against specifications and quality standard.

S9 Check lay plan.

S10 Prepare materials for cutting for example lay and spread material.

S11 Select, check and use tools/equipment for the task.

S12 Cut material by hand and/or machine for example band knife, shears, laser.

S13 Check quality of the lay plan post cut for example waste minimised, grain, component positioning.

S14 Check cut components.

S15 Prepare material for the next stage of the production process for example bundling, labelling.

S16 Identify and segregate material for reuse, recycling and disposal.

S17 Conduct first line preventative maintenance on cutting equipment for example, checking, cleaning, sharpening or changing blades.

S18 Report cutting issues for example material faults, equipment faults shortages, required recuts, lay plan.

S19 Apply continuous improvement techniques.

S20 Communicate with colleagues: verbal and written.

S21 Complete work documentation.

Behaviour

B1: Prioritises health, safety and the environment, for example follows safe ergonomic practices, ensures safety and welfare of self and others and adopts environmental working practices.

B2: Uses own initiative for example, when dealing with material faults and flaws.

B3: Adaptable and flexible for example, in response to changes in priorities and work deadlines

B4: Team player for example, keeps others informed, interacts proactively, considers impact of actions on others, and takes account of equality and diversity.

B5: Takes ownership and responsibility for example seeks to meet quality targets, completes allocated work on time, escalates issues.

B6: Professional for example, polite and courteous, a good timekeeper, has a positive can-do attitude.

Additional information

Proposed Route:

Engineering and Manufacturing

Typical duration of apprenticeship (months):

12

Proposed occupational Level:

2

Please select the end-point assessment method/s likely to be used to assess competence against the KSBs as a whole:

Observation based Discussion based Test based

Qualifications & professional recognition

English and Maths qualifications

Level 2 apprenticeships

Apprentices without level 1 English and maths will need to achieve this level and apprentices without level 2 English and maths will need to take the tests for this level prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Other mandatory qualifications

Does the apprenticeship include any mandated qualifications in addition to the above-mentioned English and maths qualifications?

No

Entry requirements

Are there any statutory/regulatory or other typical entry requirements?:

No

Professional recognition

Does this standard align to any professional recognition?

No

Please specify any professional recognition which you have considered but concluded is not applicable to the occupation.

n/a

Consultation

Consultation Summary

Celia to add