



OROMIA TVET BUREAU

Basic Leather Garment and Goods Production Operational

NTQF LEVEL I

Assessment Packet

TTLM Code: IND BLG1 TTLM 0519 V1

Evidence Plan

TVET Program:	Basic Leather Garments and Goods Production operational- Level I		
Learning Module Title:	Performing Minor Maintenance		
Learning Outcome(s) covered	<ul style="list-style-type: none"> • Prepare for minor maintenance • Carry out minor maintenance activities • Complete minor maintenance 		
Ways in which evidence will be collected:	Demonstration with Oral Questioning	Written Test	LAP Test
The evidence must show that the trainee should			
<ul style="list-style-type: none"> • Identifies, and selects tools, supplies and materials for maintenance on site according to supervisor's instructions * 	X	X	
<ul style="list-style-type: none"> • carries out regular operational checks of machinery and equipment and adjustments made according to manufacturer's specifications and/or enterprise procedures. 		X	
<ul style="list-style-type: none"> • identifies faulty or unsafe machinery and equipment and segregated for repair or replacement according to enterprise requirements 			
<ul style="list-style-type: none"> • Identifies OHS hazards in the workplace* 	X	X	
<ul style="list-style-type: none"> • Selects suitable personal protective equipment according to OHS requirements * 	X	X	
<ul style="list-style-type: none"> • Carries out grease, and lubricate machinery and equipment according to operator's manual/manufacturers specification and supervisor's instructions. * 	X	X	
<ul style="list-style-type: none"> • makes regular adjustments and repair according to operators' manual/manufacturers' specifications and supervisors instructions* 	X		
<ul style="list-style-type: none"> • Conducts work according to OHS requirements and supervisor's requirements * 	X	X	

• Cleans, returns and stores tools according to manufacturers' specification and enterprise requirements *	X	X	
• Collects, treats and disposes or recycles <i>Environmental procedures</i> are followed and waste from maintenance activities is according to enterprise requirements.		X	
• Maintains and clear work area according to OHS and enterprise requirements *		X	
• Reports malfunctions, faults, wear or damage of tools to the supervisor according to enterprise requirements *	X	X	

*Critical aspects

Prepared by:		Date:	
Checked by:		Date:	

Demonstration /Observation Check List

Student's Name:	
Teacher's Name:	
Learning Module Title:	Performing Minor Maintenance
Learning outcome covered	<ul style="list-style-type: none"> • Prepare for minor maintenance • Carry out minor maintenance activities • <i>Complete minor maintenance</i>
Batch Class:	
Date of Assessment:	

Instructions:	Use given necessary materials then perform minor machine maintains <ul style="list-style-type: none"> • All the specification sheets are ready • All the operational sheets are ready • Work area is cleaned as per the standard procedure • All the hand tools are checked properly All OHS instructions should be hang over in all machines			
Material and Equipment	Fuel Oil Grease Chemicals Machines Hand tools P.P.E Grease gun			
		Please check (✓) to show if evidence is demonstrated		
During the demonstration of skills, did the Student		Yes	No	NA
identify, and select tools, supplies and materials for maintenance on site according to supervisor's instructions *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
identify OHS hazards in the workplace*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
select suitable personal protective equipment according to OHS requirements *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
carry out grease, and lubricate machinery and equipment according to operator's manual/manufacturers specification and supervisor's instructions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
make regular adjustments and repair according to operators' manual/manufacturers' specifications and supervisors instructions*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
conduct work according to OHS requirements and supervisor's requirements *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
clean, return and store tools according to manufacturers' specification and enterprise requirements *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
report malfunctions, faults, wear or damage of tools to the supervisor according to enterprise requirements *		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Student's demonstration was: Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>				

INTERVIEW QUESTIONS

QUESTIONS	Satisfactory response	
The Student should answer the following questions:	Yes	No
1. What is lubricating?	<input type="checkbox"/>	<input type="checkbox"/>
2. What is the difference between grease and oil from maintenance perspective?	<input type="checkbox"/>	<input type="checkbox"/>
3. How do you describe pre-start checks and preparatory procedures of maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
4. What are the uses of grease for sewing machine maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
5. What are purposes of sewing machine maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
The student's underpinning knowledge was: Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>		
Feedback to student: 		
The Student's overall performance was: Satisfactory <input type="checkbox"/> Not Satisfactory <input type="checkbox"/>		
Student's signature:	Date:	
Teacher's signature:	Date:	

ACCEPTABLE ANSWER

1.A substance, such as grease or oil that reduces friction when applied as a surface coating to moving parts

2.grease is semisolid in its appearance and not easily affected by extreme temperatures while oil, in room temperature, is liquid and becomes solid especially when subjected to extremely low temperatures, and tends to evaporate especially when subjected to extremely high temperatures

3.

**Written Test
Table of Specifications**

Content	Total Number of Questions	Equivalent Marks	Earned Marks
Test I: Multiple Choice Questions	15	15	
Test II. Matching Type Questions	6	6	
Total		25 points	

Instructions

Read the directions carefully

Test I: Multiple Choice Type

Choose the correct answer for each question.

1. When adjusting the upper tension the presser foot
 - A. Should be in the down position
 - B. Should be in the up position
 - C. Can be in either the down or up position
2. Which of the following problems could be fixed by the student operator?
 - A. Improper threading
 - B. Blunt needle
 - C. Needle in back wards
 - D. All of the above
3. Which of these practices might damage or reduce the efficiency of a sewing machine?
 - A. Applying a drop of oil at each oiling point
 - B. Heaving thread ends In the machine
 - C. Removing the throat plate to clean the underside of the machine
4. If stitches are not flat on both sides of fabric or if there is loops either side, you should check which of the following
 - A. Presser foot
 - B. Bobbin
 - C. Stitch length
 - D. Tension and threading
5. When turning the hand wheel on your sewing machine, you should always turn it

- A. To ward you
 - B. Away from you
 - C. It doesn't matter
 - D. None
6. Which of the following might cause skipped stitches?
- A. Needle inserted incorrectly
 - B. Upper tension too tight
 - C. Pulling the fabric when stitching
 - D. None
7. The machine needle should always be threaded from
- A. The front to the back
 - B. The side with the short groove
 - C. The side with the long groove
 - D. None
8. If your thread keeps breaking or your machine needle keeps coming unthreaded, it probably means that
- A. The needle is dull or blunt
 - B. The needle is not in right
 - C. The machine is not threaded right
 - D. You are sewing crooked
9. When replacing a sewing machine needle it is important that the
- A. Groove side of the needle face the thread
 - B. Groove side of the needle face away for the thread
 - C. Needle be inserted to the top of the socket
 - D. Both A and C answers are correct
10. When cleaning the machine the motor should be
- A. On
 - B. On but feet should be off the foot control
 - C. Off

D. All

11. When the machine is not use

- A. raise the presser foot &needle &turn off the motor
- B. lower the presser foot &needle &turn off the motor
- C. lower the presser foot ,raise the needle, and turn off the motor
- D. A & B

12. Your machine is making an unusual noise when you are stitching, you should

- A. check to see that the bobbin is in correctly
- B. check to see that the needle is all the way in straight
- C. check the threading
- D. all of the above

13. When making machine adjustments, the machine operator should

- A. always call the clothing textile teacher
- B. make only the adjustments of which training has been given
- C. try to make any adjustments that are needed
- D. All

14. Whose responsibility is it to see that the sewing machine is kept in good condition?

- A. The shop teacher
- B. The clothing &textiles teacher
- C. The student operators
- D. Both B&C answers are correct

Test II: Matching Type Questions

Instruction:match the descriptions given under the column "A" to the corresponding terms under column "B" and write the letter of your choice in the space provided.

Column "A"

- _____ 1. Is located on the back of the machine;
Lets you raise and lower the presserfoot

Column "B"

A. bobbin

- | | | |
|-------|--|-----------------------|
| _____ | 2. Hold the thread inside the machine | B. bobbin case |
| _____ | 3. Moves leather/fabric along as you sew | C. presser foot lever |
| _____ | 4. Hold the bobbin; allows the bobbin to turn
and form the stitch | D. reverse control |
| _____ | 5. Allows the machine to stitch backward | E. feed dog |
| | | F. pedal |
| | | G. stitch length |

Key Answers

Multiple Choice

1. A
2. D
3. B
4. D
5. A
6. A
7. C
8. B
9. D
10. C
11. B
12. D
13. B
14. D
15. B

Matching

1. C
2. A
3. E
4. B

5. D

Assessment Summary Results

Trainee's Name		
Teacher's Name		
TVET Program Title		
Batch Class		
Module Title		
Date of Assessment		
The performance of the trainee is –	Satisfactory	Not Satisfactory
A. Demonstration with Oral questioning	<input type="checkbox"/>	<input type="checkbox"/>
B. Written Test	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainee's overall performance meet the required evidences / standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OVERALL EVALUATION	<input type="checkbox"/> COMPETENT	<input type="checkbox"/> NOT YET COMPETENT
General Comments [Strengths / Improvements needed]		
Trainee's signature:		Date:
Teacher's signature:		Date:

