

Mentor Guide

Upholstery Cover Fitter and Template Maker

Part Qualification 3

NQF Level 3 | Total Credits: 72

Work Experience Modules Total: 50 Credits

1. Qualification Overview

Title: Upholstery Cover Fitter and Template Maker

NQF Level: 3

Total Credits: 72

Purpose:

This part qualification prepares learners to fit and attach advanced upholstery covers to complex and exposed prepared upholstery frames using hand and power tools, ensuring a high-quality finish in line with design and production specifications. It includes advanced template and pattern making, precise cutting, layout preparation, and the application of advanced upholstery covering techniques.

2. Required Work Experience Modules

The learner must complete the following work experience modules:

Module Code	Module Title	NQF Level	Credits
WM-03	Upholstery Pattern and Template Making Processes	3	15
WM-04	Upholstery Cutting Lay Preparation	3	10
WM-05	Advanced Upholstery Covering Processes	3	25
Total Work Experience Credits			50

3. Mentor's Role and Responsibilities

As a workplace mentor, you play a vital role in:

- Supervising the learner's day-to-day activities in alignment with the module

outcomes

- ✓ Ensuring the learner understands and applies correct processes, techniques, and materials
 - ✓ Coaching the learner in interpreting specifications, patterns, and cutting plans
 - ✓ Monitoring progress and providing feedback to improve skills and confidence
 - ✓ Confirming the collection of all required supporting evidence (such as production records, quality inspections, and planning sheets)
 - ✓ Signing off on learner tasks to verify completion of work experience
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4. Work Experience Module Summaries

WM-03: Upholstery Pattern and Template Making Processes (15 credits)

Purpose:

To develop and produce upholstery patterns and templates based on sketches, customer descriptions, or blueprints, calculate material needs, and determine the manufacturing process.

Key Outcomes:

- ✓ Prepare and dimension upholstery patterns or templates
 - ✓ Plan and organise the pattern/template making process
 - ✓ Measure and plot upholstery dimensions and components
 - ✓ Complete patterns/templates with accurate documentation and workplace approval
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WM-04: Upholstery Cutting Lay Preparation (10 credits)

Purpose:

To prepare single or multiple cutting lays by aligning fabrics, identifying pile direction, marking cutting lines, and ensuring optimal material use with minimal waste.

Key Outcomes:

- ✓ Prepare single and multiple lays for cutting upholstery components
 - ✓ Ensure correct selection, layout, and inspection of fabrics
 - ✓ Mark, measure, and cut fabric according to cutting plans and workplace standards
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WM-05: Advanced Upholstery Covering Processes (25 credits)

Purpose:

To fit and secure advanced covers to complex upholstery frames, including loose covers, shaped cushions, and decorative finishes, using advanced upholstery techniques.

Key Outcomes:

- ✓ Prepare for advanced cover fitting, sewing advanced components, and inspecting materials
 - ✓ Fit prepared covers to complex and exposed frames
 - ✓ Produce complex cushions and padded items, including T-cushions
 - ✓ Apply decorative finishes such as buttoning, deep buttoning, piping, and trimmings
 - ✓ Conduct quality checks, correct faults, and ensure compliance with visual and functional standards
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5. Guidelines for Mentors

Mentors should:

- ✓ Ensure learners understand the use of **specialised tools and materials** (e.g., advanced fabrics, templates, patterns)
 - ✓ Provide real tasks that simulate the full work process from planning to final fit
 - ✓ Coach learners on **quality standards, design interpretation, and precision**
 - ✓ Supervise learners in adhering to **safe work practices and ergonomic principles**
 - ✓ Confirm the completion of all **module-specific evidence**, such as completed patterns, cutting records, production sheets, and inspection reports
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6. Evidence Collection

Mentors are responsible for guiding learners to gather the following evidence:

Evidence Type	Example Sources
Planning Documents	SE0101, SE0201: Work instructions, planning sheets, production information
Production Records	SE0301, SE0401, SE0501: Records of completed components and processes
Quality Inspections	Inspection sheets, final product assessments, visual quality checklists

Evidence Type	Example Sources
Shift Records	Work schedules, maintenance records, time and output logs

7. Statement of Work Experience

Upon completion of the work experience, the mentor must complete and sign the **Statement of Work Experience** confirming that the learner has:

- Completed all required tasks and module outcomes
 - Gathered and submitted all supporting evidence
 - Achieved sufficient competence to prepare for the External Integrated Summative Assessment (EISA)
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8. Mentor Contact Details

Mentor Name: _____

Position: _____

Company Name: _____

Contact Number: _____

Email: _____

Final Note to Mentors

- ✓ Your active support is critical in helping learners **master advanced upholstery fitting and template making techniques.**
- ✓ Provide **regular coaching, feedback, and encouragement.**
- ✓ Emphasise **precision, safety, and quality** at every stage.
- ✓ Assist the learner in **organising their workplace evidence portfolio** for external assessment.

Thank you for playing an essential role in the learner's development toward becoming a skilled and confident Upholstery Cover Fitter and Template Maker.
