

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	683401000
Curriculum Title:	Furniture Upholsterer

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

683401000-WM-01, Upholstery Furniture Frame Preparation Processes, NQF Level 2, Credits 24

WM-01-WE01	Read and interpret work instructions which may include prototype, sample, technical drawings and product specifications		
	Supporting Evidence	Date	Signature
SE0101	Attendance register		
	Scope Work Experience	Date	Signature
WA0101	Work instructions are correctly interpreted and all information is understood or otherwise clarified with supervisor		
WA0102	Upholstery furniture type is identified from the work instructions		
WA0103	Obtain raw materials such as webbing, springs, foam and other consumables as indicated in the work instructions from the store		
WM-01-WE02	Prepare for upholstery frame preparation activities		
	Supporting Evidence	Date	Signature
SE0201	List of raw material used		
	Scope Work Experience	Date	Signature
WA0201	Clean the workstation ensuring it is free of objects which may cause damage or contamination of the upholstery product		
WA0202	Inspect PPC ensuring it is in good condition		
WA0203	Apply ergonomic principles when lifting and handling heavy objects		
WA0204	Apply ergonomic principles by standing in the correct position and apply correct posture when operating tools and performing webbing and springing operations		

WA0205	Inspect the work area for compliance with health, safety and environmental regulations and report all hazards or risks		
WA0206	Diligently report incidents or accidents to the supervisor according to workplace procedures		
WA0207	Select, inspect and prepare correct tools, equipment ensuring good working condition		
WA0208	Select and inspect webbing according to coding, colour, size and elasticity ensuring correct product for the job		
WA0209	Select and inspect springs according to gauges, uses and sizes ensuring correct product for the job		
WA0210	Select consumables such as tacks, clips, staples and nails ensuring correct size for the job		
WA0211	Select and inspect the upholstery frame ensuring quality and reporting defects and faults such as knots, buckling, etc.		
WA0212	Select and inspect cloth for covering the webbing and springs according to the work instruction		
WM-01-WE03	Prepare upholstery frames for the next process by interweaving and fastening webbing to the backs and seats of furniture		
	Supporting Evidence	Date	Signature
SE0301	Production records indicating number of frames prepared with webbing		
	Scope Work Experience	Date	Signature
WA0301	Interpret the specifications to identify the webbing and webbing pattern for the given frames		
WA0302	Standing in the correct position and apply correct posture when performing the frame preparing techniques		
WA0303	Measure and cut the webbing to the specified lengths in the cutting list, taking into account the allowances		

	required		
WA0304	Measure and mark the rails of the frame and tack or staple the webbing strips to sides of the frame using hand tools and applying the correct interlacing pattern and sequence		
WA05	Stretch, tension and interlace webbing across frame using hand tools ensuring correct tension and allow for specified deflection		
WA0306	Inspect and check the frame to ensure that webbing is not too tight and distorting the seat rails and is in conformance with quality standards of the company		
WM-01-WE04	Prepare upholstery frames for the next process by attaching springs to the seats, arms and backs of upholstery frames		
	Supporting Evidence	Date	Signature
SE0401	Production records indicating number of frames prepared with springs		
	Scope Work Experience	Date	Signature
WA0401	Interpret work instructions to determine the required arc height and shape of the seat and back, whether the springs are for seats or backs, and the quantity, type, gauge and size of spring		
WA0402	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0403	Determine the required length of the spring by measuring the inside frame length and measure the length of the spring using the correct technique and measuring equipment		
WA0404	Measure and mark the rails of the frame (back and / or seat and / or arms) and tack, nail or staple the clips for the springs using a nail or staple gun applying correct direction of springs		
WA0405	Space and attach e-clips to the frame using a staple gun or nail gun ensuring compliance with safe operating procedures		

WA0406	Clip the springs and crimp wire to stabilise the foundation applying correct technique		
WM-01-WE05	Prepare upholstery frames for the next process by attaching coils to the seats, arms and backs of upholstery frames		
	Supporting Evidence	Date	Signature
SE0501	Production records indicating number of frames prepared with coils		
	Scope Work Experience	Date	Signature
WA0501	Interpret work instructions to determine the required height and shape of the seat and back, whether the springs are for seats or backs, and the quantity, type, gauge and size of coil spring		
WA0502	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0503	Prepare and attach webbing to the frame to meet the work instructions		
WA0504	Position and correctly space the coil springs applying the correct direction and ensuring the sharp ends are bent to prevent damage to the stuffing/padding		
WA0505	Position, interlace and attach the coil springs onto the webbing and tack the twine to the frame securely.		
WA0506	Fasten border wire to springs, using metal clips or by twisting crimp wire around border wire and top of spring.		
WA0507	Conduct a quality check and record mistakes, material defects, any weakness in the foundation constructed by the springs, and consumables and tool defects		
WM-01-WE06	Prepare webbed and sprung upholstery frames for the next process by attaching foam or padding/stuffing to the seats, arms and backs of upholstery frames		
	Supporting Evidence	Date	Signature
SE0601	Production records indicating number of frames		

	prepared with foam or stuffing		
	Scope Work Experience	Date	Signature
WA0601	Interpret work instructions to determine the required height and shape of the seat and back and the quantity, type, density and size of foam or stuffing		
WA0602	Read and interpret material safety data sheets (MSDS) for correct handling, usage and storage of adhesives and other chemicals (solvents)		
WA0603	Select, inspect and prepare correct tools and consumables for respective techniques		
WA0604	Select foam/padding according to the thickness, density and size of foam		
WA0605	Stand in the correct position and apply correct posture when performing the frame preparing techniques		
WA0606	Apply techniques to bond foam to foam using correct amount of adhesive for good bonding		
WA0607	Apply techniques to bond foam to other substances using correct amount of adhesives for good bonding		
WA0608	Apply techniques to shape padded area according to design or style		
WA0609	Apply correct sequence of tasks according to the design		
WA0610	Inspect foam for correct densities, correct sizes, correct shapes or profile, the feel of the foam, good bonding		
WA0611	Inspect prepared frames for quality such as correct positioning and appearance of the padding and foam, measuring the middle and centralized, according to the divisions of the couch		
WM-01-WE07	Perform end-of shift routines in the upholstery frame preparing department		
	Supporting Evidence	Date	Signature

SE0701	Shift records		
	Scope Work Experience	Date	Signature
WA0701	Perform routine cleaning of tools or equipment to remove dust, dirt and other contaminants		
WA0702	Perform minor maintenance of hand tools, power tools and pneumatic tools such as sharpening or replacing blunted edges and handle and store correctly		
WA0703	Perform dust extraction procedures where necessary		
WA0704	Check that the tools and equipment is in working condition once the procedures are completed		
WA0705	Record legibly the hourly production, down time, quality faults, and production history		
WA0706	Record any production related problems experienced during the shift		
WA0707	Accurately record waste		
WA0708	Accurately record defects and faults (raw material and prepared frames)		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		

6	Personal protective clothing and equipment (PPE) and safety procedures		
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	Additional Assignments to be Assessed Externally	Date	Signature
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683401000-WM-02, Upholstery Furniture Frame Cover Fitting Processes, NQF Level 2, Credits 24

WM-02-WE01	Read and interpret work instructions which may include prototype, sample, technical drawings and product specifications		
	Supporting Evidence	Date	Signature
SE0101	Attendance register		
	Scope Work Experience	Date	Signature
WA0101	Work instructions are correctly interpreted and all information is understood or otherwise clarified with supervisor		
WA0102	Upholstery furniture type is identified from the work instructions		
WA0103	Obtain raw materials such as webbing, springs, foam and other consumables as indicated in the work instructions from the store		
WM-02-WE02	Prepare for upholstery frame preparation activities		
	Supporting Evidence	Date	Signature
SE0201	List of raw material used		
	Scope Work Experience	Date	Signature
WA0201	Clean the workstation ensuring it is free of objects which may cause damage or contamination of the upholstery product		

WA0202	Inspect PPC ensuring it is in good condition		
WA0203	Apply ergonomic principles when lifting and handling heavy objects		
WA0204	Apply ergonomic principles by standing in the correct position and apply correct posture when operating tools and performing webbing and springing operations		
WA0205	Inspect the work area for compliance with health, safety and environmental regulations and report all hazards or risks		
WA0206	Diligently report incidents or accidents to the supervisor according to workplace procedures		
WA0207	Select, inspect and prepare correct tools, equipment ensuring good working condition		
WA0208	Select and inspect prepared slip covers according to colour, size, dimensions and allowances ensuring correct product for the job		
WA0209	Inspect material to insure quality of direction of pile, flaws and defects, number of components		
WA0210	Select and inspect springs according to gauges, uses and sizes ensuring correct product for the job ensuring correct product for the job		
WA0211	Select consumables such as tacks, clips, staples and nails ensuring correct size for the job		
WA0212	Select and inspect the upholstery frame ensuring quality and reporting defects and faults such as knots, buckling, etc.		
WA0213	Select and inspect cloth for covering the webbing and springs according to the work instruction		
WM-02-WE03	Cover upholstery seats		
	Supporting Evidence	Date	Signature
SE0301	Production records indicating number of covered upholstery seats		

	Scope Work Experience	Date	Signature
WA0301	Study work instructions to determine shape and profile of seat and method		
WA0302	Identify and match the fabric covers to the specified frames		
WA0303	Use a staple gun to temporarily attach shaped covers to drop-on and drop-in seat frames		
WA0304	Use the correct hand straining techniques to ensure that the main thread lines from left to right, and back to front, are straight		
WA0305	Strain the covers on square seats to the sides and corners and, when correctly positioned, add tension and staple home		
WA0306	Strain the covers on round seats from the centre of the circle so that the tension is equally matched in all directions and staple onto the frame		
WA0307	Make relief cuts so that the strains to each side of the clover shape don't drag the threads over from the opposite side		
WA0308	Attach bottom cloth neatly so that all staples, fabric edges, and threads are hidden		
WA0309	Inspect the covered seats for quality such as stretch, tension and deflection of fabric, spacing of tacks, nails and staples, uniformity, positioning of the cover and alignments, pattern matching ensuring it meets company quality standards		
WM-02-WE04	Fit covers to prepared frames using visible and concealed finishing techniques		
	Supporting Evidence	Date	Signature
SE0401	Production records indicating number of covered upholstery frames		
	Scope Work Experience	Date	Signature
WA0401	Interpret the specifications and identify the preferred		

	finishing methods (visible or concealed)		
WA0402	Fit covers to the frame using concealed finishing methods so that all staples and cut edges of fabric are hidden, and the bottom cloth hides it underneath the upholstered item		
WA0403	Fit covers to the frame using visible finishing methods such as using gimp pins, spaced studs, close studding, studs with banding, continuous studding strip, gimp / braid, double piping		
WA0404	Attach gimp pins, upholstery studs, banding strips, continuous studding strips, vinyl banding strips braid to turned under straight edges		
WA0405	Attach gimp pins, upholstery studs, banding strips, continuous studding strips, vinyl banding strips braid to contoured shapes to cover a staple line		
WA0406	Inspect the covered frame for quality such as stretch, tension and deflection of fabric, spacing of tacks, nails and staples, uniformity, pleating and folding and positioning of the cover and alignments, pattern matching ensuring it meets company quality standards		
WM-02-WE05	Perform end-of shift routines in the upholstery cover fitting department		
	Supporting Evidence	Date	Signature
SE0501	Shift records		
	Scope Work Experience	Date	Signature
WA0501	Perform routine cleaning of tools or equipment to remove dust, dirt and other contaminants		
WA0502	Perform minor maintenance of hand tools, power tools and pneumatic tools such as sharpening or replacing blunted edges and handle and store correctly		
WA0503	Perform dust extraction procedures where necessary		
WA0504	Check that the tools and equipment is in working condition once the procedures are completed		

WA0505	Record legibly the hourly production, down time, quality faults, and production history		
WA0506	Record any production related problems experienced during the shift		
WA0507	Accurately record waste		
WA0508	Accurately record defects and faults (raw material and prepared frames)		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-03, Upholstery Pattern and Template Making Processes, NQF Level 3, Credits 15

WM-03-WE01	Prepare for and dimension the upholstery pattern or template making task		
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	Supporting Evidence	Date	Signature
SE0101	Work instructions		
SE0102	Planning sheet and notes		
	Scope Work Experience	Date	Signature
WA0101	Observe work health and safety requirements, including personal protection clothing and equipment throughout the work		
WA0102	Interpret work instruction which may include drawings or sample to establish required sizes of finished upholstery products		
WA0103	Check size requirements in relation to the production process and finishing capacity of the workplace		
WM-03-WE02	Plan the upholstery pattern or template making process		
	Supporting Evidence	Date	Signature
SE0201	Production information		
	Scope Work Experience	Date	Signature
WA0201	Identify material for pattern or template is for approximate size and characteristics		
WA0202	Identify, locate and assemble required instruments and equipment		
WA0203	Interpret drawings and related specifications		
WA0204	Apply procedures for using pattern development instruments and tools and prepared equipment		
WM-03-WE03	Measure and plot upholstery dimensions and components		
	Supporting Evidence	Date	Signature
SE0301	Completed upholstery pattern or template		

	Scope Work Experience	Date	Signature
WA0301	Use equipment and tools following normal workplace procedures		
WA0302	Measure, explode and plot each dimension maintaining appropriate angles, arcs and curves		
WA0303	Perform visual inspection and measurements to compare pattern dimensions and shapes with drawings and specifications		
WM-03-WE04	Complete upholstery pattern or template		
	Supporting Evidence	Date	Signature
SE0401	Filed completed upholstery pattern or template		
	Scope Work Experience	Date	Signature
WA0401	Complete upholstery pattern or template ensuring that the pattern indicates completion date and original drawing details		
WA0402	Obtain required workplace approval of pattern or template		
WA0403	Mark plans with notations for workplace requirements, including authorship, process or customer requirements, authorisation and any review dates		
WA0404	Adhere to time limits for completing the operation, set targets and safety requirements		
WA0405	Copy and file plans as required, according to workplace policies and procedures		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and		

	workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature
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683401000-WM-04, Upholstery Cutting Lay Preparation, NQF Level 3, Credits 10

WM-04-WE01	Prepare a single lay for cutting of upholstery components		
	Supporting Evidence	Date	Signature
SE0101	Prepared single lay ready for cutting operations		
	Scope Work Experience	Date	Signature
WA0101	Obtain and interpret job specifications identifying aspects such as fabric, template, number of items, cutting plan, tolerances		
WA0102	Identify required fabrics, number of items to be cut and select and inspect required equipment		
WA0103	Identify fabric sizes to be cut are from work instruction and determine required allowances		
WA0104	Observe workplace health and safety requirements, including personal protection needs throughout the work		

WA0105	Select, prepare and clean suitable work area ensuring it free of any contaminants		
WA0106	Plan work sequence		
WA0107	Ensure selected fabrics are in accordance with work order and laid out smooth and square		
WA0108	Inspect fabrics for flaws and appropriate finish		
WA0109	Identify nap/pile direction, pattern matches and face of the materials		
WA0110	Check tools and equipment for operation		
WA0111	Measure and mark fabric including registration points		
WA0112	Place template on fabric to ensure layout of cutting plan meets pile direction and minimise waste and weight or pin to minimise movement during cutting		
WA0113	Adhere to time limits for completing the operation, set targets and safety requirements		
WM-04-WE02	Prepare a multiple-lay for cutting of upholstery components		
	Supporting Evidence	Date	Signature
SE0201	Prepared multiple-lay ready for cutting operations		
	Scope Work Experience	Date	Signature
WA0201	Obtain and interpret job specifications identifying aspects such as fabric, template, number of items, cutting plan, tolerances		
WA0202	Select equipment for job such as markers, ruler, straight edges, cutting tools, templates, weights and/or skewers and confirm to be in working order		
WA0203	Select fabric in accordance with job specifications		
WA0204	Roll out top lay of fabric and place template on fabric to ensure layout of cutting plan meets pile direction and minimise waste		

WA0205	Calculate fabric meterage in accordance with number of lays and check fabric availability		
WA0206	Use marker to mark out the fabric and label fabric panels ensuring clear line, line up with template, tolerances and allowances		
WA0207	Roll out remaining layers, cut to length, and stack ensuring flat, even salvages		
WA0208	Place top lay on top of remaining layers and weight or pin to minimise movement during cutting		
WA0209	Record fabric usage while marking out fabric in accordance with worksite policies and procedures		
WA0210	Adhere to time limits for completing the operation, set targets and safety requirements		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-05, Advanced Upholstery Covering Processes, NQF Level 3, Credits 25

WM-05-WE01	Prepare for advanced cover fitting operations, sewing advanced loose upholstery components, complex cushions, deep buttoning operations and inspect raw material for conformance with company standards		
	Supporting Evidence	Date	Signature
SE0101	Prepared work station conforming with workplace standards		
	Scope Work Experience	Date	Signature
WA0101	Obtain and interpret job specifications for the upholstery furniture identifying aspects such as fabric, templates, number of items and finishings		
WA0102	Select, prepare and clean suitable work area ensuring it is free of any contaminants		
WA0103	Select tools and equipment appropriate to the task, inspect for good working order and apply health and safety work instructions		
WA0104	Select and inspect prepared (sprung and pre-padded) frame for defects in timber, construction, springs and padding ensuring company standards are met		
WA0105	Identify, select and inspect various cut components and indicate appropriate sections of the frame ensuring the material is free from faults and defects and ensuring dimensions of fabric components meet specifications		
WM-05-WE02	Fit prepared fabric covers to prepared complex upholstery frames and upholstery exposed frames		
	Supporting Evidence	Date	Signature
SE0201	Covered upholstery frame conforming with workplace standards and completed within set time limits		
	Scope Work Experience	Date	Signature

WA0201	Fit and secure cover components (inside and outside) in the correct sequence to the upholstery frame using appropriate sewing or stapling procedure ensuring smooth finish, no twists in fabric, tops in correct position, no puckering on corners or edges and surplus fabric removed		
WA0202	Insert pleats and tucks where required ensuring they are evenly spaced, pleats and tucks folded down and along grain		
WA0203	Apply correct tension to fabric ensuring that visual appearance of the work piece conforms to specifications		
WA0204	Inspect covered upholstery frame for faults such as marks; incorrect alignment; incorrect tension or incorrect positioning with the covering, all fixed components are secure, components are accurately centred and evenly spaced and material is cut and shaped to conform to the specified design profiles, visual appearance, (including alignment of patterns, pleating and spacing of tacks, staples etc.) and take corrective action		
WA0205	Fit legs, glides, or castors in accordance with job specifications		
WA0206	Handle and move upholstered item delicately and store in designated area		
WA0207	Adhere to time limits for completing the operation, set targets and safety requirements		
WM-05-WE03	Prepare, sew and finish advanced loose covers		
	Supporting Evidence	Date	Signature
SE0301	Covered upholstery furniture conforming with workplace standards and completed within set time limits		
	Scope Work Experience	Date	Signature
WA0301	Ensure fabric placement and alignment is appropriate for the type and number of components required and the fabric characteristics (patterns, stripes, pile)		

WA0302	Accurately align materials and components in their correct position, making sure that components are correctly orientated and aligned to meet fabric, pattern and design requirements		
WA0303	Use sewing methods which are appropriate to the type of component and attach the components in an efficient sequence, securely and to the required shape and finish		
WA0304	Attach lining component, fasteners and finishing materials such as edgings, trimmings and linings and for the covering of buttons, including braid, piping, fringe, polished wood borders, castors, bun feet etc.		
WA0305	Check and confirm that there are no loose threads on the finished loose cover and that the visual appearance of the loose cover meets the specification		
WA0306	Accurately position and securely attach closures, trimmings or decorative finishes using methods which will give the required durability and appearance		
WA0307	Inspect finished product to confirm quality and take corrective action to address faults or defects such as flaws, distortions and colour/pattern variations in the fabric, inaccurate measurements and mis-alignments, slipping, fraying, inaccuracies, poor seam quality and equipment faults		
WA0308	Adhere to time limits for completing the operation, set targets and safety requirements		
WM-05-WE04	Produce complex shaped cushions and padded items including a T-cushion		
	Supporting Evidence	Date	Signature
SE0401	Sewn cushions conforming with workplace standards and completed within set time limits		
	Scope Work Experience	Date	Signature
WA0401	Accurately align materials and components in their correct position, making sure that components are correctly orientated and aligned to meet fabric, pattern and design requirements		

WA0402	Use sewing methods which are appropriate to the type of component and attach the components in an efficient sequence, securely and to the required shape and finish		
WA0403	Check and confirm that there are no loose threads on the finished complex shaped cushions and padded items and that the visual appearance of the complex shaped cushions and padded items meets the specification		
WA0404	Accurately position and securely attach closures, trimmings or decorative finishes using methods which will give the required durability and appearance		
WA0405	Inspect finished product to confirm quality and take corrective action to address faults or defects such as flaws, distortions and colour/pattern variations in the fabric, inaccurate measurements and mis-alignments, slipping, fraying, inaccuracies, poor seam quality and equipment faults		
WA0406	Adhere to time limits for completing the operation, set targets and safety requirements		
WM-05-WE05	Perform buttoning and deep buttoning procedures to decorate upholstered furniture		
	Supporting Evidence	Date	Signature
SE0501	Buttoning and deep buttoning conforming with workplace standards and completed within set time limits		
	Scope Work Experience	Date	Signature
WA0501	Read and interpret the work specification and sample to determine fabric type, button type, button size and positioning and shape of the deep buttoning and prepare for assembling of buttons and performing a deep buttoning procedures		
WA0502	Select and inspect raw material and consumables for assembling buttons and performing deep buttoning techniques		
WA0503	Assemble buttons according to the work piece and diagram		

WA0504	Accurately position and fit the buttons ensuring visual balance and cover shape		
WA0505	Identify faults and defects such as incorrect positioning; incorrect alignment; incorrect tension; incorrect shape and take corrective action		
WA0506	Adhere to time limits for completing the operation, set targets and safety requirements		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-06, Material Cutting and Sewing Processes for Upholstery Prototypes or Bespoke Furniture, NQF Level 2, Credits 24

WM-06-WE01	Prepare the workstation for laying, cutting and sewing of upholstery prototype or bespoke furniture		
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	Supporting Evidence	Date	Signature
SE0101	Prepared work area and production records		
	Scope Work Experience	Date	Signature
WA0101	Clean and inspect the work area ensuring safety compliance and preventing contamination of material or product		
WA0102	Interpret cutting plan, work specifications, technical drawing or sample to identify the components according to furniture style and total plies and verify the cutting requirement against the sample		
WA0103	Interpret technical specifications (which could be a sample) to determine type and amount of material required, and obtain required amount of materials from storeroom or as issued		
WA0104	Determine from experience and knowledge of materials approximate meterage necessary to cover furniture, allowing for shrinkage and stitching		
WA0105	Conduct a quality inspection to identify all defects or material faults		
WA0106	Identify the fabric/material and batches according to the serial numbers of the labels ensuring it is according to specifications		
WA0107	Check the cutting plan ensuring all components are included according to specifications		
WA0108	Count the components according to the type of lay and furniture design		
WM-06-WE02	Produce single ply and/or multiply lays for cutting of material components for upholstery prototypes or bespoke furniture		
	Supporting Evidence	Date	Signature
SE0201	Production records		
	Scope Work Experience	Date	Signature

WA0201	Measure, drape, and smooth material, wrong-side-out, over sections of furniture to ensure most economical use and to serve as guide in matching shades, colours, and designs in cloth		
WA0202	Position patterns on material ensuring most economical use of material		
WA0203	Determines cutting lines by pinning or marking fabric, using shape of furniture as outline		
WM-06-WE03	Cut material (leather or stripes, checks, patterns and pattern repeat fabric) into component parts according to a cutting plan by using hand knife or operating an upright knife, circular knife or band knife and ensure economical use of material		
	Supporting Evidence	Date	Signature
SE0301	Production records		
	Scope Work Experience	Date	Signature
WA0301	Measure and cut new covering materials, using patterns and measuring and cutting instruments, following sketches and design specifications		
WA0302	Stack, align, and smooth material on cutting table ensuring the correct positioning of pile and pattern of material		
WA0303	Draw cutting lines on material such as leather, fabric, and other suitable materials following templates, sketches, or blueprints, using chalk or marking pencil by pinning or marking fabric, using shape of furniture as outline		
WA0304	Inspect cutting tools or machines to ensure it is clean and in good working condition and no oil spills		
WA0305	Check blade for sharpness and replace blunt blades		
WA0306	Cut material for slipcovers according to size and shape of furniture to match patterns, using power cutters, cutting machines and scissors (single or multi-lays)		
WA0307	Drill or punch holes (nips or ticks)in cut material		

	components		
WA0308	Pin cut pieces together and fit assembled unit over furniture, making adjustments with pins to attain required fitting		
WA0309	Sort and count panels ensuring all panels have been cut		
WA0310	Conduct a final quality inspection ensuring cut panels meet specified quality requirements or standards and recognise poor workmanship ensuring correct seam allowances, seam allowance for piping, etc.		
WA0311	Record all relevant production information for completed operations		
WA0312	Record amount of time required for each assignment.		
WA0313	Adhere to time limits for completing the operation, set targets and safety requirements		
WM-06-WE04	Sew material components for bespoke furniture or prototypes covers, or for advanced cushions		
	Supporting Evidence	Date	Signature
SE0401	Production records		
	Scope Work Experience	Date	Signature
WA0401	Conduct a quality check on cut components ensuring it meets quality standards		
WA0402	Select the correct type and colour of thread to be used for sewing operations		
WA0403	Inspect machine settings and tension using a material sample to test the machine settings		
WA0404	Pick up and align components using nips and marks		
WA0405	Operate sewing machine efficiently to join various sections of covering material and/or cushions as required		

WA0406	Sew material components and assemble trim items		
WA0407	Attach binding or apply solutions to edges of cut material to prevent ravelling		
WA0408	Attach snap fasteners, grommets, buckles, cords, and other accessories to upholstery or trim items, using hand tools or equipment.		
WA0409	Hand sew buttons, hooks, or other fasteners onto fabric		
WA0410	Conduct a final quality inspection ensuring sewn components meet specified company quality requirements or standards		
WA0411	Record all relevant production information for completed operations		
WA0412	Adhere to time limits for completing the operation, set targets and safety requirements		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature
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683401000-WM-07, Bespoke Upholstery Furniture and/or Upholstery Prototypes Manufacturing and Repairs, NQF Level 4, Credits 56

WM-07-WE01	Prepare for manufacturing of bespoke upholstery furniture or furniture prototypes		
	Supporting Evidence	Date	Signature
SE0101	Production records		
	Scope Work Experience	Date	Signature
WA0101	Read and interpret a design and technical drawing, sketches, customer descriptions, or blueprints		
WA0102	Identify the type of raw materials to be used for type of design		
WA0103	Do a mock-up development to assess the design, technical drawing and raw material for compatibility and recommend adaptations and modifications to solve potential technical, resources, budgetary, time, materials and equipment problems		
WA0104	Interact with the designer, production manager and suppliers during the prototype making process		
WA0105	Identify and discuss suitable construction methods to standardise components, simplify production and costing of product		
WM-07-WE02	Construct furniture frames for bespoke upholstery furniture or furniture prototypes		
	Supporting Evidence	Date	Signature
SE0201	Production records		
	Scope Work Experience	Date	Signature
WA0201	Determine timber sizes and types to be used for the		

	type of design for frame construction		
WA0202	Construct frame according to design specifications using appropriate tools and applying specified jointing techniques		
WM-07-WE03	Manufacture upholstery prototypes according to the final design and finish and prepare prototypes for display to and approval from the client		
	Supporting Evidence	Date	Signature
SE0301	Production records		
	Scope Work Experience	Date	Signature
WA0301	Plan and prepare for attaching foundations to the given frames and adjust, attach or secure springs, webbing, card board, polypropylene, etc.		
WA0302	Interweave and fasten strips of webbing to the backs and undersides of furniture, using small hand tools and fasteners and stretch webbing and fabric, using webbing stretchers		
WA0303	Identify type of foam to be used on which section of the frame according to the design and attach foam on prepared frame using glue or stapling		
WA0304	Build furniture up with loose fiber stuffing, cotton, felt, and/or foam padding to form smooth rounded surfaces.		
WA0305	Design upholstery cover patterns and cutting plans, based on sketches, customer descriptions, or blueprints.		
WA0306	Conduct quality inspection of cut and sewn material and prepared frame		
WA0307	Fit, cover and secure material on frames, using hand tools, power tools, and/or staples		
WA0308	Staple panels/covers onto frame sections such as seat deck, inside arms, inside back, outside arms, outside back, seat border, etc. using correct methods and covering sequence		

WA0309	Conduct quality inspection to ensure all lines and patterns comply with quality and design specifications		
WA0310	Add trimmings and other accessories such as piping, fringing, studs and perform finishing required		
WA0311	Conduct quality inspection to ensure all trims comply with quality and design specifications		
WA0312	Attach the bottom section and fit required legs to upholstered frame according to design specifications		
WA0313	Send prepared frame for laboratory testing of endurance and quality compliance		
WA0314	Design team conducts inspection to ensure complies with design specifications		
WA0315	Conduct a final quality assessment to ensure compliance with design specifications		
WM-07-WE04	Repair upholstered furniture to refurbish the upholstery furniture piece to initial appearance		
	Supporting Evidence	Date	Signature
SE0401	Production records		
	Scope Work Experience	Date	Signature
WA0401	Examine furniture piece (frame, upholstery, springs, and webbing) to identify faults, damage or defects and possible causes		
WA0402	Identify corrective action to repair fault, damage or defect		
WA0403	Strip upholstery furniture piece: Remove covering, foam, webbing or defective springs and padding from seat, arms, back, and sides of work piece, using correct equipment (staple remover and chisel)		
WA0404	Apply complex frame repairs of bespoke upholstery		
WA0405	Repair or replace damaged fabric or leather material, webbing, springs, foam or padding		

WA0406	Repair or replace damaged or faulty sections/mechanisms of furniture frames		
WA0407	Refinishes exposed wood on reupholstered furniture		
WA0408	Conduct final quality inspection to ensure completed or covered item comply with aesthetic appeal and meets quality standards		
WM-07-WE05	Quality assure upholstery furniture and prototypes according to the final design and finish requirements and identify deviations and causes of deviations		
	Supporting Evidence	Date	Signature
SE0501	Checklist of assessment of each aspect of the operation		
	Scope Work Experience	Date	Signature
WA0501	Inspect and systematically examine upholstery products or materials in various stages of manufacturing process for damage, defects, material shortages and to locate defects and to ensure conformance to quality product standards		
WA0502	Conduct visual quality assessments of upholstery furniture products to asses overall visual appearance and quality assure straightness of seams, stitch lengths, stitch faults, machine faults, match patterns, material pile and tension, corners, pleats, folds, button placement, frame straightness and not buckled		
WA0503	Identify and differentiate between manufacturing process shortfalls, design faults, process faults, raw material and machine faults		
WA0504	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects		
WA0505	Analyse information and evaluating results to choose the best solution and solve problems		
WA0506	Inspect upholstery frame and timber to identify deviation from quality standards such as knots, dimension, buckled, water damage		
WA0507	Inspect the upholstery suspension to determine deviation from quality standards of springs, webbing,		

	web formation, durability and size		
WA0508	Inspect the upholstery padding and filling to determine deviation from quality standards such as density and durability		
WA0509	Inspect leather to determine deviation from quality standards natural marks, brand marks, oil and dirty marks, holes, tick bites, soft spots, section of the hide		
WA0510	Inspect fabrics to determine deviation from quality standards such as colour, patterns, shades, dirty marks		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-08, Furniture Re-upholstery Department, NQF Level 4, Credits 17

WM-08-WE01	Re-upholster (removing old upholstery and preparing the frame for re-upholstery) by stripping and preparing the frame		
	Supporting Evidence	Date	Signature
SE0101	List of defects		
SE0102	Ordering list of springs, webbing and padding materials		
SE0103	Cutting list for material (including fabric or leather)		
	Scope Work Experience	Date	Signature
WA0101	Strip the frame by removing covering, webbing, and padding from seat, arms, back, and sides of work piece, using tack puller, chisel, and mallet		
WA0102	Remove defective springs		
WA0103	Measure, repair or replace webbing and springs		
WA0104	Measure, repair, replace or rebuild foam or padding		
WA0105	Measure sizes and pattern of different panels using shape of furniture as outline and draw up a cutting list consisting of following components: inside back, outside back, inside arm, outside arm, inside wing, outside wing, front border, side borders, cushion top and bottom, cushion borders, piping panels		
WM-08-WE02	Cut new covering material and drape and smooth over sections of furniture to ensure matching shades, colours, pile and patterns in material		
	Supporting Evidence	Date	Signature
SE0201	Production documentation		
	Scope Work Experience	Date	Signature
WA0201	Conduct a quality inspection to identify all defects or material faults		
WA0202	Lay out materials according to specifications		

WA0203	Align and smooth material on cutting table		
WA0204	Ensure that pile and pattern of material are correctly positioned		
WA0205	Draws cutting lines on material such as leather, fabric, and other suitable materials using chalk or marking pencil to match patterns and ensure economical use of material according to size and shape of furniture		
WA0206	Inspect cutting tools or machines to ensure it is clean and in good working condition and no oil spills checking the blade for sharpness and replacing blunt blades		
WA0207	Cut material along marked lines using power cutters, cutting machines and scissors and applying measurements and information from cutting list		
WA0208	Mark nips or ticks in cut material components		
WM-08-WE03	Conduct sewing operations where necessary to seam cushions and join various sections of covering material		
	Supporting Evidence	Date	Signature
SE0301	Production documentation		
	Scope Work Experience	Date	Signature
WA0301	Unpack cut components and conduct workplace layout to ensure all cut components are available		
WA0302	Conduct a quality check on cut components ensuring it meets quality standards		
WA0303	Select the correct type and colour of thread to be used for sewing operations		
WA0304	Inspect machine settings and tension using a material sample to test the machine settings		
WA0305	Pick up and align components using nips and marks		
WA0306	Operate sewing machine efficiently to join various sections of covering material and/or cushions as		

	required		
WA0307	Sew material components to assemble trim items (zips, piping, etc.)		
WA0308	Conduct a final quality inspection ensuring sewn components meet specified quality requirements or standards		
WM-08-WE04	Secure material on inside of arms, back, and seat, and over outside back and arms of prepared frame		
	Supporting Evidence	Date	Signature
SE0401	Production documentation		
	Scope Work Experience	Date	Signature
WA0401	Conduct quality inspection of cut and sewn material and prepared frame		
WA0402	Fit and secure material on work piece, using hand tools, power tools or staples		
WA0403	Tack all corners to ensure cover compliance		
WA0404	Staple panels/covers onto frame sections such as seat deck, inside arms, inside back, outside arms, outside back, seat border, etc. using correct methods and covering sequence		
WA0405	Add trimmings and other accessories such as piping, fringing, studs and perform finishing required		
WA0406	Conduct quality inspection to ensure all lines and patterns comply with quality standards		
WA0407	Start with finishing: buttoning, piping, studs, etc.		
WA0408	Conduct quality inspection to ensure completed or covered item comply with aesthetic appeal or standards		
WA0409	Attach the bottom section and fit required legs to upholstered frame according to design specifications		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-09, Upholstery Furniture Technical Specifications and Re-engineering, NQF Level 4, Credits 20

WM-09-WE01	Develop and construct technical drawings indicating all components in correct quantities, shapes and sizes of upholstery furniture product from a design, sample or customer specifications		
	Supporting Evidence	Date	Signature
SE0101	Technical drawings		
	Scope Work Experience	Date	Signature
WA0101	Develop and produce computer aided technical drawings using a CAD application or manual tools and		

	equipment		
WA0102	Read and interpret a design, sample or customer specifications for upholstered products to extract all relevant information and identify and visualise the features and aesthetic appearance of the design and product		
WA0103	Conceptualise and visualise the final work piece in three dimensions: length, width and depth		
WA0104	Asses the feasibility and practicality for manufacturing and alert designer to any deviations from design		
WA0105	Take accurate measurements and calculate the amount of fabrics, leather, man-made fabrics, padding and other raw material such as springs, webbing, etc. for the manufacturing of the upholstery product		
WA0106	Measures, drapes, and smooths material, wrong-side-out, over sections of furniture to ensure most economical use and to serve as guide in matching shades, colours, and designs in cloth		
WA0107	Estimate material requirements for production and estimate the amounts and types of needed materials		
WA0108	Estimate time, costs, resources, or materials needed to perform a work activities		
WA0109	Do a costing of the product to determine financial viability		
WM-09-WE02	Identify suitable construction methods to standardise components and to simplify or optimise production and compile production documentation		
	Supporting Evidence	Date	Signature
SE0201	Work instructions, job card, cutting list, production flow/routing chart		
SE0202	Furniture finishing specifications		
SE0203	Sign off indications		
	Scope Work Experience	Date	Signature

WA0201	Determine upholstery product specifications, raw materials, work methods and machine setup requirements		
WA0202	Review blueprints or other instructions to determine operational methods or sequences of operations		
WA0203	Produce upholstery furniture construction specifications according to a furniture design		
WA0204	Establish the specifications of articles to be constructed or repaired or plan the methods or operations for allowances and tolerances		
WA0205	Identify the sign off indications		
WM-09-WE03	Compile an input requirement list		
	Supporting Evidence	Date	Signature
SE0301	Production documentation		
	Scope Work Experience	Date	Signature
WA0301	Take accurate measurements of the various components of an upholstered furniture product to be covered		
WA0302	Consider and make calculations for allowances and tolerances such as allowing for shrinkage, seams and stitching		
WA0303	Calculate the meterage of fabrics, leather, man-made fabrics, padding and other raw material such as springs, webbing, etc.		
WM-09-WE04	Draw up a cutting list for springs, webbing, foam and materials		
	Supporting Evidence	Date	Signature
SE0401	Cutting list is complete, and allowances and specifications for raw materials meet workplace requirements		
	Scope Work Experience	Date	Signature

WA0401	Make calculations for allowed tolerances and draw up a cutting list that specifies the type, quality, dimensions and quantity of the springs, webbing, foam, materials and components required		
WA0402	Produce a systematic plan to complete the springing and webbing process within the allocated time		
WA0403	Produce upholstery finishing specifications		
WA0404	Produce a job card, cutting list, production flow/routing chart		
WM-09-WE05	Compile a routing sheet and production line set-up		
	Supporting Evidence	Date	Signature
SE0501	Routing sheet		
SE0502	Production flow chart		
	Scope Work Experience	Date	Signature
WA0501	Identify the method of production		
WA0502	Identify technology required for the manufacturing of the furniture product		
WA0503	Determine the capabilities of the production line (available technology and skills) for bulk manufacturing of a product		
WA0504	The work flow of the production line is identified and the role and position of the respective operation is recognized		
WA0505	The operation is planned taking into account the production targets of the team and the effect of bottlenecks etc. on the work flow and productivity		
WM-09-WE06	Identify and prepare machines and tools for production according to machine/tools capabilities and worker skills and availability		
	Supporting Evidence	Date	Signature

SE0601	Machines signed off for work readiness		
	Scope Work Experience	Date	Signature
WA0601	Identify and prepare machine requirements		
WA0602	Set machines and equipment taking into account machine/equipment limitations		
WA0603	Inspect machines and tools to confirm that the condition and settings are according to specifications		
WM-09-WE07	Re-engineer upholstery furniture to address faults, accommodate changes or improve existing product		
	Supporting Evidence	Date	Signature
SE0701	Production documentation		
	Scope Work Experience	Date	Signature
WA0701	Identify reasons for reengineering such as product not comfortable, raw material out of production, a development or manufacturing defect, design or material change, process, quality or machine changes, substandard manufacturing, etc.		
WA0702	Study and apply requirements and specifications including design requirements; aesthetic appearance; agreed cost; internal manufacturing constraints and limitations, time frames		
WA0703	Apply fault finding techniques or use information on quality control to identify the cause of the shortfall or potential problems		
WA0704	Production constraints and problems are identified and options and solutions are determined		
WA0705	Identify possible changes and adaptations required which could be changes to specifications, to aesthetic appearance, to durability, to standardise components, to simplify production, etc.		
WA0706	Knock-on effect on proposed changes is identified and evaluated to determine optimum resolution of adaptations required		

WA0707	Approved changes and adaptations are incorporated into production requirements, technical specifications jigs and templates		
WA0708	Templates and jigs adaptations are determined and are produced to meet agreed prototype re-engineering		
WA0709	New or adapted specifications resulting from changes are provided to relevant personnel according to organisational requirements		

	Contextualised Workplace Knowledge	Date	Signature
1	Company products		
2	Various departments and workflow		
3	Reporting structures		
4	Company standard operating procedures and quality standards		
5	Workshop/production line layout and designated areas		
6	Personal protective clothing and equipment (PPE) and safety procedures		

	Additional Assignments to be Assessed Externally	Date	Signature

683401000-WM-10, Supervision in the Upholstery Department, NQF Level 4, Credits 16

WM-10-WE01	Monitor productivity in various sections of the upholstery department		
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	Supporting Evidence	Date	Signature
SE0101	Production records		
SE0102	Attendance registers		
	Scope Work Experience	Date	Signature
WA0101	Complete timesheets and other production information at the end of the job to reflect and determine productivity		
WA0102	Develop plans to accomplish work, and prioritizing and organizing one's own work		
WA0103	Tend to bottlenecks		
WA0104	Optimize company production by planning and finding quicker and better ways and measuring against the maximum output of the company		
WA0105	Demonstrate the ability to tell when something is wrong or is likely to go wrong and recognise there is a problem or potential problem		
WM-10-WE02	Monitor safety, health, quality and productivity in the furniture upholstery departments		
	Supporting Evidence	Date	Signature
SE0201	Safety, health and environmental records		
SE0202	Incident and accident reports		
SE0203	Attendance registers		
	Scope Work Experience	Date	Signature
WA0201	Verify dimensions and check the quality or fit of furniture pieces to ensure adherence to specifications		
WA0202	Compare physical characteristics of materials or products to specifications or standards		
WA0203	Inspect tolerances and allowances for accuracy		

WA0204	Avoid backtracking, work flow interruptions or wastage		
WA0205	Use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices		
WA0206	Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems		
WA0207	Ensure the application of safety and environmental procedures		
WA0208	Inspect the workshop for hazards and report and mitigate risks		
WM-10-WE03	Oversee the activities of a team of operators in the furniture upholstery departments		
	Supporting Evidence	Date	Signature
SE0301	Production records		
SE0302	Briefing session notes/minutes		
SE0303	Coaching session attendance registers		
	Scope Work Experience	Date	Signature
WA0301	Identify a team of operators		
WA0302	Conduct and record a daily briefing meeting		
WA0303	Scheduling events, programs, activities, as well as the work of others		
WA0304	Delegate tasks to different team members		
WA0305	Coach, guide and advice team members on different processes, machines, tools and other resources required.		
WA0306	Record meeting		
WA0307	Lead the team in the workplace		

WA0308	Organise all materials, equipment and tools for the team members and operations		
WA0309	Record all processes and report to relevant person		
WA0310	Attend to conflicts in the work area and report accordingly		
WM-10-WE04	Use the computer or smart device to find and record information (stock control, job card, etc.)		
	Supporting Evidence	Date	Signature
SE0401	Electronic communication feed back		
SE0402	Productivity reports		
SE0403	Inspection sheet		
	Scope Work Experience	Date	Signature
WA0401	Email (internal) customers (conformation on product pricing, quotes, proof of purchase for warrantees, invoices)		
WA0402	Email suppliers to obtain information on components		
WA0403	Use available technical specification resources effectively		
WA0404	Extract reports on department output and job achievement and productivity		
WM-10-WE05	Use acquired knowledge (consumables, materials, threads) to identify and solve problems in order to advise subordinates or clients on a practical solution for a given scenario		
	Supporting Evidence	Date	Signature
SE0501	Research results		
	Scope Work Experience	Date	Signature
WA0501	Research sources of information using resources effectively to identify suitable options		

WA0502	Research product specifications to identify possible faults, defects and possible causes		
WA0503	Combine, evaluate and reason with information and data to make decisions and solve problems including making decisions about the relative importance of information and choosing the best solution		
WA0504	Analyse and compare options for practicality, efficiency, durability and cost effectiveness and apply problems solving principles		
WA0505	Advise subordinates and clients on most suitable solution and delegate the execution of the decision		

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	Additional Assignments to be Assessed Externally	Date	Signature