


Curriculum Document				
Curriculum Code	Curriculum Title			
683410-000-04 SP 1	Basic Upholsterer Level 2			
Industry Body Partner	Name	E-mail	Phone	Logo

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SECTION 1: CURRICULUM SUMMARY

Occupational Information

1.1 Associated Occupation

683401004: Basic Upholsterer

1.2 Skill Addressed by this Curriculum

Basic Upholsterer

1.3 Related Occupational Qualification Curriculum

683401000: Furniture Upholsterer

Curriculum Information

1.1 Curriculum Structure

The total credit value for this Skills Programme: 28 Credits

This Skills Programme is made up of the following compulsory Knowledge and Application Skills Modules:

Knowledge Modules:

- 641502-000-04-SP01-KM-01, Entrepreneurial development, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-02, Work readiness and communication skills, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-03, Fundamentals of health, safety and housekeeping, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-04, Raw Materials, Tools and Equipment used in a basic upholstery business, NQF level 2, Cr 2
- 641502-000-04-SP01-KM-05, Basic upholstery, NQF level 2, Cr 2
- 641502-000-04-SP01-KM-06, Drawings, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-07, Cost effectiveness, NQF level 2 Cr 1

Total number of credits for Knowledge Modules: 9

Application Skills Modules:

- 641502-000-04-SP01-AS-01, Set up a basic upholstery business, NQF Level 2, Cr 2
- 641502-000-04-SP01-AS-02, Prepare quotations, NQF Level 2, Cr 2
- 641502-000-04-SP01-AS-03, Assess, repair and upholster a basic frame, NQF Level 2, Cr 6
- 641502-000-04-SP01-AS-04, Re-cycle a product, NQF Level 2, Cr 3
- 641502-000-04-SP01-AS-05, Techniques, NQF Level 2, Cr 6

Total number of credits for Application Skills Modules: 19

1.2 Learning Assumed to be in Place

Independent learning / Open

1.3 Quality Assurance

QCTO will facilitate the assessment and quality assurance

1.4 Possible Learning Pathway

- Upholstery Frame Preparer, Level 2
- Upholstery Cover Fitter, Level 2
- Upholstery Cover Fitter and Template Maker, Level 3
- Furniture Upholsterer, Level 4

SAQA ID: 683401; Occupational Certificate: Furniture Upholsterer; NQF Level 4; Credits 549

SECTION 2: SKILLS PROGRAMME PROFILE

1. Skills Programme Purpose

The purpose of this skills programme is to prepare a learner to operate as a Basic Upholsterer.

A Basic Upholsterer makes basic frames using various fabric and materials which includes, but is not limited to leather, stretch fabrics and linen, including calico and polypropylene to upholster, re-upholster and up-cycle basic furniture and frames. The Basic Upholsterer will also assess, repair, up-cycle frames and re-upholster furniture frames using different techniques and add finishing's to the final product, which includes, but is not limited to ottoman's, headboards, dining and office chairs according to the customer's brief to start a sustainable SMME business.

Skills Programme Tasks

- Clarify customers brief
- Interpret basic templates and patterns
- Make basic frames
- Upholster basic furniture
- Apply various techniques when upholstering
- Apply entrepreneurial skills to start up a business

Skills Programme Task Details

1.1 Clarify customers brief

Unique Product or Service:

- Quotation and signed agreement

Skills Programme Responsibilities:

- Read and interpret the cutting plan as per specifications
- Confirm and advice product fit for purpose
- Calculate the costing
- Submit the quote
- Obtain the signed agreement
- Procure the raw materials

1.2 Interpret basic templates and patterns

Unique Product or Service:

- Confirmed customer brief

Skills Programme Responsibilities:

- Confirm the design
- Identify and select materials and tools according to the cutting list
- Cut material (wood, foam, cloth) to specific size
- Organise, label and store products for assembly

1.3 Make basic frames

Unique Product or Service:

- Ottomans, headboards, dining and office chairs upholstered

Skills Programme Responsibilities:

- Set-up and prepare work area
- Check, prepare and organise tools
- Basic repair to upholstery and basic frames
- Up-cycle and recycle furniture and frames
- Assess frames for viability
- Do minor repairs to basic frames
- Assemble the frame
- Ensure that product is stable and fit for purpose

1.4 Upholster basic furniture

Unique Product or Service:

- Upholstered product

Skills Programme Responsibilities:

- Draw up an assembly plan
- Organise and assemble materials according to the specification or plan
- Assemble the base for the first fix

- Do safety checks
- Apply foam where needed
- Quality assurance of the fixing of the foam
- Apply padding where applicable
- Pattern matching where applicable, is applied
- Attach the final cover with fastening techniques according to plan
- Add finishing to add value
- Check quality of final product

1.5 Apply various techniques when upholstering

Unique Product or Service:

- Neat, durable and safe product

Skills Programme Responsibilities:

- Strain material according to the correct techniques
- Back tacking which includes cardboard strips
- Tucking material at an angle
- Staple angle
- Pattern matching
- Pleating techniques
- Webbing techniques
- Fit various springs with spring clips according to the correct technique
- Hand sewing techniques
- Basic buttoning
- Studding
- Handsewn piping

1.6 Apply entrepreneurial skills to start up a basic upholstery business

Unique Product or Service:

- A basic business and marketing plan

Skills Programme Responsibilities:

- Source relevant information for basic business start up
- General business plan and adapt it to a selected business idea
- Identify, analyse and select business opportunities in the area
- Legal compliance
- Money management / personal finance
- Assets, Liabilities, Owners Equity, Income, Expenditure, Receipts, Payments, Profits
- Relationship building
- Use social media and applications
- Identify potential risks

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

- 641502-000-04-SP01-KM-01, Entrepreneurial development, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-02, Work readiness and communication skills, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-03, Fundamentals of health, safety and housekeeping, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-04, Raw Materials, Tools and Equipment used in a basic upholstery business, NQF level 2, Cr 2
- 641502-000-04-SP01-KM-05, Basic upholstery, NQF level 2, Cr 2
- 641502-000-04-SP01-KM-06, Drawings, NQF level 2, Cr 1
- 641502-000-04-SP01-KM-07, Cost effectiveness, NQF level 2 Cr 1

Total number of credits for Knowledge Modules: 9

1. 641502-000-04-SP01-KM-01, Entrepreneurial development, NQF level 2, Cr 2

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build a basic understanding of the knowledge needed to draw up a basic SWOT analysis, through the sourcing of relevant business-related information, legal compliance, money management and relationship building relevant to a basic upholstery business

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 What does it mean to be an entrepreneur? (5%)
- KM-01-KT02 Source relevant information (5%)
- KM-01-KT03 Basic SWOT analysis (40%)
- KM-01-KT04 Legal compliance (10%)
- KM-01-KT05 Money management (10%)
- KM-01-KT06 Assets, Liabilities, Owners Equity, Income, Expenditure, Receipts, Payments, Profits (10%)
- KM-01-KT07 Relationship building (10%)
- KM-01-KT08 Social Media and Digital Literacy (10%)

1.2 Guidelines for Topics

1.2.1 KM-01-KT01: What does it mean to be an Entrepreneur? (5%)

Topic elements to be covered include:

- KT0101 Introduction to entrepreneurship and entrepreneurs

Internal Assessment Criteria and Weight

- IAC0101 Discuss the role and importance of entrepreneurship and being an entrepreneur
(Weight 5%)

1.2.2 KM-01-KT02: Source relevant information (10%)

Topic elements to be covered include:

- KT0201 Ways to source business information needed for the start-up of a basic upholstery business

Internal Assessment Criteria and Weight.

- IAC0201 Discuss various ways to source the relevant business information needed for the start-up of a basic upholstery business, including but not limited to SARS, banking account, CIPC (company registration), UIF, VAT

(Weight 5%)

1.2.3 KM-01-KT03: Basic SWOT analysis (40%)

Topic elements to be covered include:

- KT0301 Business strengths
- KT0302 Business weaknesses
- KT0303 Business opportunities
- KT0304 Business threats

Internal Assessment Criteria and Weight

- IAC0301 Identify strengths related to a basic start-up basic upholstery business
- IAC0302 Identify weaknesses related to a basic start-up basic upholstery business
- IAC0303 Identify opportunities related to a basic start-up basic upholstery business
- IAC0304 Identify threats related to a basic start-up basic upholstery business

(Weight 40%)

1.2.4 KM-01-KT04: Legal compliance (10%)

Topic elements to be covered include:

- KT0401 Licencing agreements, minimum norms and standards
- KT0402 Service level agreements

Internal Assessment Criteria and Weight

- IAC0401 Discuss possible licencing agreements, minimum norms and standards
- IAC0402 Discuss customer and supplier service level agreements

(Weight 10%)

1.2.5 KM-01-KT05: Money management (10%)

Topic elements to be covered include:

- KT0501 Personal funding
- KT0502 Loans
- KT0503 Government initiatives and local funding
- KT0504 Budgeting plan for expenses
- KT0505 Record transactions

Internal Assessment Criteria and Weight

- IAC0501 List the various funding opportunities available for a basic start-up business and explain ways to apply for these funding OR Discuss sources of funding for a basic upholstery business, including government grants available in South Africa
- IAC0502 List possible expenses to form part of a basic budget for a start-up basic upholstery business
- IAC0503 Discuss possible methods for recording transactions

(Weight 10%)

1.2.6 KM-01-KT06: Assets, Liabilities, Owners Equity, Income, Expenditure, Receipts, Payments, Profits (10%)

Topic elements to be covered include:

- KT0601 Assets
- KT0602 Liabilities
- KT0603 Owners Equity
- KT0604 Income
- KT0605 Expenditure
- KT0606 Receipts
- KT0607 Payments
- KT0608 Profit

(Weight 10%)

Internal Assessment Criteria and Weight

- IAC0601 Distinguish between: Assets, Liabilities, Owners Equity, Income, Expenditure, Receipts, Payments and Profit
- IAC0602 Explain how to determine profit for service lines

1.2.7 KM-01-KT07: Relationship building (10%)

Topic elements to be covered include:

- KT0701 Networking (stakeholders, support structures)

Internal Assessment Criteria and Weight

- IAC0701 Explain the importance of building relationships or networking with potential stakeholders and having support structures in place

(Weight 10%)

1.2.8 KM-01-KT08: Social Media and Digital Literacy (10%)

Topic elements to be covered include:

- KT0801 Basic introduction and explanation of social media
- KT0802 Different basic types of social media and their functions: (Facebook, Twitter, LinkedIn, Google, YouTube, Tumblr, Instagram, Pinterest and Flickr)
- KT0803 Basic social media communication etiquette
- KT0804 The impact of social media communication on service delivery in a basic upholstery business

Internal Assessment Criteria and Weight

- IAC0801 Provide a basic definition of social media
- IAC0802 Identify the various basic types of social media and explain their functionalities (Includes but is not limited to, blogs, forums, Facebook, Twitter, LinkedIn, Google, YouTube, Tumblr, Instagram, Pinterest, and Flickr)
- IAC0803 Explain basic social media communication etiquette
- IAC0804 Discuss the impact of basic social media communication on service delivery in a basic upholstery business

(Weight 10%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

1.4 Exemptions

None.

2. 641502-000-04-SP01-KM-02, Work readiness and communication skills, NQF level 2, Cr 1

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of an overview of work readiness and basic communications skills needed to be an entrepreneur.

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01 Self and work management (30%)
- KM-02-KT02 Inter and intra communications skills (30%)
- KM-02-KT03 Quality in the upholstered furniture manufacturing process (40%)

2.2 Guidelines for Topics

2.2.1 KM-02-KT01: Rules of professional and ethical conduct (25%)

Topic elements to be covered include:

- KT0101 Establish and agree work requirements with customers
- KT0102 Clean and tidy work area
- KT0103 Utilize time effectively
- KT0104 Use of resources
- KT0105 Confidential information
- KT0106 Work within the limits of job role
- KT0107 Work requirements

Internal Assessment Criteria and Weight

- IAC0101 Discuss how to establish and agree to work requirements with customers
- IAC0102 Discuss how to keep immediate work area clean and tidy
- IAC0103 Explain how to utilize time effectively and discuss the use of resources correctly and efficiently
- IAC0104 Explain how to treat confidential information correctly
- IAC0105 Discuss how to work within the limits of job role
- IAC0106 Explain how to ensure work meets the agreed requirements

(Weight 25%)

2.2.2 KM-02-KT02: Inter and intra communications skills (30%)

Topic elements to be covered include:

- KT0201 Effective oral communication requirements
- KT0202 Listening skills
- KT0203 Written communication skills
- KT0204 Language barriers

Internal Assessment Criteria and Weight

- IAC0201 Explain the importance of effective communication skills when dealing with a customer
- IAC0202 Discuss the effect of good and poor communication skills when communicating /discussing a quotation with a customer
- IAC0203 Discuss the role and uses of written communication when preparing a quotation
- IAC0204 List and explain possible language barriers

(Weight 25%)

2.2.3 KM-02-KT03: Quality in the upholstered furniture manufacturing process (40%)

Topic elements to be covered include:

- KT0301 Definition and importance of quality and quality control
- KT0302 Causes and consequences of poor-quality management in a basic upholstery business
- KT0303 Production routines, product inspections and quality control during basic upholstery activities
- KT0304 Standard operating procedures regarding compressors rust, unscrew
- KT0305 Concepts of product defects and faults and their causes
- KT0306 Materials handling and product stacking and storing

Internal Assessment Criteria and Weight

- IAC0301 Differentiate between quality and quality control and explain the importance thereof in a basic upholstery business
- IAC0302 Identify the causes of poor quality in a basic upholstery business such as raw frame faults and defects, wrong materials, material faults and defects, waste of materials and consumables, equipment and tool breakdowns, power outages and explain the consequences thereof
- IAC0303 Discuss the production routines and quality control checks in a basic upholstery business and explain how quality control checks can contribute the final product (give reasons)
- IAC0304 Identify possible defects and faults in a basic upholstery business and discuss their causes
- IAC0305 Discuss the possible consequences of poor materials handling methods and unsafe product stacking and storing

(Weight 40%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

2.4 Exemptions

None.

3. 641502-000-04-SP01-KM-03, Fundamentals of health, safety and housekeeping NQF level 2, Cr 1

3.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is on providing the learner an opportunity to demonstrate an understanding of basic health and safety principles and how to carry out good housekeeping routines and comply with housekeeping procedures in a basic upholstery business.

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01 Upholstery related health and safety principles and practices (80%)
- KM-03-KT02 Housekeeping (20%)

3.2 Guidelines for Topics

3.2.1 KM-03-KT01: Upholstery related health and safety principles and practices (20%)

Topic elements to be covered include:

- KT0101 Overview of the Occupational Health And Safety Act, regulations and responsibilities of the employer and employee
- KT0102 Hazards, safety, hazardous substances, incidents
- KT0103 Hazard identification and safe work procedures
- KT0104 Incidents and accident investigation
- KT0105 Safety and information signs, location of first aid and firefighting equipment and personnel, emergency evacuation procedures and meeting points (First aid and first aiders in the workplace)
- KT0106 Hazardous (glue, masking, ventilation) substances, MSDS and storage
- KT0107 Personal protective equipment (PPE) clothing, protecting (OHS)

Internal Assessment Criteria and Weight

- IAC0101 List and explain the responsibilities of the employer and employee in terms of the OHSA in a basic upholstery business
- IAC0102 Define and discuss the following terms: hazard, safe work practices, hazardous substance and incident
- IAC0103 Identify and discuss hazards and potential hazards in a basic upholstery business

- IAC0104 Define: safety and information signs in the workplace (hearing protection, respirator area, dust mask area, exit signs, first aid location signs, fire extinguisher and hose reel location signs, eye wash location, emergency alarm signs, first aider on duty, fire fighter on duty, emergency numbers, emergency meeting points, demarcation lines for aisles)
- IAC0105 Define hazardous substances in a basic upholstery business (adhesives, foam, solvents, and lubricants) and discuss how to interpret a material safety datasheets (MSDs)
- IAC0106 Discuss the safe storage of hazardous substances and give reasons
- IAC0107 Explain the maintenance, dangers and hazards associated with compressors and compressed air as per the relevant Standing Operating Procedures.
- IAC0108 Discuss the functionality and necessity of various appropriate PPE to wear in an upholstery business and explain the consequences of not complying

(Weight 20%)

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

3.4 Exemptions

None.

4. 641502-000-04-SP01-KM-04, Raw Materials, Tools and Equipment used in a basic upholstery business, NQF level 2, Cr 2

4.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is on providing the learner an opportunity to demonstrate an understanding of the raw materials, tools and equipment used in a basic upholstery business to make, assess, repair, up-cycle basic frames and re-upholster furniture frames i.e. kitchen / office chairs, headboard and ottomans

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 Raw materials for making, assessing, repairing, up-cycling basic frames and re-upholstering of furniture frames (50%)
- KM-01-KT02 Upholstery tools and equipment (50%)

4.2 Guidelines for Topics

4.2.1 KM-01-KT01: Raw materials for making, assessing, repairing, up-cycling basic frames and re-upholstering of furniture frames (50%)

Topic elements to be covered include:

- KT0101 Types and uses of natural and handmade cover materials and fabrics
- KT0102 Characteristics of natural and handmade cover materials and fabrics
- KT0103 Flaws and defects and their causes and impact on quality
- KT0104 Wastage

Internal Assessment Criteria and Weight

- IAC0101 Raw materials types, variations and functions used in the cover making process is evaluated with reference to characteristics and properties
- IAC0102 Raw material flaws and defects and their causes and impact on quality is assessed
- IAC0103 Discuss efficient and effective usage of materials

(Weight 50%)

4.2.2 KM-01-KT02: Upholstery tools and equipment (50%)

Topic elements to be covered include:

- KT0201 Hand tools and equipment for basic upholstery processes: operation, components and parts, their uses, safe storage and handling
- KT0202 Appropriate adhesives and their uses
- KT0203 Personal protective equipment and materials
- KT0204 Tools and equipment maintenance, fault finding and standard operating procedures
- KT0205 Safety measures and mechanisms

Internal Assessment Criteria and Weight

- IAC0201 Identify hand tools and their parts used in a basic upholstery business to make, assess, repair, up-cycle basic frames and re-upholster furniture frames and explain their individual purposes
- IAC0202 Explain the procedures for maintaining each tool and discuss the consequences of not handling, cleaning and maintaining hand tools correctly
- IAC0203 Identify and explain the selection and loading of staples, nails, bits and other consumables into the relevant power tool and discuss relevant PPE
- IAC0204 Identify and discuss the consequences of not cleaning the spray equipment and spray booth thoroughly after use
- IAC0205 Identify the equipment and parts used by a frame preparer to prepare springs and foam and discuss safety mechanisms and purpose

(Weight 50%)

4.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

4.4 Exemptions

None

641502-000-04 SP 1

Basic Upholsterer Skills Programme Curriculum
Level 2

5. 641502-000-04-SP01-KM-05, Basic upholstery, NQF level 2, Cr 2

5.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is on providing the learner an opportunity to demonstrate an understanding of basic upholstery design, structure specifications, materials, equipment and production techniques associated with making basic frames for ottoman's and headboards while using various fabric and materials which includes, but not limited to leather, stretch fabrics and linen, including calico, spunbond and polypropylene to upholster.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 Various fabrics and materials which includes, but not limited to leather, stretch fabrics and linen, including calico, spunbond and polypropylene to upholster (20%)
- KM-01-KT02 Basic repair, up-cycle and recycle to upholstery and basic frames (50%)
- KM-01-KT03 Fixtures (buttons, stitching, strips) (30%)

5.2 Guidelines for Topics

5.2.1 KM-01-KT01: Various fabrics and materials which includes, but not limited to leather, stretch fabrics and linen, including calico, spunbond and polypropylene to upholster (20%)

Topic elements to be covered include:

- KT0101 Characteristics, functions and uses of various fabrics and materials which includes, but not limited to leather, stretch fabrics and linen, including spunbond, calico and polypropylene to upholster

Internal Assessment Criteria and Weight

- IAC0101 Discuss the characterises and explain the functions and uses of various fabrics and materials which includes, but not limited to leather, stretch fabrics and linen, including calico, spunbond, and polypropylene to upholster

(Weight 20%)

5.2.2 KM-01-KT02: Basic repair, up-cycle and recycle to upholstery and basic frames (50%)

Topic elements to be covered include:

- KT0201 Repair methods of basic furniture and basic frames, i.e. ottoman's and headboards
- KT0202 Up-cycle methods of basic furniture and basic frames, i.e. ottoman's and headboards
- KT0203 Recycle methods of basic furniture and basic frames, i.e. ottoman's and headboards
- KT0204 Various frame assembly methods
- KT0205 Fit for purpose end products

Internal Assessment Criteria and Weight

- IAC0201 Identify the various methods to repair basic furniture and basic basic frames (ottoman's, headboards)
- IAC0202 Identify the various methods to up-cycle basic furniture and basic basic frames (i.e. ottoman's, headboards)
- IAC0203 Identify the various methods to recycle basic furniture and basic basic (i.e. ottoman's, headboards) frames and list the tools and equipment
- IAC0204 Identify methods to assemble a basic furniture or basic frame (i.e. ottoman's, headboards) and list tools and equipment requirements
- IAC0205 Identify practicality of a basic furniture or basic frame (i.e. ottoman's, headboards)
- IAC0206 Identify the requirements for a fit for purpose or a stable frame (i.e. ottoman's, headboards)

(Weigh 50%)

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

5.4 Exemptions

None.

6. 641502-000-04-SP01-KM-06, Drawings, NQF level 2, Cr 1

6.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is on providing the learner an opportunity to demonstrate an understanding of the theory required for reading, interpreting and using drawings for making (i.e. ottoman's, headboards)

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 Read, interpret and draw a basic design to specifications (100%)

6.2 Guidelines for Topics

6.2.1 KM-01-KT01: Read, interpret and draw a basic design to specifications (100%)

Topic elements to be covered include:

- KT0101 Basic measurements and sizes
- KT0102 Discuss basic views and angles of designs and shapes
- KT0103 Draw a basic design (i.e. ottoman's, headboards)

Internal Assessment Criteria and Weight

- IAC0101 Discuss how to read and interpret a basic drawing as per the customer's request using basic measurements and sizes of specific furniture
- IAC0102 Basic sizes, views and the functionality of the end product are considered and included into the planned design
- IAC0103 A basic design is drawn accurately to specific measurements

(Weight 100%)

6.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

Legal Requirements:

- None.

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6.4 Exemptions

None.

7. 641502-000-04-SP01-KM-07, Cost effectiveness, NQF level 2 Cr 1

7.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is on providing the learner an opportunity to demonstrate an understanding of the methods to calculate costing involved in a basic upholstery business

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01 Product costing and pricing (100%)

7.2 Guidelines for Topics

7.4.1 KM-01-KT01: Product costing (100%)

Topic elements to be covered include:

- KT0101 Basic calculations costs of labour, materials, overheads and profit
- KT0102 Cost effectiveness

Internal Assessment Criteria and Weight

- IAC0101 Identify possible limitations to take into consideration when determining the cost of making basic upholstery products (kitchen / office / dining room chairs, headboards, ottomans)
- IAC0102 Explain consequences for incorrectly calculating the costs
- IAC0103 Explain how to efficiently and cost effectively determine the price of making basic upholstery products (kitchen / office / dining room chairs, headboards, ottomans) which includes taking materials, labour, overheads and profit into consideration

7.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Training/facilitation resources.
- Assessment tools/instruments for assessment.
- Upholstery related learning material.

Human Resource Requirements:

- Recommended facilitator/learner ratio 1 to 24.

7.4 Legal Requirements:

- None.

7.5 Exemptions

None.

SECTION 3B: APPLICATION SKILLS MODULES:

- 641502-000-04-SP01-AS-01, Set up a basic upholstery business, NQF Level 2, Cr 2
- 641502-000-04-SP01-AS-02, Prepare quotations, NQF Level 2, Cr 2
- 641502-000-04-SP01-AS-03, Assess, repair and upholster a basic frame, NQF Level 2, Cr 6
- 641502-000-04-SP01-AS-04, Re-cycle a product, NQF Level 2, Cr 3
- 641502-000-04-SP01-AS-05, Techniques, NQF Level 2, Cr 6

Total number of credits for Application Skills Modules: 19

1. 641502-000-04-SP01-AS-01, Set up a basic upholstery business, NQF Level 2, Cr 2

1.1 Purpose of the Application Skills Module

The focus of the learning in this module is to practice the skills required to research and write a basic SWOT analysis for achieving business goals and objectives for a basic upholstery business. The learner will further have to determine potential services lines, determine costing, identify and select possible social media as a communication tool.

The learner will be required to:

- AS-01-ASA01 Identify elements for a basic SWOT analysis
- AS-01-ASA02 Prepare and write a basic SWOT analysis
- AS-01-ASA03 Calculate costs of products and services
- AS-01-ASA04 Identify and select the social media to be used as a communication tool

1.2 Guidelines for Application Skills:

1.2.1 AS-01-ASA01: Identify elements for a basic SWOT analysis

Scope of Application Skills:

Given relevant business ideas and case studies to identify the elements needed for a basic SWOT analysis which makes provision for funding, marketing and products and services to plan for the implementation of goals and objectives relevant to a basic upholstery business, the learner will be required to:

- ASA0101 Identify the purpose and service lines for a basic upholstery business
- ASA0102 Identify and review the critical components for a basic SWOT analysis

Applied Knowledge:

- AK0101 Elements of a basic SWOT analysis
- AK0102 Legislative requirements relating to business operations
- AK0103 Preparation of a SWOT
- AK0104 Setting goals and objectives

Internal Assessment Criteria:

- IAC0101 The purpose and services lines for a basic upholstery business are identified
- IAC0102 Critical components to draw up a basic SWOT analysis are correctly identified and carefully reviewed
- IAC0103 Business goals and objectives are accurately identified and documented in the SWOT analysis

1.2.2 AS-01-ASA02: Prepare and write a basic SWOT analysis

Scope of Application Skills:

Given relevant business ideas and case studies to identify the elements needed for a basic SWOT analysis which makes provision for funding, marketing and products and services to plan for the implementation of goals and objectives relevant to a basic upholstery business, the learner will be required to:

- ASA0201 Write a basic SWOT analysis and include strengths, weaknesses, opportunities and threats to support the services lines, goals and objectives of the business

Applied Knowledge:

- AK0201 Elements of a basic SWOT analysis
- AK0202 Legislative requirements relating to business operations
- AK0203 Preparation of a SWOT
- AK0204 Setting goals and objectives

Internal Assessment Criteria:

- IAC0201 A basic SWOT analysis is produced including strengths, weaknesses, opportunities and threats that might influence the start-up of a basic upholstery business

1.2.3 AS-01-ASA03: Calculate costs of products and services

Scope of Application Skills:

Given relevant business ideas and case studies to identify the elements needed for a basic SWOT analysis which makes provision for costing of services lines, the learner will be required to:

- ASA0301 Create a service delivery list (Source and accurately select and interpret product and costing information needed to prepare the quotation)
- ASA0302 Calculate mark-up costs for a basic upholstery business's procedures and requirements to determine a profitable selling price

Applied Knowledge:

- AK0301 Key principles and elements of calculating costs and components of quotations
- AK0302 Quotation system and procedures appropriate to the upholstery industry
- AK0303 Working knowledge of legal and consumer protection issues that relate to providing quotations and to the products covered by the quotation

Internal Assessment Criteria:

- IAC0301 A list of service selling prices is generated
- IAC0302 Calculations are checked and reviewed against all product and service requirements and final cost to customer accurately calculated

1.2.4 AS-01-ASA04: Identify and select the social media to be used as a communication tool

Scope of Application Skills:

Given relevant business ideas and case studies to identify the elements needed for a basic SWOT analysis which makes provision for the relevant social media to be used as a possible communication tool, the learner will be required to:

- ASA0401 Based on your SWOT analyses, identify the most relevant social media platform to use as communication tool for your basic upholstery business
- ASA0402 Write a basic marketing advert for your upholstery business, which could be placed on relevant social media platform

Applied Knowledge:

- AK0401 Types of Social media platforms
- AK0402 Marketing principles

Internal Assessment Criteria:

- IAC0401 A basic marketing advert for a basic upholstery business is produced with the potential to be placed on a current and relevant social media platform

1.3 Provider Programme Accreditation Criteria**Physical Requirements:**

Demonstrate access to:

- Upholstery environment.
- Structured examples and scenarios
- Access equipment according to task requirements.

Human Resource Requirements:

- Facilitator/learner at a recommended ratio 1 to 12.
- Workshop assistant at a recommended learner ratio 1 to 4.

Legal Requirements:

- Compliant with OHS ACT requirements.

1.4 Exemptions

None.

2. 641502-000-04-SP01-AS-02, Prepare quotations, NQF Level 2, Cr 2

2.1 Purpose of the Application Skills Module

The main focus of the learning in this knowledge module is to build an understanding required to calculate the costs of products and services i.e. making a basic kitchen chair, a headboard or a basic ottoman, or minor repairs to basic frames, etc in a basic upholstery business. It requires the ability to provide accurate quotations for products and services to customers.

The learner will be required to:

- AS-02-ASA01 Calculate costs of products and services
- AS-02-ASA02 Provide quotations and invoice to customers
- AS-02-ASA03 Update and amend quotations and invoices

2.2 Guidelines for Application Skills:

2.2.1 AS-02-ASA01: Calculate costs of products and services

Scope of Application Skills:

Given a customer brief with of various customers' requirements and specifications to prepare and issue quotations and invoices, the learner must be able to:

- ASA0101 Create records to administer the customer's details and requirements.
- ASA0102 Source and accurately select and interpret product and costing information needed to prepare the quotation
- ASA0103 Calculate profit for a making basic upholstery furniture
- ASA0104 Accurately calculate the final cost to the customer
- ASA0105 Check all calculations against all product and service requirements
- ASA0106 Record keeping

Applied Knowledge:

- AK0101 Methods for calculating costs and profit
- AK0102 Product knowledge appropriate to upholstery suppliers and products included in the quotation
- AK0103 Profit mark-up methods
- AK0104 Quotations and invoicing

Internal Assessment Criteria:

- IAC0101 A spreadsheet or a database created to record customer details
- IAC0102 Profitable selling prices are determined by calculating commission or mark-up costs
- IAC0103 Calculations are checked / reviewed against all product and service requirements and final cost to customer accurately calculated
- IAC0104 Detailed recordkeeping

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2.2.2 AS-02-ASA02: Provide quotations and invoices to customers

Scope of Application Skill:

Given a customer brief with of various customers' requirements and specifications to prepare and issue quotations and invoices, the learner must be able to:

- ASA0201 Prepare the quotation and invoice to reflect all inclusions as per customer brief
- ASA0202 Provide accurate quotation and invoice as per customer brief
- ASA0203 Offer a suitable and alternative quotation with options to the customer
- ASA0204 Ensure all quotations and invoices include accurate details of the cost of products and service as per terms and conditions
- ASA0205 Record all details of the quotation accurately and keep on file

Applied Knowledge:

- AK0201 Methods for calculating costs and profit
- AK0202 Product knowledge appropriate to upholstery suppliers and products included in the quotation
- AK0203 Profit mark-up methods
- AK0204 Quotations and invoicing

Internal Assessment Criteria:

- IAC0201 Quotations and invoices are prepared with all customer requirements included
- IAC0202 Quotations and invoices delivered to customers and deposit received
- IAC0203 An offer for an alternative quotation is communicated to the customer, with various options.
- IAC0204 All quotations and invoices are checked and reviewed for accuracy to ensure correct service provision and products conditions.
- IAC0205 Quotations and invoices are issued as per terms and conditions

2.2.3 AS-02-ASA03: Update and amend quotations and invoices**Scope of Application Skill**

Given a customer brief with of various customers' requirements and specifications prepare and issue quotations and invoices, the learner must be able to:

- ASA0301 Correct / amend and update quotations and invoices to take account of changed customer requests or arrangements.
- ASA0302 Provide the most up-to-date quotation and invoices as per customer's brief
- ASA0303 Record all details of adjusted quotations and invoices and keep records

Applied Knowledge:

- AK0301 Methods for calculating costs and profit
- AK0302 Product knowledge appropriate to upholstery suppliers and products included in the quotation
- AK0303 Profit mark-up methods
- AK0304 Quotations and invoicing

Internal Assessment Criteria

- IAC0301 Quotations and invoices corrected, amended and updated as per customer requirements
- IAC0302 Upon request the customer is provided with most recent quotations and invoices including new conditions and limitations
- IAC0303 Records of all amendment requests from customers are filed for recorder keeping purposes.

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

Demonstrate access to:

- Upholstery environment.
- Access equipment according to task requirements.

Human Resource Requirements:

- Facilitator/learner at a recommended ratio 1 to 12.
- Workshop assistant at a recommended learner ratio 1 to 4.

Legal Requirements:

- Compliant with OHS ACT requirements.

2.4 Exemptions

None.

3. 641502-000-04-SP01-AS-03, Assess, repair and upholster a basic frame, NQF Level 2, Cr 6

3.1 Purpose of the Application Skill Module

The focus of the learning in this module is on providing the learner an opportunity to assess, repair and upholster a basic frame by identifying defects and faults and take corrective action to repair defects.

The learner will be required to:

- AS-03-ASA01 Assess product to be repaired or upholstered
- AS-03-ASA02 Prepare, repair or upholster the product

3.2 Guidelines for Application Skills:

3.2.1 AS-03-ASA01: Assess product to be repaired or upholstered

Scope of Application Skills:

Given a basic frame for a kitchen / office / dining room chair, a headboard and a basic ottoman, the learner must be able to:

- ASA0101 Conduct a visual inspection of the given product
- ASA0102 Strip the frame
- ASA0103 Check upholstery elements
- ASA0104 Identify viability for repairs and upholstery
- ASA0105 Plan and discuss implications to repair or upholster the product

Applied Knowledge:

- AK0101 Visual inspection procedures
- AK0102 Stripping techniques
- AK0103 Upholstery elements
- AK0104 Viability procedures
- AK0105 Planning
- AK0106 Customer service

Internal Assessment Criteria

- IAC0101 Product is correctly inspected for repairs or upholstery
- IAC0102 Frame stripped and upholstery elements checked for viability
- IAC0103 Implications of the repairs or upholstery of the product effectively communicated to the client

3.2.2 AS03-ASA02: Prepare, repair or upholster the product

Scope of Application Skills:

Given a damaged basic frame for a kitchen chair, a headboard and a basic ottoman, the learner must be able to:

- ASA0201 Set-up and prepare work area according to housekeeping standards
- ASA0202 Check, prepare and organise tools
- ASA0203 Procure appropriate materials according to job specifications
- ASA0204 Implement the brief according to agreement
- ASA0205 Produce a repaired frame or upholster a basic frame

Applied Knowledge:

- AK0201 Setting up and preparation of work area procedures
- AK0202 Housekeeping standards
- AK0203 Procurement procedures /methods
- AK0204 Implementation of brief methods
- AK0205 Repair and upholster methods / procedures

Internal Assessment Criteria

- IAC0201 Work area prepared and correctly set-up for implementation of the brief
- IAC0202 Tools checked, prepared and organised for the implantation of the brief
- IAC0203 Appropriate materials are procured according to job specifications
- IAC0204 Brief implemented using the correct materials techniques and methods
- IAC205 A repaired frame or upholstered basic frame is produced

3.3 Provider Programme Accreditation Criteria

Physical Requirements:

Demonstrate access to:

- Upholstery environment.
- Tools, equipment and PPE
- Access equipment according to task requirements.

Human Resource Requirements:

- Facilitator/learner at a recommended ratio 1 to 12.
- Workshop assistant at a recommended learner ratio 1 to 4.

Legal Requirements:

- Compliant with OHS ACT requirements.

3.4 Exemptions

None.

4. 641502-000-04-SP01-AS-04, Re-recycle a product, NQF Level 2, Cr 3

4.1 Purpose of the Application Skills Module

The focus of the learning in this module is on providing the learner an opportunity to re-cycle a product, which includes any other, but is not limited to furniture products. The practical modules should take place in a simulated or real work environment.

The learner will be required to:

- AS-04-ASA01 Re-cycle a product, which includes any other, but is not limited to furniture products
- AS-04-ASA02 Evaluate the final product

4.2 Guidelines for Application Skills:

4.1.1 AS04-ASA01: Re-cycle a product, which includes any other, but is not limited to furniture products

Scope of Application Skills:

Given a used product such as an old chair, tables, cabinets, etc. the learner must be able to:

- ASA0101 Conduct a visual inspection of the given product
- ASA0102 Strip the frame
- ASA0103 Check upholstery elements
- ASA0104 Identify viability for up-cycling or recycling of the product
- ASA0105 Plan and discuss implications to up-cycle or recycle the product

Applied Knowledge:

- AK0101 Visual inspection procedures
- AK0102 Stripping techniques
- AK0103 Upholstery elements
- AK0104 Viability procedures
- AK0105 Up-cycling and recycling techniques
- AK0106 Up-cycling and recycling methods
- AK0107 Up-cycling and recycling procedures
- AK0108 Planning
- AK0109 Customer service

Internal Assessment Criteria:

- IAC0101 Product is correctly inspected for up-cycling or recycling
- IAC0102 Frame stripped and upholstery elements checked for viability
- IAC0103 Benefits for up-cycling or recycling of the product effectively communicated to the customer

4.1.2 AS04-ASA02: Evaluate the final product**Scope of Application Skills:**

Given final products, the learner must be able to:

- ASA0101 .Check for practicality, viability and fit for purpose
- ASA0102 Make adjustments or minor changes where appropriate

Applied Knowledge:

- AK0201 Practicality, viability and fit for purpose procedures
- AK0202 Final product evaluation procedures

Internal Assessment Criteria:

- IAC0201 Final products are checked for quality standards, practicality, viability and fit for purpose

4.2 Provider Programme Accreditation Criteria**Physical Requirements:**

Demonstrate access to:

- Upholstery environment.
- Access equipment according to task requirements.

Human Resource Requirements:

- Facilitator/learner at a recommended ratio 1 to 12.
- Workshop assistant at a recommended learner ratio 1 to 4.

Legal Requirements:

- Compliant with OHS ACT requirements.

4.3 Exemptions

None.

5. 641502-000-04-SP01-AS-05, Techniques, NQF Level 2, Cr 6

5.1 Purpose of the Application Skills Module

The focus of the learning in this module is on providing the learner an opportunity to demonstrate basic upholstery techniques, but not limited to pleating, buttoning and relief cuts, the learner must be able to:

The learner will be required to:

- AS-05-AS01 Demonstrate an understanding of identified techniques

5.2 Guidelines for Application Skills:

5.2.1 AS-05-AS01: Demonstrate an understanding of identified techniques

Scope of Application Skills:

Given a sample board, the learner must be able to demonstrate basic upholstery techniques, but not limited to:

- AKA0101 Basic pleating
- AKA0102 Basic buttoning
- AKA0103 Basic relief cuts

Applied Knowledge:

- AK0101 Techniques for straining material according to the correct techniques (silk, stretch fabric, leather patterns, material and textures will determine the techniques)
- AK0102 Back tacking which includes cardboard strips (straight line)
- AK0103 Techniques for tucking material at an angle
- AK0104 Techniques for stapling at an angle
- AK0105 Pattern matching techniques / methods
- AK0106 Pleating techniques
- AK0107 Webbing techniques
- AK0108 Fitting techniques for various springs with spring clips according to the correct technique

- AK0109 Hand sewing techniques (slip stitch, small needles, curve needle, different threads)
- AK0110 Basic buttoning techniques (using a variety of buttons, patterns)
- AK0111 Studding tools (different types – continuous studs, and lengths, for the type of fabric)
- AK0112 Handsewn piping methods / techniques

Internal Assessment Criteria:

- IAC0101 Basic pleating completed using the sample board
- IAC0102 Basic buttoning completed using the sample board
- IAC0103 Basic relief cuts completed using the boards

5.3 Provider Programme Accreditation Criteria

Physical Requirements:

Demonstrate access to:

- Upholstery environment.
- Access equipment according to task requirements.

Human Resource Requirements:

- Facilitator/learner at a recommended ratio 1 to 12.
- Workshop assistant at a recommended learner ratio 1 to 4.

Legal Requirements:

- Compliant with OHS ACT requirements.

5.4 Exemptions

None.