

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

**FASHION / DESIGN & TEXTILES WORKSHOP UP TO GRADE 11/13 – Year 2021/2022**

**Subject Appellation and Level:**

- DESIGN & TEXTILES – Grades 12 & 13 – HSC/AL CIE syllabus code 9631
- FASHION & TEXTILES – Grades 10 & 11 – SC/OL CIE syllabus code 6130
- FOOD AND TEXTILES STUDIES (the 'Textiles' component only where there is no Food & Textiles Junior Laboratory) – Up to Grade 9 & 9+(EP) – NCF

Name of School : \_\_\_\_\_ Date of Verification : \_\_\_\_\_

No. of Textiles Workshop at school: \_\_\_\_\_ Workshop being monitored: \_\_\_\_\_

Is the facility New / Relocated / Existing / Upgraded ? \_\_\_\_\_

Number of sections and students using this facility:

Grade	Extended Program				Regular							
	7	8	9	9+	7	8	9	10	11	12	13	
No. of Sections												
No. of Students												
No. of Groups												

Educator in Charge: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Specialist Room  
Attendant: \_\_\_\_\_ Qualifications: \_\_\_\_\_

**IMPORTANT NOTE:**

The following conditions should be fulfilled to ensure a reasonable standard:

- The room and floor area provided should be appropriate.
- A minimum score of 75 % should be obtained in each of the four Sections A to D.
- Compulsory items in Section D, highlighted in bold characters, should be provided.
- Record of use of the Workshop should be kept as required.

Minimum requirements for a class of 20 students are specified. However, in case of need provision should be made to accommodate up to 4 additional students.

**(A) PHYSICAL FACILITIES – weightage: 30%**

Item	Description	Requirements	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
<b>1. Floor Area and Room</b>  <b>*NOTES:</b> i) For existing <i>Fashion/ Design &amp; Textiles facilities</i> the previously approved Floor Area shall be accepted and rated pro-rata.  ii) For new <i>Fashion/Design &amp; Textiles Workshops</i> a floor area of 60 m <sup>2</sup> is required.	<b>Concrete Building</b>	A minimum area of 60 m <sup>2</sup> is required*  (see side-notes)	75	4 500		
	<b>CONDITIONS OF ROOM:</b>			1500		
	<b>Ceiling</b>	Plastered Crack-free	10%	<b>(Marks on conditions pro-rata on area)</b>		
	<b>Walls</b>	Plastered & painted	10%			
	<b>Flooring</b>	Flat & tiled /painted	10%			
	<b>Shape</b>	Convenient	10%			
	<b>Set Up</b>	Conducive	10%			
	<b>Cleanliness</b>	Maintained	10%			
	<b>Proper Storage and Classification</b>	Indexing & Accessibility	10%			
	<b>Lighting</b>	Adequate Natural/ Assisted	10%			
<b>Ventilation</b>	Assisted	10%				
<b>Utilities</b>	Water/Gas/ Electricity	10%				

<p><b>2. Furniture &amp; Accessories</b></p> <p><b>*NOTE:</b> Existing Working Units less than 0.75m<sup>2</sup> are to be accepted and rated pro-rata.</p> <p><b>**NOTE:</b> <b>Conditions</b> Problems identified with the conditions of <b>Furniture and Accessories</b>, if any, shall be evaluated on how far they affect teaching and learning on a scale of 1 to 10 before effecting deductions on marks for conditions. The marks may be totally forfeited in case of even a single grave problem with conditions.</p>	i) Working units equipped with drawers & shelves – top surface 0.75 m <sup>2</sup> per student* (excluding table space for appliances)	15 m <sup>2</sup>	50	750		
	ii) Stools	20	15	300		
	iii) Table (1.25 m x 0.75 m) + chair for teacher	1	150	150		
	iv) White Board Size (243 x 105 cm)	1	200	200		
	v) Demonstration Table Size (2m x 1.2m)	1	200	200		
	vi) Firm standing tables for sewing machines	7	50	350		
	vi) Taps and sinks (of appropriate material)	2 taps 2 sinks	60	240		
	vii) Power Points	8	15	120		
	viii) Wall Clock	1	30	30		
	ix) Cupboards/cabinets with shelves and drawers	4	60	240		
	x) Wall-mounted shelves	4	40	160		
xi) Notice Board	1	80	80			
	<b>Conditions of i) to xi)**</b>			800		
			<b>Total</b>			
			<b>Sect. A</b>	<b>9620</b>		<b>Score sect A</b>

**Actual Marks Scored on Section A =  $\frac{\text{Score sect A}}{9620} \times 16500 =$  \_\_\_\_\_**

<b>(B) SAFETY ITEMS – weightage: 10 %</b>						
<b>Item</b>	<b>Description</b>	<b>Quantity Required</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for PSEA use only)</b>
1. First Aid Kit	Equipped with: i) Antiseptic cream/ solution & gauze ii) Gel for burns iii) Woundplast iv) 1 pair scissors (small) v) Safety pins vi) Cotton wool vii) 1 bandage roll	1	350	350		
2. Fire Extinguisher	Capacity: 2 L or 2Kg (serviced on time)	1	350	350		
3. Fire Blanket		1	350	350		
4. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	350	350		
5. Safety Charts	Min. size: A <sub>3</sub> Clear instructions about safety. (conspicuously displayed at appropriate places)	Min. 5	70	350		
6.i) Main Switch/ Circuit Breaker	Separate for the Fashion and Textiles Lab. and located inside the lab.	1	350	350		
ii) ELCB/RCD		1	350	350		
7. Gas conductors <b>AND/OR</b> Electrical connections <i>(NOTE: Gas tanks, if any, to be kept preferably outside the building with an internal gas switch)</i>	Rubber tubing connected to oven/stove should be replaced before expiry date stated thereon <b>AND/OR</b> Electrical cords and fittings of appliances in good condition.	1	350	350		
8. Cotton Aprons	Plastic aprons should not be used	5 of each	60	300		
			<b>Sub-total Sect. B</b>	<b>3100</b>		<b>Score sect B</b>
<b>CAUTION: No student should be allowed to operate any power/gas equipment or use hazardous items except under close teacher supervision and while observing all safety precautions, like wearing appropriate protective equipment.</b>						

**Actual Marks Scored on Section B =  $\frac{\text{Score sect B}}{5500} \times 5500 =$  \_\_\_\_\_**  
**3100**

<b>(C) INSTRUCTIONAL TOOLS &amp; RECORDS</b> (WEIGHTAGE 30%)		<b>Quantity Required</b>	<b>Marks per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score</b> (for PSEA use only)						
<b>1. Record of Practical Sessions</b>  <u>NOTE:</u> If school has a F&T Junior Lab., practicals for EP & Grades 7 to 9 are not reckoned here.	A minimum of 20 practical sessions per class in the academic year spread over all three school terms for Gds. 10-13 and 10 for lower Gds.  <i>(Records to be kept class-wise and signed by teacher(s))</i>	20	250	5000	Average for all classes reckoned:  -----	-----						
<b>GRADE</b>	<b>Ext. Prg.</b>	<b>Regular</b>										
	7 8 9 9+	7	8	9	10	11	12	13				
Class/Group	A											
	B											
	C											
	D											
	E											
	F											
<b>Total</b> (x2 up to G.R9)												
<b>NOTE: Reckoned pro-rata for the current academic year - max. 20 per class or group on 8.5 months.</b>												
<b>2. Record of Audio Visual Lessons</b>  <u>NOTE:</u> If school has a F&T Junior Lab., A/V lessons for EP & Grades 7- 9 not reckoned here.	A minimum of 10 lessons per class in the academic year spread over all three school terms for Gds. 10-13 and 5 for lower Gds.  <i>(Records to be kept in the lab., class-wise and signed by teacher(s))</i>	10	200	2000	-----	-----						
<b>GRADE</b>	<b>Ext. Prg.</b>	<b>Regular</b>										
	7 8 9 9+	7	8	9	10	11	12	13				
Class/Group	A											
	B											
	C											
	D											
	E											
	F											
<b>Total</b> (x2 up to G 9R)												
<b>NOTE: Reckoned pro-rata for the current academic year - max. 10 per class or group on 8.5 months.</b>												
					<b>Sub-Total Section C</b>			<b>7000</b>				

<p><b>3. Teaching and Learning Aids</b></p> <p><b>*NOTE :</b></p> <p><b><u>CHARTS' TOPICS:</u></b></p> <p>1. Clothing for various occasions.</p> <p>2. Role of Culture, technology and other factors shaping fashion.</p> <p>3. Sustainable fashion: re-using existing clothing and textiles.</p> <p>4. Caring for textiles and clothing.</p> <p>5. Decoration and embellishment techniques: printing/painting/collage/use of knots and stitches.</p> <p>6. Fibres, yarns and fabrics and their production.</p> <p>7. Basic construction techniques – seams and fastenings.</p> <p>8. Basic embroidery stitches.</p> <p>9. Colour selection chart (to include Colour Wheel, Colour Palette and trends for the coming years)</p> <p>10. Fabric finishes.</p> <p>11. Design and Creativity: Principles and Elements of Fashion design.</p> <p>12. Garment components, accessories and fittings chooser chart.</p> <p><b><u>CHARTS' QUALITY:</u></b></p> <p><b>i) Charts to be printed and of min. size A3</b></p> <p><b>ii) Contents should be readable with bold illustrations, pictures and characters.</b></p>	<p><b>(i) Reference Books</b> On Sewing techniques &amp; Garment Design</p>	<p>Min. 5 books <i>(Published in the past 3 years)</i></p>	20	100		
	<p><b>(ii) Magazines</b> On Fashion Design &amp; Trends</p>	<p>Min. 8 mag. <i>(Published in the past 2 years)</i></p>	20	160		
	<p><b>(iii) Wall-charts*</b> <i>(see list in side-note)</i></p>	<p>Min. 12 charts</p>	20	240		
	<p><b>(iv) Packages for textiles products</b></p>	<p>5 asstd. Ready-made garment packages and protective sheaths</p>	12	60		
	<p><b>(v) Manuals of household appliances</b></p>	<p>5 asstd. For sewing &amp; embroidery machines, electric iron, clothes dryer.</p>	12	60		
	<p><b>(vi) Textiles samples on:</b></p> <p>a) Natural fibres</p> <p>b) Manufactured fibres</p> <p>c) Smart and modern fabrics</p> <p>d) Woven, non-woven and knitted fabrics</p> <p>e) Fabric printing techniques</p>	<p>5 assorted samples in each category a) to d) (Total 20 samples)</p> <p>2 different</p> <p>10</p>	13	260		
<p><b>(vi) Ready-made Patterns</b></p>		20	40	70	70	

<b>(vii) Portfolios for Fashion Appreciation</b>	a) Collection of relevant materials for the study of: <ul style="list-style-type: none"> <li>• One fashion designer</li> <li>• One accessory designer</li> </ul>	2 portfolios	60	120		
	b) Collection of relevant materials (2D and 3D) for the appreciation of Contemporary Fashion (focus on any three contemporary houses of fashion)	Materials on 3 houses of fashion	40	120		
<b>viii) Multimedia</b>	PC	1	400	400		
<p><b>*NOTE:</b></p> <p><i>A connectable LED TV with a screen of 55 inches may replace the LCD Projector and Screen.</i></p>	Internet	1	200	200		
	LCD Projector*	1	400	400		
	Screen*	1	100	100		
	Colour Printer	1	100	100		
	Scanner	1	100	100		
	2 relevant graphics software	2	200	200		
<b>4. Time-table of practical sessions in the Workshop</b>	With school seal and year stated.	1 displayed	50	50		
<b>5. Stock Book</b>	Up to date and signed. New acquisitions highlighted	1	50	50		
			<b>Total Sect. C</b>	<b>9830</b>		<b>Score sect C</b>

**Actual Marks Scored on Section C =  $\frac{\text{Score sect C}}{9830} \times 16500 =$  \_\_\_\_\_**

**D. EQUIPMENT AND CONSUMABLES – weightage: 30 %**

**Up to Grade 9: Items nos. 1 to 41 + Consumables nos. 79 to 104 + Conditions Sect. D**

**Up to Grade 11 or 13: Items nos. 1 to 104 + Conditions Sect. D**

<b>Item No.</b>	<b>Description</b>	<b>Quantity Required</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for PSEA use only)</b>
1.	Artist paintbrushes – assorted sizes	20	6	120		
2.	Aluminium pans (decchi) – cap: 10litres	2	60	120		
3.	Batik frame	5	24	120		
4.	Brushes for batik	1 set of 5	24	120		
5.	Cutting out scissors for fabrics - 20 to 30cms	6	30	180		
6.	Cutting matt A3 size	4	45	180		
7.	<b>Electric sewing machine</b>	<b>5</b>	<b>36</b>	<b>180</b>		
8.	<b>Electric steam iron</b>	<b>4</b>	<b>45</b>	<b>180</b>		
9.	French curves	1 set	120	120		
10.	Frames for Embroidery	4 sizes	30	120		
11.	Fitting corner with full-length mirror	1	120	120		
12.	Fabric dye - Dylon or other - assorted colours	10 units	12	120		
13.	Hand sewing machine	2	60	120		
14.	Hem marker	2	60	120		
15.	Knitting needles	4 pairs	30	120		
16.	Metre rule – graduated with handle	4	45	180		
17.	Pressing cloth	5	24	120		
18.	Plastic rulers – 300 mm	10	18	180		
19.	Pinking shears	4	45	180		
20.	Plastic pail	2	60	120		
21.	<b>Pressing equipment:</b>					
	<b>i) Ironing table</b>	<b>1</b>	<b>180</b>	<b>180</b>		
	<b>ii) Sleeve board</b>	<b>1</b>	<b>60</b>	<b>60</b>		
	<b>iii) Tailor’s ham</b>	<b>1</b>	<b>60</b>	<b>60</b>		
	<b>iv) Seam roll</b>	<b>1</b>	<b>60</b>	<b>60</b>		
22.	Scissors for paper patterns - 15 to 20 cms	20	9	180		
23.	Seam ripper	5	24	120		
24.	<b>Sewing kits each containing:</b>	<b>x 4 kits</b>				
25.	• Sewing thread – 3 colours	12 units	15	180		
26.	• Cotton perlé thread – 1 colour	4 units	30	120		
27.	• Woollen yarns – 1 colour	4 units	30	120		
28.	• 1 Unpicker (seam ripper)	4 units	45	180		
29.	• 1 Fabric erasable pen	4 units	45	180		
30.	• 1 Thimble	4 units	45	180		
31.	• 1 Pack sewing needles	4 packs	45	180		
32.	• 1 box dressmaker’s pins rustless	4 boxes	45	180		



33.	• 1 Tape measure	4 units	45	180		
34.	• 1 Tracing wheel	4 units	45	180		
35.	• 1 Pair paper scissors	4 pairs	45	180		
36.	• 1 Pin cushion	4 units	45	180		
37.	Tapestry needles (assorted)	20	6	120		
38.	Trimmers 15 to 18 cms (plastic)	4	45	180		
39.	Weaving frame	2 sizes	60	120		
40.	Wooden spoon - long	4	30	120		
41.	Wooden hanger for clothes	12	15	180		
			<b>Sub Total (Items. 1 to 41)</b>	<b>6 240</b>		
<b>ADDITIONAL EQUIPMENT FOR GRADES 10 TO 13</b>						
<b>Item No.</b>	<b>Description</b>	<b>Quantity Required</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for PSEA use only)</b>
42.	Artist easle	1	120	120		
43.	Artist palette	2	60	120		
<b>44.</b>	<b>Attachment for electric sewing machine*</b>	<b>5</b>	<b>24</b>	<b>120</b>		
	<b>Overlock attachment</b>	<b>1 for each machine</b>	<b>120</b>	<b>120</b>		
45.	* <b>NOTE:</b> Attachments: Compatible machine attachments: Zipper foot; Buttonhole foot; Button foot; Binder; Ruffler; Pintuck; Small hemmer.					
<b>46.</b>	<b>Batik pot - thermostat controlled (OR heat source &amp; heating pot)</b>	<b>1</b>	<b>120</b>	<b>120</b>		
47.	Beeswax/candlewax	20 candles	6	120		
48.	Bodkin	1	180	180		
49.	Cleaning items: detergent, brush, scouring pad, cloth	4 items	45	180		
50.	Cotton string (ficelle)	3 reels	60	180		
51.	Dress maker's carbon (wax)	10 sheets	18	180		
52.	<b>Dress maker's form (mannequin), adjustable</b>	<b>1</b>	<b>120</b>	<b>120</b>		
53.	<b>Embroidery machine</b>	<b>1</b>	<b>120</b>	<b>120</b>		
54.	Electric kettle (cap. 1.5 lts)	1	120	120		
55.	Fabric dryer (drying stand or alternative drying equipment)	1	120	120		
<b>56.</b>	<b>Gas burner with gas supply OR electric hot plate</b>	<b>1</b>	<b>120</b>	<b>120</b>		
57.	Inking roller tray - plastic	5	24	120		
58.	Inking roller - foam	5	24	120		

Item No.	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)
59.	Large plastic basin	4	30	120		
60.	Lino + block material (wood/mdf) approx. 100cm <sup>2</sup>	10	6	60		
61.	Lino/block carving tool	1 set of 5	12	60		
62.	Material for block printing table – old blanket or suitable equivalent	1	60	60		
<b>63.</b>	<b>Microscope + Prepared Slides</b>	<b>1</b>	<b>120</b>	<b>120</b>		
		<b>10</b>	<b>12</b>	<b>120</b>		
<b>64.</b>	<b>Pickglass – graduated with stand</b>	<b>1</b>	<b>180</b>	<b>180</b>		
65.	Printing ink - acrylic base	5000 ml (total 1 gal.)	60	60		
	- pigments	6 colours	10	60		
66.	Spoon (big, wooden)	2	60	120		
67.	Skirt/Coat hanger	10	6	60		
68.	Stand for Hangers	1	60	60		
69.	Soft pencil (4H-6H)	5	36	180		
70.	Shallow metal tray 30"x18"	5	24	120		
71.	Spray gun - manual	1	120	120		
72.	Screen printing frame	5	24	120		
73.	Squeegee to fit frames	5	24	120		
74.	Screen stencil (frame size)	10	12	120		
75.	Screen gauze (frame size)	10	12	120		
76.	Steel rule - graduated	5	36	180		
77.	Set square – large, plastic	3	60	180		
78.	Tjanting	2	60	120		
			<b>Sub-Total 42-78</b>	<b>4740</b>		

<b>CONSUMABLES IN STOCK – FOR ALL LEVELS</b>						
79.	JUSO – synthetic jute	3m	60	180		
80.	Pastel coloured 'toile à drap'	3m	60	180		
81.	Lightweight, fusible interfacing viseline	4m	30	120		
82.	Felt fabric – orange, pale blue, dark blue, yellow, green, white	6 colours 1m each	30	180		
83.	Dressmaker's tracing paper	10 sheets	18	180		
84.	Kitchen paper	40 sheets	4.5	180		
85.	Kraft paper	10 sheets	18	180		
86.	Carbon paper	10 sheets	18	180		
87.	Multipurpose white glue	5 tubes	36	180		
88.	Bristol paper – asstd. colours	10 sheets	18	180		
89.	Fevicryl – acrylic colours for fabric painting	3 boxes	60	180		
90.	Fevicryl fabric adhesive	5 tubes	24	120		
91.	Coloured pencils set	2 packs of 12	90	180		
92.	2B Pencil	12	15	180		
93.	Coloured Pentels set	2 packs of 12	90	180		
<b>94.</b>	<b>Tailor's chalk</b>	<b>5</b>	<b>36</b>	<b>180</b>		
95.	Fabric special markers – red, blue and green	3 colours	60	180		
96.	Stencils for fabric printing	10 shts.	12	120		
97.	White candle	20	9	180		
98.	Paper – A4 size	1 ram	120	120		
99.	Beads and sequins - asstd. types and colours	Adequate variety	120	120		
100.	Assorted trimmings - lace, ribbon, braids	5 m each Total 15	24	120		
101.	Wadding	1m	180	180		
102.	Stuffing	2kg	90	180		
103.	'Raffia' ribbon	1 ball	180	180		
104.	Embroidery thread	10 colours	12	120		
			<b>Sub-Total Items 79 -104</b>	<b>4260</b>		
			<b>Sub-Total Items 1-104</b>	<b>15 240</b> (excluding conditions)		

**CRITERIA FOR MARKING CONDITIONS AND QUALITY OF EQUIPMENT AND CONSUMABLES  
IN SECTION D**

	<b>CRITERIA</b>	<b>UP TO GRADE 9</b>	<b>UP TO GRADE 11 or 13</b>	<b>RATING ON A SCALE OF 1 TO 10</b>	<b>SCORE</b>
1.	All cutting, marking and drawing equipment maintained in good working condition	150	300		
2.	Quality of consumables	250	300		
	<b>TOTALS</b>	<b>400</b>	<b>600</b>		Score on Conditions

**ACTUAL SCORE ON SECTION D**

**Actual Marks Scored on section D : Score on items (1-41) + (79-104) + Score on Conditions x 16500= \_\_\_\_\_**  
 (Up to Grade 9) **10900**

**Actual Marks Scored on section D : Score on items (1-104) + Score on Conditions x 16500= \_\_\_\_\_**  
 (Up to Grade 11 or 13) **15840**

-----

**MARK SCHEME AND SCORE**

<b>SECTION</b>	<b>WEIGH -TAGE</b>	<b>TOTAL MARKS</b>	<b>ACTUAL MARKS SCORED (Up to Grade 9)</b>	<b>ACTUAL MARKS SCORED (Up to Grade 11 or 13)</b>	<b>% SCORE Section-wise</b>
<b>A. Physical Facilities</b>	30%	<b>16500</b>			
<b>B. Safety Items</b>	10%	<b>5500</b>			
<b>C. Instructional Tools &amp; Records</b>	30%	<b>16500</b>			
<b>D. Equipment and Consumables</b>	30%	<b>16500</b>			
<b>OVERALL</b>	<b>100%</b>	<b>55000</b>			

**REMARKS AND SHORTCOMINGS**

(With particular reference to conditions at page 1 and score obtained)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

-----  
Signature of PSEA Supervisor / Senior Supervisor (s)

-----  
Signature of Manager

Date:-----

Date:-----