

## Lesson 1.3 Your role and responsibilities



The Sewing Machinist's role is fundamental to the production process right across the fashion and textiles sector. You could be involved in making a variety of products across your career from clothing and fashion items to leather goods, soft furnishing, knitwear, marine and medical textiles.

But whatever area you work in, the skills of a Production Sewing Machinist are fundamental to the sector, recognised and highly valued, particularly if you are multi skilled and can work with a variety of materials, use different production methods, meet quality standards and work at speed.

The job may involve tasks on different machines such as lock stitching, blind hemming, overlocking, cover stitch, cup seaming or ruffling. But whatever the product or task, your key responsibility is to make sewn products that meet the acceptable quality level whilst working at the required efficiency rate to meet targets and deadlines. You will also be expected to carry out these tasks safely, always following health and safety rules and regulations. You will find reference to health and safety throughout this programme, relating to machine use, behaviour and general safe practice.

The key tasks of a production sewing machinist can vary depending on the product being made, the levels of responsibility you are given and the size of the company you work in. You may also be working as part of team on the production floor creating just one part of a product or working independently making the whole products.

In most cases the tasks within the role include:

- Organisation and maintenance of an efficient workstation Operating specialist industrial sewing machines
- Following health and safety rules and regulations
- Working with a variety of materials, threads, and trimmings Using a variety of sewing production techniques and methods
- Producing sewn items that meet quality standards, targets and deadlines
- Interpreting and following instruction and technical specifications
- Monitoring and maintaining the workflow
- Routine machine maintenance
- Communicating with production managers, staff and potentially clients

To progress and succeed as a production sewing machinist, you must keep the three things in mind in addition to working safely - quality, cost, and time

**REJECTED**

JOB# \_\_\_\_\_ P.O.# \_\_\_\_\_  
 PART# \_\_\_\_\_ SERIAL# \_\_\_\_\_  
 DESCRIPTION \_\_\_\_\_  
 # PIECES REJECTED \_\_\_\_\_  
 REASON \_\_\_\_\_  
 DISPOSITION \_\_\_\_\_  
 INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

## Quality

All items produced need to be uniform and made to the same approved standard.



## Cost

Always be cost conscious. Keeping costs down while maintaining quality means the products will remain profitable. Costs increase when quality and timescales are not met – keep this in mind and try not to waste time, materials, or resources.



## Time scales

There is always a timescale to work to. Fashion items are especially sensitive to timing. If a deadline is not met, the product value can decrease in value rapidly and customers may lose faith in the business.

## Knowledge Challenge 1.5

1. In addition to working safely, what are the three top priorities when working as a production sewing machinist
  - Break time
  - Cost
  - Time/Deadlines
  - Home time
  - Quality
  
2. A multi skilled sewing machinist is a very valued and respected employee. Why?
  - Because a multi skilled sewing machinist can use two different types of industrial sewing machines.
  - Because a multi skilled sewing machinist can work with a variety of materials, use different production methods, meet quality standards and work at speed.
  - Because a multi skilled sewing machinist can meet quality standards on when working with two different types of materials.

3. It is important when working as a production sewing machinist to be cost conscious. The cost of making a product can increase if...

- resources are wasted
- quality is not met
- timescales are not met

Are all these point true? Circle the answer.

- Yes
- No



**GROUNDWORK:** Completing this groundwork is an option, it will help you to better understand your role, your company, and internal processes and procedures. For those undertaking an apprenticeship these activities will help you gather information relevant to the End

Point Assessment. Note: For those learners, who are independent and not yet working as an employed production sewing machinist, alternative recommendations are included.

## Confirm Your Job Role and Responsibilities

As you are aware the sewing machinist role is vital to production, and it is important that you know what is expected of you and understand your responsibilities. This information may be communicated to you verbally or within an employee handbook, along with any policies and procedures relevant to the role.

Check and see what is available in writing with your employer, if you are an independent learner or learning in a training environment you can see examples of workplace procedures online. Ensure you obtain and copies of relevant documents, familiarise yourself with the content and keep copies in your file.

See the list below of **example** documents, policies and procedures that may be in place.

- Organisation Structure
- Health and Safety Policies and Procedures Job Description

- Quality Standards/Procedures
- Equal Opportunities Policy
- Environmental Policy
- Communications Policy
- Discipline and Grievance Procedures Workplace Rules and Regulations

Please note this is not an exhaustive list, there may be more policies and procedures in use.