



Course 7: Employability and Workplace Procedures

This course is about the employability skills required of a production sewing Machinist, Employability skills are the skills needed by an individual to make them 'employable'. Such as being reliable, motivated or a good communicator.

Employers value employability skills because they regard these as indications of how you could get along with other staff members and how efficiently you are likely to handle your job

The course also covers typical workplace policies, and procedures in relation to health and safety, working practices, rules, and regulations. The course includes an introduction to effective working relationships, how to create and maintain them as part of your job role

The course consists of six lessons as follows:

- 7.1 What is Employability?
- 7.2 Employment rights and responsibilities (ERR)
- 7.3 Workplace policies and procedures
- 7.4 Workplace health & safety
- 7.5 Workplace grievance and disciplinary procedures
- 7.6 Workplace relationships

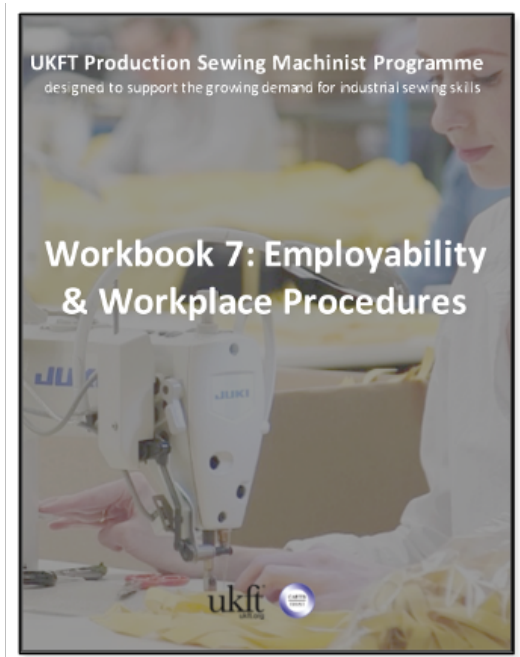
The table below details the overall aim of the course, and what you should know

Learning Outcomes The learner will...	Assessment Criteria The learner can...
<p>1. know the employability skills required of a Production Sewing Machinist</p>	<p>1.1 understand what Employability Skills are</p> <p>1.2 identify the Employability Skills required of a Production Sewing Machinist.</p> <p>1.3 understand why these skills are important to the job role</p>
<p>2. understand the responsibilities of employers and employees</p>	<p>2.1 understand the key elements of employment contracts</p> <p>2.2 know the key workplace responsibilities of employers</p> <p>2.3 know the key workplace responsibilities of employees</p>
<p>3. know about workplace policies and procedures, where to find them and why they are important</p>	<p>3.1 Understand what a workplace policy and why they are in place</p> <p>3.2 Understand what a workplace procedure is and why they are in place</p> <p>3.3 Identify the typical content of workplace policies and procedures</p>
<p>4. be aware of workplace health and safety law and regulations, know the health and safety rules and understand</p>	<p>4.1 identify workplace Health and safety legislation required by law</p> <p>4.2 know the workplace Health and safety responsibilities required by law of employees and employers</p> <p>4.3 know the clothing and footwear</p>

<p>why they are in place and why it is important to follow them</p>	<p>required when operating an industrial sewing machine</p> <p>4.4 identify the safety requirements when operating an industrial sewing machine</p> <p>4.5 know actions to take that will prevent common accidents</p> <p>4.6 understand what is involved in fire assessments, why they are done, who polices them and how to ensure risks are minimised</p> <p>4.7 know the emergency procedures in the case of a fire and understand the role of fire marshals</p> <p>4.8 understand employer and employee responsibilities relating to accidents at work</p> <p>4.9 know the regulations and legal requirements in relation to workplace accidents</p> <p>4.10 know what you can do, and what you cannot do in relation to workplace accidents</p> <p>4.11 know what employers must do after an accident legally and to help prevent it reoccurring</p>
<p>5. know and understand the principles of workplace grievance, disciplinary and appeals procedures</p>	<p>5.1 know the principals of workplace disciplinary, grievance and appeals procedures</p> <p>5.2 understand the processes related to workplace disciplinary, grievance and appeals procedures</p>

	<p>5.3 understand the consequences of workplace disciplinary, grievance and appeals procedures</p>
<p>6. understand the value of effective working relationships, and know how to create and maintain them</p>	<p>6.1 know the principles of effective working relationships 6.2 identify behaviours that have a positive effect on working relationships 6.3 understand own limits of responsibly 6.4 know the correct action to take should working relationship issues occur</p>
<p>ESTIMATED LEARNING TIME 42 HOURS</p>	

About your online programme



To make the most of this online learning experience it is important that you fully understand the structure and format of the Production Sewing Machinist Programme, the courses within the programme and your online workbook

The Production Sewing Machinist Programme is made up of seven courses. Each course consists of several lessons. Ideally the courses should be taken with a training provider or as a trainee with an employer with access to industrial machines. However, the courses can also

be taken as an independent learner as long as there is access to industrial sewing machines.

The Course workbook is made up of five key elements that include technical information and activities as detailed below:

1. Course Introduction: A brief introduction that explains the subject covered and how it relates to your job. (In text and video format). The introduction includes the overall aims of the unit and will tell you what you will know and be able to do when finished.

2. Key words: A set of key words and their meanings is provided at the beginning of the unit. These words are essential to your understanding of the subject area.

3. Subject: The bulk of the workbook is made up of technical information. The information is broken down into lessons, each lesson contains, text, images and in some cases, videos.

4. Knowledge and Skills Challenges: These are short self-assessments designed to help you with your learning. They are scattered across the lessons to encourage bite size learning. These challenges need to be completed correctly to be awarded your UKFT certification and can be repeated as required.

5. Groundwork: These are recommended optional activities. Completing them will help you to better understand your role, your company, and internal processes and procedures. We recommend you create a folder to record and keep your groundwork activities in, this will provide you with a reference tool that will help inform your learning and job role responsibilities. Also, for those undertaking an apprenticeship these activities will help you gather information relevant to the End Point Assessment. Alternative groundwork activities suitable for independent learners, are also included.

Online learning is a very flexible way to study, it is important however to structure your learning, so you get the most out of it.

Think about the following:

Plan: Set aside the time to study and try and get into a regular routine. But don't overdo it, keep your sessions short and sharp (max 30 minutes).

Set targets: Set yourself realistic targets and stick to them.

Where: You need to be able to concentrate, find some where quiet where you won't be distracted.

Prepare: Organise your work area, have a pad and pen to hand for notes and keep a file for print outs.

Be active: Learning using this workbook does not simply mean reading content. You must be active in your study, watch the videos a few times, make notes, enjoy the activities, and apply your learning in the workplace.

Keep going: Don't be disheartened if you get the knowledge challenges incorrect, keep trying and remember the answers are in the content.



UKFT Certification

Completion of this course will earn you an industry approved UKFT Certificate. This award is recognised by the sector and validates your newfound skills.

Certification will help to secure employment in the fashion and textiles industry or if you are already employed, honours for the skills and knowledge you have gained which can now be utilised in your role or help advance your career in the industry.

The certificate is personalised and can be downloaded on course completion. If you are working offline your tutor will download your certificate for you.

Key words

Here are some words, and their meanings that you will come across within this course. They are specific to the subject area, and you may not have heard them before.

Word	Meaning
Hard Skills	Objective, quantifiable skills gained through training, school, or work experiences. Hard skills are usually something that can be taught or learned.
Soft Skills	Soft skills can often come naturally or be enhanced with training, including people skills, communication

Word	Meaning
	skills, listening skills, time management, problem-solving, leadership, and empathy, among others.
Transferable Skills	Transferable skills are skills and abilities, which can be applied to a wide range of different jobs and industries.
Statutory Requirement	A statutory requirement is an established rule by law
Regulatory Requirement	Is a requirement established by government agencies
Hazard	Is a potential source of harm or adverse health effect on a person or persons
Risk	Is the chance, high or low, that any hazard will actually cause somebody harm
Risk Assessment	A process of evaluating the potential risks that may be involved in a projected activity or undertaking

Word	Meaning
Personal protective equipment (PPE)	Refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.
Health and Safety Policy	Is a written statement by an employer stating the company's commitment for the protection of the health and safety of employees and the public
RIDDOR	Is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents
HSE	The Health and Safety Executive is a UK government body
Appointed Person	A person who is nominated to take charge of first aid arrangements, such as looking after the first aid kit and calling an ambulance in an emergency
Qualified First Aider	A first aider is a person qualified to give first aid treatment in the event of an injury or illness

Word	Meaning
Portable Appliance Testing (PAT)	Portable Appliance Testing is the name of a process by which electrical appliances are routinely checked for safety
Manual Handling	Is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force

Let's go onto the first lesson and learn what employability skills are and why they are important.