

Open Awards Level 1 Award in

Traditional Millinery Skills

QAN: 610/7870/0

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Version Control

v1.0	New document August 2026

About the Qualification

Title	Open Awards Level 1 Award in Traditional Millinery Skills (RQF)
Endorsed Pathways	Millinery Craft and Production Millinery Studio and Retail Support
Qualification Accreditation Number	Ofqual: 610/7870/0
Sector	9.2 Crafts, Creative Arts and Design
Level	Level 1
Qualification Risk Rating	Medium
Pricing Information	Please click here for more information
Review Date	31/07/2031

Purpose	Prepare for further learning or training and/or develop knowledge and skills within a subject area.
Sub-Purpose	Prepare for further learning or training.

Total Qualification Time/Guided Learning

	Level 1 Award
Total Qualification Time (hours)	100
Guided Learning (hours)	80

Age Range and Restrictions	
Pre -16	✓
16 – 18	✓
18+	✓
Any other restrictions specific to the qualification(s)	None

Any Specified Entry Requirements

The minimum age for this qualification at the point of registration is 14.

There are no other formal qualification entry requirements.

The qualification is intended for learners who are new to traditional millinery and no previous knowledge or practical experience is required.

As the qualification is practically based, learners should be able to undertake sustained workshop activities safely using specialist millinery tools, equipment and materials.

The approved provider is responsible for carrying out an initial assessment of learners to determine that they have the appropriate knowledge, skills and experience to successfully achieve the qualification.

Recognition of Prior Learning (RPL) may be considered in accordance with Open Awards' Recognition of Prior Learning Policy.

Qualification Overview

The Open Awards Level 1 Award in Traditional Millinery Skills (RQF) is an introductory vocational qualification designed to develop the knowledge and practical skills required to begin working or progressing within traditional millinery.

The qualification has been developed in partnership with the British School of Millinery to preserve and promote traditional millinery techniques while reflecting contemporary professional practice. It provides learners with a structured introduction to the materials, tools, equipment, working practices and professional behaviours associated with the millinery sector.

The qualification is available through two endorsed pathways:

- **Millinery Craft and Production**
- **Millinery Studio and Retail Support**

The Millinery Craft and Production pathway is intended for learners who wish to develop introductory practical making skills. Learners develop knowledge of traditional millinery materials, tools and equipment and apply fundamental construction and finishing techniques to produce simple millinery items.

The Millinery Studio and Retail Support pathway is intended for learners who wish to develop the knowledge and practical skills required to support customers and millinery practitioners within a studio, atelier, specialist retail or hat-hire environment. Learners develop skills in customer service, appointments, fittings, head measurement, product presentation, hat care, packaging and basic practical studio support.

Both pathways have the same qualification size and level. Each pathway comprises 10 credits, 80 Guided Learning Hours and 100 hours of Total Qualification Time. Learners must complete all mandatory units within their chosen pathway to achieve the qualification.

The qualification may be undertaken as a standalone programme. It may also support progression to further study in traditional millinery, including the Open Awards Level 2 Certificate in Traditional Millinery Skills (RQF), or to other learning within the fashion, costume, retail and creative industries.

As the qualification has been developed from the British School of Millinery curriculum and require access to specialist facilities, equipment and occupational expertise, they are currently approved for delivery only by the British School of Millinery. Open Awards will review these arrangements as part of its ongoing qualification monitoring and review processes.

Assessment Summary

The Open Awards Level 1 Award in Traditional Millinery Skills (RQF) has been designed to assess learners through practical activities that reflect the knowledge and skills required for their chosen endorsed pathway. Assessment is internally conducted by the approved provider and externally quality assured by Open Awards.

Learners are required to produce a portfolio of evidence demonstrating achievement of all learning outcomes and assessment criteria. Evidence is generated throughout the programme and should demonstrate both underpinning knowledge and practical competence.

For learners undertaking the Millinery Craft and Production pathway, assessment focuses on the application of practical millinery techniques and the production of completed millinery items.

For learners undertaking the Millinery Studio and Retail Support pathway, assessment focuses on practical studio and customer support activities, including customer interaction, appointments, fittings, product presentation and basic practical millinery support skills.

Qualification Grading

Qualification	Grading
Level 1 Award in Traditional Millinery Skills	Pass/ Fail

Learners are assessed only against the mandatory units within their chosen endorsed pathway.

Evidence included within a learner's portfolio may include, but is not limited to:

- practical observation records
- completed practical activities or products relevant to the endorsed pathway
- design or planning documentation, where appropriate
- customer records and supporting documentation
- professional discussion
- oral or written questioning
- learner reflective records
- photographic and/or video evidence
- witness testimony, where appropriate
- assignments or written reports.

Evidence submitted for assessment must be valid, authentic, current, sufficient and attributable to the learner. The approved provider must be satisfied that all evidence submitted represents the learner's own work.

Assessment practices must comply with Open Awards' policies relating to equality, diversity, inclusion, reasonable adjustments and special considerations.

Qualification Structure

Level 1 Award in Traditional Millinery Skills

Rules of Combination

Credit Value of the Qualification:	10
Minimum Credits to be achieved at the Level of the Qualification:	10
Mandatory Units:	10 credits / 3 units
Endorsed Pathways:	Millinery Craft and Production Millinery Studio and Retail Support

Learners must complete all mandatory units within one endorsed pathway to achieve the qualification. Learners are not required to complete units from both pathways.

Endorsed Pathway: Millinery Craft and Production

Mandatory Units (all units must be achieved to be awarded the qualification)

Unit Reference Number	Unit Name	Credits	Level
R/652/3440	Applying Traditional Millinery skills	4	One
K/652/3439	Introduction to Traditional Millinery Materials and Equipment	2	One
J/652/3438	Traditional Millinery Skills	4	One

Endorsed Pathway: Millinery Studio and Retail Support

Mandatory Units (all units must be achieved to be awarded the qualification)

Unit Reference Number	Unit Name	Credits	Level
A/652/3443	Applying Millinery Studio and Retail Support Skills	4	One
T/652/3441	Introduction to Millinery Studio, Products and Customer Service	2	One
Y/652/3442	Millinery Studio and Retail Support Skills	4	One

Delivering these Qualifications

Approved Delivery

The Open Awards Traditional Millinery qualification suite has been developed in partnership with and is currently approved for delivery only by the British School of Millinery.

Before delivering these qualifications, the approved provider must hold recognised Open Awards Provider status and have approval to deliver the qualification suite.

As part of the approval process, Open Awards confirms that the provider has the appropriate:

- staffing and occupational expertise
- assessment and internal quality assurance arrangements
- specialist facilities, equipment and resources
- learner support arrangements
- policies and procedures required to deliver regulated qualifications.

Further information is available within the Open Awards Centre Handbook and Centre Assessment Standards Scrutiny (CASS) Strategy.

Registering Learners

Once you are approved to deliver these qualifications, learners need to be registered via [the Portal](#) in line with the timescales below:

- Short courses (15 weeks or less) within 25 working days of the course start date
- Long courses (over 15 weeks) within 60 working days of the course start date.

The approved provider is responsible for ensuring that learners are registered on the appropriate qualification and that they meet the recommended entry requirements

Quality Assurance and Standardisation

Delivery of this qualification must comply with Ofqual's regulatory requirements and Open Awards' quality assurance policies and procedures. Providers must also comply with the requirements of the Qualification Assessment Strategy and the Open Awards Centre Assessment Standards Scrutiny (CASS) Strategy.

Further information is available on our website.

Provider Staff and Resources Requirements

The approved delivery provider is responsible for ensuring that it has the personnel, facilities and resources necessary to deliver and assess the qualifications effectively.

This includes ensuring:

- appropriately qualified and occupationally competent staff are appointed to assessment and quality assurance roles
- assessors and internal quality assurers have access to continuing professional development (CPD)
- specialist millinery workshop facilities, equipment and materials are available to support learning and assessment
- assessment decisions are internally quality assured in accordance with Open Awards requirements
- Open Awards is informed of any significant staffing or organisational changes that may affect qualification delivery or quality assurance.

Assessors

Assessors must be occupationally competent and able to demonstrate current knowledge and practical experience in traditional millinery appropriate to the qualification(s) they assess.

Assessors should be able to demonstrate:

- current practical competence in traditional millinery techniques
- experience of producing millinery to an appropriate professional standard
- knowledge and understanding of the qualification requirements and assessment criteria
- the ability to make valid, reliable and consistent assessment decisions
- an understanding of Open Awards assessment policies and procedures
- ongoing continuing professional development appropriate to their role.

Where assessors do not already hold a recognised assessor qualification, they should be working towards an appropriate qualification or be able to demonstrate equivalent competence in accordance with Open Awards' recognition arrangements.

Internal Quality Assurers (IQAs)

Internal Quality Assurers are responsible for ensuring the consistency, validity and reliability of assessment decisions made by assessors.

IQAs should:

- possess appropriate occupational knowledge and experience in traditional millinery
- understand the qualification requirements and assessment methodology
- demonstrate competence in internal quality assurance practice
- support assessor standardisation and professional development
- monitor the consistency of assessment decisions across learners and units
- maintain appropriate records of quality assurance activities.

Where an IQA does not hold a recognised internal quality assurance qualification, they should be working towards an appropriate qualification or demonstrate equivalent competence acceptable to Open Awards.

Specialist Resources

The approved Provider must ensure learners have access to appropriate specialist workshop facilities, tools, equipment and materials throughout the delivery and assessment of these qualifications.

Resources should be suitable for the practical nature of traditional millinery and maintained in a safe and serviceable condition to enable learners to complete all practical assessment activities safely and effectively.

The approved Provider must ensure learners have access to appropriate workshop accommodation, specialist millinery blocks, steaming equipment, hand tools, sewing equipment, materials, consumables and secure storage for learner work.

Assessment

The qualification has been designed as internally assessed qualifications with external quality assurance by Open Awards. Assessment evidence is generated throughout the programme and compiled within a portfolio of evidence that demonstrates achievement of the assessment criteria.

The approved provider must assess all units across all qualifications in line with Open Awards Guide to Provider Assessment and Guide to Internal Quality Assurance.

Each learner must produce a portfolio of evidence demonstrating achievement of all assessment criteria.

The portfolio must contain evidence that is:

- **Validity** – assessment measures the knowledge and practical skills identified within the qualification.
- **Reliability** – assessment decisions are consistent between assessors, cohorts and over time.
- **Authenticity** – evidence is the learner's own work.
- **Sufficiency** – sufficient evidence is available to support assessment decisions.
- **Fairness** – assessment is accessible whilst maintaining qualification standards.
- **Manageability** – assessment methods are proportionate and appropriate to the qualification purpose.
- **Holistic assessment** – wherever appropriate, a single assessment activity may generate evidence for multiple learning outcomes and assessment criteria.

Portfolio evidence should be clearly mapped to the relevant learning outcomes and assessment criteria and may include both knowledge and practical evidence generated throughout the programme.

Evidence included within learner portfolios may include, but is not limited to:

Assessment Method	Knowledge	Skills	Typical Use
Practical observation	✓	✓	Assessment of practical millinery techniques and safe working practices. This can include Q&A.
Completed millinery products		✓	Evidence of technical competence and finished outcomes.
Portfolio of evidence	✓	✓	Collation of assessment evidence across units.
Design development work	✓	✓	Research, planning, sketches and technical development.
Professional discussion	✓		Confirmation of underpinning knowledge and technical decision making.
Oral or written questioning	✓		Clarification of learner understanding.
Learner reflective records	✓	✓	Evaluation and review of completed work.
Photographic and/or video evidence		✓	Recording production stages where direct observation is not sufficient.
Witness testimony		✓	Supporting evidence where appropriate.
Assignments or written reports	✓		Assessment of knowledge-based outcomes.

This list is not exhaustive. Alternative assessment methods may be used where they are appropriate to the assessment criteria and have been approved by Open Awards.

Assessors must review all learner evidence and confirm that all learning outcomes and assessment criteria have been achieved before awarding a unit. They must also be satisfied that the evidence submitted is authentic and attributable to the learner.

Providers must retain assessment records (for example, feedback sheets, individual progress records and group progress records) and make them available to Internal Quality Assurers and the Open Awards Quality Assurance Team upon request.

Providers must apply the Open Awards Reasonable Adjustments and Special Consideration Policy (available on [the Portal](#)) to ensure learners are not disadvantaged during assessment.

Practical Assessment

Given the practical nature of traditional millinery, observation of learner performance must form a significant part of the assessment strategy.

Assessors should observe learners undertaking practical activities under normal workshop conditions wherever possible. Observation should confirm that learners consistently demonstrate the required techniques, safe working practices and quality standards appropriate to the qualification level.

Completed millinery products should normally form part of the evidence supporting practical assessment decisions.

Assessment should be undertaken over an appropriate period of learning to allow learners sufficient opportunity to develop, practise and refine practical techniques before summative assessment decisions are made.

Practical observations should normally take place during naturally occurring workshop activities. Assessors should observe the learner undertaking the complete activity wherever possible and record sufficient detail to support assessment decisions.

Practical assessments must be undertaken in accordance with relevant health and safety legislation and the approved delivery provider's workshop procedures. Assessors should not permit learners to undertake activities where safe working practices are not being demonstrated.

Use of Artificial Intelligence (AI)

Learners may use artificial intelligence (AI) tools to support activities such as research, idea generation and the development of written evidence where permitted by the Provider.

AI-generated content must not be presented as evidence of a learner's own knowledge, reflection, evaluation or practical competence. Providers must ensure appropriate arrangements are in place to authenticate learner evidence, and assessors must be satisfied that all evidence submitted for assessment is the learner's own work.

For more information on acceptable use of AI, please refer to the Open Awards policy available on [the Portal](#).

Grading

The Open Awards Level 1 Award in Traditional Millinery Skills (RQF) is awarded on a Pass/ Fail basis.

Training and support

Open Awards provides a range of training and support resources for Providers. Online training is available free of charge through our online platform.

Information about available training and access arrangements is provided during provider approval and is available through the Open Awards website.

Internal Quality Assurance (IQA)

Providers delivering Open Awards qualifications must operate robust internal quality assurance arrangements that comply with the Open Awards CASS Strategy and the Guide to Internal Quality Assurance to ensure the consistency and validity of assessment and grading decisions.

Providers must have documented processes in place to quality assure and standardise assessment decisions.

Prior to the commencement of each delivery programme, the approved delivery provider must complete an internal pre-delivery review to confirm that appropriate arrangements are in place for delivery, assessment and internal quality assurance.

The pre-delivery review should confirm that:

- assessment activities appropriately cover all learning outcomes and assessment criteria
- assessment methods are suitable for the qualification level and unit requirements
- portfolio guidance and assessment documentation are current
- observation arrangements are appropriate
- grading arrangements for Levels 2 and 3 are understood by assessment staff;
- assessment schedules are achievable
- learner support arrangements are in place
- internal quality assurance activities have been planned.

Open Awards may review these arrangements as part of pre-delivery quality assurance activity where appropriate.

Providers must ensure assessment decisions are internally quality assured by suitably competent staff before certification claims are made.

The approved delivery provider must operate a documented, risk-based sampling strategy. This qualification has been rated as medium-risk.

The sampling strategy should ensure appropriate coverage of:

- each qualification within the suite
- all mandatory units over time
- all assessors
- practical observations
- portfolio evidence
- knowledge-based assessment
- grading decisions
- learners representing different achievement profiles
- assessment decisions identified as presenting increased risk.

The Internal Quality Assurer should increase sampling where risk factors are identified.

Examples of increased risk include:

- newly approved assessor
- newly appointed Internal Quality Assurers
- first delivery of a qualification
- revised assessment materials
- Merit and Distinction grading decisions
- previous External Quality Assurance actions
- learner appeals
- suspected malpractice
- inconsistent assessment decisions identified through previous sampling.

Sampling should include both formative sampling during programme delivery and summative sampling before certification claims are submitted.

Assessor Standardisation

The approved delivery provider must undertake regular assessor standardisation activities to promote consistent interpretation of:

- learning outcomes
- assessment criteria
- assessment requirements
- portfolio requirements
- grading descriptors.

Standardisation should take place before each programme commences and periodically throughout delivery, with particular emphasis prior to confirming qualification grades at Levels 2 and 3.

Records of standardisation activities must be maintained and made available during External Quality Assurance activities.

External Quality Assurance (EQA)

Open Awards operates an external quality assurance process to monitor provider compliance and ensure consistent assessment standards. External Quality Assurers will review assessment and internal quality assurance arrangements and may sample learner evidence and assessment decisions.

Details of the External Quality Assurance and Compliance activities are outlined in the Centre Assessment and Standards Scrutiny (CASS) strategy.

External Standardisation

Providers are expected to participate in Open Awards standardisation activities where requested. Standardisation supports consistency of assessment decisions and provides opportunities to share good practice.

Details of upcoming events are available on the Open Awards website.

Recognition of Prior Learning and Achievement (RPL)

Recognition of Prior Learning (RPL) enables evidence of prior achievement to be considered where it demonstrates that the requirements of a unit have already been met.

Evidence of learning must be sufficient, reliable and valid.

Providers must identify any claims for RPL or exemption at the point of learner registration. All RPL decisions must comply with the Open Awards Recognition of Prior Learning Policy and will be subject to external quality assurance.

For more information, please see our Recognition of Prior Learning Policy found on [the Portal](#).

Appendices and Links

The following documents can be viewed on the Open Awards [website](#):

1. Provider Handbook
2. Enquiries, Complaints and Appeals Policy
3. Equality and Diversity Policy
4. Invoicing Policy
5. Privacy Policy

Further supporting information can be found on the Open Awards Portal.

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