

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Millinery Studio and Retail Support Skills

Unit Reference Number: Y/652/3442

Level: One (1)

Credit Value: Four (4)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to prepare millinery products and resources for customers	1.1 Prepare millinery products for fitting, presentation or collection
	1.2 Prepare equipment, documentation and the working environment for customer activities
2. Be able to carry out millinery fitting support skills	2.1 Measure and record customer head measurements accurately
	2.2 Prepare and use customer fitting information appropriately
3. Be able to complete basic millinery blocking techniques to assist the milliner	3.1 Carry out basic millinery blocking techniques
4. Be able to carry out basic practical millinery support skills	4.1 Carry out basic adjustments to millinery products
	4.2 Carry out basic millinery trimmings
	4.3 Package, store and care for millinery products appropriately

Indicative Content	
LO1	AC1.1 could include

	• safe handling of millinery • checking condition and presentation • preparing hats and headwear for fitting, display, hire or collection • arranging products appropriately for customer activities. AC1.2 could include: • preparing a suitable fitting or customer area • mirrors • seating • tape measures • display or fitting equipment • customer and appointment records • fitting sheets • care information • packaging materials • maintaining a safe, tidy and professional environment.
LO2	AC2.1 could include: • positioning the tape measure correctly • taking relevant head measurements • checking measurements for accuracy • recording measurements clearly and accurately. AC2.2 could include: • customer details • purpose or occasion • appointment information • relevant outfit or style information • fitting requirements • head measurements • recording information accurately and maintaining customer confidentiality.
LO3	AC2.1 must include: • preparation of materials • basic blocking.
LO3	AC3.1 and 3.2 could include: • replacing or adjusting a head-fitting ribbon • attaching hat elastic; attaching a comb or other basic head-fitting attachment • simple headband construction • selecting and using appropriate tools and materials • safe and secure attachment. AC3.2 could include: • appropriate handling and storage • basic cleaning and presentation • preparing products for collection or hire • selecting suitable packaging • boxing millinery to protect its shape and condition • providing appropriate hat care information.

Assessment Requirements

This unit is internally assessed by the provider in accordance with the current Open

Awards **Guide to Provider Assessment** and **Guide to Internal Quality Assurance**.

Evidence should demonstrate that the learner can independently carry out basic fitting, product preparation and practical studio support activities safely and to an appropriate standard.