



Apparel Training & Design Centre

# TRAINER'S MANUAL

## Assistant Fashion Designer



APPAREL TRAINING & DESIGN CENTRE

*Imparting Skills, Improving Lives, Innovating Future*

THE CONTENT IS DEVELOPED/COLLATED FOR ADDITIONAL SKILL ACQUISITION PROGRAMME  
( A JOINT INITIATIVE OF HIGHER EDUCATION DEPARTMENT AND GENERAL EDUCATION DEPARTMENT, GOVERNMENT OF KERALA )

[www.atdcindia.co.in](http://www.atdcindia.co.in)

## Table of Contents

1. General Instructions for the Trainees .....	3
2. Course Details.....	4
2.1. <b>Introduction to the Course</b> .....	4
2.2. <b>Course Duration</b> .....	4
3. Course-specific instructions for trainees.....	5
<b>4 Module/Units/Session-wise Course Duration</b> .....	6
<b>Module 1/ Textile Studies</b> .....	12
<b>Unit 1.1/ Basic Textile</b> .....	12
Session:1.1.1/ Fibre Classification & Properties .....	12
Session:1.1.2/ Fibre Identification through Burning Test and Feeling Test .....	15
Session:1.1.3/ Fibre to Yarn .....	17
Session:1.1.4/ Yarn Twist & Yarn count .....	21
Session:1.1.5/ Sequence of operation in Fabric Manufacturing .....	24
<b>Unit 1.2/ Types of Fabric</b> .....	25
Session:1.2.1/ Classification of Fabric .....	25
Session:1.2.2/ Categorization of Fabric based on Processing .....	29
Session:1.2.3/ Categorization of Fabric Based on Pattern .....	31
Session:1.2.4/ Parts of Woven Fabric & Types of Weaves .....	33
Session:1.2.5/ Types of Fabrics Commonly used in Garment Industry .....	35
<b>Module 2/ Garment Technology</b> .....	37
<b>Unit 2.1/ Introduction to Garment</b> .....	37
Session:2.1.1/ Sequence of Operation in Garment Production .....	37
<b>Unit 2.2/ Components of various garments</b> .....	45
Session:2.2.1/ Introduction to Garments; Ladies Top, Basic Skirt, Trouser .....	45
Session:2.2.2/ Parts of Half Sleeve & Full Sleeve Shirt .....	47
<b>Unit 2.3/ Seams, Stitches and Machineries used for Garment Making</b> .....	49
Session:2.3.1/ Types of Seams used in Garments .....	49
Session:2.3.2/ Types of Stitches used in Garments .....	54
Session:2.3.3/ Machineries used for Garment making .....	57
<b>Module 3/ Introduction to Fashion</b> .....	60
<b>Unit 3.1/ Introduction to Fashion business</b> .....	60
Session:3.1.1/ History of Fashion .....	60
Session:3.1.2/ Fashion Terminology .....	63
Session:3.1.3/ Fashion Cycle and Adoption Theories .....	65

<b>Unit 3.2/ Indian and International Fashion Industry .....</b>	<b>67</b>
Session:3.2.1/ Prominent Indian Designers .....	67
Session:3.2.2/ Prominent International Designers .....	69
Session: 3.2.3 / Major Fashion Shows - Indian & International .....	71
Session: 3.2.4 / Revision of Module I, II & III .....	72
<b>Module 4/ Basic Design.....</b>	<b>73</b>
<b>Unit 4.1/ Principles of Design.....</b>	<b>73</b>
Session:4.1.1/ Design Principles .....	73
Session:4.1.2/ Preparation of Design Sheets based on Principles of Design .....	75
<b>Unit 4.2/ Elements of Design .....</b>	<b>75</b>
Session:4.2.1/ Types of Design .....	75
Session:4.2.2/ Elements of Design .....	77
<b>Unit 4.3/ Colour .....</b>	<b>79</b>
Session:4.3.1/ Colour Theory and Colour Dimension .....	79
Session:4.3.2/ Colour Schemes .....	81
Session:4.3.3/ Preparations of Design Sheets Based on each Colour Schemes .....	82
<b>Unit 4.4/ Design drawing .....</b>	<b>84</b>
Session:4.4.1/ Sketching and Monograms-Freehand and Stencils .....	84
Session:4.4.2/ Enlargement and Reduction of forms/ Designs/ Motifs .....	85
Session:4.4.3/ Use of Various Colouring Media for Creating Fabric Textures .....	87
Session:4.4.4/Pencil Shading .....	88
<b>Session:4.4.5/Concept of 2D and 3D forms .....</b>	<b>91</b>
<b>Module 5/ Fashion Illustration .....</b>	<b>92</b>
<b>Unit 5.1/ Illustration of Fashion Figures .....</b>	<b>92</b>
Session:5.1.1/ Importance of Flat sketches and Fashion Illustration .....	92
Session:5.1.2/ 8 Head Theory .....	93
Session:5.1.3/ Fashion Figure -10 Head Theory .....	94
Session:5.1.4/ Illustration through Stick Figures .....	95
Session:5.1.5/ Block Figures .....	96
Session:5.1.6/ Block to Flesh Fashion Figure .....	97
Session:5.1.7/ Flesh Figure Practice – Female -Front Posture .....	97
Session:5.1.8/ Flesh Figure Practice – Female -Front Posture .....	97
Session:5.1.9/ Flesh Figure Practice – Female - Front Posture .....	98
Session:5.1.10/ Flesh Figure Practice – Female - Oblique Posture .....	99
Session:5.1.11/ Flesh Figure Practice – Female - Oblique Posture .....	99

Session:5.1.12/ Flesh Figure Practice – Female - Oblique Posture .....	99
Session:5.1.13/ Flesh Figure Practice – Female - Back Posture .....	100
Session:5.1.14/ Flesh Figure Practice – Female - Back Posture .....	100
Session:5.1.15/ Flesh Figure Practice – Female - Back Posture .....	100
<b>Unit 5.2/ Drawing Various body parts .....</b>	<b>101</b>
Session:5.2.1/ Drawing Face .....	101
Session:5.2.2/ Drawing Face .....	101
Session:5.2.3/ Drawing Face .....	101
Session:5.2.4/ Different Hair Styling .....	103
Session:5.2.5/ Hands .....	104
Session:5.2.6/ Feet .....	105
<b>Unit 5.3/ Drawing Different Garment Parts .....</b>	<b>106</b>
Session:5.3.1/Necklines .....	106
Session:5.3.2/Collars .....	108
Session:5.3.3/Sleeves.....	110
Session:5.3.4/Cuffs .....	112
Session:5.3.5/Shapes and Silhouettes of Skirt .....	113
Session:5.3.6/Shapes and Silhouettes of Trousers.....	116
Session:5.3.7/Shapes and Silhouettes of Tops and Dress .....	118
<b>Unit 5.4/ Rendering of Fabric .....</b>	<b>119</b>
Session:5.4.1/ Block & Prints .....	119
Session:5.4.2/ Satin,Twill and Sheer Fabric Effect .....	120
Session:5.4.3/ Garment Draping & Related Accessorizing .....	121
Session:5.4.4/ Revision of Module IV & V.....	121
<b>Module 6/ Design Ideas.....</b>	<b>122</b>
<b>Unit 6.1/Essentials of designing .....</b>	<b>122</b>
Session:6.1.1/ Fabric, Trims & Accessories .....	122
Session:6.1.2/ Fashion Planning .....	129
<b>Unit 6.2/ Portfolio Development .....</b>	<b>130</b>
Session:6.2.1/Concept of Inspiration, Theme/Mood board .....	130
Session:6.2.2/ Development of Inspiration board, Theme/Mood Board, Swatch, Trim & Accessories Board, Design Board .....	131
Session:6.2.3/ Development of Inspiration board,Theme/Mood Board, Swatch, Trim & Accessories Board, Design Board .....	132
Session:6.2.4/ Development of Inspiration board, Theme/Mood Board, Swatch, Trim & Accessories Board, Design Board .....	132

Session:6.2.5/Preparation: Illustration of Designs on a Given Theme .....	132
Session:6.2.6/ Illustration of Designs on a Given Theme .....	132
Session:6.2.7/ Illustration of Designs on a Given Theme .....	132
Session:6.2.8/ Illustration of Designs on a Given Theme .....	132
Session:6.2.9/Accessories and Garment Sketch in Detail .....	132
<b>Unit 6.3/Design Presentation Techniques .....</b>	<b>133</b>
Session:6.3.1/Design Development .....	133
Session:6.3.2/Fashion Figure Stylization/Poses .....	135
Session:6.3.3/Flat Sketches with Measurements .....	137
Session:6.3.4/ Design Sheet Layouts.....	138
Session:6.3.5/ Internal Assessment-II –Test -1 .....	138
Session:6.3.6/ Internal Assessment-II- Test -1 .....	138
<b>Module 7/ Pattern Making.....</b>	<b>139</b>
<b>Unit 7.1/ Introduction to Pattern Making .....</b>	<b>139</b>
Session:7.1.1/ Introduction to Pattern Making .....	139
Session:7.1.2/ Pattern Making Terminology .....	141
Session:7.1.3/ Tools for Pattern Drafting .....	143
<b>Unit 7.2/ Measurements .....</b>	<b>145</b>
Session:7.2.1/ Measurement- Introduction, Measurement Systems .....	145
Session:7.2.2/ Size Charts: Men, Women and Kids .....	147
Session:7.2.3/ How to take Measurements from Dress Forms .....	150
Session:7.2.4/ How to Take Measurements from Human Body .....	151
<b>Unit 7.3/ Basic Bodice- Drafting.....</b>	<b>154</b>
Session:7.3.1/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	154
Session:7.3.2/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	157
Session:7.3.3/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	157
Session:7.3.4/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	157
Session:7.3.5/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	157
Session:7.3.6/ Basic Bodice Drafting- 1/4 <sup>th</sup> Scale .....	157
Session:7.3.7/ Basic Bodice Drafting.....	157
Session:7.3.8/ Basic Bodice Drafting.....	157
Session:7.3.9/ Basic Bodice Drafting.....	157
Session:7.3.10/ Basic Bodice Drafting .....	157
Session:7.3.11/ Basic Bodice Drafting .....	157
Session:7.3.12/ Finishing the Basic Bodice .....	158

<b>Unit 7.4/ Basic Bodice Draping .....</b>	<b>159</b>
Session:7.4.1/ Draping of Basic Bodice .....	159
Session:7.4.2/ Draping of Basic Bodice .....	160
Session:7.4.3/ Draping of Basic Bodice .....	160
Session:7.4.4/ Draping of Basic Bodice .....	160
Session:7.4.5/ Draping of Basic Bodice .....	160
Session:7.4.6/ Conversion of Draped Front & Back to Pattern Paper.....	160
<b>Unit 7.5/ Sleeve Drafting .....</b>	<b>161</b>
Session:7.5.1/ Sleeve Terminology .....	161
Session:7.5.2/ Basic Sleeve Drafting- 1/4 <sup>th</sup> Scale .....	162
Session:7.5.3/ Basic Sleeve Drafting- 1/4 <sup>th</sup> Scale .....	163
Session:7.5.4/ Basic Sleeve Drafting.....	163
Session:7.5.5/ Basic Sleeve Drafting.....	163
Session:7.5.6/ Basic Sleeve Drafting.....	163
<b>Unit 7.6/ Basic Skirt- Drafting.....</b>	<b>164</b>
Session:7.6.1/ Skirt Terminology .....	164
Session:7.6.2/ Basic Skirt Drafting- 1/4 <sup>th</sup> Scale .....	165
Session:7.6.3/ Basic Skirt Drafting- 1/4 <sup>th</sup> Scale .....	165
Session:7.6.4/ Basic Skirt Drafting.....	166
Session:7.6.5/ Basic Skirt Drafting .....	166
Session:7.6.6/ Basic Skirt Drafting.....	166
<b>Unit 7.7/ Draping of Basic Skirt.....</b>	<b>167</b>
Session:7.7.1/ Draping of Basic Skirt .....	167
Session:7.7.2/ Draping of Basic Skirt .....	168
Session:7.7.3/ Draping of Basic Skirt .....	168
Session:7.7.4/ Draping of Basic Skirt .....	168
Session:7.7.5/ Draping of Basic Skirt.....	168
Session:7.7.6/ Conversion of Draped Front & Back to Pattern Paper .....	168
<b>Unit 7.8/ A' line Skirt .....</b>	<b>169</b>
Session:7.8.1/ A' line Skirt Drafting 1/4 <sup>th</sup> Scale .....	169
Session:7.8.2/ A' line Skirt Drafting .....	170
Session:7.8.3/ A' line Skirt Drafting .....	170
Session:7.8.4/ Sample Making of A' Line Skirt .....	170
<b>Unit 7.9/ Umbrella Skirt .....</b>	<b>171</b>
Session:7.9.1/ Umbrella Skirt 1/4 <sup>th</sup> Scale .....	171

Session:7.9.2/ Umbrella Skirt Drafting .....	171
Session:7.9.3/ Umbrella Skirt Drafting .....	172
Session:7.9.4/ Sample Making of Umbrella skirt .....	172
<b>Unit 7.10/ Dart Manipulation .....</b>	<b>173</b>
Session:7.10.1/ Dart Manipulation through Slash and Spread Method .....	173
Session:7.10.2/ Dart Manipulation through Slash and Spread Method .....	174
Session:7.10.3/ Dart Manipulation through Slash and Spread Method .....	174
Session:7.10.4/ Dart Manipulation through Pivotal Method .....	174
Session:7.10.5/ Dart Manipulation through Pivotal Method .....	174
Session:7.10.6/ Elimination of Dart & Princess Line Variation .....	175
<b>Unit 7.11/ Sleeve Variations.....</b>	<b>176</b>
Session:7.11.1/ Puff Sleeve Variation .....	176
Session:7.11.2/ Puff Sleeve Variation .....	176
Session:7.11.3/ Petal Sleeve .....	178
<b>Unit 7.12/ Sleeve Variations .....</b>	<b>179</b>
Session:7.12.1/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	179
Session:7.12.2/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	183
Session:7.12.3/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	183
Session:7.12.4/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	183
Session:7.12.5/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	183
Session:7.12.6/ Shirt Drafting 1/4 <sup>th</sup> Scale .....	183
Session:7.12.7/ Shirt Drafting .....	184
Session:7.12.8/ Shirt Drafting .....	184
Session:7.12.9/ Shirt Drafting .....	184
Session:7.12.10/ Shirt Drafting .....	184
Session:7.12.11/ Shirt Drafting .....	184
Session:7.12.12/ Shirt Drafting .....	184
Session:7.12.13/ Sample Making of Shirt .....	184
Session:7.12.14/ Sample Making of Shirt .....	184
Session:7.12.15/ Sample Making of Shirt .....	184
Session:7.12.16/ Sample Making of Shirt .....	184
Session:7.12.17/ Revision of Module VII .....	184
<b>Module 8/Merchandising.....</b>	<b>185</b>
<b>Unit 8.1/ Introduction to Merchandising .....</b>	<b>185</b>
Session:8.1.1/ Importance of Merchandising in Apparel Industry .....	185

Session:8.1.2/ Functions of Merchandiser .....	188
Session:8.1.3/ Responsibilities of a Merchandiser .....	190
<b>Unit 8.2/ Sourcing .....</b>	<b>192</b>
Session:8.2.1/ Fashion Trend Forecasting, Procurement and Outsourcing .....	192
Session:8.2.2/ Raw Material Sourcing – Sourcing of Fabrics and Accessories .....	194
Session:8.2.3/ Types of Samples- Proto, Size-set, Pre-production, Production, Shipment & Salesman Samples .....	197
Session:8.2.4/ Comparing Standards with Samples-Sending Fabric, Accessories, Lab dips, Print/Emb Strike Offs and Garment Samples for Approvals .....	199
Session:8.2.5/ Buyer Communications and Follow-ups/ Maintaining Records .....	201
<b>Unit 8.3/Merchandising Planning Tools/Techniques .....</b>	<b>204</b>
Session:8.3.1/ Forecasting - Marketing Mix, 4P’s in Planning - Right Product, Right Place, Right Processes & Right People .....	204
Session:8.3.2/ Merchandising Calendars, Time & Action Plans .....	206
Session:8.3.3/ Line Planning-Planning the Apparel Line .....	208
Session:8.3.4/ Preparing Tech Packs with Coordination of Other Departments .....	210
<b>Unit 8.4/Costing .....</b>	<b>212</b>
Session:8.4.1/ Elements of Cost-Direct Labour, Material, Factory Overheads .....	212
Session:8.4.2/ Different Cost Heads-Fabric Cost, Raw material Cost, Process Costs- CTM Costs, Overheads, Margins, Agent Costs .....	214
Session:8.4.3/ Pricing of Apparel Products.....	215
Session:8.4.4/ Calculation of Garment Costing.....	216
<b>Unit 8.5/International Marketing .....</b>	<b>218</b>
Session:8.5.1/ Marketing Mix .....	218
Session:8.5.2/ Marketing Environment & Identifying Foreign Markets .....	220
Session:8.5.3/ Sales Promotion.....	222
Session:8.5.4/ Channels of Distribution.....	223
<b>Unit 8.6/Documentation.....</b>	<b>225</b>
Session:8.6.1/ Importance of Documentation .....	225
Session:8.6.2/ Export Procedures - Import/Export Documentation .....	226
Session:8.6.3/ Inco Terms.....	228
Session:8.6.4/ Payment Types.....	232
Session:8.6.5/ Revision of Module VIII .....	233
Session:8.6.6/ Revision of Module VIII .....	233
Session:8.6.7/ Revision of Module VIII.....	233
<b>Module 9/ Industry Regulatory &amp; Organizational Requirement.....</b>	<b>234</b>



<b>Unit 9.1/ Health &amp; Safety</b> .....	234
Session:9.1.1/ Personal Hygiene .....	234
Session:9.1.2/ Safety Measures used in Apparel Industry .....	236
Session:9.1.3/ Use of First Aid .....	242
<b>Unit 9.2/ Compliance in RMG</b> .....	244
Session:9.2.1/ Workplace Maintenance in Apparel Industry .....	244
Session:9.2.2/ Compliance Requirement related to Azofree Dyes, Metameric Effect .....	246
Session:9.2.3/ Organizational Guidelines and Procedures .....	248
<b>Unit 9.3/ Strategies for Success</b> .....	253
Session:9.3.1/ Time management-Importance of Punctuality .....	253
Session:9.3.2/ Effective Communication .....	254
Session:9.3.3/Decision Making .....	259
Session:9.3.4/ Revision of Module IX .....	259
Session:9.3.5/ Internal Assessment-IV-Test -2 .....	259
Session:9.3.6/ Internal Assessment-IV- Test -2 .....	259

# 1. Course-specific instructions for trainees

## Preparations for training

- Gain familiarity with the job roles related to the course and its scope.
- Make the necessary preparations for effective learning.
- Do regular practice- perfection needs to be brought
- Complete the assignments and class work in time

## During the training

- Give equal importance to technical and non-technical aspects of training.
- Practice communication skills
- Read job card or Standard Operating Procedures [SOP] before starting the tasks.
- Follow safety precautions meticulously
- Maintain discipline in the training centre
- Attend the training regularly

## Post training

- Update and enrich knowledge by continuing learning or studying reference material and interaction with professionals
- Keep in touch with the training provider even after the completion of the course
- Keep practicing pattern making and garment construction

## Session:1.1.1/ Fibre Classification & Properties

### Learning outcomes of the session:

- ▶ At the end of the session trainee will be acquainted with the classification of fibres and their properties

### Lesson Content

---

## Introduction to Textile studies

### Fibre

It is defined as one of the delicate, hair portions of the tissues of a plant or animal or other substances that are very small in diameter in relation to their length. A fibre is a material which is several hundred times longer compared to its thickness.

Fibres can be either natural (silk, wool, linen, cotton), manufactured or synthetic fibres created from chemicals (rayon, nylon, and polyester). Fibres that occur in nature can be classified as vegetable, animal and mineral. Vegetable fibres are of cellulosic and animal fibres are of protein in composition. Fibres which are used for yarn or fabric production should possess certain properties.



Fig. 1.1.1 -1 Raw Cotton ball

### Textile & Textile Fibre

A textile is anything that made from natural (silk, wool, linen, cotton) or synthetic fibres (rayon, nylon, and polyester) by weaving, felting, knitting, braiding or netting. The essential requirements for textile fibres to be spun into yarn include a length of at least 5 millimeters, flexibility,

cohesiveness and sufficient strength. Other important properties include elasticity, fineness, uniformity, durability and lustre will make a fibre into textile fibre.

### Classification of Textile Fibres

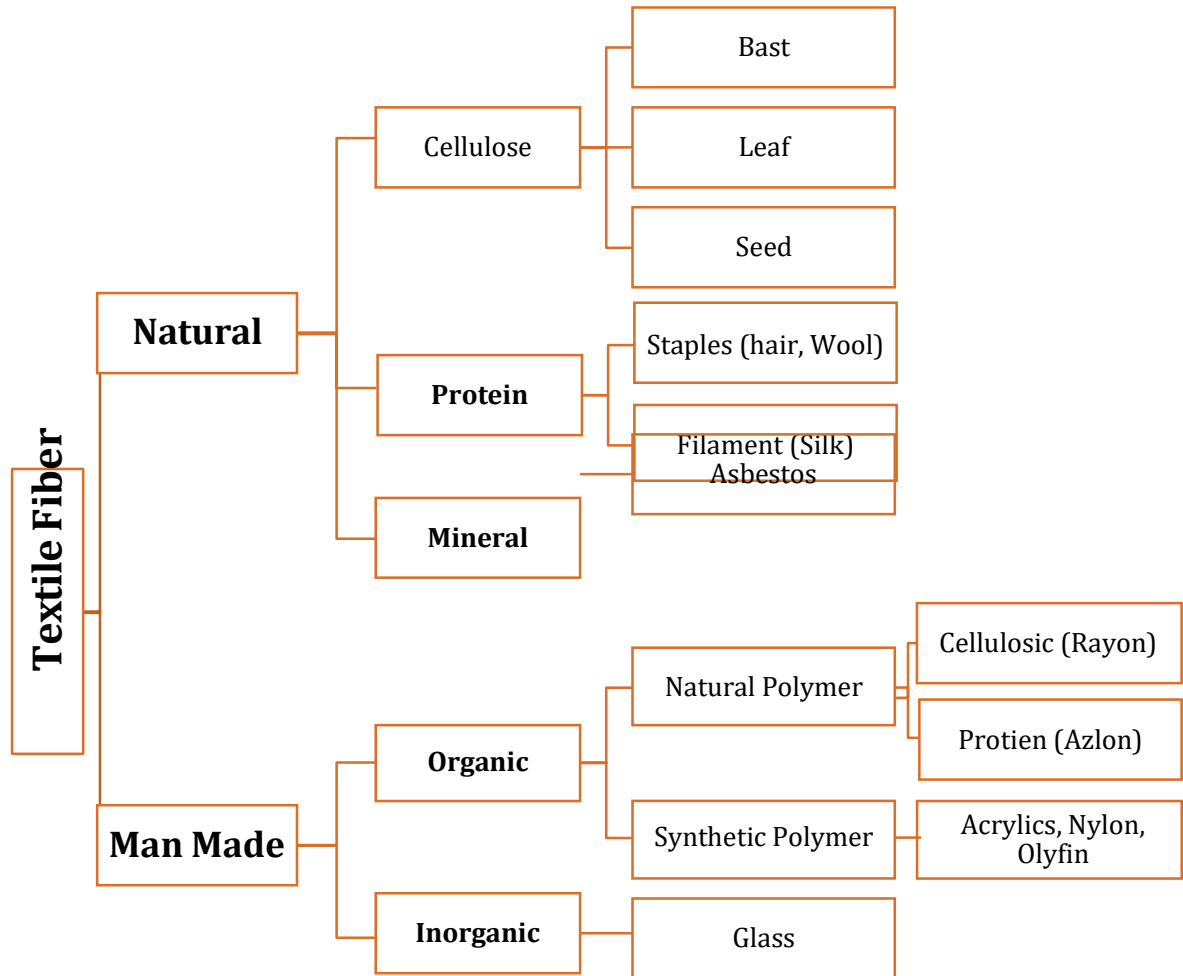


Fig. 1.1.1 -2 Fibre classification

## Session:2.3.2/ Types of Stitches used in Garments

### Learning outcomes of the session:

- ▶ Trainee will be able to distinguish types of stitches.

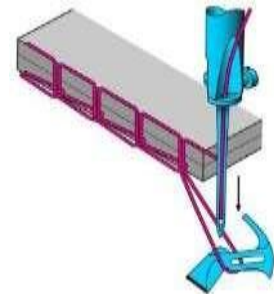
### Lesson Content

---

#### According to Stitch Formation Method

##### Intra looping

Intra looping is the passing of one loop of thread through another loop of the same thread supply.



##### Inter looping

Inter-looping is the passing of a loop of thread through another loop formed by a different thread.

##### Interlacing

Interlacing, a term used in relation to certain stitches, is the passing of a thread over or around thread or loop of another thread.

#### Classification according to British Standard System

A numerical system is used to classify stitches according to their formation.

- Class 100 : Chain stitches
- Class 200 : Hand stitches
- Class 300 : Lockstitches
- Class 400 : Multi thread chain stitches
- Class 500 : Over edge chain stitches
- Class 600 : Cover seam chain stitches

## Session:3.1.3/ Fashion Cycle and Adoption Theories

### Learning outcomes of the session:

- ▶ Trainee will be able to know various stages in fashion cycle and adoption theories

### Lesson Content

---

**Fashion Cycle;** A period of time during which the fashion exists, moving through the five stages from introduction to obsolescence or rejection is known as fashion cycle. There is a clear sequence of fashion phenomenon in which the return of any earlier fashion can be seen which is known as recurring fashion cycle. The below given graph shows the fashion cycle and the recurring fashion cycle.

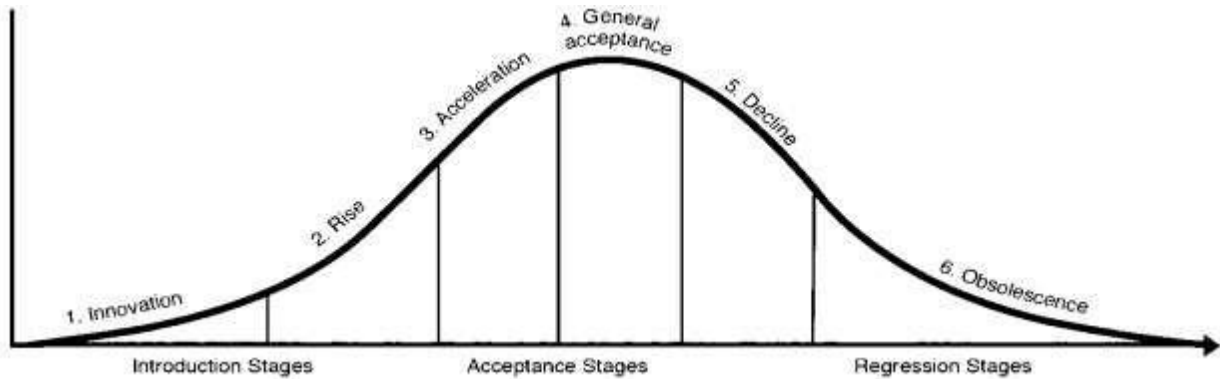


Fig. 3.1.3-1 Fashion Cycle

### Recurring Cycle

Certain designs reappears years later because fashion designers draw inspirations from past. Changes are applied in pattern, design, fabric and panels. Many nostalgic looks are drawn by designers from the 1940s, 50s, 60s, 70s & 80s.

## Session:4.2.2/ Elements of Design

### Learning outcomes of the session:

- ▶ Trainee will be able to know Elements of Design

### Lesson Content

---

Designing process involves combining of design components such as lines, colour, texture etc. in various ways to create new designs. These raw materials or ingredients of which designs are made are called elements of design. These elements are the basic units of a visual image.

**Silhouette** is used to refer to the outline of a dress or the garment's overall shape. Various types of silhouettes are used. Wide, full shapes in clothing make the wearer to look larger. Trim, compact silhouettes in clothing make the wearer to look smaller. Straight tubular shapes in clothing make the wearer look taller. Silhouettes in fashion changes over time.

### Silhouettes

- Sheath
- Ball gown
- Empire' line
- Trumpet
- Mermaid

## Session:6.3.4/ Design Sheet Layouts

### Learning outcomes of the session:

- ▶ Trainee will understand Design sheet layouts.

### Lesson Content

---

The designer has to choose an illustration layout to support the design message of the garment.



Fig. Design sheet layout by jeury Rosario

## Session:7.2.2/ Size Charts: Men, Women and Kids

### Learning outcomes of the session:

- ▶ Trainee will be familiar with size charts

### Lesson Content

---

- Misses sizes
- Junior sizes
- Women's sizes or plus sizes
- Misses petite
- Junior petite
- Women's petite
- Young junior
- Tall sizes
- Half sizes

**US Standard clothing size Women's sizes:** Women's sizes are divided into various types depending on height. There are multiple size types designed to fit somewhat different body shapes. Variations include the height of the person's torso (known as back length), whether the bust, waist and hips are straighter (characteristic of teenagers) or curvier (like many adult women), and whether the bust is higher or lower (characteristic of younger and older women, respectively).

These categories are,

**Misses sizes:**-The most common size category. For women of about average height (5'4") with an average bust height and an hourglass figure.

**Junior sizes:** - For short women with higher busts and fairly straight bodies.

**Women's sizes or plus sizes:** - For larger, curvier women of average height, sometimes with lower bust lines. Like misses' sizes

**Misses petite:** - For short women with average busts and more hourglass body shapes.

**Junior petite:** - For very short women with average busts and fairly straight bodies.

**Women's petite:** - For larger, curvier, shorter women, sometimes with lower bust lines.

**Young junior:** - For short women with high busts and fairly straight bodies.

**Tall sizes:** - For taller women (usually 5'8" or above), usually with a proportionately average bust height and an hourglass figure.

**Half sizes:** - For short women with lower busts and more hourglass body shapes.

## Unit 7.5/ Sleeve Drafting

### Learning outcomes:

- ▶ Trainee will be aware about the sleeve terms.
- ▶ Trainee will draft Basic sleeve with 1/4th scale.

### Session:7.5.1/ Sleeve Terminology

#### Learning outcomes of the session:

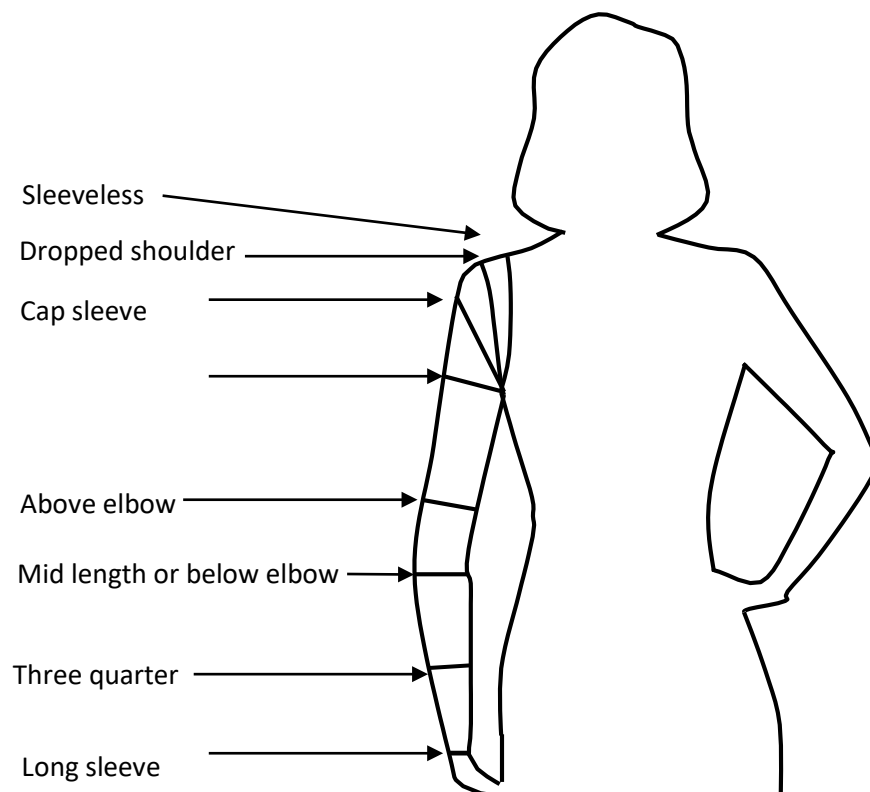
- ▶ Trainee will be able to list out the sleeve terms.

#### Lesson Content

---

#### Introduction to Sleeves

A sleeve is a covering for the arm that is attached at or near the armhole or arms eye, area of the garment. Sleeves are functional in providing modesty, warmth or protection but are equally important for their contribution to the style of the garment.



## Session:8.3.3/ Line Planning-Planning the Apparel Line

### Learning outcomes of the session:

- ▶ Trainee will understand the scheduling and allocation of an export order in a garment industry.

### Lesson Content

---

#### Line Planning

Line planning is scheduling and allocating of orders to production lines according to product setting (product is being made in the line) and due dates of production completion. A line plan defines when a style is going to be loaded to the line, how many pieces to be expected (target) from the line and when order to be completed.

It helps production manager as well as line supervisor with information such as what is the daily production target for line. They set their line (machines and manpower) accordingly. Line plan also provides information such as how many days style would run and what the next style is going be loaded.

Date	Line 1		Line 2		Total
	Daily Prod.	Cumm Prod.	Daily Prod.	Cumm Prod.	Daily Prod.
1-Dec	loading #2341A, Qty -3000 pieces		300	1200	300
2-Dec	200	200	300	1500	500
3-Dec	250	450	300	1800	550
4-Dec	400	850	200	2000	600
5-Dec	400	1250	loading #Polo , Qty -1500 pieces		400
6-Dec	400	1650	0	0	400
7-Dec	400	2050	100	100	500
8-Dec	400	2450	300	400	700
9-Dec	400	2850	350	750	750
10-Dec	150	3000	350	1100	500
11-Dec	loading #432K, Qty -5500 pieces		400	1500	400
12-Dec	100	100	loading #YK45, Qty -4500 pieces		100
13-Dec	250	350	200	200	450
14-Dec	500	850	250	450	750
15-Dec	500	1350	400	850	900
16-Dec	500	1850	400	1250	900
17-Dec	500	2350	400	1650	900
18-Dec	500	2850	400	2050	900
19-Dec	500	3350	400	2450	900
20-Dec	500	3850	400	2850	900
21-Dec	500	4350	400	3250	900
22-Dec	500	4850	400	3650	900
23-Dec	150	5000	400	4050	550

**Daily Prod.** – Daily production or line output  
**Cum Prod.** – Cumulative production of the style till date



## Session:9.1.2/ Safety Measures used in Apparel Industry

### Learning outcomes of the session:

- ▶ The trainee will be able to follow the Safety measures used in apparel industry

### Lesson Content

**Safety:** In industry you are surrounded by opportunities to cause hurt to yourself and others. Slight carelessness can lead to big injuries. So it is necessary to remain careful and avoid accidents and injuries while working. Effective health and safety in your workplace can help to keep your employees happy and productive and also reduce the human and business costs of injuries. See below for a guide to making your business safer.

Figure 9.1.2 -1 safety measures

Wear personal protective equipment (PPE) as directed. For example ear plugs, masks, hand gloves etc.



Do not throw objects towards passages to avoid tripping and falling.



Never use bare wires without plugs.



Do not wear loose clothes which may entangle in moving parts of the machines.



## Session:9.3.3/Decision Making

### Learning outcomes of the session:

- ▶ The trainee will acquire decision making skill.

### Lesson Content

---

A significant part of decision making skills is in knowing and practicing good decision making techniques.

**Decision making skills and techniques:** Steps involved in the decision making techniques given below.

- Define the decision and your purposes for decision making: Ask yourself why and what is should be solved
- Collect information: Gather information like factors involved in it, decision criteria and all.
- Brainstorm and list different possible choices. Generate ideas for possible solutions.
- Identify the alternatives. Identify the alternatives for getting an apt solution
- Implement the best alternative.
- Evaluation. Use your standards and judgment criteria to determine the cons and pros of each alternative.
- Review result



Decision making in Challenging situations need extra care. These are the sort of decisions that involve:

- High-risk
- Complexity
- Uncertainty
- Interpersonal issues

