

# Level 1 Certificate in Design and Craft

## 7716-06 Hand Embroidery Qualification handbook



**Candidate name**

**City & Guilds registration number**

**Centre name**

**Centre number**

**Date candidate enrolled with centre for this qualification**

**Date candidate registered with City & Guilds for this qualification**

## **About City & Guilds**

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

## **City & Guilds Group**

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

## **Equal opportunities**

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

## **Copyright**

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

## **Publications**

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)20 7294 2800**

**F +44 (0)20 7294 2400**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

# Level 1 Certificate in Design and Craft

7716-06 Hand Embroidery



---

[www.cityandguilds.com](http://www.cityandguilds.com)  
June 2009  
Version 1.0

**This page is intentionally blank**

# Contents

<b>Introduction: City &amp; Guilds Level 1 Certificate in Design and Craft</b>		<b>5</b>
<b>Unit 1</b>	<b>Design for Craft</b>	<b>6</b>
<b>Unit 2</b>	<b>Hand Embroidery</b>	<b>9</b>

**This page is intentionally blank**

# Introduction: City & Guilds Level 1 Certificate in Design and Craft

Welcome to the Design and Craft suite of qualifications.

This handbook is designed to provide you with the information you require for this course.

You will find a copy of the syllabus you are undertaking, presented as two units.

**Unit 1 – Design for Craft** is a common unit for all qualifications at this level. It introduces you to simple design ideas which you can then take forward into your chosen craft.

**Unit 2 – Craft** is a specific craft unit for the subject you have chosen to study. The syllabus gives details of what you have to produce as evidence that you have achieved the outcomes listed. You will gain skills in the practice of the craft and in the knowledge of materials, techniques and processes applicable to this level of work.

At the end of each unit, there is an assessment record sheet to be completed by your tutor/assessor, in discussion with you, as you achieve each of the outcomes.

In addition to this, your tutor/assessor will keep other records of your progress which you can see, as required.

Your tutor/assessor is the person who makes ongoing decisions about your achievement.

Each City & Guilds centre is also required to have an Internal Verifier who checks a sample of the work of each candidate to ensure that it has been correctly assessed and that records show a clear route to progression.

A City & Guilds External Verifier is allocated to your centre to monitor that all these activities are carried out in accordance with the regulations, laid down nationally, for these qualifications.

As a student of your centre and a candidate of City & Guilds, you too have responsibilities. They include regular and timely attendance, following the syllabus guidelines and presenting your work, as required, for assessment, internal and external verification.

The Design and Craft suite of qualifications is a series through which a candidate can progress as a craftsman or take the level best suited to their skills and requirements.

All skills and supporting knowledge gained can be used in their own right or can form a foundation for the next level of qualification. This award, the 7716 Level 1 Certificate in Design and Craft is designed to allow a progression onto 7716 Level 2 Certificate, 7716 Level 3 Certificate and 7716 Level 3 Diploma.



Candidate name \_\_\_\_\_

Assessment record year \_\_\_\_\_

Qualification \_\_\_\_\_

Qualification number \_\_\_\_\_

<b>Outcome 1 Select and use simple colours based on colour theory</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Select simple colour schemes using no more than three hues from printed sources.		
	2 Select images of the three hues from printed sources and make a collage for each hue.		
	3 Produce a colour scheme, showing the effect created with and without accent colours.		
Underpinning knowledge	1 Identify the hues – red , yellow, blue, orange, green and violet.		
	2 In terms of colour theory, describe the effects achieved when using three hues in one colour scheme.		
	3 Describe the effects achieved when one colour is used as an accent with two others, in a scheme of three hues.		
<b>Outcome 2 Use different types of line – heavy, curved and straight</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use a variety of craft materials to produce contrasting lines - heavy, curved and straight lines.		
	2 Experiment with a variety of craft mediums and materials to develop qualities of line.		
Underpinning knowledge	1 Identify for future reference, various craft materials which produce heavy, curved and straight lines.		
	2 Describe the effects achieved when different qualities of line are used to provide contrast.		
	3 Compare and note the results and effects in lines produced by different mediums and materials.		

<b>Outcome 3 Select materials in two contrasting textures – rough and smooth</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Explore a variety of rough and smooth textures in basic craft materials and mediums.		
	2 Experiment with a variety of basic materials and mediums to discover qualities and effects obtainable in textures.		
	3 Select for application a variety of materials and mediums to explore the potential of techniques which can be applied.		
Underpinning knowledge	1 List a variety of basic craft materials which show rough and smooth texture.		
	2 Develop a reference describing the textural qualities of basic craft materials.		

# Unit 2 Hand Embroidery

## Overview

### Unit rationale

#### Aims

This unit provides the practical skills and knowledge needed to make a basic craft item or a set of samples.

The unit aims to develop simple practical skills in preparing and using a range of materials and to present the finished craft item/samples.

#### Outcomes

There are **four** outcomes for this unit. The candidate will be able to:

- 1 use the basic elements of design in making a simple craft item or set of samples for assessment
- 2 prepare to make a basic craft item or a set of samples
- 3 work safely, using materials, tools and equipment applicable to this craft correctly
- 4 make a basic craft item or a set of samples.

#### Assessment

During this 30 hour course, you will produce for assessment:

- a portfolio of samples of embroidery stitches and techniques as listed in “*The course*”
- a folder of essential notes, including Health and Safety advice relevant to the subject.

When your course is complete, present all your work for assessment.

## Unit 2                      Hand Embroidery

### The course

During the course you will:

- experiment with a range of stitches, threads, needles and fabrics to achieve a variety of surfaces. Include at least 4 different fabrics
- show a knowledge of the various preparation and mounting methods of fabric, ready for embroidery
- use appropriate methods for the transfer of design onto fabric
- show general background knowledge of 10 embroidery techniques, presented in illustrated/note form
- produce **two** samples of stitches – **one** showing use of line stitches eg stem, chain, back and **one** showing use of detached stitches eg fly, detached chain, straight
- produce **two** samples of stitches – **one** showing textured stitches eg french knots, bullion knots, seeding and 1 showing composite stitches eg pekinese, raised chain band, whipped stem
- work a sample based on a counted thread technique eg cross stitch, canvas work, blackwork etc showing an understanding of the use of embroidery charts
- select from stitches learned and produce a planned sample based on a simple design or colour exercise. Maximum size 15 cm (6") square.

# Level 1 Certificate in Design and Craft

Unit 2

Hand Embroidery



Candidate name

---

Assessment record year

---

Qualification

---

Qualification number

---

<b>Outcome 1 Use the basic elements of design in making a simple craft item or set of samples</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use colour, line and texture in the materials of the craft.		
Underpinning Knowledge	1 List Health & Safety factors in use of basic materials applicable to the craft.		
<b>Outcome 2 Prepare to make a basic craft item or a set of samples</b>		<b>Evidence</b>	<b>Tutor / Assessor sign and date</b>
Practical Activities	1 Select and obtain basic materials for the craft item or set of samples to be made.		
	2 Use basic techniques and processes to prepare the materials for use.		
	3 Estimate/measure and record sizes accurately.		
Underpinning Knowledge	1 Collate brief notes, given and self-produced, on the basic materials, techniques and processes.		
<b>Outcome 3 Work safely, using materials, tools and equipment applicable to this craft correctly</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use basic tools and equipment safely and effectively.		
	2 Use basic materials safely and effectively		
Underpinning Knowledge	1 List Health & Safety factors in the use of tools and equipment applicable to the craft at this level.		
	2 List Health & Safety factors in the use of materials applicable to the craft at this level.		

<b>Outcome 4 Make a basic craft item or a set of samples</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Make minor adjustments during the making process.		
	2 Use basic materials, techniques and processes, safely and correctly.		
	3 Use colour, line and texture in the materials of the craft.		
	4 Make, finish and present the basic craft item or a set of samples correctly.		
Underpinning Knowledge	1 Record the order of work, costs and timescale for making the item or a set of samples.		
	2 Record the strengths and weaknesses of the item or set of samples produced.		



---

**Published by City & Guilds**  
**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)20 7294 2468**  
**F +44 (0)20 7294 2400**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

City & Guilds is a company registered  
in England and Wales (company  
number 16513878)

**SP-18-7722**