

# Level 3 Certificate in Design and Craft

**7716-22 Millinery**  
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**

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# Introduction: City & Guilds Level 3 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 provides the means to develop a design reference for craft, through a series of outcomes demonstrated by a body of practical work.

**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 explore the craft at some depth, gain skills in the practice of the craft and a thorough 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, at this level, can be used in their own right or can form a foundation for the next level of qualification.



# Unit 1                      Design for craft

## Key words

Candidates will prepare a portfolio of design work based on each of the following design elements. Each body of work will consist of exploratory studies and one resolved piece.

Candidates are advised to use the **keyword** in the boxes below as a focus. Some suggestions for exploration are given but these are not intended to be exclusive or prescriptive.

Throughout this work, candidates will use the design principles – balance, rhythm, contrast and dominance, harmony, scale and proportion.

### **Colour**

- develop colour mixing techniques
- explore the properties of colour – hot, cold,...
- investigate colour association and colour symbolism, the cultural use of colour, use of colour in the work of an artist, craftsman or historical period
- experiment with effects of colour application – transparency, translucency, opacity, washes, impasto
- match colours and produce colour schemes.

### **Texture**

- consider texture in the context of the natural and manmade environments
- use a range of methods and techniques to create surface texture – visual and actual.

### **Line**

- develop mark-making exercises exploring the quality of line – thick, thin, broken... and the varieties of line – straight, curved, angular...
- develop lines into linear patterns – spirals, contours, stripes...

### **Shape**

- explore shape – positive and negative, repeated pattern, interlocking and overlapping, random and organised, geometric, symmetrical and asymmetrical.

### **Form**

explore hard edged, soft edged, solid, hollow, pierced, low relief and 3D structures using a variety of methods – assemblages of paper, card constructions, collage, montage, paper manipulation...

# Level 3 Certificate in Design and Craft

Unit 1

Design for craft



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

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

Qualification \_\_\_\_\_

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

<b>Outcome 1 Research and select sources of inspiration and develop design ideas</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Explore how design ideas can be developed from a source or starting point.		
	2 Explore and understand the use of primary sources – direct observation of the actual object(s).		
	3 Explore and understand the uses of secondary sources – books, photograph, websites...		
Underpinning Knowledge	1 List a range of primary design sources.		
	2 List a range of secondary design sources.		
<b>Outcome 2 Research and use contextual studies – contemporary, historical and cultural</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Investigate contemporary, historical and cultural influences.		
	2 Investigate the work of designer makers, craftsmen, and artists, as appropriate.		
Underpinning Knowledge	1 List major designer makers, craftsman and artists, as appropriate.		
	2 List museum collections, exhibitions and websites, as appropriate.		
	3 Record research at museums, exhibitions and websites.		

<b>Outcome 3 Use a range of materials, mediums and techniques</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use a range of materials – drawing mediums, colouring agents, collage materials, fabrics, found objects, paper, card.		
	2 Use a range of techniques – drawings, colour studies, samples, computer generated images, collage, montage, low relief, 3D structures.		
Underpinning Knowledge	1 List a range of materials, mediums and techniques.		
	2 List the characteristics of a variety of materials, mediums and techniques.		
	3 List Health & Safety considerations for a range of materials, mediums and techniques used in design exercises.		
<b>Outcome 4 Use a range of styles and sizes of presentation methods</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use a range of presentation methods – sketchbooks, mounted and un-mounted work, 3D, computer generated presentation...		
Underpinning Knowledge	1 List a range of presentation methods.		
<b>Outcome 5 Produce and present exploratory and finished design projects</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Handle materials correctly during the designing process.		
	2 Produce exploratory design projects.		
	3 Produce finished design projects.		
Underpinning Knowledge	1 Produce a brief order of work and a cost sheet for finished design projects.		
	2 State the essential features of an evaluation of the design work.		
	3 Evaluate the design projects.		
	4 List Health & Safety factors applicable to the design process.		
<b>Outcome 6 Operate tools and equipment safely and effectively</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use tools carefully, safely and effectively.		
	2 Use equipment safely, carefully and effectively.		
Underpinning Knowledge	1 List a range of tools and describe their use and care.		
	2 List a range of equipment and describe its use and care.		

<b>Outcome 7 Appreciate the application of general design development studies to the craft</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1	Recognise the use of a range of design skills for a variety of crafts	
	2	Recognise the application of a range of design skills for a variety of crafts.	
Underpinning Knowledge	1	List a range of examples of design for craft.	
	2	Describe how to develop a working design for a specific craft.	

# Unit 2                      Millinery

## Overview

### Unit rationale

**Note: All items presented for assessment must be original work, designed and produced by the candidate and involve no commercially produced pattern, template or maquette.**

#### Aims

The aim of this unit is to provide the opportunity for candidates to explore, at some depth, a specific craft in which they will use inspirational source material to design items. They will develop innovative ideas or practice traditional techniques and acquire complex practical skills, supported by a thorough knowledge of range of materials, processes and techniques involved.

Workbooks will record supporting knowledge – visual and written notes, diagrams and technical specifications on the development of design briefs, sources of inspiration, materials, and processes and techniques.

The unit utilises the principles of Unit 1 throughout the outcomes – planning, preparing, making, completing and presenting the items.

Candidates will evaluate the completed work, processes and techniques used, to inform future work.

#### Outcomes

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

- 1 apply innovative and complex design ideas to planning and making for the craft
- 2 plan, prepare and manage the making of complex craft items to a design brief
- 3 operate tools and equipment carefully, safely and effectively for complex techniques applicable to this craft
- 4 make complex craft items to a high standard of craftsmanship, to a design brief
- 5 appreciate the contextual influences relating to the craft at this level
- 6 use effective presentation skills to display completed items.

#### Assessment

Candidates will design, prepare and make the items detailed below and produce supporting notes and evidence.

These items will provide the evidence required for the six outcomes in this unit.

- **An item of bridal headwear:**-a tiara, a headdress, a felt hat, a straw hat or a skull cap with a pleated, ruched or classic tailored cover and decoration.
- **A blocked felt hat:**-a blocked felt hat, with or without a brim, using a minimum of **two** different coloured felts, incorporating a decorative join between the **two** colours.
- **A blocked straw hat:**-a blocked straw hat with a double brim using mono or multi colour.

- **A soft hat worked from a drafted flat pattern:**-a soft hat made in pile fabric/s, worked up from a self-drafted flat pattern.
- **A draped hat:**-a hat draped on a blocked base.
- **A portfolio of samples:**-a portfolio of samples as detailed in the syllabus.

The bridal headwear may incorporate veiling or have an attached veil.

Commercial felt hoods and/or felt hand crafted by the candidate may be used.

The soft hat may be made for a child.

Any of the millinery items may be embellished with hand constructed/hand worked trims and trimmings.

## Unit 2                      Millinery

### The course

During the course you will:

- choose and agree the item of millinery, an appropriate design, shape and size suitable for the techniques to be used and the wearer
- draft, mark up and check flat patterns for fabric hats – grainline, piece details, seam allowances or nett, pieces match working drawing, lay plan
- select and agree materials, trimmings and haberdashery items to be used and calculate quantities required
- sample any decorative techniques to be used, on the actual type of material, and apply them correctly during the making up process
- use materials, including foundation materials, commercial hoods, fabrics and trimmings, accurately and economically
- make up the item of millinery, based on the results of sampling and to the design specifications
- use correct finishing techniques
- describe and/or use:
  - various face and figure shapes and the styles of millinery which enhance them
  - historical styles and shapes in millinery and their relationship to the fashion of the period
  - bridal headwear and veils showing a variety of historical styles, lengths, patterns and edgings
  - flat pattern cutting for a range of veil shapes (circular, oval, straight) and hats including berets (flat, circular and sectioned)
  - pattern lays for various fabrics including pile surfaces, fur fabrics, ribs, stripes, checks, knits and woven structures
  - properties and care of natural and man-made fibres and materials used in millinery including wool, cotton, silk, felt, straw, sinimay, lace, leather, fur fabric, plasticised fabrics, feathers, veiling and ribbon
  - notes on the straw and felt hat industries
  - haberdashery items and foundation materials used in millinery
  - solvents, stiffeners and varnishes used in millinery – both chemical and non-chemical
  - techniques for making hats by stitching or by blocking a variety of materials using simple and complex blocks
  - processes used in millinery
  - methods of finishing and caring for millinery.

### Sample portfolio/folder

The portfolio/folder will contain notes on and samples of:

- **Seams:-**seams suitable for joining a variety of fabrics and materials
- **Edges:-**veiling – decorative edges including machine embroidery, application of lace scallops, a lettuce edge on organza, self-fabric and contrast bound edges hats – bindings, hems, punched and stitched edges

- **Wires:**-manipulating wires, decorative or plain, to create a range of embellished tiaras and headdresses with details of how the safety of the wearer has been addressed
- **application of colour:**-stencilling, printing, painting, dyeing, spraying
- **skull caps:**-pleating, ruching and classic tailored covering of skull cap shapes (one skull cap may be sectioned and used as a practice base for all three methods)
- **felt:**-hand crafted felt and its use in millinery
- **flowers:**-a range of hand crafted flowers including a minimum of **three** which must be attached to a comb or headdress
- **veils:**-attaching veils to combs, tiaras and headdresses a method of ensuring 'lift' in a double veil decorating a double veil with diamantés, sequins or beads
- **trims and trimmings:**-a selection of bows – tailored and soft decorative ribbon edgings and trimmings.  
A selection of feather trimmings and.  
A selection of fabric trimmings.

# Level 3 Certificate in Design and Craft

Unit 2

Millinery



Candidate name

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Assessment record year

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Qualification

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Qualification number

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<b>Outcome 1 Apply innovative and complex design ideas to planning and making for the craft</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use experimental ideas, as explored in Unit 1, with the materials of the craft.		
Underpinning Knowledge	1 List Health & Safety factors caused by the use of materials and mediums applicable to the craft.		
	2 List Health & Safety factors caused by use of innovative techniques.		
<b>Outcome 2 Plan, prepare and manage the making of complex craft items to a design brief</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Develop a design brief and statement of intent for the production of a complex item.		
	2 Produce a series of design roughs to show ideas.		
	3 Choose the item to be made from design roughs.		
	4 Prepare full designs for the item to be made (sketches, diagrams, patterns, templates or maquettes).		
	5 Cost the item to be made.		
	6 Estimate the time required to make the craft item and set a completion date.		
	7 Select and obtain materials for the items to be made.		
	8 Prepare materials for use.		
	9 Identify the correct method to store work in progress, carefully and safely.		

	10 Carry out a range of complex techniques and processes.		
Underpinning Knowledge	1 State the essential features of a design brief and statement of intent at this level.		
	2 List the characteristics of a range of complex materials available for the items to be made.		
	3 List the methods used to create the design.		
	4 Record the range of experiments, and samples, complex techniques and processes.		
	5 Record the management of planning and preparation: <ul style="list-style-type: none"> <li>• order of work</li> <li>• cost sheet.</li> </ul>		
<b>Outcome 3</b>	<b>Operate tools and equipment carefully, safely and effectively for complex techniques applicable to this craft</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Use tools carefully, safely and effectively for complex techniques.		
	2 Use equipment carefully, safely and effectively for complex techniques.		
Underpinning Knowledge	1 List a range of tools used for complex techniques and describe their use and care.		
	2 List a range of equipment used for complex techniques and describe their use and care.		
<b>Outcome 4</b>	<b>Make complex craft items to a high standard of craftsmanship, to a design brief</b>	<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Adjust and adapt items during the making process.		
	2 Handle complex materials correctly during the making process.		
	3 Observe Health & Safety requirements for complex materials, techniques and processes.		
	4 Make a range of craft items, to a high standard of craftsmanship, using appropriate techniques.		
	5 Finish and present complex items correctly to meet the design brief.		
Underpinning Knowledge	1 Record the time taken to make the item.		
	2 List reasons for adjustments and adaptations made to the item		

	during the making process.		
	3 List Health & Safety factors and current legislation, applicable to making the item.		
	4 State the care/storage requirements for the items made.		
	5 Evaluate the completed item <ul style="list-style-type: none"> <li>• design strengths/weaknesses</li> <li>• materials used</li> <li>• problems encountered</li> <li>• possible solutions.</li> </ul>		
<b>Outcome 5 Appreciate the contextual influences relating to the craft at this level</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Investigate information on current trends in the craft.		
	2 Investigate the work of contemporary designer makers in this craft.		
	3 Investigate information on the historical contexts of the craft.		
	4 Investigate information on the cultural context of the craft.		
Underpinning Knowledge	1 List major designer makers influencing current trends in the craft.		
	2 List major historical periods influencing the craft.		
	3 List major cultural influences on the craft.		
	4 List major museum collections, exhibitions and/or websites related to the craft.		
	5 Record research at museums, exhibitions and websites, related to the craft at this level.		
<b>Outcome 6 Use effective presentation skills to display completed items</b>		<b>Evidence</b>	<b>Tutor/Assessor sign and date</b>
Practical Activities	1 Investigate methods of presentation applicable to the craft.		
	2 Try a variety of ideas to obtain a suitable presentation method for the items.		
	3 Select and use an appropriate method of presentation to display the items.		
Underpinning Knowledge	1 List methods of presentation applicable to the craft.		

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