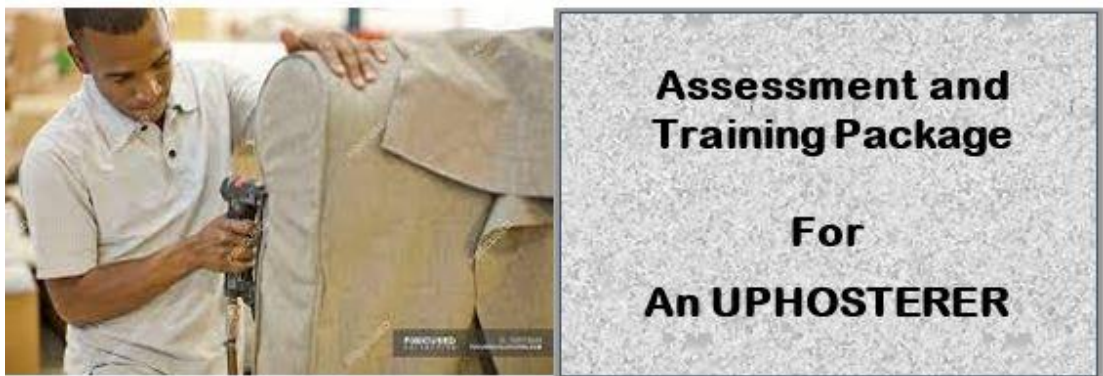




**THE REPUBLIC OF UGANDA**  
**Ministry of Education and Sports**

**Business, Technical, Vocational Education and Training [BTVET] Subsector Reform**



**Qualification Level: 1**

**Occupational Cluster: ART AND DESIGN**

**January ,2022**

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**Developed by:**

**Qualifications Standards Department  
Directorate of Industrial Training**

**Funded by:**

**Government of Uganda**

**DIRECTORATE OF INDUSTRIAL TRAINING**

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Under BTVET Act, 2008 the functions of the Directorate of Industrial Training are:

- (a) To identify the needs of the labour market for occupational competencies that fall under the UVQF;
- (b) To regulate apprenticeship schemes;
- (c) To foster and promote entrepreneurial values and skills, as an integral part of the UVQF;
- (d) To secure adequate and sustainable financing for the efficient operations of the Directorate;
- (e) To accredit training institutions or companies as assessment centers;
- (f) To determine fees payable under the Act;
- (g) To develop, apply, expand and improve the purposeful application of Uganda Vocational Qualifications defined in the UVQF;
- (h) To assess and award Uganda Vocational Qualifications;
- (i) To promote on-the-job training in industry for apprenticeship, traineeship and indenture training and for other training such as further skills training and upgrading; and
- (j) To prescribe the procedure for the making of training schemes

Further to the above provisions, there is an established Uganda Vocational Qualifications Framework (UVQF), under part V of the BTVET Act, 2008. It is stated that:

The purpose of the UVQF is to define:

- (a) Occupational standards in the world of work;
- (b) Assessment standards;
- (c) Vocational qualifications of learners who meet the set standards of different studies;
- (d) Provide guidelines for modular training.

The UVQF shall follow principles of Competence Based Education and Training (CBET) which include:

- (a) Flexible training or learning modules;
- (b) Positive assessment and Certification;
- (c) Assessment of Prior Learning;
- (d) Recognition of formal and non-formal training;
- (e) Self-paced or individual learning; and
- (f) Work place learning

For award and recognition of certificates, the BTVET Act, 2008 provides that:

- (1) The Directorate and other examination boards established under the Act shall award certificates and diplomas for Business, Technical or Vocational education and training under the UVQF;
- (2) The Certificates and Diplomas to be awarded shall be in the form prescribed by the Minister on the recommendation of the Industrial Training Council;
- (3) The Certificates and Diplomas awarded under the Act shall be recognized in the Uganda education system and by the labour market.

Under the TVET Implementation Standards 2020, the proposed new mandate of the Directorate of Industrial Training shall be restricted to promoting the highest standards in the quality and efficiency of industrial training in the country and ensuring an adequate supply of properly trained manpower at all levels in the industry and the world of work.

The functions shall include:

- a) Regulating Industrial training and trainers,
- b) Developing industrial training curricula,
- c) Harmonizing curricula and certificates of competence,
- d) Assessing industrial training,
- e) Development of occupational standards and Assessment and Training Packages (ATPs) for Trade Testing for the industry and world of work and
- f) Awarding certificates in that respect.

At operational level in the Directorate, the Qualification Standards Department performs development tasks related to concepts, procedures and instruments for establishment of the UVQF in close collaboration with both public and private stakeholders in vocational training.

In particular, the Department organizes and coordinates the development of Assessment and Training Packages for use in competence-based vocational training as well as standards-based assessment and certification.

The Directorate has therefore produced this Assessment and Training Package for use in implementing Competence-Based Education and Training mechanisms.

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## **Word from Permanent Secretary**

The Ministry of Education and Sports (MoES) through the Directorate of Industrial Training Conducts Competence Based Assessment.

The foreseen advantages of CBA include improved access, equity and relevance of skills development, reduced unit costs of training, and recognition of Prior Learning (or on-the-job- training), among others.

As the Ministry executes its obligation of ensuring quality in training standards, the public-private partnership is being strengthened to improve occupational competence of the country's workforce without gender bias.

To achieve the set-out targets, the Directorate embarked on the anticipated UVQF design and development piloting its instruments and mechanisms in order to effectively enhance Competence-Based Assessment (CBA) in Uganda.

To date, the Qualifications Standards Department of DIT has produced Assessment and Training Packages (ATP) for various occupations. Each ATP contains 3 parts namely:

- 1.Occupational/job Profile
- 2.Training modules and
- 3.Assessment instruments Banks

The ATP can be used by any training provider and/or those who wish to present themselves for Occupational Assessment and Certification.

Herewith, the Directorate of Industrial Training presents the "Assessment & Training Package (ATP)" for training, assessment and certification of **UPHOLSTERER – QUALIFICATION LEVEL 1.**

Finally, I thank all individuals, organizations and development partners who have contributed and/or participated in the review of this noble document.

**Ketty Lamaro**

**Permanent Secretary**

## Executive Summary

This Assessment and Training Package is a Competence-Based Education and Training (CBET) tool and consists of three major parts:

- 0.1 **PART I: The “Occupational Profile” (OP) of an Upholsterer.** This Occupational Profile which was reviewed by Upholsterers practicing in the world of work, mirrors the duties and tasks Upholsterers are expected to perform in the world of work.
- 0.2 **PART II: “Training Modules”** in the form of guidelines to train **Upholsterers** both on the job as well as in training centres (or combinations of both venues of learning). The Training Modules herein have been reviewed basing on the Occupational Profile and hence are directly relevant for employment.
- 0.3 **PART III: “Assessment Instruments”** in the form of performance (Practical) and written (theory) test items that can and should be used to assess whether a person complies with the requirements of employment as an Upholsterers. These assessment instruments were developed jointly by job practitioners (Upholsterers) and teachers based on the occupational profile and training modules<sup>1</sup>.
- 0.4 While the Occupational Profile (OP) contained in PART I of this document provides the information on **WHAT a person is expected to do** competently in the world of work, the test items, -including performance criteria- of PART III qualify the **HOW and/or HOW WELL a person must do the job.**

In combination, both parts -the OP and the test items- constitute the relevant ‘Assessment STANDARDS’ for competence-based assessment and certification for acquiring a credible Qualification for – an Upholsterer Qualification Level 1.

- 0.5 The modular format of the curriculum (PART II) allows learners to acquire job specific skills and knowledge (i.e. competencies) module by module. A single module can be accomplished within a relatively short duration of time allowing flexibility for learners to move directly into an entry level job, go for further modules or advance to higher levels of training. Modular courses allow more learners to access the training system because training centres as well as companies can accommodate more students in a given period of time.

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<sup>1</sup>In this document, only sample test items for assessing (practical) performance and occupational knowledge (theory) are included. A larger selection of test items can be obtained from an electronic Test Item Bank at Directorate of Industrial Training

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- 0.5 In addition to improved access, equity and relevance of BTVET, the UVQF will also enable people who are convinced to have acquired competencies laid down in this ATP through prior training and on-the-job experience to access assessment and certification directly; be it on the basis of a single module, a group of modules or all modules pertaining to the occupation at once. This achievement will facilitate Recognition of Prior Learning (RPL).
- 0.7 The parts of this Assessment and Training Package were sequentially reviewed as follows:
- i Part 1: Occupational Profile: **January 2022**
  - ii Part 2: Training Modules: **January 2022**
  - iii Part 3: Assessment Instruments (initial bank): **January 2022**
  - iv This ATP (or parts of it) may be periodically revised to match the dynamic trends in the occupation and hence issued in different versions.

**Patrick Byakatonda**  
**Ag Director**

### **Acknowledgement**

The Qualifications Standards Department of DIT wishes to sincerely acknowledge the valuable contributions to the review of this Assessment and Training Package by the following persons, Institutions and organizations:

- Members of the DIT Industrial Training Council;
- The Director and staff of DIT;
- Ministry of Education and Sports;
- The practitioners from the world of work;
- Teachers of Agriculture in various Secondary schools;
- Agriculture Curriculum Specialists from NCDC;
- Examination Specialist from UNEB;
- The facilitators involved in guiding the practitioners in their activities;
- The Government of Uganda for financing the review of this ATP.



## **Abbreviations and Acronyms**

|       |                                                           |
|-------|-----------------------------------------------------------|
| A&C   | Assessment & Certification                                |
| ATP   | Assessment & Training Packages                            |
| BTVET | Business, Technical and Vocational Education and Training |
| CBET  | Competency Based Education and Training                   |
| DIT   | Directorate of Industrial Training                        |
| ITC   | Industrial Training Council                               |
| GoU   | Government of Uganda                                      |
| LWA   | Learning-working Assignment                               |
| MC    | Modular Curriculum                                        |
| MoES  | Ministry of Education and Sports                          |
| OP    | Occupational Profile                                      |
| PEX   | Practical Exercise                                        |
| PTI   | Performance (Practical) Test Item                         |
| QS    | Qualification Standards                                   |
| RPL   | Recognition of Prior Learning                             |
| TIB   | Test Item Bank                                            |
| TVET  | Technical, Vocational, Education and Training             |
| UVQ   | Uganda Vocational Qualification                           |
| UVQF  | Uganda Vocational Qualifications Framework                |
| WTI   | Written (Theory) Test Item                                |

## Key Definitions

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assessment</b>                                | Assessment is the means by which evidence is gathered and judged to decide if an individual has met the stipulated assessment standards or not. Testing is a form of formal assessment.                                                                                                                                                                                                                                                       |
| <b>Certification</b>                             | Certification is a formal procedure to issue a certificate (qualification) to an individual that has demonstrated during formal assessment that he/she is competent to perform the tasks specified in the occupational profile.                                                                                                                                                                                                               |
| <b>Competence</b>                                | Integration of skills, knowledge, attitudes, attributes and expertise in doing /performing tasks in the world of work to a set standard.                                                                                                                                                                                                                                                                                                      |
| <b>Competency</b>                                | (Occupational) competency is understood as the ability to perform tasks common to an occupation to a set standard.                                                                                                                                                                                                                                                                                                                            |
| <b>CBET</b>                                      | Competence-based education and training means that programmes: <ol style="list-style-type: none"><li>1. have content directly related to work</li><li>2. focus is on 'doing something well'</li><li>3. assessment is based upon industry work standards, and</li><li>4. curricula are developed in modular form</li></ol>                                                                                                                     |
| <b>Duty</b>                                      | A Duty describes a large area of work in performance terms. A duty serves as a title for a cluster of related Tasks (see also: TASK).                                                                                                                                                                                                                                                                                                         |
| <b>Learning-Working Assignment (LWA) Modules</b> | LWA are simulated or real job situations / assignments that are suitable for learning in a training environment (e.g. "small projects"). In a working environment LWAs are real work situations /assignments.<br><br>Modules are part(s) of a curriculum. Modules can be considered as "self-contained" partial qualifications which are described by learning outcomes or competencies and which can be assessed and certified individually. |
| <b>Occupational Profile (OP)</b>                 | An Occupational Profile is an overview of the duties and tasks a job incumbent is expected to perform competently in employment. Occupational Profiles developed by practitioners from the world of work enhance the relevance of training and learning to the requirements of the world of work.                                                                                                                                             |

Occupational Profiles define WHAT a person is supposed to do in performance terms. It also contains generic information regarding related knowledge and skills, attitudes/behavior, tools, materials and equipment required to perform as well as trends/ concerns in the occupation.

Occupational profiles are the reference points for developing modular curricular and assessment standards

**Qualification**

A qualification is a formal recognition for demonstrating competence, based on formal assessment against set standards. A qualification is provided to the individual in form of a certificate specifying the nature of the competence.

**Task**

Job TASKS represent the smallest unit of job activities with a meaningful outcome. Tasks result in a product, service, or decision. They represent an assignable unit of work and have a definite beginning and ending point. Tasks can be observed and measured. (See also: *Duty*)

## 1.0 ATP-PART I

### Occupational Profile for an Upholsterers

- 1.1 The OCCUPATIONAL PROFILE (OP) for “an Upholsterer” below defines the **Duties** and **Tasks** a competent Upholsterer is expected to perform in the world of work (on the job) in Uganda and the East African region today.
- 1.2 Since it reflects the skill requirements of work life, the Occupational Profile is the reference document for the subsequent development of training modules and assessment instruments (test items) which are directly relevant to employment in Ugandan and the East African businesses and industries.
- 1.3 To ensure that the Occupational Profile is relevant for employment in Uganda and East Africa, the DIT used the method of “occupational/job profiling.

This approach involves the brainstorming of a panel of 8 to 12 competent job practitioners guided by trained and experienced facilitators. During a five-day workshop the panelists define the duties and tasks performed in employment, as well as the prerequisite skills, knowledge, attitudes, tools and equipment, and the future trends and concerns in the occupation/job.

- 1.4 The panelists, facilitators and coordinators who participated in reviewing this Occupational Profile for an Upholsterer are listed on the following page.

The DACUM-method was used. DACUM is an acronym for ‘Develop A Curriculum’

**Job Expert Panel**

**Kyagulanyi Francis**  
Kairos Upholstery service providers Uganda Ltd.

**Ayini Richard**  
Ayoga Construction & General Services Ltd.

**Bucamwa Brian**  
Nina Interiors

**Katusabe Brian**  
R&K Furniture

**Namusisi Mariam**  
Ministry of Education

**Kafeero Adnan**  
NCDC

**Mauko Levi Wafula**  
Bishop Senior School Mukono

**Kagoya Jane**  
Mengo Senior School

**Kigozi Swaleh**  
Buddo Secondary School

**Tumwine Francis**  
Mbarara High School

**Kayongo Michael**  
UNEB Examiner

**Kigozi Hakeem**  
Masaka Secondary School

**Co-Ordinator**  
**Ruth E Mukyala**  
Directorate of Industrial Training

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**Kirabira Yusuf**  
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**Nabankema Milly**  
Directorate of Industrial Training

**Funded by**  
The Government of Uganda



**THE REPUBLIC OF UGANDA**  
**Ministry of Education and Sports**

**Business, Technical and Vocational  
Education and Training (BTJET) Sub sector  
Reform**

**Occupational Profile**  
**For an**  
**“ UPHOLSTERER ”**

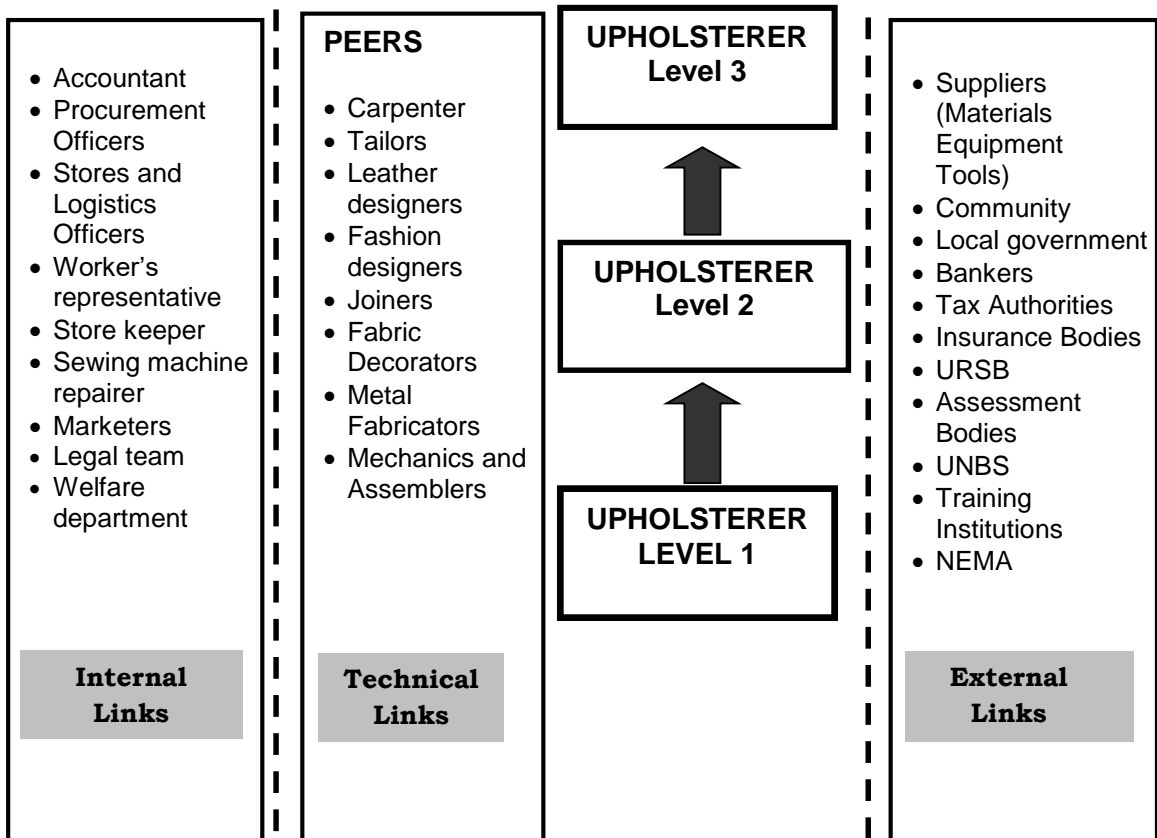
**Reviewed by: Qualifications Standards  
Department of the Directorate  
of Industrial Training**

**Date of workshop: 17<sup>th</sup> –21<sup>st</sup> January, 2022**

**NOMENCLATURE FOR THE OCCUPATION OF AN UPHOLSTERER**

**Definition:** An upholsterer is a person who fits coverings onto surfaces.

**JOB ORGANISATION CHART FOR AN UPHOLSTERER**



**UVQ Level 1 Upholsterer:** Is a person who uses simple technology to fit upholstery materials onto surfaces.

**UVQ Level 2 Upholsterer:** Is a person who interprets designs, and uses moderate/Intermediate technology to fit upholstery materials onto surfaces.

**UVQ Level 3 Upholsterer:** Is a person who designs and uses advanced technology to fit upholstery materials onto surfaces.

**Duties and Tasks**

|                                |                                           |                                                           |                                                    |                                         |                                              |
|--------------------------------|-------------------------------------------|-----------------------------------------------------------|----------------------------------------------------|-----------------------------------------|----------------------------------------------|
| <b>A. PLAN UPHOLSTERY WORK</b> | <b>A1.</b><br>Prepare business plan       | <b>A2.</b><br>Determine resources                         | <b>A3.</b> Prepare budget                          | <b>A4.</b> Determine source of funding  | <b>A5.</b> Determine source of human capital |
|                                | <b>A6.</b><br>Determine workshop location | <b>A7.</b><br>Identify sources of materials and equipment | <b>A8.</b> Carry out market research               | <b>A9.</b> Prepare storage facility     |                                              |
| <b>B. PREPARE FRAME</b>        | <b>B1.</b> Enforce frame                  | <b>B2.</b> Level surface/frame                            | <b>B3.</b> Fix webbing/Springs                     | <b>B4.</b> Fasten webbing/spring/string | <b>B5.</b> Wrap Stuffing                     |
|                                | <b>B6.</b> Stuff Frame                    | <b>B7.</b> Weigh raw materials                            | <b>B8.</b> Smooth surfaces/frame to be upholstered |                                         |                                              |
| <b>C. CUSHION SURFACE</b>      | <b>C1.</b> Select cushioning material     | <b>C2.</b> Measure cushioning material                    | <b>C3.</b> Trace patterns                          | <b>C4.</b> Cut cushioning material      | <b>C5.</b> Shape cushioning material         |
|                                | <b>C6.</b> Join cushioning material       | <b>C7.</b> Lay and secure cushion                         |                                                    |                                         |                                              |
| <b>D. DRESS SURFACE</b>        | <b>D1.</b> Make Designs                   | <b>D2.</b> Interpret designs                              | <b>D3.</b> Draft patterns                          | <b>D4.</b> Cut patterns                 | <b>D5.</b> Select covering material          |
|                                | <b>D6.</b> Trace patterns                 | <b>D7.</b> Cut parts                                      | <b>D8.</b> Join parts                              | <b>D9.</b> Fix covering Material        | <b>D10.</b> Decorate material                |

|                                                 |                                                    |                                                   |                                                      |                                        |                                                     |
|-------------------------------------------------|----------------------------------------------------|---------------------------------------------------|------------------------------------------------------|----------------------------------------|-----------------------------------------------------|
| <b>E. FINISH UPHOLSTERY WORKS</b>               | <b>E1.</b> Assemble parts                          | <b>E2.</b> Attach fasteners                       | <b>E3.</b> Fix underlining on surface                | <b>E4.</b> Tack loose parts            | <b>E5.</b> Fix stands/Carpent casters               |
|                                                 | <b>E6.</b> Treat exposed parts                     | <b>E7.</b> Fix/Attach Accessories                 | <b>E8.</b> Attach facings                            | <b>E9.</b> Stitch covering material    |                                                     |
| <b>F. MAINTAIN UPHOLSTERY WORKS</b>             | <b>F1.</b> Repair surface/frame                    | <b>F2.</b> Examine product for defects            | <b>F3.</b> Repair/ Replace webbing, springs          | <b>F4.</b> Repair/ Replace stands      | <b>F5.</b> Clean upholstery works                   |
|                                                 | <b>F6.</b> Add/replace stuffing material           | <b>F7.</b> Disassemble parts                      | <b>F8.</b> Repair /replace covering material         | <b>F9.</b> Repair /replace facings     | <b>F10.</b> Repair /replace accessories             |
| <b>G. MANAGE TOOLS, EQUIPMENT AND MATERIALS</b> | <b>G1.</b> Purchase tools, equipment and materials | <b>G2.</b> Receive tools, equipment and materials | <b>G3.</b> Train workers on equipment and tool usage | <b>G4.</b> Operate tools and equipment | <b>G5.</b> Transport tools, Equipment and materials |
|                                                 | <b>G6.</b> Clean tools and equipment               | <b>G7.</b> Maintain tools and Equipment           | <b>G8.</b> Store tools, equipment and materials      | <b>G9.</b> Keep inventory              | <b>G10.</b> Prepare maintenance schedule            |
|                                                 | <b>G11.</b> Dispose unwanted tools and equipment   |                                                   |                                                      |                                        |                                                     |



|                                                                                       |                                      |                                                                    |                                                |                                             |                                            |
|---------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------|------------------------------------------------|---------------------------------------------|--------------------------------------------|
| <b>H. PERFORM OCCUPATIONAL HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION PRACTICES</b> | <b>H1.</b><br>Manage waste           | <b>H2.</b> Conduct health and safety trainings                     | <b>H3.</b> Wear PPE                            | <b>H4.</b><br>Provide sanitation facilities | <b>H5.</b> Administer first aid            |
|                                                                                       | <b>H6.</b><br>Perform fire fighting  | <b>H7.</b><br>Sensitize workers on environmental protection issues | <b>H8.</b> Display safety signs                |                                             |                                            |
| <b>I. PERFORM ADMINISTRATIVE TASKS</b>                                                | <b>I1.</b><br>Prepare work schedules | <b>I2.</b> Recruit workers                                         | <b>I3.</b> Set rules and regulations           | <b>I4.</b><br>Assign work                   | <b>I5.</b><br>Supervise work               |
|                                                                                       | <b>I6.</b><br>Appraise workers       | <b>I7.</b><br>Participate in technical meetings                    | <b>I8.</b> Provide technical advice to clients | <b>I9.</b><br>Prepare technical reports     | <b>I10.</b> Prepare administrative reports |
| <b>J. PERFORM ENTREPRENEURSHIP TASKS</b>                                              | <b>J1.</b><br>Establish workshop     | <b>J2.</b> Perform Customer care services                          | <b>J3.</b> Label products                      | <b>J4.</b><br>Brand products                | <b>J5.</b> Cost products                   |
|                                                                                       | <b>J6.</b> Price products            | <b>J7.</b><br>Participate in promotions                            | <b>J8.</b> Advertise products                  | <b>J9.</b> Sell products                    |                                            |

|                                                            |                                                    |                                                        |                                                           |                                      |                                                 |
|------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------|--------------------------------------|-------------------------------------------------|
| <b>K. PERSUE<br/>ROFESSIONA<br/>L<br/>DEVELOPMEN<br/>T</b> | <b>K1.</b> Network with peers on technical issues  | <b>K2.</b> Participate in upholstery related trainings | <b>K3.</b> Obtain membership in professional associations | <b>K4.</b> Review trade publications | <b>K5.</b> Train interns and other stakeholders |
|                                                            | <b>K6.</b> Participate in apprenticeship trainings | <b>K7.</b> Participate in trade fairs and shows        | <b>K8.</b> Participate in technical workshops             |                                      |                                                 |

**Additional Information**

| <b>Generic knowledge &amp; skills</b>        |                                                 |                                                |
|----------------------------------------------|-------------------------------------------------|------------------------------------------------|
| 1. Designing skills                          | 17. Teamwork and cooperation                    | 30. Analytical skills                          |
| 2. Sewing skills                             | 18. Resource mobilization and management        | 31. Business and Customer service skills       |
| 3. Cutting skills                            | 19. Entrepreneurship skills                     | 32. Human resource management                  |
| 4. Tools and equipment usage and maintenance | 20. Public relations                            | 33. Cleaning skills                            |
| 5. Waste disposal and management             | 21. Counseling and guidance skills              | 34. Good eye for detail                        |
| 6. Safety, health and environment awareness  | 22. Interpersonal relations                     | 35. Good hand-eye coordination                 |
| 7. Quality control                           | 23. Marketing skills                            | 36. The ability to work quickly and accurately |
| 8. Communication skills                      | 24. Negotiation skills                          | 37. A good eye for detail                      |
| 9. Financial literacy                        | 25. Time management                             | 38. Ergonomics                                 |
| 10. Problem solving                          | 26. Knowledge of finishes and finishing methods | 39. Dressing skills                            |
| 11. Numeracy and literacy skills             | 27. Staff training and mentoring skills         | 40. Accuracy and analytical skills             |
| 12. Drafting skills                          | 28. Finishing skills                            | 41. Measurements                               |
| 13. Customer care                            | 29. Information technology                      | 42. Pressing skills                            |
| 14. Entrepreneurship skills                  |                                                 | 43. Gumming and tacking skills                 |
| 15. Planning skills                          |                                                 | 44. Swiftness at work                          |
| 16. Health and safety awareness              |                                                 |                                                |

## 2.0 ATP – PART II

### Training Modules for UPHOLSTERER

- 2.1 A curriculum is a “guide /plan for teaching and learning” which provides a guide to teachers, instructors and learners. In the envisaged system of competence-based or outcome-oriented education and training (CBET), Curricula are no longer the benchmark against which assessment is conducted. It is rather the Occupational Profile that provides the benchmark for Curriculum development as well as assessment.
- 2.2 This modular format of the curriculum allows learners of Upholstery to acquire job specific skills and knowledge (i.e. competencies) module by module. A single module can be accomplished within a relatively short duration of time allowing learners to move directly into an entry level job, do further modules and advance to higher levels of training. Modular courses allow more learners to access the training system because training centres, as well as companies can accommodate more students in a given period of time.
- 2.3 The modules were developed jointly by both instructors and job practitioners. They were developed using the Occupational Profile as a reference point and taking into account the specifications of training and learning outcomes.
- 2.4 The modules contain “Learning-Working Assignments” (LWAs) and related “Practical Exercises” (PEXs) as key elements.

LWAs are simulated or real job situations/assignments that are suitable for learning in a training environment (e.g. “small projects”). In a working environment, LWAs are real work situations.

PEXs are therefore sub-sets of a LWA.

- 2.5 In principle, and following the philosophy of Competence-Based Education and Training (CBET), the modules can be used as a guide for learning in a training Centre, at the workplace; or a combination of both.

**WHO IS AN UPHOLSTERER QUALIFICATION LEVEL 1?**

**An Upholsterer Level 1:** Is a person who uses simple technology to fit upholstery materials onto surfaces.

**TRAINING MODULES FOR AN UPHOLSTERER UVQ LEVEL 1**

| Code      | Module Title                       | Average duration            |       |
|-----------|------------------------------------|-----------------------------|-------|
|           |                                    | Contact hours               | Weeks |
| UE/U/M1.1 | Perform plain furniture upholstery | 960                         | 24    |
| UE/U/M1.2 | Perform automotive upholstery      | 960                         | 24    |
| UE/U/M1.3 | Maintain upholstery works          | 240                         | 6     |
| UE/U/M1.4 | Manage Upholstery Business         | 240                         | 6     |
|           | <b>4 Training Modules</b>          | <b>60 Weeks = 15 Months</b> |       |

**Note: Average duration is contact time but NOT calendar duration**

It is assumed that:

- 1 day is equivalent to 8 hours of nominal learning and
- 1 month is equivalent to 160 hours of nominal learning

Information given on the average duration of training should be understood as a guideline. Quick learners may need less time than indicated or vice versa.

At completion of a module, the learner should be able to satisfactorily perform the included Learning Working Assignments, their Practical exercises and attached theoretical instructions, as the minimum exposure.

Prior to summative assessment by recognized Agencies, the users of these Modules Guides are encouraged to carefully consider continuous assessment using samples of (or similar) performance (practical) and written test items available in part 3 of this ATP for **an Upholsterer**.

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| <b>Code</b>                                | <b>UE/U/M1.1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Module title</b>                        | <b>M 1.1 Perform plain furniture upholstery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Related Qualification</b>               | Part of<br>Uganda Vocational Qualification<br>(Upholsterer UVQ1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Qualification Level</b>                 | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Module purpose</b>                      | After completion of this module, the trainees will be able to upholster different types of plain furniture.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Learning-Working Assignments (LWAs)</b> | <p><b>LWA 1/1: Plan plain upholstery works</b></p> <p><b>LWA 1/2: Prepare materials</b></p> <p><b>LWA 1/3: Make direct upholstery</b></p> <p><b>LWA 1/4: Make independent upholstery on plain furniture parts</b></p> <p><b>LWA 1/5: Perform occupational health, safety and environmental protection practices</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>The learning exercises may be repeated till the Trainee acquires targeted competence;</i></li> <li>• <i>The Trainer is advised to deliver relevant theoretical instruction with demonstrations as required to perform each learning working assignment.</i></li> </ul> |
| <b>Related Practical Exercises (PEXs)</b>  | <p><b>LWA 1/1: Plan plain upholstery works</b></p> <p>PEX 1.1: Analyze works</p> <p>PEX 1.2: Determine materials</p> <p>PEX 1.3: Determine tools and equipment</p> <p>PEX 1.4: Determine human resource</p> <p>PEX 1.5: Record work details</p> <p>PEX 1.6: Schedule work</p>                                                                                                                                                                                                                                                                                                                                                                                  |

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|  | <p><b>LWA 1/2: Prepare materials</b></p> <p>PEX 2.1: Interpret drawings</p> <p>PEX 2.2: Take measurements</p> <p>PEX 2.3: Adapt patterns</p> <p>PEX 2.4: Trace out patterns</p> <p>PEX 2.5: Cut out parts</p> <p>PEX 2.6: Shape material</p> <p>PEX 2.7: Join component parts</p> <p>PEX 2.8: Treat edges</p>                                                                                                                                                                                                                                                             |
|  | <p><b>LWA 1/3: Make direct upholstery</b></p> <p>PEX 3.1: Apply adhesive to surfaces</p> <p>PEX 3.2: Cure adhesive</p> <p>PEX 3.3: Lay underlining e.g. foam</p> <p>PEX 3.4: Dress up upholstery structure</p> <p>PEX 3.5: Carry out finishing</p> <p><b>LWA 1/4: Make independent upholstery on plain furniture parts</b></p> <p>PEX 4.1: Prepare frame</p> <p>PEX 4.2: Apply adhesive</p> <p>PEX 4.3: Cure adhesive</p> <p>PEX 4.4: Lay underlining material</p> <p>PEX 4.5: Dress structure</p> <p>PEX 4.6: Secure edges</p> <p>PEX 4.7: Fit upholstered structure</p> |
|  | <p><b>LWA 1/5: Perform occupational health, safety and environmental protection practices</b></p> <p>PEX 5.1: Administer first aid</p> <p>PEX 5.2: Manage waste</p> <p>PEX 5.3: Wear protective gear</p> <p>PEX 5.4: Perform fire fighting</p> <p>PEX 5.5: Manage personal hygiene</p> <p>PEX 5.6: Perform health preventive measures</p> <p>PEX 5.7: Perform routine medical checkup</p>                                                                                                                                                                                 |

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| <b>Occupational health and safety</b> | Precautions, rules and regulations on occupational health, safety and environmental protection, included in the listed related knowledge should be observed and demonstrated during LWAs and PEXs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Related knowledge/ theory</b>      | <p><i>For Occupational theory suggested for instruction/ demonstration, the Trainer is not limited to the outline below. In any case, related knowledge/ theory may be obtained from various recognized reference materials as appropriate:</i></p> <ul style="list-style-type: none"> <li>• Types of threads and their functions</li> <li>• Types of leather, fabrics and other covering materials plus their characteristics</li> <li>• Types of webbings</li> <li>• Types of wood and timber</li> <li>• Methods of joining upholstery materials</li> <li>• Types of adhesives</li> <li>• Types of webbing materials and their properties</li> <li>• Types of stuffing materials and their properties</li> <li>• Methods of joining furniture parts and covering materials</li> <li>• Types of cushioning materials</li> <li>• Methods of treating edges</li> <li>• Methods of finishing upholstered works</li> <li>• Knowledge of elements of design</li> <li>• Knowledge of principles of design</li> <li>• Trends in fashion and design</li> <li>• Cutting skills</li> <li>• Hand sewing skills</li> <li>• Sewing machine usage</li> <li>• Ability to take measurements</li> <li>• Ability to convert units</li> </ul> |
| <b>Average duration of learning</b>   | <p><i>960 hours (120 days) of nominal learning suggested to include:</i></p> <ul style="list-style-type: none"> <li>• <i>24 days of occupational theory and</i></li> <li>• <i>96 days of occupational practice</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| <b>Suggestions on organization of learning</b>                     | The acquisition of competencies (skills, knowledge, attitudes) described in this module may take place at a training centre or its equivalent provided all equipment and materials required for training are in place                 |
| <b>Assessment</b>                                                  | Assessment to be conducted according to established regulations by recognized assessment body using related Practical and Written Test Items from Item bank.                                                                          |
| <b>Minimum required tools/ equipment/ implements or equivalent</b> | Calculators, tape measures, sewing machine, pattern knife, cutting scissors, hammer, glue brush, glue container, air blower, cutting board, table, square, meter rule, protective gear, first aid kit, hand needles, machine needles. |
| <b>Minimum required materials and consumables or equivalent</b>    | Adhesive, leather, threads, fasteners, stick-on, lining material, fabric, chalk, pencil, sand paper, seam ripper, tuck pins, furniture polish, cushioning material, brushes, varnish, paint, thumb tucks.                             |
| <b>Special notes</b>                                               |                                                                                                                                                                                                                                       |

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| <b>Code</b>                                | <b>UE/U/M1.2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Module title</b>                        | <b>M1.2: Perform automotive upholstery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Related Qualification</b>               | Part of<br>Uganda Vocational Qualification<br>(Upholsterer UVQ2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Qualification Level</b>                 | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Module purpose</b>                      | After completion of this module, the trainees will be able to plan and upholster automobile floors, bench seats and make loose covers for upholstered parts.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Learning-Working Assignments (LWAs)</b> | <p><b>LWA 2/1: Plan work</b></p> <p><b>LWA 2/2: Upholster floor parts</b></p> <p><b>LWA 2/3: Upholster bench seats</b></p> <p><b>LWA 2/4: Make loose seat covers</b></p> <p><b>LWA 2/5: Perform occupational health, safety and environmental protection practices</b></p> <p><b>Note:</b></p> <p>1. The learning exercises may be repeated till the Trainee acquires targeted competence;</p> <p>2. The Trainer is advised to deliver relevant theoretical instruction with demonstrations as required to perform each learning working assignment.</p> |
| <b>Related Practical Exercises (PEXs)</b>  | <p><b>LWA 2/1: Plan Work</b></p> <p>PEX 1.1: Analyze work/surface</p> <p>PEX 1.2: Determine materials</p> <p>PEX 1.3: Determine tools and equipment</p> <p>PEX 1.4: Determine human resource</p> <p>PEX 1.5: Record work details</p>                                                                                                                                                                                                                                                                                                                     |

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|  | <p><b>LWA 2/2: Upholster floor parts</b></p> <p>PEX 2.1: Take measurements/ specifications</p> <p>PEX 2.2: Prepare covering material</p> <p>PEX 2.3: Trace out patterns</p> <p>PEX 2.4: Adapt patterns</p> <p>PEX 2.5: Cut lining and carpet parts</p> <p>PEX 2.6: Shape parts</p> <p>PEX 2.7: Line carpet parts</p> <p>PEX 2.8: Lay parts and confirm</p> <p>PEX 2.9: Secure parts</p> <p>PEX 2.10: Carry out finishing</p> |
|  | <p><b>LWA 2/3: Upholster bench seats</b></p> <p>PEX 3.1: Take measurements/ specifications</p> <p>PEX 3.2: Fix frame</p> <p>PEX 3.3: Treat frame</p> <p>PEX 3.4: Apply adhesive</p> <p>PEX 3.5: Lay foam</p> <p>PEX 3.6: Shape foam</p> <p>PEX 3.7: Cut covering material parts</p> <p>PEX 3.8: Join parts</p> <p>PEX 3.9: Dress seat</p> <p>PEX 3.10: Carry out finishing</p>                                               |
|  | <p><b>LWA 2/4: Make loose seat covers</b></p> <p>PEX 4.1: Take measurements/specifications</p> <p>PEX 4.2: Interpret drawings/Analyze surface shapes</p> <p>PEX 4.3: Adapt patterns</p> <p>PEX 4.4: Cut materials</p> <p>PEX 4.5: Join parts</p> <p>PEX 4.6: Secure parts</p> <p>PEX 4.7: Carry out finishing</p>                                                                                                            |

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|                                       | <p><b>LWA 2/5: Perform occupational health, safety and environmental protection practices</b></p> <p>PEX 5.1: Administer first aid<br/> PEX 5.2: Wear Protective gear<br/> PEX 5.3: Perform fire fighting<br/> PEX 5.4: Perform routine medical checkup<br/> PEX 5.5: Manage Waste<br/> PEX 5.6: Manage Personal hygiene<br/> PEX 5.7: Perform health preventive measures<br/> PEX 5.8: Orient workers on new machines<br/> PEX 5.9: Display safety signs</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Occupational health and safety</b> | Precautions, rules and regulations on occupational health, safety and environmental protection, included in the listed related knowledge should be observed and demonstrated during LWAs and PEXs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre-requisite modules</b>          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Related knowledge/ theory</b>      | <p><i>For Occupational theory suggested for instruction/ demonstration, the Trainer is not limited to the outline below. In any case, related knowledge/ theory may be obtained from various recognized reference materials as appropriate:</i></p> <ul style="list-style-type: none"> <li>• Types of leathers, fabrics and other covering materials</li> <li>• Characteristics of different covering materials</li> <li>• Types of adhesives</li> <li>• Knowledge of sewing machine use</li> <li>• Types of stitches and their uses</li> <li>• Types of threads and their uses</li> <li>• Types of leather, fabrics and other covering materials and their characteristics</li> <li>• Types of webbings and their usage</li> <li>• Types of woods and timbers</li> <li>• Methods of joining upholstery materials</li> <li>• Types of adhesives</li> <li>• Types of webbing materials and their properties</li> <li>• Types of stuffing materials and their properties</li> <li>• Methods of joining furniture parts and covering materials</li> <li>• Methods of treating edges</li> <li>• Methods of finishing upholstered works</li> </ul> |

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|                                                                    | <ul style="list-style-type: none"> <li>• Knowledge of elements of design</li> <li>• Knowledge of principles of design</li> <li>• Trends in fashion and design</li> <li>• Cutting skills</li> <li>• Hand sewing skills</li> <li>• Sewing machine usage</li> <li>• Ability to take measurements and convert units</li> </ul> |
| <b>Average duration of learning</b>                                | <p>960 hours (120 days) of nominal learning suggested to include:</p> <ul style="list-style-type: none"> <li>• 20 days of occupational theory and</li> <li>• 100 days of occupational practice</li> </ul>                                                                                                                  |
| <b>Suggestions on organization of learning</b>                     | <p>The acquisition of competencies (skills, knowledge, attitudes) described in this module may take place at a training centre or its equivalent provided all equipment and materials required for training are in place.</p>                                                                                              |
| <b>Assessment</b>                                                  | <p>Assessment to be conducted according to established regulations by recognized assessment body using related Practical and Written Test Items from Item bank.</p>                                                                                                                                                        |
| <b>Minimum required tools/ equipment/ implements or equivalent</b> | <p>Pattern knife, pincers, scissors, hammer, revolving punch, cutting board, hot air blower, sewing machine, dustbin, heat activator, sharpening stone, glue container, table, tracing wheel, seam ripper, hand saw, knives, square, staple gun, protective gear, First aid kit</p>                                        |
| <b>Minimum required materials and consumables or equivalent</b>    | <p>Sand paper, covering material, adhesives, furniture polish, webbings, stuffing material, underlining material, cushioning material, brushes, varnish, paint, thumb tucks, fasteners, threads, assorted hand needles, machine needles, chalk, markers, pencils</p>                                                       |

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| <b>Code</b>                                | <b>UE/U/M1.3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Module title</b>                        | <b>M1.3: Maintain upholstery works</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Related Qualification</b>               | Part of<br>Uganda Vocational Qualification<br>(Upholsterer UVQ1)                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Qualification Level</b>                 | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Module purpose</b>                      | After completion of this module, the trainee will be able to carry out both corrective and preventive maintenance on different types of upholstery.                                                                                                                                                                                                                                                                                                                      |
| <b>Learning-Working Assignments (LWAs)</b> | <p><b>LWA 3/1: Clean upholstery works</b></p> <p><b>LWA 3/2: Perform corrective maintenance of upholstery works</b></p> <p><b>LWA 3/3: Perform occupational health, safety and EPP</b></p> <p><b>Note:</b></p> <p>3. The learning exercises may be repeated till the Trainee acquires targeted competence;</p> <p>4. The Trainer is advised to deliver relevant theoretical instruction with demonstrations as required to perform each learning working assignment.</p> |
| <b>Related Practical Exercises (PEXs)</b>  | <p><b>LWA 3/1: Clean upholstery works</b></p> <p>PEX 1.1: Wash upholstery</p> <p>PEX 1.2: Dry clean upholstery</p> <p>PEX 1.3: Vacuum clean upholstery</p> <p><b>LWA 3/2: Perform corrective maintenance of upholstery works</b></p> <p>PEX 2.1: Replace/add stuffing material</p> <p>PEX 2.2: Repair/replace webbing/springs</p> <p>PEX 2.3: Repair/replace accessories</p> <p>PEX 2.4: Repair/replace covering material</p> <p>PEX 2.5: Repair frames</p>              |

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|                                       | <p><b>LWA 3/3: Perform occupational health, safety and EPP</b></p> <p>PEX 3.1: Administer first aid</p> <p>PEX 3.2: Manage waste</p> <p>PEX 3.3: Wear protective gear</p> <p>PEX 3.4: Perform fire fighting</p> <p>PEX 3.5: Perform health preventive measures</p> <p>PEX 3.6: Orient workers on new machines</p> <p>PEX 3.7: Display safety signs</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Occupational health and safety</b> | Precautions, rules and regulations on occupational health, safety and environmental protection, included in the listed related knowledge should be observed and demonstrated during LWAs and PEXs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre-requisite modules</b>          | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Related knowledge/ theory</b>      | <p><i>For Occupational theory suggested for instruction/ demonstration, the Trainer is not limited to the outline below. In any case, related knowledge/ theory may be obtained from various recognized reference materials as appropriate:</i></p> <ul style="list-style-type: none"> <li>• Ability to take measurements</li> <li>• Cutting of different types of covering materials</li> <li>• Upholstering materials and their characteristics</li> <li>• Sewing skills</li> <li>• Finishing skills</li> <li>• Tools &amp; Equipment usage</li> <li>• Adhesive types</li> <li>• First aid administration</li> <li>• Usage of protective gear</li> <li>• Marketing skills</li> <li>• Methods of cleaning different types of covering materials</li> <li>• Ability to use different types of solvents to dry clean upholstered surfaces</li> <li>• Detergent usage and properties</li> <li>• Types of cleaning materials</li> <li>• Customer care skills</li> <li>• Social skills</li> <li>• Communication skills</li> </ul> |

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| <b>Average duration of learning</b>                                | 240 hours (30 days) of nominal learning suggested to include: <ul style="list-style-type: none"> <li>• 5 days of occupational theory and</li> <li>• 25 days of occupational practice</li> </ul>                                                                                                                              |
| <b>Suggestions on organization of learning</b>                     | The acquisition of competencies (skills, knowledge, attitudes) described in this module may take place at a training centre or its equivalent provided all equipment and materials required for training are in place.                                                                                                       |
| <b>Assessment</b>                                                  | Assessment to be conducted according to established regulations by recognized assessment body using related Practical and Written Test Items from Item bank.                                                                                                                                                                 |
| <b>Minimum required tools/ equipment/ implements or equivalent</b> | Vacuum cleaner, Dryer, Hammers, pliers, screw drivers, chisels, sewing machines, compactor, drills, scrappers, wire brush, scissors, saws, Screws, measuring tape, knives, square, staple gun, markers, scissors, scrubbing brush, pincers, nail punch, mallet, cramp, compressor and spraying gun, sanding machine, nailer. |
| <b>Minimum required materials and consumables or equivalent</b>    | Thinner, adhesive, spray, sand paper, nails, staples, lubricants, covering material, varnish, paint, wires, pencils, detergents, soaps, cleaning clothes, water, source of heat, iron, ironing board, assorted needles, threads.                                                                                             |
| <b>Special notes</b>                                               |                                                                                                                                                                                                                                                                                                                              |



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| <b>Code</b>                                | <b>UE/U/M1.4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Module title</b>                        | <b>M 1.4: Manage Upholstery Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Related Qualification</b>               | Part of<br>Uganda Vocational Qualification<br>(Upholsterer UVQ1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Qualification Level</b>                 | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Module purpose</b>                      | After completion of this module, the trainee will be able to start and manage a viable upholstery enterprise.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Learning-Working Assignments (LWAs)</b> | <p><b>LWA 4/1: Start business</b></p> <p><b>LWA 4/2: Communicate with clients</b></p> <p><b>LWA 4/3: Cost upholstery works</b></p> <p><b>LWA 4/4: Maintain business</b></p> <p><b>LWA 4/5: Perform occupational health, safety and environmental protection practices</b></p> <p><b>Note:</b></p> <p>5. The learning exercises may be repeated till the Trainee acquires targeted competence;</p> <p>6. The Trainer is advised to deliver relevant theoretical instruction with demonstrations as required to perform each learning working assignment.</p> |
| <b>Related Practical Exercises (PEXs)</b>  | <p><b>LWA 4/1: Start business</b></p> <p>PEX 1.1: Develop business idea</p> <p>PEX 1.2: Determine resources</p> <p>PEX 1.3: Identify sources of resources</p> <p>PEX 1.4: Determine business location</p> <p>PEX 1.5: Secure resources</p> <p>PEX 1.6: Set up work place</p> <p>PEX 1.7: Obtain business training and assistance</p> <p>PEX 1.8: Insure business</p> <p>PEX 1.9: Obtain business licenses and permits</p> <p>PEX 1.10: Obtain Tax Identification Number (TIN)</p> <p>PEX 1.11: Register business</p>                                        |

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|                                       | <p><b>LWA 4/2: Communicate with clients</b></p> <p>PEX 2.1: Perform customer care services</p> <p>PEX 2.2: Negotiate prices with clients</p> <p>PEX 2.3: Provide technical advice to clients</p> <p>PEX 2.4: Collect feedback from clients</p>                                                                                                                                            |
|                                       | <p><b>LWA 4/3: Cost upholstery works</b></p> <p>PEX 3.1: Prepare bills of quantities</p> <p>PEX 3.2: Price upholstery works</p> <p>PEX 3.3: Negotiate prices</p> <p>PEX 3.4: Identify the total cost</p>                                                                                                                                                                                  |
|                                       | <p><b>LWA 4/4: Maintain business</b></p> <p>PEX 4.1: Keep business records</p> <p>PEX 4.2: Review business development trends</p> <p>PEX 4.3: Network with peers on technical matters</p> <p>PEX 4.4: Manage finances</p> <p>PEX 4.5: Market business</p> <p>PEX 4.6: Sell upholstery products</p>                                                                                        |
|                                       | <p><b>LWA 4/5: Perform occupational health, safety and environmental protection practices</b></p> <p>PEX 5.1: Administer first aid</p> <p>PEX 5.2: Manage waste</p> <p>PEX 5.3: Wear protective gear</p> <p>PEX 5.4: Perform fire fighting</p> <p>PEX 5.5: Manage personal hygiene</p> <p>PEX 5.6: Perform health preventive measures</p> <p>PEX 5.7: Perform routine medical checkup</p> |
| <b>Occupational health and safety</b> | <p>Precautions, rules and regulations on occupational health, safety and environmental protection, included in the listed related knowledge should be observed and demonstrated during LWAs and PEXs</p>                                                                                                                                                                                  |
| <b>Pre-requisite modules</b>          | <p>None</p>                                                                                                                                                                                                                                                                                                                                                                               |

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| <p><b>Related knowledge/ theory</b></p>                                   | <p><i>For Occupational theory suggested for instruction/ demonstration, the Trainer is not limited to the outline below. In any case, related knowledge/ theory may be obtained from various recognized reference materials as appropriate:</i></p> <ul style="list-style-type: none"> <li>• Computer applications,</li> <li>• Numeracy</li> <li>• Business planning and management</li> <li>• Budgeting skills</li> <li>• Resource management</li> <li>• Marketing techniques</li> <li>• Researching skills</li> <li>• Communication skills</li> <li>• Interpersonal skills</li> <li>• Ability to network with peers and others</li> <li>• Good public relations</li> <li>• Human resource management skills</li> <li>• Proposal writing</li> </ul> |
| <p><b>Average duration of learning</b></p>                                | <p><i>240 hours (30 days) of nominal learning suggested to include:</i></p> <ul style="list-style-type: none"> <li>• 5 days of occupational theory and</li> <li>• 25 days of occupational practice</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Suggestions on organization of learning</b></p>                     | <p>The acquisition of competencies (skills, knowledge, attitudes) described in this module may take place at a training centre or its equivalent provided all equipment and materials required for training are in place.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Assessment</b></p>                                                  | <p>Assessment to be conducted according to established regulations by recognized assessment body using related Practical and Written Test Items from Item bank.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Minimum required tools/ equipment/ implements or equivalent</b></p> | <p>Calculators, computers, printers, storage facility, data storage devices and filing cabinets</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Minimum required materials and consumables or equivalent</b></p>    | <p>Stationary, paper, books, invoices, receipts, markers, pens, flip charts, registers and vouchers, brochures, banners, flyers, magazines, catalogues, calendars, albums, posters, work portfolio,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                      |  |
|----------------------|--|
|                      |  |
| <b>Special notes</b> |  |

### 3.0 ATP- PART III

#### Assessment Instruments for an Upholsterer

- 3.1 **Assessment** of occupational competence is the procedure by which evidence is gathered and judged to decide if an individual (candidate) has met the stipulated assessment standards.
- 3.2 Assessment of occupational competence should comprise of both practical (performance) testing and written (theory/knowledge) testing.
- 3.3 Based on the Occupational Profile and Training Modules, a combined panel of job practitioners and Instructors developed a substantial number of test items for assessing (practical) performance as well as items for assessing occupational knowledge (theory) all stored in an electronic Test Item Bank (TIB) at the Directorate of Industrial Training.
- 3.4 Performance (Practical) Test Items (PTI) are closely related to typical work situations in Ugandan business enterprises. They comprise of a test assignment for candidates and assessment criteria and/or scoring guides for assessors' use.
- 3.5 Written Test items (WTI) for written testing of occupational theory, (knowledge) are presented in different forms which include:
- Short answer test items.
  - Multiple choice test items
  - Matching test items,
- These WTIs herein focus on functional understanding as well as trouble-shooting typically synonymous with the world of work.
- 3.6 Composition of assessment/test papers will always require good choices of different types of WTI in order to ensure the assessment of relevant occupational knowledge required of candidates to exhibit competence.
- 3.7 The test items contained in the Test Item Bank may be used for continuous/formative assessment during the process of training as well as for summative assessment of candidates who have acquired their competences non-formally or informally.
- 3.8 In this document, samples of test items for assessing both performance (practical) and occupational knowledge (theory) of an Upholsterer are included.

## Overview of test item samples included:

| No. | Type of Test Item                               | Numbers included |
|-----|-------------------------------------------------|------------------|
| 1   | Written (Theory)- Short Answer                  | 3                |
| 2.  | Written (Theory)- Multiple Choice               | 4                |
| 3.  | Written (Theory)- Matching item- Generic        | 1                |
| 4.  | Written (Theory)- Matching item (Work sequence) | 1                |
| 5.  | Performance (Practical) Test Items              | 2                |
|     | <b>Total</b>                                    | 11               |

**WRITTEN TEST ITEMS (SAMPLES)**

|                             |                                                               |         |               |
|-----------------------------|---------------------------------------------------------------|---------|---------------|
| <b>DIT/ QS</b>              | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |               |
| <b>Occupational Title:</b>  | Upholsterer                                                   |         |               |
| <b>Qualification Level:</b> | 1                                                             |         |               |
| <b>Code no.</b>             |                                                               |         |               |
| <b>Test Item type:</b>      | Short answer                                                  | √       |               |
|                             | Multiple choice                                               |         |               |
|                             | Matching item                                                 | Generic | Cause- Effect |
| <b>Complexity level:</b>    | C2                                                            |         |               |
| <b>Date of OP:</b>          | January 2022                                                  |         |               |
| <b>Related module:</b>      | M 1.3                                                         |         |               |
| <b>Time allocation:</b>     | 3 Minutes                                                     |         |               |

|                               |                                                                                                                                                      |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Test Item</b>              | Give three reasons why upholstered furniture should be cleaned                                                                                       |
| <b>Answer spaces</b>          | i) .....<br>ii) .....<br>iii) .....                                                                                                                  |
| <b>Expected key (answers)</b> | i. For health purposes<br>ii. To remove stains<br>iii. To remove unpleasant odor<br>iv. To increase durability<br>v. To restore surface after damage |

|                             |                                                               |         |                               |
|-----------------------------|---------------------------------------------------------------|---------|-------------------------------|
| <b>DIT/ QS</b>              | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |                               |
| <b>Occupational Title:</b>  | Upholsterer                                                   |         |                               |
| <b>Qualification Level:</b> | 1                                                             |         |                               |
| <b>Code no.</b>             |                                                               |         |                               |
| <b>Test Item type:</b>      | Short answer                                                  | √       |                               |
|                             | Multiple choice                                               |         |                               |
|                             | Matching item                                                 | Generic | Cause- Effect   Work-sequence |
| <b>Complexity level:</b>    | C2                                                            |         |                               |
| <b>Date of OP:</b>          | January 2022                                                  |         |                               |
| <b>Related module:</b>      | M 1.1                                                         |         |                               |
| <b>Time allocation:</b>     | 3 Minutes                                                     |         |                               |

|                               |                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------|
| <b>Test Item</b>              | List any three types of fabrics used as final covering in an upholstery workshop |
| <b>Answer spaces</b>          | i. ....<br>ii. ....<br>iii. ....                                                 |
| <b>Expected key (answers)</b> | i. Leather<br>ii. PVC<br>iii. Cloth<br>iv. Rubber                                |



|                             |                                        |         |               |               |
|-----------------------------|----------------------------------------|---------|---------------|---------------|
| <b>DIT/ QS</b>              | <b>Test Item Database</b>              |         |               |               |
|                             | <b>Written (Theory) Test Item- no.</b> |         |               |               |
| <b>Occupational Title:</b>  | Upholsterer                            |         |               |               |
| <b>Qualification Level:</b> | 1                                      |         |               |               |
| <b>Code no.</b>             |                                        |         |               |               |
| <b>Test Item type:</b>      | Short answer                           | √       |               |               |
|                             | Multiple choice                        |         |               |               |
|                             | Matching item                          | Generic | Cause- Effect | Work-sequence |
| <b>Complexity level:</b>    | C2                                     |         |               |               |
| <b>Date of OP:</b>          | January 2022                           |         |               |               |
| <b>Related module:</b>      | M 1.4                                  |         |               |               |
| <b>Time allocation:</b>     | 3 Minutes                              |         |               |               |

|                               |                                                                                 |
|-------------------------------|---------------------------------------------------------------------------------|
| <b>Test Item</b>              | Give any three ways of advertising upholstery products                          |
| <b>Answer spaces</b>          | i. ....<br>ii. ....<br>iii. ....                                                |
| <b>Expected key (answers)</b> | i. Publications<br>ii. Promotions<br>iii. Show room display<br>iv. Social media |

**MULTIPLE CHOICE TEST ITEMS**

|                            |                                                               |         |              |               |
|----------------------------|---------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT</b>                 | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                   |         |              |               |
| <b>Competence level:</b>   | Level 1                                                       |         |              |               |
| <b>Code no.</b>            |                                                               |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                  |         |              |               |
|                            | Multiple choice                                               | √       |              |               |
|                            | Matching item                                                 | Generic | Cause-Effect | Work Sequence |
| <b>Complexity level:</b>   | C2                                                            |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                  |         |              |               |
| <b>Related module:</b>     | M 1.1                                                         |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                     |         |              |               |

|                                       |                                                            |
|---------------------------------------|------------------------------------------------------------|
| <b>Test Item</b>                      | ..... is the upholstery hand tool used for cutting fabric. |
| <b>Distracters and correct answer</b> | A. scissors<br>B. saw<br>C. chisel<br>D. string            |
| <b>Expected answers (key)</b>         | A                                                          |

|                            |                                                                 |         |              |               |
|----------------------------|-----------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT</b>                 | <b>Test Item Database<br/>Written (Theory) Test Item- no. 1</b> |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                     |         |              |               |
| <b>Competence level:</b>   | Level 1                                                         |         |              |               |
| <b>Code no.</b>            |                                                                 |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                    |         |              |               |
|                            | Multiple choice                                                 | √       |              |               |
|                            | Matching item                                                   | Generic | Cause-Effect | Work Sequence |
| <b>Complexity level:</b>   | C2                                                              |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                    |         |              |               |
| <b>Related module:</b>     | M 1.2                                                           |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                       |         |              |               |

|                                       |                                                                         |
|---------------------------------------|-------------------------------------------------------------------------|
| <b>Test Item</b>                      | The following are metal springs used in upholstery <b><u>EXCEPT</u></b> |
| <b>Distracters and correct answer</b> | A. Leaf<br>B. Coil<br>C. Torsion<br>D. Lever                            |
| <b>Expected answers (key)</b>         | D                                                                       |

|                            |                                                               |         |              |               |
|----------------------------|---------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT</b>                 | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                   |         |              |               |
| <b>Competence level:</b>   | Level 1                                                       |         |              |               |
| <b>Code no.</b>            |                                                               |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                  |         |              |               |
|                            | Multiple choice                                               | √       |              |               |
|                            | Matching item                                                 | Generic | Cause-Effect | Work Sequence |
| <b>Complexity level:</b>   | C2                                                            |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                  |         |              |               |
| <b>Related module:</b>     | M 1.3                                                         |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                     |         |              |               |

|                                       |                                                                                             |
|---------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Test Item</b>                      | The following can be worn as safety gears in an upholstery workshop<br><b><u>EXCEPT</u></b> |
| <b>Distracters and correct answer</b> | A. Face shield<br>B. Boots<br>C. Over COAT<br>D. Gloves                                     |
| <b>Expected answers (key)</b>         | A                                                                                           |

|                            |                                                               |         |              |               |
|----------------------------|---------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT</b>                 | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                   |         |              |               |
| <b>Competence level:</b>   | Level 1                                                       |         |              |               |
| <b>Code no.</b>            |                                                               |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                  |         |              |               |
|                            | Multiple choice                                               | √       |              |               |
|                            | Matching item                                                 | Generic | Cause-Effect | Work Sequence |
| <b>Complexity level:</b>   | C2                                                            |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                  |         |              |               |
| <b>Related module:</b>     | M 1.4                                                         |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                     |         |              |               |

|                                       |                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Test Item</b>                      | These are instruments used in book keeping in upholstery business<br><b><u>EXCEPT</u></b> |
| <b>Distracters and correct answer</b> | A. Pens<br>B. Calculators<br>C. T-Square<br>D. Files                                      |
| <b>Expected answers (key)</b>         | C                                                                                         |

## MATCHING TEST ITEMS

|                            |                                                               |         |              |               |
|----------------------------|---------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT/QS</b>              | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b> |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                   |         |              |               |
| <b>Competence level:</b>   | Level 1                                                       |         |              |               |
| <b>Code no.</b>            |                                                               |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                  |         |              |               |
|                            | Multiple choice                                               |         |              |               |
|                            | Matching item                                                 | Generic | Cause-Effect | Work-sequence |
|                            |                                                               |         | √            |               |
| <b>Complexity level:</b>   | C2                                                            |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                  |         |              |               |
| <b>Related module:</b>     | M 1.2                                                         |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                     |         |              |               |

|                  |                                                                          |                 |                           |
|------------------|--------------------------------------------------------------------------|-----------------|---------------------------|
| <b>Test Item</b> | Match the following accidents in column A with their causes in column B. |                 |                           |
| <b>Column A</b>  |                                                                          | <b>Column B</b> |                           |
| A                | Electric shock.                                                          | 1               | Contact with glue gun     |
| B                | Cuts.                                                                    | 2               | Contact with sharp edge   |
| C                | Eye injury.                                                              | 3               | Contact with loose wiring |
| D                | Burns.                                                                   | 4               | Lifting heavy objects     |
|                  |                                                                          | 5               | Splashing glue            |
|                  |                                                                          | 6               | Splashing glue            |

|                     |                    |
|---------------------|--------------------|
| <b>Key (answer)</b> | A:3, B:2, C:5, D:1 |
|---------------------|--------------------|

|                            |                                                                                   |         |              |               |
|----------------------------|-----------------------------------------------------------------------------------|---------|--------------|---------------|
| <b>DIT/QS</b>              | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b>                     |         |              |               |
| <b>Occupational Title:</b> | Upholsterer                                                                       |         |              |               |
| <b>Competence level:</b>   | Level 1                                                                           |         |              |               |
| <b>Code no.</b>            |                                                                                   |         |              |               |
| <b>Test Item type:</b>     | Short answer                                                                      |         |              |               |
|                            | Multiple choice                                                                   |         |              |               |
|                            | Matching item                                                                     | Generic | Cause-Effect | Work-sequence |
|                            |                                                                                   | √       |              |               |
| <b>Complexity level:</b>   | C2                                                                                |         |              |               |
| <b>Date of OP:</b>         | January 2022                                                                      |         |              |               |
| <b>Related module:</b>     | M 1.3                                                                             |         |              |               |
| <b>Time allocation:</b>    | 3 Minutes                                                                         |         |              |               |
| <b>Test Item</b>           | Match the following upholstery tools in column A with their functions in column B |         |              |               |

| Column A |          |
|----------|----------|
| 1        | Hand saw |
| 2        | Needles  |
| 3        | Scissors |
| 4        | Punch    |
| 5        | Hacksaw  |
|          |          |
|          |          |

| Column B |                    |
|----------|--------------------|
| A        | Cutting fabrics    |
| B        | Measuring fabrics  |
| C        | Stitching fabrics  |
| D        | Cutting timber     |
| E        | Cutting metals     |
| F        | Smoothing surfaces |
| G        | Securing fabrics   |

|                     |                          |
|---------------------|--------------------------|
| <b>Key (answer)</b> | 1-D, 2-C, 3-A, 4-G, 5- E |
|---------------------|--------------------------|

## WORK SEQUENCE TEST ITEMS

|                            |                                                                        |         |                  |                   |
|----------------------------|------------------------------------------------------------------------|---------|------------------|-------------------|
| <b>DIT/ QS</b>             | <b>Test Item Database<br/>Written (Theory) Test Item- no.</b>          |         |                  |                   |
| <b>Occupational Title:</b> | Upholsterer                                                            |         |                  |                   |
| <b>Competence level:</b>   | Level 1                                                                |         |                  |                   |
| <b>Code no.</b>            |                                                                        |         |                  |                   |
| <b>Test Item type:</b>     | Short answer                                                           |         |                  |                   |
|                            | Multiple choice                                                        |         |                  |                   |
|                            | Matching item                                                          | Generic | Cause-<br>Effect | Work-<br>sequence |
|                            |                                                                        |         |                  | √                 |
| <b>Complexity level:</b>   | C2                                                                     |         |                  |                   |
| <b>Date of OP:</b>         | January 2022                                                           |         |                  |                   |
| <b>Related Module:</b>     | M 1.3                                                                  |         |                  |                   |
| <b>Time allocation:</b>    | 5 minutes                                                              |         |                  |                   |
| <b>Test Item</b>           | Sequence the procedure of maintaining a sofa with a broken seat frame. |         |                  |                   |

| <b>Column A (chronology)</b> | <b>Column B (work steps) in wrong chronology order</b> |                                     |
|------------------------------|--------------------------------------------------------|-------------------------------------|
| 1 <sup>st</sup>              | A                                                      | Replace and secure webbings         |
| 2 <sup>nd</sup>              | B                                                      | Replace the broken wood             |
| 3 <sup>rd</sup>              | C                                                      | Replace paddings                    |
| 4 <sup>th</sup>              | D                                                      | Replace the covering materials      |
| 5 <sup>th</sup>              | E                                                      | Take necessary measurements         |
| 6 <sup>th</sup>              | F                                                      | Analyze the damage to be maintained |
| 7 <sup>th</sup>              | G                                                      | Select and prepare materials        |
| 8 <sup>th</sup>              | H                                                      | Disassembling                       |
| 9 <sup>th</sup>              | I                                                      | Re-assembling                       |

|                     |                                               |
|---------------------|-----------------------------------------------|
| <b>Key (answer)</b> | 1- F; 2-H; 3-E; 4-G; 5-B; 6-A; 7- C, 8-D, 9-I |
|---------------------|-----------------------------------------------|



## PERFORMANCE TEST ITEMS (SAMPLES)

| DIT/ QS                                     | Test Item Database<br>Performance Test ItemNo.1                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupational Title:                         | Upholsterer                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Competence level:                           | Level 1                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Code no.                                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Test Item:                                  | Upholster a plain wooden frame office chair provided.                                                                                                                                                                                                                                                                                                                                                                        |
| Complexity level:                           | P 1                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date of OP:                                 | January 2022                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Related module:                             | M1.1                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Related skills and knowledge:               | <ul style="list-style-type: none"> <li>• Cutting skills</li> <li>• Measuring</li> <li>• Tacking skills</li> <li>• Bonding</li> <li>• Dressing methods</li> <li>• Tool usage</li> <li>• Sewing</li> <li>• Finishing</li> <li>• Pressing</li> <li>• Cleaning skills</li> <li>• Fabric types</li> <li>• Characteristics of fabrics</li> <li>• Types of stitches</li> <li>• Safety skills</li> <li>• Waste management</li> </ul> |
| Required tools,<br>Materials and Equipment: | Sewing machine, adhesives, fabric, brushes scissors, tape measure, hammer, foam, cutting board, chalk, cutters, pincers, screw driver drilling machine/brace, ply wood, timber, tack nails, rubber.                                                                                                                                                                                                                          |
| Time allocation:                            | 5 hours                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Preferred venue:                            | Workshop                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Remarks for candidates                      | Health and safety precautions should be observed                                                                                                                                                                                                                                                                                                                                                                             |
| Remarks for assessors                       | Provide necessary tools, equipment and materials to candidates                                                                                                                                                                                                                                                                                                                                                               |

| # | Assessment criteria           | Scoring guide                                 | Max. Score |        |
|---|-------------------------------|-----------------------------------------------|------------|--------|
|   |                               |                                               | Process    | Result |
| 1 | Preparation for the task      | <b>Wore protective gear;</b>                  |            | 1      |
|   |                               | • Safety boots                                |            | 1      |
|   |                               | • Goggles                                     |            | 1      |
|   |                               | • Hand gloves                                 |            | 1      |
|   |                               | • Nose mask                                   |            | 1      |
|   |                               | Cleaned work area                             |            | 2      |
|   |                               | Assembled tools, equipment and materials      |            | 2      |
| 2 | Preparation of frame surfaces | Cleaned surface                               | 2          |        |
|   |                               | Clean surface observed                        |            | 2      |
|   |                               | Took measurements of surfaces                 | 2          |        |
| 3 | Preparation of material       | Transferred measurements to covering material |            | 2      |
|   |                               | Transferred measurements to the foam          |            | 2      |
|   |                               | Cut foam                                      | 2          |        |
|   |                               | Cut fabric                                    | 2          |        |
| 4 | Dressing of frame             | Applied adhesive on frame surfaces            | 1          |        |
|   |                               | Evenly distributed adhesive observed          |            | 2      |
|   |                               | Applied adhesive on foam                      | 1          |        |
|   |                               | Even layer of adhesive observed               |            | 1      |
|   |                               | Cured adhesive                                | 1          |        |

| # | Assessment criteria         | Scoring guide                                       | Max. Score |        |
|---|-----------------------------|-----------------------------------------------------|------------|--------|
|   |                             |                                                     | Process    | Result |
|   |                             | Attached foam on surfaces                           | 2          |        |
|   |                             | Attached covering material on surfaces              | 1          |        |
|   |                             | Firmly attached foam and covering material observed |            | 3      |
| 5 | Finishing upholstery works  | Trimmed off extra parts                             | 2          |        |
|   |                             | Treated edges                                       | 2          |        |
|   |                             | Cleaned work                                        | 2          |        |
|   |                             | Clean work observed                                 |            | 4      |
| 6 | Demobilization of resources | Collected tools and equipment                       |            | 1      |
|   |                             | Cleaned tools and equipment                         |            | 1      |
|   |                             | Cleaned work area                                   |            | 1      |
|   |                             | Stored tools and equipment                          |            | 1      |
|   |                             | No wasted materials observed                        |            | 3      |
|   | TOTAL                       |                                                     | 20         | 33     |
|   | MAXIMUM SCORE(Y)            |                                                     | 53         |        |
|   |                             | (X/Y) *100                                          |            |        |

## 4.0 ATP- PART IV

### Information on review process

#### 4.1 Occupational Profile Development (January 2022)

The Assessment and Training Package was exclusively reviewed by job practitioners of an Upholsterer occupation, Secondary School Teachers who double as examiners of Agriculture with the Uganda National Examinations Board (UNEB) and Curriculum Development Specialists working with the National Curriculum Development Centre (NCDC).

The job expert panel, guided by UVQF Facilitators reviewed duties and tasks performed and provided additional generic information regarding the occupation.

#### 4.2 Training Module Development (January 2022)

Based on the reviewed Occupational Profile for an Upholsterer of January 2022, Training Modules were reviewed by job practitioners, guided by UVQF Facilitators.

#### 4.3 Test Item Development (January 2022)

Based on the reviewed Occupational Profile for an Upholsterer of January 2022, and Training Modules of January 2022, Test Items were reviewed by combined panels of Teachers and job practitioners, guided by UVQF Facilitators.

#### 4.4 Methodology

The rationale for the Assessment and Training Package development was to link Vocational Education and Training to the real world of work by bridging Occupational Standards to Training Standards through industry-led Standards-Based Assessment.

Active participation of both teachers and job practitioners' panels consolidated the development philosophy.

The panelists worked as teams in workshop settings complemented by off-workshop field research and literature review activities including international benchmarking.

#### 4.5 Development Panels

The participating panels of Job Practitioners required for the review exercise were constituted by members from the following organizations:

| Review Panel |                    |                                                |            |
|--------------|--------------------|------------------------------------------------|------------|
| No.          | Name               | Institution/Organization                       | Contacts   |
| 1.           | Namusisi Mariam    | MOE                                            | 0752627082 |
| 2.           | Kafeero Adnan      | NCDC                                           | 0755535642 |
| 3.           | Kayongo Michael    | UNEB                                           | 0705904450 |
| 4.           | Mauko Levi Wafula  | Bishop Senior School Mukono                    | 0772861229 |
| 5.           | Kagoya Jane        | Mengo Secondary School                         | 0701982550 |
| 6.           | Kigozi Hakeem      | Masaka Secondary School                        | 0752636695 |
| 7.           | Kigozi Swaleh      | Buddo Secondary School                         | 0703361393 |
| 8.           | Tumwine Francis    | Mbarara High School                            | 0782441280 |
| 9.           | Bucamwa Brian      | Nina Interiors                                 | 0751064434 |
| 10.          | Kyagulanyi Francis | Kairos Upholstery Service Providers Uganda LTD | 0777547838 |
| 11.          | Ayini Richard      | Ayoga Construction & General Services LTD      | 0701859658 |
| 12.          | Katusabe Brian     | Masaka Secondary School                        | 0706231450 |

#### 4.6 Facilitator team

This Assessment and Training Package was developed by a Facilitator team listed below

1. **Team Leader** –Ms. Mukyala Ruth, Ag Deputy Director, DIT
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#### 4.7 Reference time:

The Assessment and Training Package was compiled in January 2022 and may be periodically revised to match the dynamic trends in the occupation and hence issued in different versions.

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