



Apparel Training & Design Centre

# TRAINER'S MANUAL

## Finisher & Packer



APPAREL TRAINING & DESIGN CENTRE

*Imparting Skills, Improving Lives, Innovating Future*

THE CONTENT IS DEVELOPED/COLLATED AS PART OF TRAINING PROJECT UNDER  
THE MOT, GOI

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## Objective of the course

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- To prepare candidates for modular employable skill for garment industry
- Practice health and safety in industry i.e. select, use, maintain & store tools equipments & clothing safely
- Understand their roles & responsibilities towards quality finishing and packing of garments
- Learn the process sequence and operations of finishing and packing a basic garment
- Learn to iron different types of garments as per buyer specification
- Understand the procedure of packing different types of garments as per buyer specification
- Learn to handle various spotting, ironing and packing equipments

## **Responsibilities of a Trainer**

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### ***QUALITIES OF A GOOD TRAINER***

A good trainer can give a great training experience. Only a good trainer can give good students with proper knowledge and good interpersonal skills. A good trainer should be updated. A good trainer has the following qualities:

#### **Patience:**

A good trainer should have unbelievable patience. Learners get frustrated when they are dealing with good concepts and ideas and they want the trainer to repeat the concept with different angle so that they can understand easily. This will make the students to view beyond the block in learning.

#### **Explain concepts with simple words:**

Poor trainers convey a new concept through high level of detail. But, a good trainer knows the concepts well and first they teach them with basic concepts and gradually they teach them with new high level concepts. The high level concepts can be thought to learners with simple examples and with related information.

#### **Demonstrates Acceptance of Different Views**

A good teacher remains neutral and encourages debates that explore the pros and cons of concepts. Hate and ignorance should never exist in a classroom. A good trainer will demonstrate zero tolerance for unethical behaviors while, at the same time, encourage different viewpoints that help learners understand cultural diversity.

#### **Uses Creative Approaches**

Variety is the spice of life and it also spices up learning. A good teacher knows when to change gears and offer an activity or exercise that will shake up preconceived notions of learners and



expand their perceptions. Challenge learners by offering the unexpected and mixing up the delivery to appeal to the various learning style.

### **Motivates Learning:**

A good trainer can teach them good concepts but how to make them know better? Can conduct quiz, games, etc to motivate them learn better and to get thorough information about the concepts. Good trainer knows when and how to change their mind from interactions and can give them training in improving their knowledge. A good teacher should remain neutral and should motivate all. Motivating a particular person may de-motivate others or they may feel as depressed.

When learners do not understand the high level concepts the trainer can divide them in to pieces and can explain how each piece plays an important role. Good trainer should help them in solving problems, encourage, and support them with encouraging words and appreciation for simple things to do.

### **Good environment:**

Learners should not have fear to ask questions, communicate with the trainer, to share their ideas and thoughts. The trainers are responsible to make them feel free to be enthusiastic to ask questions and share their thoughts. All this can be done with proper motivation and encouragement. Learners who feel threatened or who have depression will not be able to learn properly or they cannot share their ideas and thoughts.

### **Preparation:**

A proper trainer gets respect from learners. Proper trainer should be prepared with his ideas and what he needs to share and how he has to express his thoughts and plans and the way of viewing the topic. The trainer should be audible and clear with his thoughts and should give relevant data.



The trainer can have high level thoughts but learning process begins with the environment that is occupied with simple concepts, motivation, safe, active learning and with patience and support.

## CLASSIFICATIONS OF GARMENTS

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### ACTIVITY:

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Trainer will ask the name of 1 garment to each trainee and will list down on the board into 3 columns. 1<sup>st</sup> column shall consist the men's wear, 2<sup>nd</sup> Women's wear and 3<sup>rd</sup> for Kids wear.

Example –

#### **Men's Wear –**

Trouser  
Pajama  
Dhoti

#### **Women's wear –**

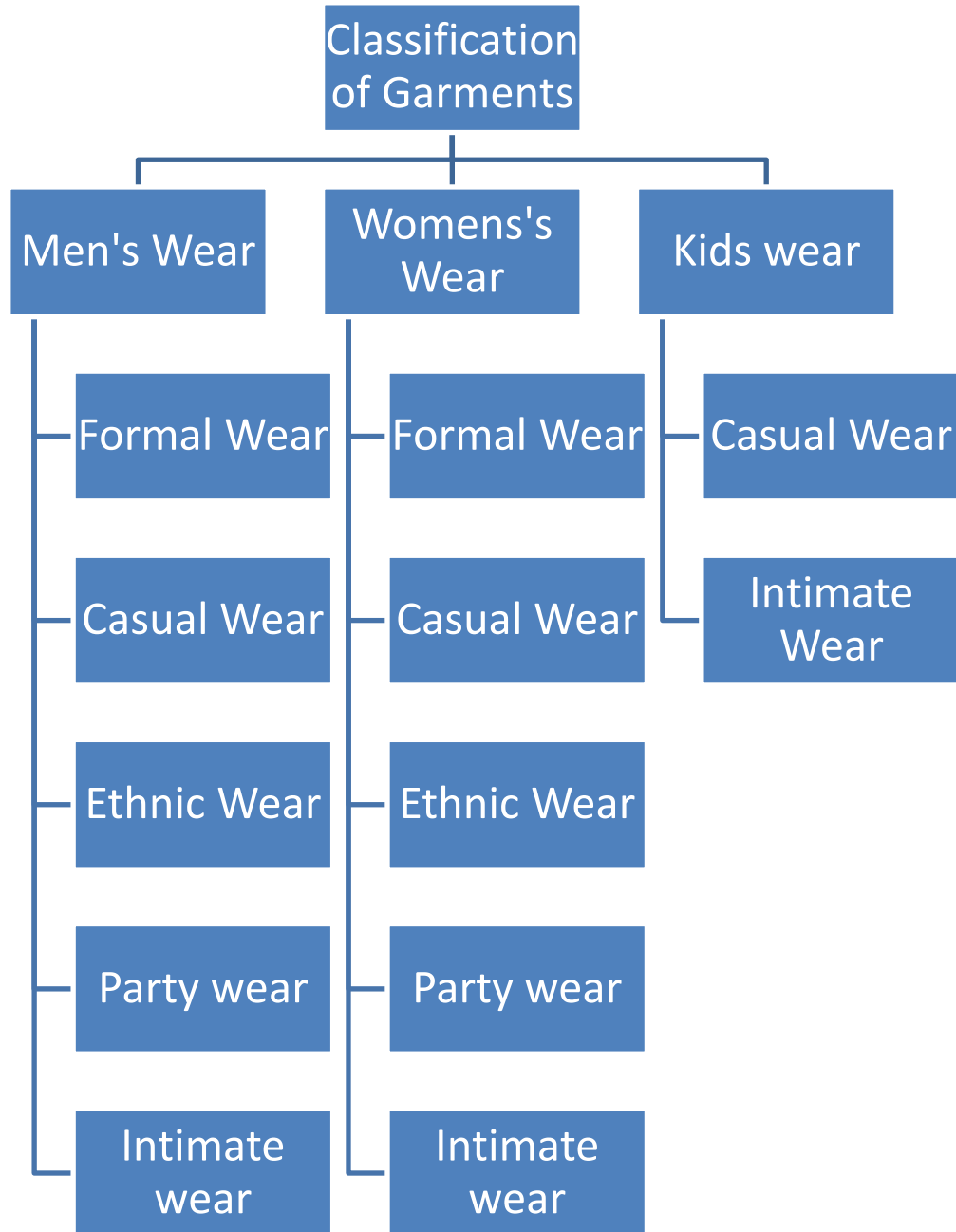
Saree  
Skirt  
Trouser

#### **Kids Wear -**

Frock  
Baba suit

Some Common garment will be listed down in all columns. Ex- Shirts

After listing all the garments, trainer will explain them about classification of garments.



## ***TYPES OF GARMENTS***

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### **CLASSIFICATION ON THE BASIS OF GENDER**

- **Men's Wear:** Clothes worn by Men

- Jeans
- T-Shirt
- Jackets
- Shirt
- Trousers
- Cargos
- Tie



- **Women's wear :** Clothes worn by Women

- Dresses
- Blouses
- Sarees
- Skirts
- Jeans



- **Children's wear:** Clothes worn by kids
  - Frocks
  - Baba Suits
  - Jump Suits
  - Skirts
  - T-shirts



## **ROLES & RESPONSIBILITIES**

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### ***ROLES AND RESPONSIBILITIES OF A FINISHER IN COMPANY***

- After completion of this course successfully, trainee will be employed in one of the following subsection of finishing.
  - Thread trimming (As a trimmer)
  - Ironing (As an Ironer)
  - Spotting (As a Spotter)
  - Packaging (As a packer)

- A finisher reaches to the company on time (5 minutes before the time scheduled)
- Clean his machine daily before starting the work in given 5 minutes.
- Attain the target define by the company
- He comes regularly to the company, in case of he wants leave then he informs to his supervisor first.
- In case of emergency ,& he wants to go to out of company for few hours then he intimate his supervisor first and take a gate pass.
- He respects his supervisor and in case of any problem related to his work or workstation, he informs supervisor first.
- Create an amicable ambience with his fellow operators.
- Follow the safety procedures which are taught during the training while operating his machine.
- Always wear clean clothes and clean himself daily.

#### SIZE CHART



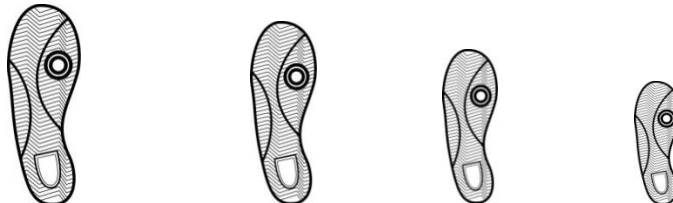
### CLASS ROOM CONCEPTS

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#### *Size*

**The word size may refer to how big something is. In particular:**

- Measurement
- Dimensions: length, width, height, diameter, perimeter, area, volume
- Clothing sizes such as shoe size



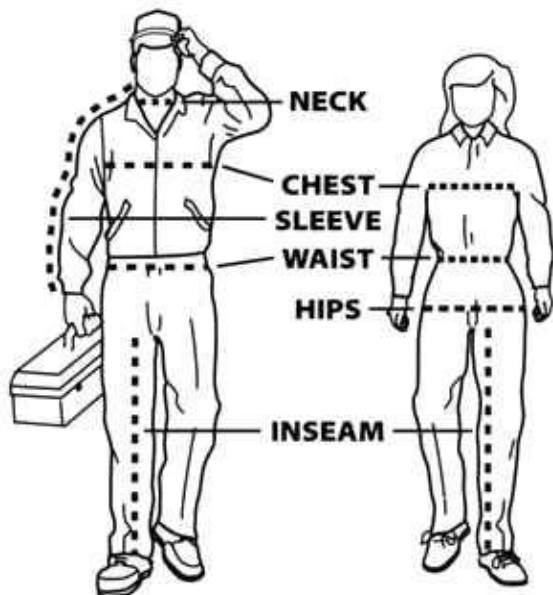
- Body dimensions (Anthropometry)
  - Human height



- Human weight

Some important measurements in a human body are:

- Neck
- Chest
- Sleeve
- Waist
- Hips
- Inseam



## *Size chart*

Size charts are tabular representations of numeric measurements required for constructing a garment of a particular size and fit.

The commonly given categories of measurements given in a size chart are:

- **Horizontal torso measurements (Width)** that include the neck circumference, the shoulder width, chest waist
- **Vertical torso measurements ( Length)** centre front, centre back, leg inseam, leg out seam

**Sleeve measurements** under-arm and over-arm lengths, wrist circumference and the biceps circumference.

## *Stain removal safety precautions*

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- Always make sure the solvent you are treating the spot with will not affect the garment. This is done by doing a preliminary test in a hidden portion of the garment.
- Stain removal should take place under the best possible light conditions with adequate ventilation
- Always examine the spot first and try, if possible, to determine what substance caused.
- When using chemical agents always allow ample time for the agent to start to act on a spot before trying to remove it.
- Always use the proper spotting brush.
- Where some friction is necessary, it is recommended you use the wrong side of the garment.
- Do not use the spatula on silk or synthetic fabrics as the pressure applied with spatula may damage the fabric surface
- When you remove spots and stains from delicate fabrics, you should place the stained portion of the garment over a pad of clean cloth or a white blotter and apply the cleaning solution with a squeeze bottle, a medicine dropper, or a cleaning sponge may also be used.
- All chemical agents used in spotting must be rinsed from the fabric thoroughly before you dry or press the fabric.



- Spotting should be done near a wash basin to facilitate washing eyes and hands
- The spotter should routinely use personal protective equipment (PPE) such as chemical resistant gloves and goggles :
  - Chemical resistant goggles to prevent eye injury during spotting. Accidental contamination of the eye could result in minor irritation or complete loss of vision
  - Chemical resistant gloves: to reduce dermal exposures and skin infections.





## PRACTICAL

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### *Class room demonstration*

Trainer will explain the trainees correct methods and steps to use following spotting tools and equipments with precautions to be taken in industry.

1. Spotting Gun
2. Spotting brushes
3. Spatula
4. Chamois and Towels
5. Cheesecloth and Blotters
6. Magnifying Glass
7. Soap Solution Containers
8. Spotting Bottles and Agents

### *Self practice*

After trainer demonstration every trainee will be given 4-5 spot samples and a spotting kit to remove stains. Each trainee will be monitored by trainer during practical sessions. Spotting kit will consist of spotting equipments demonstrated by trainer

### *Different parts a pressing work station*

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One complete Pressing work station can be divided into two Parts

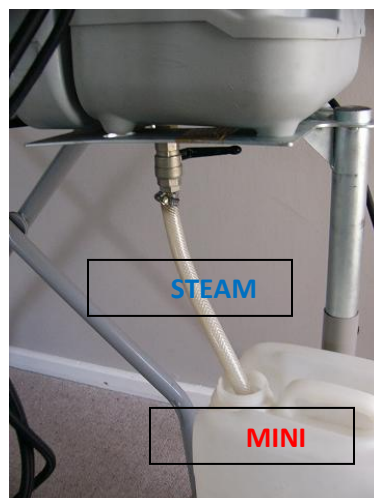
1. Iron



2. Table



3. Boiler (Mini Boiler /Steam Line)



### ***Different parts of an iron***

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**1. Temperature Regulator**

It is used to regulate the temperature as per the fabric (Polyester, Cotton, Wool etc.) being used in the garment.

**2. Steam release button**

As this button is pressed, steam starts releasing from the base of the Iron.

**3. Handle**

It is used to hold the Iron during Pressing

**4. Safety Plate**

It Provide Protection to user from direct steam contact

### **HOW THE MACHINERY IS OPERATED (Ironing Work Station)**

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<b>Sr. No.</b>	<b>TASK</b>	<b>KNOWLEDGE REQUIRED</b>
<b>1</b>	Fill the water into the boiler.	Should not exceed the required Level
<b>2</b>	Switch on the Boiler and Iron (Wait while steam is generating)	Check with the “on” indications
<b>3</b>	Regulate the Iron temperature as per the Fabric	That Knob has many options
<b>4</b>	Push the Steam Button	Amount of steam can be controlled by the knob
<b>5</b>	Operate Iron	Proper method

## Folding garments

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### CLASS ROOM CONCEPTS

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#### *Why do we fold clothes?*

1. To pack them easily
2. To avoid them from crumpling



3. To save space
4. To easily find out what we are looking for



5. To give a neat and clean look
6. To maintain their crease





## ACTIVITY

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### *Paper folding Activities*

1. Trainer will demonstrate different types of paper folding patterns to trainees in class
2. Every trainee will be given
  - a. A set of 4 A5 sheets, every sheet will be numbered
  - b. One activity sheet

\*Every fold number on activity sheet will correspond to the sheet number given.

### *Steps to fold a formal shirt*

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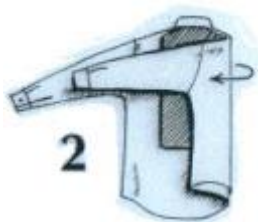
#### Step 1

Lay the shirt flat on a table with the front facing up and the collar positioned away from you. Button all the buttons, including the sleeve cuffs. Smooth out all wrinkles. Place the packing cardboard cutout on shirt.



#### Step 2

Fold sleeve over the front of the shirt, aligning the outer edge of the sleeves with the side seams.



### Step 3

Fold one sleeve diagonally at the shoulders to make the sleeves lie flat.



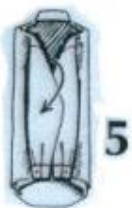
### Step 4

Repeat with the other sleeve. This process works with both long- and short-sleeved shirts. Folding a short-sleeved shirt is identical to folding a long-sleeved shirt and simpler because there is less fabric to manipulate



### Step 5

Fold one side seam and sleeve toward the middle of the uniform shirt, then do the same with the second side seam and sleeve. The side seams and sleeves should not cover the button placket.



### Step 6



Fold the top of the shirt toward the center of the shirt and leave approximately two inches in between the shoulder seam and top edge of the shirt. Fold the bottom of the shirt up toward the center of the shirt, approximately four inches.



Step 7

Fold the lower half of the shirt up over the upper half, making sure all of the edges are even.



Step 8

Turn the shirt upside down

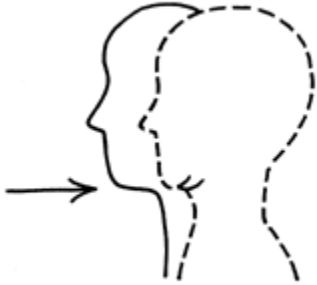
## HOW TO REDUCE FATIGUE USING WORKPLACE EXERCISES

- Neck and face
- Shoulders & arms
- Wrist & Hand
- Back
- Leg & ankles

### **NECK AND FACE**

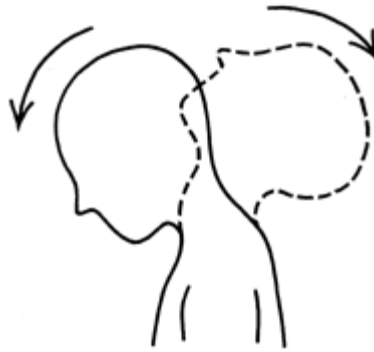


Raise the eyebrows and open your eyes as wide as possible.  
At the same time, open your mouth and stick your tongue out.  
Hold for 5 - 10 seconds. Repeat 3 - 5 times.  
Caution: If you have clicking or popping noises when opening mouth, check with your dentist before doing this exercise.



Sit or stand upright. Slide your head straight back until it feels like you have a double chin. Hold for 5 - 10 seconds. Repeat 3 - 5 times.

Sit or stand upright. Slowly letting the weight of the head for 5 - 10 seconds. Return to relax. Slowly let your head fall close your mouth. Hold for 5 - times.



drop your head forward, gently stretch your neck. Hold neutral posture and backward. Slowly open and 10 seconds. Repeat 3 - 5