

Creation of the FAME Creative Fashion Construction and Design Course Trainers' Toolkit

Resources Pack

Project Title: FAME (Fashion eMpowers NEETs)

Programme: Erasmus+

Work Package 2: Conceptual and Analytical Framework, and FAME Creative Fashion Construction and Design Course Development

Project website: <https://thefameproject.eu/>

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MODULE 3: LIFE SKILLS AND ENTREPRENEURIAL OPPORTUNITIES

Session 9: Employability (CV Workshop) – Fashion Job Roles and Skills Translation

- Entry-level fashion roles and Job descriptions
- Card set
- Examples of Job Adverts
- Job advert analysis worksheet
- Template: Analyse a job advert step by step
- Individual online research sheet
- Completed CV
- CV template
- PowerPoint Presentation

Session 10: Creating a Mini Portfolio and Preparing for a Job Interview

- Portfolio page layout
- Practice communication skills checklist
- Confidence gaining techniques question cards
- PowerPoint Presentation

Session 11: Basic Entrepreneurial Skills

- Exploring micro-enterprise opportunities activity sheet 1
- Customer and value activity sheet 2
- Understanding basic costs activity sheet 3
- Setting a simple price activity sheet 4
- Basic branding and promotion activity sheet 5
- My micro-business idea activity sheet 6

Session 12: Industry Engagement, Showcase and Next-Step Routing

- Industry engagement/guest speaker activity sheet 1
- Showcase preparation activity sheet 2
- Learner showcase activity sheet 3
- Networking skills in practice activity sheet 4
- Next step routing and progression plan activity sheet 5



Module 3: Life skills and Entrepreneurial Opportunities

**Session 9: Employability Skills: CV Workshop
and Fashion Job Roles**

**Session 10: Creating a Mini Portfolio and
Preparing for a Job Interview**

Session 11: Basic Entrepreneurial Skills

**Session 12: Industry Engagement, Guest
Speakers, Showcase and Next-
step routing**

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Session 10

Activity 3: Portfolio Page Layout

Example statements

1. My portfolio shows the sewing and stitching skills I learned during training.
2. I included simple trousers I made to show I can follow basic patterns.
3. These pieces demonstrate that I can work carefully and finish garments neatly.
4. My portfolio shows how I moved from a sketch to a finished item.
5. I chose work that shows my progress and how much I have improved.
6. The garments here show that I can use a sewing machine with confidence.
7. I included examples of straight seams and clean edges to show precision.
8. This portfolio highlights my ability to measure, cut, and prepare fabric correctly.
9. My designs show that I can create simple, practical clothing items.
10. I added photos of my work to show how I handle different materials.
11. My portfolio shows that I can complete small projects from start to finish.
12. I included trousers and basic tops to show I can work with common garment types.
13. These pieces show that I can follow instructions and work independently.
14. My portfolio reflects my interest in learning more about fashion and garment making.
15. I included work that shows I can fix small mistakes and improve the final result.
16. My designs show that I can think creatively while keeping things simple.
17. This portfolio shows that I can prepare patterns and cut fabric accurately.
18. I added examples of hand stitching to show attention to detail.
19. My work shows that I can manage time well and finish tasks on schedule.
20. This portfolio represents my first steps in fashion and my motivation to grow.



Session 10

Activity 5: Practicing communication skills

Checklist

Observation & Feedback Checklist

For pairs or small groups during mock fashion-industry interviews.

1. Personal presentation

Observation point	Tick	Notes
Says name clearly and confidently	☐	_____
Uses open posture (shoulders relaxed, arms not crossed)	☐	_____
Makes eye contact in a friendly way	☐	_____
Appears calm and focused	☐	_____
Smiles or shows positive attitude	☐	_____

2. Communication skills (speaking)

Observation point	Tick	Notes
Speaks slowly and clearly	☐	_____
Uses simple, understandable words	☐	_____
Answers questions without rushing	☐	_____
Uses a confident tone (not too quiet)	☐	_____
Explains sewing or workshop skills in job-ready language	☐	_____

3. Interview behaviour

Observation point	Tick	Notes
Listens carefully to the question	☐	_____
Takes a short pause before answering	☐	_____
Gives examples (e.g., "I can sew straight lines...")	☐	_____
Stays polite and respectful	☐	_____
Shows interest in the job role	☐	_____



4. Fashion-related self-presentation

Observation point	Tick	Notes
Mentions relevant sewing skills	☐	_____
Mentions workshop experience (machines, fabrics, repairs)	☐	_____
Connects skills to job roles (e.g., retail, studio, alterations)	☐	_____
Shows motivation to learn new skills	☐	_____
Describes strengths clearly (e.g., detail, teamwork)	☐	_____

5. Space for peer feedback

What your peer learner did well:

What the peer learner can improve:

One thing s/he should practise next time:

Session 10**Activity 7: Confidence gaining techniques****Question cards****1. Welcome & introduction**

These questions help the interviewer get to know the learner and set a calm tone.

“Can you please introduce yourself?”	“Could you tell me a bit about who you are?”
“What interests you about working in the fashion industry?”	“Why would you like to work in fashion?”
“Can you tell me a little about your background or training?”	“What attracted you to this job?”
“What made you apply for this position?”	“Could you share a little about your experience so far?”
[Add your own example.]	[Add your own example.]

2. Questions about sewing or workshop experience

These relate directly to the skills taught in your programme.

“What sewing tasks are you most confident with?”	“Which sewing activities do you feel strongest in?”
“Can you describe a sewing skill you learned recently?”	“How confident are you working with a sewing machine?”
“Do you feel comfortable using a sewing machine? What can you do with it?”	“Can you give an example of a repair you’ve done?”

“Have you done any garment repairs? Can you give an example?”	“What do you do to keep your stitching accurate?”
“How do you make sure your stitching is neat and accurate?”	“What is a new sewing technique you’ve picked up?”
[Add your own example.]	[Add your own example.]

3. Questions about working style and behaviour

These help employers understand reliability, teamwork, and communication.

“How do you handle repetitive tasks?”	“How do you stay focused when tasks repeat?”
“Do you prefer working alone or in a team?”	“Do you feel more comfortable working independently or with others?”
“How do you react when you make a mistake?”	“What do you usually do if something goes wrong?”
“Can you describe a moment when you learned something new quickly?”	“How do you approach learning something new?”
“How do you stay organised during busy periods?”	“What helps you keep your work tidy and structured?”
[Add your own example.]	[Add your own example.]

4. Fashion-industry-specific questions

Useful for roles like studio assistant, retail assistant, backstage dresser, cutting room helper.

“What do you know about garment care?”	“Do you feel confident working with various materials?”
“Are you comfortable handling different fabrics?”	“How do you look after different types of clothing?”
Can you explain how you would prepare a garment for steaming?”	“What steps would you take before steaming a piece?”
“How would you help a customer choose the right size?”	“What would you say to guide a customer with sizing?”
“Are you comfortable working backstage or in fast-paced environments?”	“Would you enjoy fast-paced backstage work?”
“How do you make sure a garment is ready for a show or fitting?”	“What checks do you do before a garment goes on stage?”
“What does ‘attention to detail’ mean to you in fashion work?”	<i>[Add alternatives]</i>
<i>[Add your own example.]</i>	<i>[Add your own example.]</i>

5. Scenario questions

These help rehearse problem-solving and communication.

“If a customer is unhappy with a repair, what would you do?”	“How would you respond if someone wasn’t satisfied with your work?”
“If a model needs a quick change and is stressed, how would you support them?”	“What would you do to support a model who feels rushed?”

“If a machine thread breaks during work, what steps would you take?”	“How do you deal with a machine problem like broken thread?”
“If you are unsure how to complete a task, what would you do?”	“What’s your approach when you don’t know how to proceed?”
[Add your own example.]	[Add your own example.]

6. Tricky questions employers sometimes ask

(Rehearse staying calm — you are not expected to give perfect answers.)

“What is your biggest weakness?”	“What is something you find challenging?”
“Why should we hire you?”	“What makes you a good fit for this job?”
“Where do you see yourself in five years?”	“What would you like your future to look like?”
“Can you describe a conflict you had and how you solved it?”	“Tell me about a difficult situation you’ve experienced.”
“What would your previous trainer say about you?”	“What helps you stay calm when things get busy?”
“How do you handle pressure?”	“What is something you find challenging?”
[Add your own example.]	[Add your own example.]

These questions are often used to test confidence, not knowledge. You can give simple, honest answers.

7. Practical availability & workplace questions

These are common in retail, studio, and production roles.

“Are you available on weekends or evenings?”	“Can you work at weekends if needed?”
“How many hours per week are you looking for?”	“What kind of weekly schedule suits you?”
“Are you comfortable standing for long periods?”	“Can you manage long periods on your feet?”
“Do you prefer steady routines or changing tasks?”	“Do you like steady tasks or variety in your day?”
[Add your own example.]	[Add your own example.]

8. Closing questions

These help learners practise ending the interview politely and confidently.

“Do you have any questions for us?”	“Is there anything you’d like to ask?”
“Is there anything else you would like to tell us?”	“Would you like to share anything more?”
“How soon could you start?”	“When would you be able to begin?”
“Thank you for coming — is there anything you would like to add before we finish?”	[Add alternatives]
[Add your own example.]	[Add your own example.]



9. Good-bye

Rehearse polite, confident endings.

"Thank you for your time."	"Thanks for meeting with me today."
"It was nice speaking with you."	"I enjoyed our conversation."
"I look forward to hearing from you."	"I'm excited to hear back from you."
[Add your own example.]	[Add your own example.]



Module 3: Life skills and Entrepreneurial Opportunities



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Session 10: Creating a Mini Portfolio and Preparing for a Job Interview

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Activity 3: Portfolio Page Layout



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●●● Design your own portfolio



Learn to:

- Document - photograph sewing work
- Write simple descriptions of work pieces
- Create a one-page “portfolio” to attach to the CV
- Understand how to present work professionally

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- What is a portfolio and why do portfolios matter in fashion?

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●●● A portfolio is...

- A collection of your best (fashion) work samples
- Shows your skills, style, creativity
- Includes photos, sketches, designs, finished pieces
- Works like a visual CV for the fashion world



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●●● Why a Portfolio Matters in Fashion



- Fashion is a visual industry — people need to see your work
- Helps employers, schools, or clients understand your abilities quickly
- Shows your personal style and what makes you unique
- Builds credibility and shows you are serious about your craft
- Makes it easier for others to remember you



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●●● How a Portfolio helps you

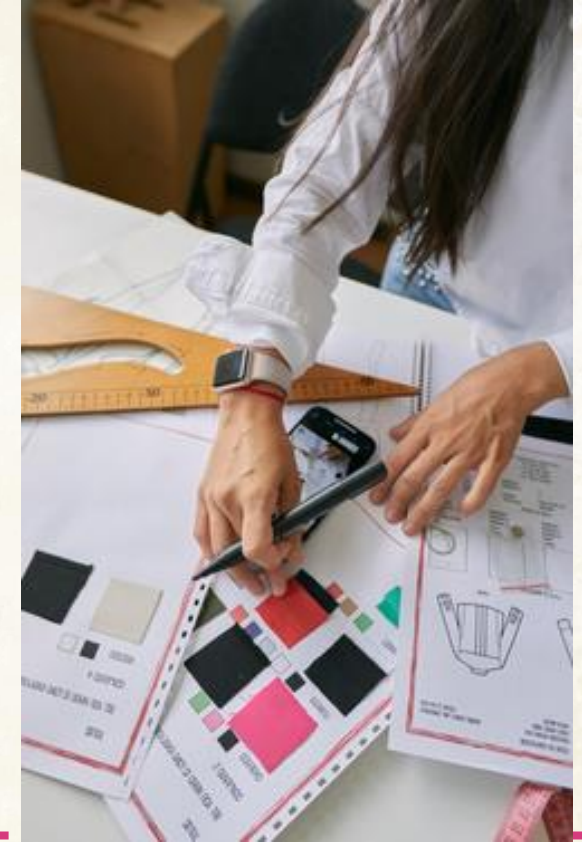
- Opens doors to jobs, internships, and collaborations
- Helps you stand out from other designers or stylists
- Shows your growth and improvement over time
- Lets you tell your story through images, not just words



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●●● What to include

- Your best designs (sketches + final pieces)
- Photos of finished garments or styled looks
- Moodboards and inspiration
- Short notes on process (materials, techniques, ideas)
- A clear contact page



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●●● What makes a mini fashion portfolio look professional? (1)

1. Show only your best work
 - Choose 5–10 strong pieces
 - Quality matters more than quantity
 - Keep a clear focus on your style and strengths
2. Use clean, simple layouts
 - White or neutral backgrounds
 - Consistent spacing and fonts
 - Let the work stand out without distractions

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●●● What makes a mini fashion portfolio look professional? (2)

3. High Quality Images

- Sharp, well lit photos
- Clear scans of sketches
- Avoid blurry or dark pictures

4. Show process, not just final looks

- Shows how you think and solve design problems
- Helps viewers understand your creativity

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●●● What makes a mini fashion portfolio look professional? (3)

5. Add short, useful descriptions

- Materials, techniques, inspiration
- Keep text short and easy to read

6. Include a simple introduction

- Who you are
- What you do
- Your (design) focus or interests

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Let's prepare a mini portfolio!

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Activity 4: Understanding body language

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●●● Get ready for a Job Interview



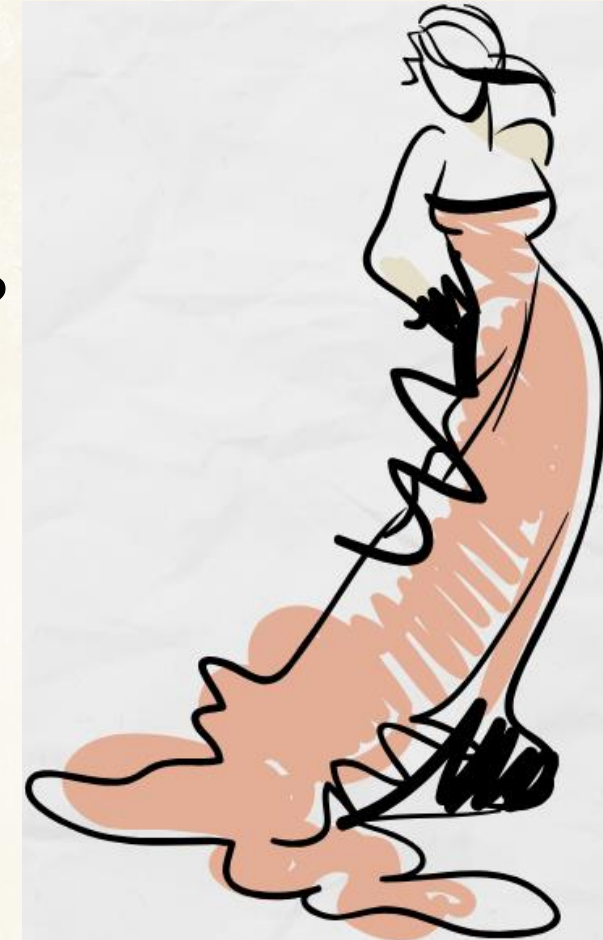
Learn to:

- Demonstrate positive body language during interviews (eye contact, posture, gestures).
- Use clear and confident verbal communication when answering questions.
- Apply simple anxiety management techniques before and during interviews.
- Practise tone, pace, and clarity when speaking about skills and experience.

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●●● Body language

- What do you know about body language?



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●●● Videos: experts talking about body language during job interviews

Video serie in English:

<https://www.youtube.com/watch?v=M2NFhwHyNhc>

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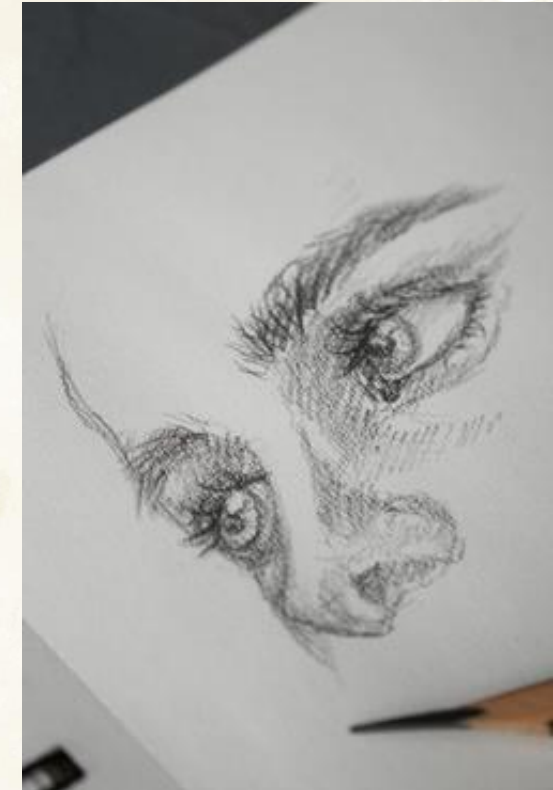
●●● Body language: the 4 main aspects

- Eye contact
- Posture
- Hands & gestures
- Facial expression

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●●● Eye contact

- Eye contact shows confidence and respect.
- In a job interview, you don't need to stare — just look at the interviewer from time to time.
- Short, friendly eye contact helps you appear calm, honest and interested in the job.
- It also shows that you are listening carefully and taking the conversation seriously.



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●●● Posture

- Your posture tells the interviewer a lot before you even speak.
- Sitting or standing upright with relaxed shoulders shows confidence and readiness.
- Keeping your arms uncrossed and your body open makes you look approachable and positive.
- Open posture also helps you breathe more easily, speak more clearly and stay focused.



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●●● Hands & gestures



- Your hands can support your message.
- Simple, small gestures help you explain your skills and show enthusiasm.
- Resting your hands calmly on your lap or table when you are not speaking keeps you grounded.
- Avoid hiding your hands, fidgeting or touching your face too much — these can make you look nervous even when you feel fine.



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●●● Facial Expression



- A friendly facial expression helps create a warm connection.
- You don't need to smile all the time — just keep your face relaxed and open.
- A small smile when greeting the interviewer or when talking about your skills shows confidence and motivation.
- Your face should match your words: calm when explaining, positive when talking about your strengths.



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●●● Other

Depending on the real job profile and the company,
consider well:

- Clothing choice
- Cleanliness & neatness
- Footwear
- Overall grooming



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●●● You should send these messages:



- “I am prepared.”
- “I respect this workplace.”
- “I take care of myself and the garments I work with.”
- “I am ready to learn and be part of the team.”

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●●● What to consider next?



Rehearse, rehearse, rehearse, like if you wanted to play an instrument or become a champion in your favourite sport team!

- Body language is a big part of how employers understand you.
- When you practise, focus on staying relaxed and open.
- Friendly eye contact shows confidence.
- Good posture helps you breathe and speak clearly.
- Calm hands and a relaxed face make you look ready for work.
- You don't need to be perfect — just aware.

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●●● For your rehearsal session, remember (1):



- Eye Contact
 - ☐ Look at the interviewer briefly and naturally
 - ☐ Avoid staring or looking away too much
 - ☐ Use friendly eye contact when greeting
 - ☐ Show you are listening by looking up during answers

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●●● For your rehearsal session, remember (2):



- Posture
 - ☐ Sit or stand upright (not slouching)
 - ☐ Shoulders relaxed, not tense
 - ☐ Arms uncrossed (open posture)
 - ☐ Body facing the interviewer
 - ☐ Appear calm and grounded

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●●● For your rehearsal session, remember (3):



- Hands & Gestures
 - ☐ Hands visible (not hidden in pockets or sleeves)
 - ☐ Use small, natural gestures when speaking
 - ☐ Hands rest calmly when not gesturing
 - ☐ Avoid fidgeting (touching face, hair, clothes)
 - ☐ Avoid tapping or restless movements

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●●● For your rehearsal session, remember (4):



- Facial Expression
 - ☐ Face relaxed, not tense
 - ☐ Friendly expression when greeting
 - ☐ Small smile when appropriate
 - ☐ Expression matches the message (calm, positive)
 - ☐ Show interest and engagement

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- Rehearse one small aspect at a time, and you will improve quickly.!

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●●● Additional piece of advice to stay calm during a job interview (1):

- Voice & Speaking Style
 - ☐ Speak slowly and clearly
 - ☐ Use a confident tone
 - ☐ Answer without rushing
 - ☐ Pause briefly before answering
 - ☐ Uses simple, understandable words

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●●● Additional piece of advice to stay calm during a job interview (2):

Talking needs calm breathing!

- Breathing helps you calm your body before and during an interview.
- Slow, steady breaths tell your brain that you are safe and in control.
- A simple exercise is to breathe in through your nose for four seconds, hold for one second, and breathe out slowly for six seconds.
- This helps your voice sound clearer and your mind stay focused.
- Practising this before entering the interview room can reduce nervousness and help you speak with confidence.

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●●● Additional piece of advice to stay calm during a job interview (3):

What is a “*Power posture*”

- It means standing or sitting in a way that makes you feel strong and ready:
 - Keep your back straight, shoulders relaxed, and chest open. This posture helps you breathe better, think more clearly, and feel more confident.
- Even holding a power posture for one minute before the interview can boost your confidence and help you make a positive first impression.

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●●● Additional piece of advice (4):



During the last minutes while waiting for your turn to enter the job application room:

Turn your attention towards your own breathing. Remember the breathing exercise.

Turn your attention towards something relaxing.

Stand up, wash your hands in cold water and feel the water rins on your hands.

During your job interview, a last possibility is to excuse yourself and openly confirm you are a bit nervous, then try to take up the talk again.

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Time to rehearse!

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