

APPAREL TECHNICAL DESIGNER TRAINING GUIDE - LEVEL 1

Trainee: _____ Vendor: _____

Position: _____ Start Date: _____ Manager: _____

[Click on the links to access training and resources.](#)

PREWORK		Due Date: _____
Mentor's Name _____	Date Trainee Completed: _____	
Completion REQUIRED on DAY ONE for ALL Apparel Technical Designers		
<input type="checkbox"/> Purchase a onePLM login	<input type="checkbox"/> Order dress forms by brand (Alvanon Order Form)	
<input type="checkbox"/> Welcome to KLink	<input type="checkbox"/> View recommended resources	
<input type="checkbox"/> Review dress form chart	<input type="checkbox"/> Confirm that you have a designated computer station	

ORIENTATION (PROGRAM OVERVIEW)		Due Date: _____
Mentor's Name _____	Date Trainee Completed: _____	
Completion REQUIRED on DAY ONE for ALL Apparel Technical Designers		
<input type="checkbox"/> Complete Certified Technical Designer: Orientation (eLearning)		

ONEPLM (PRODUCT LIFECYCLE MANAGEMENT)		Due Date: _____
Mentor's Name _____	Date Trainee Completed: _____	
CTD OnePLM Manual		
<input type="checkbox"/> Dashboard General Navigation	<input type="checkbox"/> Navigating the Tech Spec Report	
<input type="checkbox"/> Dashboard Additional Navigation	<input type="checkbox"/> Printing Fit Eval (All Sample Rounds)	
<input type="checkbox"/> Dashboard Quick Search	<input type="checkbox"/> Printing Fit Eval (Current Sample Round)	
<input type="checkbox"/> Dashboard Quick Search Image Display	<input type="checkbox"/> Printing Sample Tague Reprt	
<input type="checkbox"/> Overview Navigation	Policies & Procedures	
<input type="checkbox"/> Navigating Pages using Leap Button	<input type="checkbox"/> Kohl's Fit Sample Policy	
<input type="checkbox"/> Navigating to Fit Eval	<input type="checkbox"/> Fit Comment Template	
<input type="checkbox"/> Required Fit Eval Fields		
<input type="checkbox"/> Uploading and Replacing Files/Images /Patterns		
<input type="checkbox"/> Revert to Previous File/Sorting Attachments		
<input type="checkbox"/> Deleting Files/Image		
<input type="checkbox"/> Comment & Measurement Fields		
<input type="checkbox"/> Reason Codes		
<input type="checkbox"/> Vendor Pattern Attachment Naming Convention		
<input type="checkbox"/> Printing Tech Spec Report from Style Overview		
		onePLM Knowledge Check <input type="checkbox"/> onePLM Assessment

COMMUNICATION & BEST PRACTICES		Due Date: _____
Mentor's Name _____	Date Trainee Completed: _____	
Communications		
<input type="checkbox"/> Basic Communications		
<input type="checkbox"/> Pattern & Grade Communications		
Patterns		
<input type="checkbox"/> Basic Pattern Application		
<input type="checkbox"/> Vendor Pattern Attachment Naming Convention		
		Communication Review <input type="checkbox"/> Communication Assessment

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Click on the links to access training and resources.

HOW TO MEASURE

Due Date: _____

Mentor's Name _____

Date Trainee Completed: _____

Every Level 1 Tech Designer must be proficient at measuring various types of garments in order to effectively do their job. Measuring accurately helps to align with Kohl's Technical Design on any issues regarding Fit.

Measurement Basics

- [How to Measure Guide for Apparel](#)
- [How to Layout Tops](#)
- [How to Layout Pant](#)
- [How to Layout Sweater](#)

Criticals Drawstring/ Drawcords

- [POM A403 EXP](#)
- [POM A403C EXP](#)

HTM Tops - Necks

- [POM A100](#)
- [POM A103](#)
- [POM A110](#)
- [POM A112](#)
- [POM A114](#)
- [POM A120](#)
- [POM A122](#)
- [POM A123](#)

HTM Tops - Collars

- [POM A130](#)
- [POM A131](#)
- [POM A132](#)
- [POM A132A](#)
- [POM A132H](#)
- [POM A132M](#)

HTM Tops - Hoods

- [POM A140](#)
- [POM A140B](#)
- [POM A141](#)
- [POM A142H](#)

HTM Tops - Shoulders & Yokes

- [POM A150](#)
- [POM A150A](#)
- [POM A150B](#)
- [POM A151A](#)
- [POM A151B](#)
- [POM A154](#)
- [POM A159](#)
- [POM A159A](#)
- [POM A160A](#)

HTM Tops - Straps

- [POM A164](#)
- [POM A167](#)
- [POM A170](#)

HTM Tops - Bras

- [POM A201H](#)
- [POM A202H](#)
- [POM A241-IB](#)
- [POM A242-IB](#)
- [POM A243-IB](#)

HTM Tops - Across Shoulder/Front/Back

- [POM A250](#)
- [POM A251](#)
- [POM A253](#)
- [POM A254/255](#)
- [POM A257](#)
- [POM A257X](#)

HTM Tops - Chest

- [POM A260](#)
- [POM A261](#)
- [POM A264](#)
- [POM A264X](#)

HTM Tops - Waist

- [POM A270](#)
- [POM A271](#)
- [POM A272](#)
- [POM A272PK](#)

HTM Tops - Hip/Sweep

- [POM A283](#)
- [POM A284HPS](#)
- [POM A290](#)
- [POM A291](#)
- [POM A292](#)

HTM Tops - Lengths

- [POM A298](#)
- [POM A299](#)
- [POM A300](#)
- [POM A301](#)
- [POM A302](#)
- [POM A304](#)
- [POM A305](#)
- [POM A310](#)
- [POM A315](#)
- [POM A317](#)
- [POM A320](#)
- [POM A330](#)

HTM Tops - Armhole & Sleeve

- [POM A333](#)
- [POM A340](#)
- [POM A342](#)
- [POM A342X](#)

HTM Tops - Zippers

- [POM A375](#)

HTM Bottom - Waist

- [POM A400](#)
- [POM A401](#)
- [POM A403](#)

HTM Bottom - Hips

- [POM A412](#)
- [POM A415](#)
- [POM A416](#)
- [POM A417](#)

HTM Bottom - Leg Widths & Opening

- [POM A425](#)
- [POM A430](#)
- [POM A430X](#)
- [POM A430XH](#)
- [POM A437-8P](#)
- [POM A438](#)
- [POM A439](#)

HTM Bottom - Rises

- [POM A450](#)
- [POM A460](#)

HTM Bottom - Lengths

- [POM A500](#)
- [POM A505](#)
- [POM A506](#)

HTM Bottom - Yokes

- [POM A510](#)
- [POM A511](#)

HTM Bottom - Pockets

- [POM A614](#)

Frequently Missed POMs

- [Garment Challenge](#)

How to Measure Certification
 [POMs Assessment](#)

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FIT

Due Date: _____

Mentor's Name _____

Date Trainee Completed: _____

How to Fit on the Form

- [How to Take a Photo On a Dressform](#)
- [Knit Tops](#)
- [Woven Shirts](#)
- [Men's Bottoms](#)

Policies and Procedures

- [Kohl's Fit Sample Policy](#)

Fit

- [Maintain Fit Consistency](#)

Sample Tag

- [Sample Tag - Apparel](#)
- [Sample Tag - Intimate/Swim](#)
- [Sample Tag - Sweater](#)

Fit Examination

- [Fitting on Form Assessment](#)

ADDITIONAL RESOURCES

Due Date: _____

Mentor's Name _____

Date Trainee Completed: _____

Meet with your training team to discuss and review these resources. Minimum Construction Standards pages can be found in the Tech Pack in any style. Contact product.integrity@kohls.com for standards and procedures documents.

Minimum Construction Standards

- [General Minimum Construction Standards Manual](#)
- [Adaptive Construction Standards](#)
- [Tailored Construction Standards](#)
- [Sweater Construction Standards](#)
- [Leather Suede PU Construction Standards](#)
- [Outerwear Construction Standards](#)
- [Swim Construction Standards](#)
- [Intimates: Bra Construction Standards](#)
- [Intimates: Panty Construction Standards](#)

Children's Sleepwear

- [Children's Sleepwear TRF](#)
- [Children's Sleepwear Testing Tracking Template](#)
- [Children's Sleepwear SOP](#)

Stitches & Seams

- [Stitch and Seam Matrix](#)
- [ISO Numbers](#)

Preferred Trim Suppliers

- [Trim Supplier Matrix](#)

Regulatory Compliance & Safety

- [Apparel Product Safety & Regulatory Standards](#)

pt. = Section in document where specific standard can be found.

Adults

- Elastic (pt. 10)
- Zippers (pt. 13)
- Float Length/Float Yarn (pt.24)

Children's

- Elastic (pt. 10)
- Choking Hazard (pt. 11)
- Pompom, Tassels & Fringe (pt. 12)
- Zippers (pt. 13)
- Buttons (pt.14)
- Snap Fasteners (pt. 15)
- Faux Fur (pt. 16)
- Pumice Stone Wash (pt. 17)
- Attachment of Fragile Trims (pt. 18)
- Hasp & Sliders (pt.19)
- Hook & Loop Fasteners (pt. 20)
- Sharp Points & Sharp Edges (pt. 21)
- Zippers Guards (pt. 22)
- Drawstring, Draw Cords, Ties (pt.23)
- Float Length/Float Yarns (pt. 24)
- Monofilament Thread (pt. 25)
- Hanger Straps (pt. 26)
- Blanket Stitch (pt. 27)