



COMPETENCY STANDARD FOR CARPENTRY

Level: 3

(Furniture Sector)

Competency Standard Code: CS-FS-Crp-L3-EN-V1



National Skills Development Authority
Prime Minister's Office
Government of the People's Republic of Bangladesh

Copyright

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This Competency Standard for **Carpentry** is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been validated by NSDA in association with Furniture Sector, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. **Carpentry** is selected as one of the priority occupations of Furniture Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Council (ISC), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National Qualification Framework (BNQF) and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A competency standard is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in Furniture Sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guides

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skill Certificate, Level-3 in Carpentry of Furniture Sector

Level Descriptors of NSQF (BNQF 1-6)

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency
ISO	International Organization for Standardization
MSDS	Material Safety Data Sheet
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SOP	Standard Operating Procedures

Approved by

---th Executive Committee (EC) Meeting of NSDA

Held on -----

Deputy Director (Admin)

and

Officer of Secretarial Duties for EC meeting
National Skills Development Authority

Table of Contents

Copyright.....	i
Introduction.....	ii
Overview	iii
Level Descriptors of NSQF (BNQF 1-6).....	iv
List of Abbreviations.....	v
Course Structure	1
Units & Elements at Glance	2
The Generic Units of Competencies	4
GU-09-L3-V1: Practice Negotiation Skills	5
SU-FUR-07-L3-V1: Estimate and Cost the Job	9
The Occupational Specific Competencies.....	11
OU-FUR-Crp-13-L3-V1: Use Wood Working Machines.....	12
OU-FUR-Crp-14-L3-V1: Make Furniture Using Leg and Rail	15
OU-FUR-Crp-15-L3-V1: Make Angled and Curved Furniture by Using Wood	19
OU-FUR-Crp-16-L3-V1: Make Angled and Curved Furniture Using Manufactured Board	23
OU-FUR-Crp-17-L3-V1: Make Chair and Couch Frames.....	26
OU-FUR-Crp-18-L3-V1: Make Furniture Using Processed Wood	30
OU-FUR-Crp-19-L3-V1: Apply Quality Procedures	34
Development of Competency Standard	37

**Competency Standards for National Skill Certificate, Level- 3 in
Carpentry in Furniture Sector
Course Structure**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-09-L2-V1	Practice Negotiation Skill	3	20
Sub Total				20
Sector Specific Units of Competencies				
2.	SU-FUR-07-L3-V1	Estimate and Cost the Job	3	30
Sub Total				30
Occupation Specific Units of Competencies				
3.	OU-FUR-Crp-13-L3-V1	Use Wood Working Machines	3	40
4.	OU-FUR-Crp-14-L3-V1	Make Furniture Using Leg and Rail	3	60
5.	OU-FUR-Crp-15-L3-V1	Make Angled and Curved Furniture by Using Wood	3	30
6.	OU-FUR-Crp-16-L3-V1	Make Angled and Curved Furniture Using Manufactured Board	3	30
7.	OU-FUR-Crp-17-L3-V1	Make Chair and Couch Frames	3	20
8.	OU-FUR-Crp-18-L3-V1	Make Furniture Using Processed Wood	3	20
9.	OU-FUR-Crp-19-L3-V1	Apply Quality Procedure	3	20
Sub Total				220
Total				270

Units & Elements at Glance

Generic Units of Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-09-L2-V1	Practice Negotiation Skill	1. Plan negotiations 2. Participate in negotiations	20
Total hours			20

Sector Specific Units of Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-FUR-06-L3-V1	Estimate and Cost the Job	1. Identify job requirement 2. Calculate materials and cost 3. Finalize costing	30
Total hours			30

Occupation Specific Units of Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-FUR-Crp-13-L3-V1	Use Wood Working Machines	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare wood working machines 3. Operate wood working machines 4. Maintain wood working machines 	40
OU-FUR-Crp-14-L3-V1	Make Chair and Couch Frames	<ol style="list-style-type: none"> 1. Prepare for work 2. Complete structure 3. Maintain equipment and workplace 	60
OU-FUR-Crp-15-L3-V1	Make Furniture Using Leg and Rail	<ol style="list-style-type: none"> 1. Prepare for work 2. Complete structure 3. Maintain equipment and workplace 	30
OU-FUR-Crp-16-L3-V1	Make Angled and Curved Furniture by Using Wood	<ol style="list-style-type: none"> 1. Prepare for work 2. Complete structure 3. Maintain equipment and workplace 	30
OU-FUR-Crp-17-L3-V1	Make Angled and Curved Furniture Using Manufactured Board	<ol style="list-style-type: none"> 1. Prepare for work 2. Complete structure 3. Finish operation and maintain equipment 	20
OU-FUR-Crp-19-L3-V1	Make Furniture Using Processed Wood	<ol style="list-style-type: none"> 1. Prepare for work 2. Set up machines 3. Apply conversion techniques 4. Maintain equipment and workplace 	20
OU-FUR-Crp-20-L3-V1	Apply Quality Procedures	<ol style="list-style-type: none"> 1. Identify quality procedures 2. Follow quality procedures 3. Maintain standard procedures 	20
Sub Total			220
Total			270

The Generic Units of Competencies

Unit Code and Title	GU-09-L3-V1: Practice Negotiation Skills
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to practice negotiation skills. It specifically includes – planning negotiations and participating in negotiations.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components
1. Plan negotiations	<p>1.1 Information on <u>preparing for negotiation</u> identified and included in the plan.</p> <p>1.2 Information on creating <u>non-verbal environments</u> for positive negotiating is identified and included in the plan.</p> <p>1.3 Information on <u>active listening</u> is identified and included in the plan.</p> <p>1.4 Information on different <u>questioning techniques</u> is identified and included in the plan.</p> <p>1.5 Information is checked to ensure it is correct and up-to-date.</p>
2. Participate in negotiations	<p>2.1. Criteria for successful outcome are agreed upon by all parties.</p> <p>2.2. Desired outcome of all parties is considered.</p> <p>2.3. Appropriate language is used throughout the negotiation.</p> <p>2.4. A variety of questioning techniques are used.</p> <p>2.5. The issues and processes are documented and agreed upon by all parties.</p> <p>2.6. Possible solutions are discussed and their viability assessed.</p> <p>2.7. Areas for agreement are confirmed and recorded.</p> <p>2.8. Follow-up action is agreed upon by all parties.</p>
Range of Variables	
Variable	Range (May include but not limited to)
1. Preparing for negotiation	<p>1.1 Background information on other parties to the negotiation</p> <p>1.2 Good understanding of topic to be negotiated</p> <p>1.3 Clear understanding of desired outcome/s</p> <p>1.4 Personal attributes</p> <p>1.4.1 Self esteem</p> <p>1.4.2 Self esteem</p> <p>1.4.3 Objectivity</p> <p>1.4.4 Empathy</p> <p>1.4.5 Respect for others</p> <p>1.5 Interpersonal skills</p> <p>1.5.1 Listening / reflecting</p> <p>1.5.2 Non-verbal communication</p> <p>1.5.3 Assertiveness</p> <p>1.5.4 Behavior labeling</p> <p>1.5.5 Testing understanding</p> <p>1.5.6 Seeking information</p> <p>1.5.7 Self-disclosure</p>

	<ul style="list-style-type: none"> 1.6 Analytic skills <ul style="list-style-type: none"> 1.6.1 Observing differences between content and process 1.6.2 Identifying bargaining information 1.6.3 Applying strategies to manage process 1.6.4 Applying steps in negotiating process 1.6.5 Strategies to manage conflict 1.6.6 Steps in negotiating process 1.1 Options within organization and externally for resolving conflict
2. Non-verbal environments	<ul style="list-style-type: none"> 2.1 Friendly reception 2.2 Warm and welcoming room 2.3 Refreshments offered 2.1 Lead in conversation before negotiation begins
3. Active listening	<ul style="list-style-type: none"> 3.1 Attentive 3.2 Don't interrupt 3.3 Good posture 3.4 Maintain eye contact 3.5 Reflective listening
4. Questioning techniques	<ul style="list-style-type: none"> 4.1 Direct 4.2 Indirect 4.3 Human Open-ended
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 demonstrated sufficient knowledge of the factors influencing negotiation to achieve agreed outcome. 1.1 participated in negotiation with at least one person to achieve an agreed outcome.
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1. Codes of practice and guidelines for the organization. 2.2. Organization policy and procedures for negotiations. 2.3. Decision making and conflict resolution strategies procedures. 2.4. Problem solving strategies on how to deal with unexpected questions and attitudes during negotiation. 2.5. Flexibility. 2.6. Empathy.
3. Underpinning skill	<ul style="list-style-type: none"> 3.1 Interpersonal skills to develop rapport with other parties. 3.2 Communication skills (verbal and listening). 3.3 Observation skills. 3.1 Negotiation skills.

4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Environmental concerns. 4.5 Eagerness to learn. 4.6 Tidiness and timeliness. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials and consumables needed to perform activities.
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

The Sector Specific Competencies

Unit Code and Title	SU-FUR-07-L3-V1: Estimate and Cost the Job
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to estimate and cost the job. It specifically includes the tasks of identifying job requirement, calculating materials and cost and finalizing cost.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify job requirement	1.1 <u>Job requirements</u> are analysed in accordance with the client's needs. 1.2 Final plan or layout is delivered.
2. Calculate materials and cost	2.1 Materials are listed based on the job requirements. 2.2 <u>Type of cost</u> is calculated as per job requirement. 2.3 Cost of the project is given based on the resources needed and on the current price of goods and labour.
3. Finalize costing	3.1 Costing is checked in accordance with prevailing cost or workplace standards. 3.2 Costing is finalized 3.3 Finalized costing is approved by the client.
Range of Variables	
Variable	Range (may include but not limited to):
1. Job requirement	1.1 Stool 1.2 Bench 1.3 Chair 1.4 Table 1.5 Cabinet 1.6 Bed 1.7 Showcase 1.8 Chest of Drawer 1.9 Dining Table 1.10 Sofa
2. Type of cost	2.1 Material 2.2 Labour
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	

1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 identified clients need 1.2 demonstrated the ability to estimate and cost of a project.
2. Underpinning knowledge	2.1 Cost and estimation. 2.2 Type of cost. 2.3 Cost calculation template. 2.4 Basic calculation.
3. Underpinning skills	3.1 Reading skills 3.2 Communication skills. 3.3 Problem solving skills 3.4 Estimating and costing
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Environmental concerns. 4.5 Eagerness to learn. 4.6 Tidiness and timeliness. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials and consumables needed to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

The Occupational Specific Competencies

Unit Code and Title	OU-FUR-Crp-13-L3-V1: Use Wood Working Machines
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to use wood working machines in furniture sector. It specifically includes the tasks of preparing for work, preparing and operating wood working machines, and maintaining wood working machines.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) requirements are observed 1.2 Tasks are identified. 1.3 <u>Wood working machines</u> are identified and selected in accordance with the task requirements.
2. Prepare wood working machines	2.1 Wood working machines are checked for proper operation and safety. 2.2 Unsafe or faulty tools are identified and marked for repair
3. Operate wood working machines	3.1 Wood working machines are operated according to tasks undertaken. 3.2 All safety procedures in using machines are ensured and maintained;
4. Maintain wood working machines	4.1 Wood working machines are checked for usability; 4.2 Wood working machines are cleaned before and after using. 4.3 Wood working machines are maintained using relevant lubrications. 4.4 Maintenance work of power tools are performed;
Range of Variables	
Variable	Range (may include but not limited to:)
1. Wood working machines	1.1 Molder machine 1.2 Router Machine 1.3 Tenon machine 1.4 Panel saw machine 1.5 Edge bending machine 1.6 Band saw 1.7 Rip Saw 1.8 Multi-boring machine 1.9 Wood lathe machine 1.10 Wide Belt sander machine 1.11 Mortise Machine 1.12 Thickness Planner Machine

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.

1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 demonstrated safe work practices 1.2 prepared wood working machines 1.3 operated wood working machines 1.1 maintained advanced power tools
2. Underpinning knowledge	2.1 Safety requirements for wood working machines 2.2 Function, operation, common faults. 2.3 Processes, operations, systems. 2.4 Maintenance of wood working machines
3. Underpinning skills	3.1 Reading skills required to interpret work instruction and numerical skills. 3.2 Using wood working machines 3.3 Maintaining wood working machines 3.4 Solving problems in emergency situation.
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OU-FUR-Crp-14-L3-V1: Make Furniture Using Leg and Rail
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make furniture using leg and rail. It specifically includes the tasks of preparing for work, completing structure and maintaining equipment.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 Work instructions are used to determine job requirements;</p> <p>1.3 Construction and assembly sequence are planned.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Suitable work area is selected for the tasks.</p> <p>1.6 Preparatory drawings for tasks are completed.</p> <p>1.7 Cutting list for component is developed.</p>
2. Complete structure	<p>2.1 <u>Machines</u>, tools and materials are used in accordance with safety requirements</p> <p>2.2 <u>Traditional jointing methods</u> are selected as per job requirement.</p> <p>2.3 Components are made as per required <u>shapes</u>;</p> <p>2.4 Components are assembled with <u>leg and rails</u> using jigs, clamps and fastenings.</p> <p>2.5 Adhesives are applied as per requirement;</p> <p>2.6 Assembled components is <u>checked</u> for quality.</p>
3. Maintain equipment and workplace	<p>3.1 Unused materials are stored or recycled as required.</p> <p>3.2 Tools and equipment are cleaned and stored as per workplace standard.</p> <p>3.3 Work area is cleaned and wastages are disposed appropriately.</p> <p>3.4 Workplace documentation and/or reports are completed.</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Machines	<ul style="list-style-type: none"> 1.1 Band saw 1.2 Circular saw 1.3 Miter saw 1.4 Jointer planner 1.5 Thickness planner 1.6 Mortise machine 1.7 Edge sander 1.8 Pedestal grinder 1.9 Wood lathe machine
2. Traditional jointing methods	<ul style="list-style-type: none"> 2.1 Mortise and tenon 2.2 Miter 2.3 Dowel
3. Shapes	<ul style="list-style-type: none"> 3.1 Square 3.2 Rectangular 3.3 Tapper 3.4 Round 3.5 Triangular 3.6 Curvature
4. Leg and rail	<ul style="list-style-type: none"> 4.1 Dining table 4.2 Dining chair 4.3 Side table 4.4 Bed
5. Check	<ul style="list-style-type: none"> 5.1 Squareness and alignment 5.2 Hardware, fittings and attachments 5.3 Clearances and tolerances 5.4 Meets design specifications 5.5 Distortion and faulty facts
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for the structure of components use rail and leg 1.2 applied safe handling requirements for equipment, products; and materials, 1.3 followed work instructions, operating procedures and inspection practices 1.4 assembled components use rail and leg 1.5 minimized wastage of resources, including materials, time and money.

2. Underpinning knowledge	<p>2.1 Selection criteria of tools, machines and materials for structure components use leg and rail</p> <p>2.2 Workflow in relation to the furniture items being made or repaired.</p>
3. Underpinning skills	<p>3.1 Collecting and organize information related to work orders, basic plans and safety procedures.</p> <p>3.2 Interpreting and reading work documents to communicate ideas and information to enable confirmation of work requirements and specifications.</p> <p>3.3 Using pre-checking and inspection techniques to anticipate installation problems, avoid reworking and avoid wastage.</p> <p>3.4 Working with others in a team</p>
4. Required attitudes	<p>4.1 Commitment to occupational safety and health.</p> <p>4.2 Promptness in carrying out activities.</p> <p>4.3 Sincere and honest to duties.</p> <p>4.4 Eagerness to learn.</p> <p>4.5 Tidiness and timeliness.</p> <p>4.6 Environmental concerns.</p> <p>4.7 Respect for rights of peers and seniors at workplace.</p> <p>4.8 Communication with peers and seniors at workplace.</p>
5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)</p> <p>5.2 tools, equipment and physical facilities appropriate to perform activities</p> <p>5.3 materials, consumables to perform activities.</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA

Unit Code and Title	OU-FUR-Crp-15-L3-V1: Make Angled and Curved Furniture by Using Wood
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make angled and curved furniture by using wood. It specifically includes the tasks of preparing for work, completing structure and maintaining equipment.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 Work instructions are used to determine job requirements</p> <p>1.3 Construction and assembly sequence are planned.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Suitable work area is selected for the tasks.</p> <p>1.6 Preparatory drawings for tasks are completed.</p> <p>1.7 Cutting list for components are developed.</p>
2. Complete structure	<p>2.1 Job is selected as per requirement;</p> <p>2.2 <u>Machines</u> are selected as per job requirement.</p> <p>2.3 Materials, <u>tools and equipment</u> are used as per job requirement;</p> <p>2.4 Materials (Wood) are bent and formed in accordance with the plan.</p> <p>2.5 Components are made as per required <u>shapes;</u></p> <p>2.6 Components are assembled as per standard;</p> <p>2.7 Assembled <u>furniture</u> is checked for quality.</p>
3. Maintain equipment and workplace	<p>3.1 Work area is cleaned and maintained in accordance with workplace procedures.</p> <p>3.2 Machinery is cleaned and left in safe mode.</p> <p>3.3 Faulty and defective equipment is tagged and reported in accordance with workplace practices.</p> <p>3.4 Workplace documentation and reports are completed.</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Machines	<ul style="list-style-type: none"> 1.1. Band saw 1.2. Circular saw 1.3. Miter saw 1.4. Jointer planner 1.5. Thickness planner 1.6. Mortise machine 1.7. Edge sander 1.8. Pedestal grinder 1.9. Jig saw
2. Tools and equipment	<ul style="list-style-type: none"> 2.1 Measuring tapes 2.2 Hammer 2.3 Mallet 2.4 Try Square 2.5 Bevel Square 2.6 Chisel 2.7 Planner 2.8 Hand saws 2.9 Clamps 2.10 Screwdrivers 2.11 Pincers 2.12 Spoke shape 2.13 Files
3. Shapes	<ul style="list-style-type: none"> 3.1 Square 3.2 Rectangular 3.3 Tapper 3.4 Round 3.5 Triangular 3.6 Curvature
4. Furniture	<ul style="list-style-type: none"> 4.1 Oval shape dinning, 4.2 Round table 4.3 Curved cabinet 4.4 Easy chair 4.5 Dinning chair
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	

1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ol style="list-style-type: none"> 1.1 prepared for the structure of angled and curved furniture using wood. 1.2 applied safe handling requirements for equipment, products and materials 1.3 followed work instructions, operating procedures and inspection practices to: <ol style="list-style-type: none"> 1.3.1 structure of angled and curved furniture using wood 1.3.2 minimize wastage of resources, including materials, time and money
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1 Characteristics, properties and selection criteria of the materials for use in angled and curved furniture 2.2 Capabilities and limitations of tools used 2.3 Workflow in relation to the furniture items being made or repaired
3. Underpinning skills	<ol style="list-style-type: none"> 3.1 Collecting, organizing and interpreting information related to work orders, basic plans and safety procedures. 3.2 Interpreting work document to communicate ideas and information to enable confirmation of work requirements and specifications. 3.3 Planning and organizing activities, 3.4 Working in a team as a member 3.5 Using pre-checking and inspection techniques
4. Required attitudes	<ol style="list-style-type: none"> 4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	<p>The following resources must be provided:</p> <ol style="list-style-type: none"> 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ol style="list-style-type: none"> 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.

7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
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Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA

Unit Code and Title	OU-FUR-Crp-16-L3-V1: Make Angled and Curved Furniture Using Manufactured Board
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make angled and curved furniture using manufactured board. It includes preparing for work, completing make and finishing operation and maintain equipment.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OHS) requirements, are observed throughout the work.</p> <p>1.2 Work instructions are used to determine job requirements;</p> <p>1.3 making and assembly sequence are planned.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Suitable work area is selected for the tasks.</p> <p>1.6 Preparatory drawings for tasks are completed.</p> <p>1.7 Cutting list for components are developed.</p>
2. Complete structure	<p>2.1 Job is selected as per requirement</p> <p>2.2 <u>Machines</u> are selected as per job requirement.</p> <p>2.3 Materials, <u>tools and equipment</u> are used as per requirement</p> <p>2.4 Materials (process Wood) are bent and formed in accordance with the plan.</p> <p>2.5 Components are manufactured, including any specified shapes, angles or curves, and checked against set-outs and job requirements.</p> <p>2.6 Components are assembled and checked against set-outs for accuracy, fit, twist and distortion.</p> <p>2.7 Doors, drawers and shelves are assembled and fitted.</p> <p>2.8 Assembled <u>furniture</u> is checked for quality.</p>
3. Finish operation and maintain equipment	<p>3.1 Work area is cleaned and maintained in accordance with workplace procedures.</p> <p>3.2 Machinery is cleaned and left in safe mode.</p> <p>3.3 Faulty and defective equipment is tagged and reported in accordance with workplace practices.</p> <p>3.4 Workplace documentation and / or reports are completed.</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Machines	<ul style="list-style-type: none"> 1.1 Band saw 1.2 Panel saw machine 1.3 Miter saw 1.4 Edge sander 1.5 Pedestal grinder 1.6 Jig saw 1.7 Edge bending machine 1.8 Boring machine
2. Tools and equipment	<ul style="list-style-type: none"> 2.1 Measuring tapes 2.2 Hammer 2.3 Mallet 2.4 Try Square 2.5 Bevel Square 2.6 Clamps 2.7 Screwdrivers 2.8 Spoke shape 2.9 Files
3. Furniture	<ul style="list-style-type: none"> 3.1 Oval shape dinning, 3.2 Round table 3.3 Curved cabinet 3.4 Easy chair 3.5 Dinning chair
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for the making of angled and curved furniture using manufactured board 1.2 applied safe handling requirements for equipment, products and materials, including use of personal protective equipment 1.3 followed work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> 1.3.1 making angled and curved furniture using manufactured board 1.3.2 minimized wastage of resources, including materials, time and money.
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Characteristics, properties and selection criteria of the materials for use in making of angled and curved furniture 2.2 Capabilities and limitations of tools used. 2.3 Workflow in relation to the furniture items being made or repaired.

3. Underpinning skills	3.1 Making procedure of angled and curved furniture 3.2 Using of manufactured board for angled and curved furniture
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-Crp-17-L3-V1: Make Chair and Couch Frames
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make chair and couch frames. It specifically includes the tasks of preparing for work, completing structure and maintaining equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 Work instructions are used to determine job requirements</p> <p>1.3 <u>Tools, equipment, machines</u> and materials suitable to make <u>chair</u> and <u>couches frame</u> are selected.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Suitable work area is selected for the tasks.</p> <p>1.6 Preparatory drawings for tasks are completed.</p> <p>1.7 Cutting list for component is developed.</p>
2. Complete structure	<p>2.1 Tools, equipment, machines and materials are used in accordance with safety requirements and manufacturer's specification.</p> <p>2.2 Components are prepared, including any specified shapes, angles or curves, and checked against set-outs and job requirements.</p> <p>2.3 Components are assembled using jigs, clamps and fastenings.</p> <p>2.4 Assembled chair / couch is checked for compliance with specifications.</p>
3. Maintain equipment and workplace	<p>3.1 Unused materials are stored or recycled as per workplace instructions.</p> <p>3.2 <u>Tools and equipment</u> are cleaned and stored in the designated place as per workplace instructions.</p> <p>3.3 Work area is cleaned and rubbish disposed of in accordance with workplace procedures.</p> <p>3.4 Workplace documentation and/or reports are completed as required.</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Machines	<ul style="list-style-type: none"> 1.1 Bench drill 1.2 Panel saw 1.3 Circular saw 1.4 Thickness planner 1.5 Spindle molder 1.6 Jointer planner 1.7 Mortise machine 1.8 Tenon machine 1.9 Band saw
2. Chairs	<ul style="list-style-type: none"> 2.1 Dining chairs 2.2 Office chairs 2.3 Lounge chairs
3. Couch frames	<ul style="list-style-type: none"> 3.1 Divan 3.2 Sofa 3.3 Dining Chair
4. Tools	<ul style="list-style-type: none"> 4.1 Chisels 4.2 Mallets 4.3 Vernier calipers 4.4 Vices 4.5 Planner 4.6 Hand saw 4.7 Files 4.8 Hand drills 4.9 Marking gauges 4.10 Tri-Square 4.11 Bevel square 4.12 Claw hammer 4.13 Measuring tape 4.14 Nail punch 4.15 Pliers 4.16 Gripper 4.17 Screwdriver 4.18 Sprit level
5. Equipment	<ul style="list-style-type: none"> 5.1 Nail gun 5.2 Stapler gun 5.3 Router

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.

1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ol style="list-style-type: none"> 1.1 apply safe handling requirements for equipment, products and materials, 1.2 followed work instructions, operating procedures and inspection practices to: <ol style="list-style-type: none"> 1.2.1 construct chairs and couch frames 1.2.2 minimize wastage of resources, including materials, time and money 1.2.3 work with others and in a team by recognizing dependencies and using cooperative approaches to optimize work flow and productivity
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1 Workflow in relation to the furniture items being made or repaired. 2.2 Making of chair and coach 2.3 Selection of tools, materials, equipment and machinery 2.4 Procedure of making of chair and coach
3. Underpinning skills	<ol style="list-style-type: none"> 3.1 Preparing components of chair 3.2 Preparing components of couch frames
1. Required attitudes	<ol style="list-style-type: none"> 1.1 Commitment to occupational safety and health. 1.2 Promptness in carrying out activities. 1.3 Sincere and honest to duties. 1.4 Eagerness to learn. 1.5 Tidiness and timeliness. 1.6 Environmental concerns. 1.7 Respect for rights of peers and seniors at workplace. 1.8 Communication with peers and seniors at workplace.
2. Resource implication	<p>The following resources must be provided:</p> <ol style="list-style-type: none"> 2.1 workplace (actual or simulated) 2.2 tools, equipment and physical facilities appropriate to perform activities 2.3 materials, consumables to perform activities.
3. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ol style="list-style-type: none"> 3.1 written test 3.2 demonstration 3.3 oral questioning 3.4 portfolio.
4. Contexts of assessment	<ol style="list-style-type: none"> 4.1 Competency assessment must be done in NSDA accredited assessment centre 4.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OU-FUR-Crp-18-L3-V1: Make Furniture Using Processed Wood
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make furniture using processed wood. It specifically includes the tasks of preparing for work, setting up machines, applying conversion techniques and maintaining equipment.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 Job is selected as per requirement</p> <p>1.3 <u>Tools, equipment</u> and materials are selected as per job requirement</p> <p>1.4 Work instructions are used to determine job requirements</p> <p>1.5 Cutting list and job specifications are read and interpreted.</p> <p>1.6 Material for machining is selected and inspected for quality.</p> <p>1.7 Cutting patterns are applied to minimise waste material.</p> <p>1.8 Procedures are identified for maximising energy efficiency while completing the job.</p> <p>1.9 <u>Processed wood</u> are selected as per requirement.</p>
2. Set up machines	<p>2.1 Safety equipment, including emergency stops, gauges, guards and controls are checked;</p> <p>2.2 <u>Machines</u> settings and adjustments are made in accordance with job requirements</p> <p>2.3 Machines, cutting tools and jigs are identified and checked for safe and effective operation;</p> <p>2.4 Trial runs are conducted to check machine operation, accuracy and quality of finished work;</p> <p>2.5 Necessary adjustments are made to machine settings.</p>

3. Apply conversion techniques	<p>3.1 Machine start-up procedure is carried out in accordance with manufacturer instructions.</p> <p>3.2 Conversion techniques are selected as per requirement.</p> <p>3.3 Material is fed / placed into machine in accordance with manufacturer instructions</p> <p>3.4 Machine is operated in accordance with operating manual</p> <p>3.5 Machine operation is monitored to ensure product quality and output.</p> <p>3.6 Products that do not meet quality requirements are repaired, recycled or discarded according to client requirements</p> <p>3.7 Problems with the required work and / or the operation of the machine are identified and reported to appropriate persons.</p>
4. Maintain equipment and workplace	<p>4.1 Work area is cleaned, hand and power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures.</p> <p>4.2 Machinery is cleaned and left in a safe mode.</p> <p>4.3 Faulty equipment is tagged and reported in accordance with workplace practices.</p> <p>4.4 Unused hardware is collected and stored for re-use or disposal following workplace procedures.</p> <p>4.5 Waste and scrap materials are dealt with following workplace procedures.</p>
Range of Variables	
Variable	Range (may include but not limited to:)
1. Tools and equipment	<p>1.1 Measuring tapes</p> <p>1.2 Hammer</p> <p>1.3 Mallet</p> <p>1.4 Try Square</p> <p>1.5 Bevel Square</p> <p>1.6 Clamps</p> <p>1.7 Screwdrivers</p> <p>1.8 Spoke shape</p> <p>1.9 Files</p>
2. Manufactured boards	<p>2.1 Particle board</p> <p>2.2 MDF board</p> <p>2.3 HDF board</p> <p>2.4 Veneer board</p> <p>2.5 Ply wood</p> <p>2.6 Wood tex</p> <p>2.7 Laminating board</p> <p>2.8 PVC Board</p>

3. Machines	<ul style="list-style-type: none"> 3.1 Panel saw 3.2 Molder machine 3.3 Boring machine 3.4 Edge bending machine 3.5 Jig saw 3.6 Screw gun 3.7 Nail gun 3.8 Trimmer 3.9 Router 3.10 Stapler
4. Conversion techniques	<ul style="list-style-type: none"> 4.1 Sawing 4.2 Grooving 4.3 Trimming 4.4 Boring 4.5 Shaping 4.6 Edging
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 read and interpreted cutting lists and job specifications to prepare for work 1.2 applied at least five (5) different conversion operations using different operations / methods, including the: <ul style="list-style-type: none"> 1.2.1 preparation of cutting plans to minimize wastage 1.2.2 selection of the correct materials 1.2.3 cutting at least 1(one) surfaced board requiring the use of a panel saw
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Types, characteristics and uses of manufactured board. 2.2 Technique of machine set up 2.3 Conversion technique
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying types, characteristics and uses of manufactured board. 3.2 Applying technique of machine set up 3.3 Applying conversion technique

4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Contexts of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-Crp-19-L3-V1: Apply Quality Procedures
Unit Descriptor	This unit covers the knowledge, skills and attitude required to apply quality procedures. It specifically includes the tasks of identifying and following quality procedures, and maintaining standard procedures.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify quality procedures	1.1. <u>Manuals</u> are collected as per sample product; 1.2. Importance of manuals is recognized; 1.3. Instructions and procedures are identified; 1.4. Required information are collected from manuals; 1.5. Performance measurement systems are identified;
2. Follow quality procedures	2.1 Instructions and procedures are followed strictly and duties are performed in accordance with demand of <u>quality improvement system</u> ; 2.2 Concept of supplying product or service to meet the <u>customer quality requirements</u> is understood and accordingly applied; 2.3 Conformance to specifications is ensured; 2.4 Defects are detected and reported to competent authority according to standard operating procedures;
3. Maintain standard procedures	3.1 Performance is assessed at regular interval 3.2 Specifications and standard operating procedures are established 3.3 Quality of product is checked and verified 3.4 Quality control and quality assurance system procedures for each job are followed 3.5 Conformance to specification is ensured in every case at all situations
Range of Variables	
Variables	Range (may include but not limited to):
1. Manuals	1.1 Customers specification manual 1.2 Compliance manual 1.3 Maintenance procedure manual 1.4 Periodic maintenance manual 1.5 Quality manual 1.6 Signs and symbols, instruction manuals
2. Quality improvement system	2.1 Quality inspection 2.2 Testing 2.3 Quality control

	<ul style="list-style-type: none"> 2.4 Quality assurance 2.5 Total Quality Management
3. Customer quality requirements	<ul style="list-style-type: none"> 3.1 Performance 3.2 Features 3.3 Reliability 3.4 Conformance 3.5 Aesthetics 3.6 Durability
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 followed instructions and procedures strictly 1.2 performed duties in accordance with demand of quality system 1.3 ensured conformance to specifications 1.4 detected defects and reported to authority in accordance to standard operating procedures 1.5 understood concept of supplying product or service to meet the customer quality requirements 1.6 held responsible for quality work 1.7 followed quality control and quality assurance system procedures for each job
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Importance of maintaining quality 2.2 quality, quality assurance, quality control, quality inspection, quality improvement and total quality control 2.3 Process and procedures for improving and maintaining quality 2.4 Procedures for addressing defects. 2.5 Record keeping within the quality improvement system in workplace 2.6 Factors, which affect successful implementation of the quality systems and procedures
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Maintaining good quality 3.2 Eliminating poor quality 3.3 Understanding the meaning of the key terms - quality, quality assurance, quality control, quality inspection, quality improvement and total quality control. 3.4 Improving and maintaining quality 3.5 Addressing defects and procedures 3.6 Recording within the quality improvement system in workplace. 3.7 Implementing quality systems and procedures

4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Development of Competency Standard

The Competency Standards for National Skills Certificate in Carpentry, Level-1, 2 and 3 is developed by NSDA on 20-24 November 2022.

List of Members

Sl No	Name and Address	Position in the committee
1.	Md Joshim Uddin Gazi, Carpenter, US Embassy, Dhaka	Member
2.	Nasir Uddin Ahamed, Supdt. Instructor, DAERS, Carpentry Shop, BUET, Dhaka	Member
3.	Md. Obaidul Haque, Ex GM (Production), OTOBI Ltd. Dhaka	Member
4.	Md. Mohiuddin, Trainer Carpentry, UCEP TVET Institute, Dhaka	Member
5.	Md. Zillur Rahman Khan, Instructor (Civil), Dhaka Polytechnic Institute	Member
6.	Md Abdur Razzaque, Specialist-1, NSDA, Dhaka	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Carpentry, Level- 1, 2 and 3 is validated by NSDA 28-29 December 2022.

List of Members of SCVC

Sl No	Name and Address	Position in the committee	Signature
1.	A Karim Majumder, Managing Director, Nadia Furniture Ltd. Singair, Manikganj, Mobile: 01819-241830, Email: karim@nadiafurniture.com	Chairperson	
2.	Md Joshim Uddin Gazi, Carpenter, US Embassy, Dhaka, Mobile: 017126-59663, Email: joshimuddingazi@gmail.com	Member	
3.	Md. Obaidul Haque, Ex GM (Production), OTOBI Ltd. Dhaka, Mobile: 018181-20736, Email: obaidulhaque1967@gmail.com	Member	
4.	Md. Zillur Rahman Khan, Instructor (Civil), Dhaka Polytechnic Institute, Mobile: 01711-158084, Email: zillurznf99@gmail.com	Member	
5.	Md Anowarul Haque, Head of Institute, Akhtar Furniture Academy, Singair, Manikganj, Mobile: 01799-949901, Email: afa.anowarul@gmail.com	Member	
6.	Kazi Md Monirul Islam, DGM (Production), Nadia Furniture, Singair, Manikganj, Mobile: 01871-006809, Email: kazimonir.nfl@gmail.com	Member	
7.	Md Abdur Razzaque, Specialist-1, NSDA, Dhaka, Mobile: 01742-734313, Email: razzaque159@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh
Prime Minister's Office
National Skills Development Authority
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nsd.gov.bd

Minutes of the Competency Standard Validation Workshop on “Carpentry, Level-3” Occupation.

Chairman	: , Chairman, FSISC,
Date	: 28-29 December 2022
Time	: 9:30 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman inaugurated the workshop by welcoming the expert participants attended in the workshop. He urges the participants to share their expert opinion to make the standard effective, job market responsive and updated one. During the day-long workshop, the competency standard of “Carpentry, Level-3” occupation was reviewed, modified and finalized in detail.

The following changes and modification were made to validate and finalize the competency standard.

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1.	Name and level of occupation	Yes		
2.	Nominal Hour	Yes		360 hours
3.	Unit of Competency		No.	<ul style="list-style-type: none">• 1 new UoC is added
4.	Element		No.	<ul style="list-style-type: none">• Total 03 elements are edited• 02 element is added or deleted
5.	Performance Criteria		No.	<ul style="list-style-type: none">• Total 10 performance criteria edited and finetuned as per elements
6.	Variables		No.	<ul style="list-style-type: none">• 12 new variables are added
7.	Critical Aspect of Competence		No.	<ul style="list-style-type: none">• Necessary changes have been made in the critical aspect of competency according to above changes.
8.	Underpinning knowledge		No.	<ul style="list-style-type: none">• Necessary changes have been made in the underpinning knowledge according to above changes.
9.	Underpinning Skills		No.	<ul style="list-style-type: none">• Necessary addition, changes and fine tuning have been made.
10.	Attitude	Yes		
11.	Resources	Yes		
12.	Assessment methods	Yes		

13.	Others			<ul style="list-style-type: none"> • The nominal hours of the units of competencies have been rescheduled for content consideration. • Overall, the occupation has been included in Level-3 according to NSQF (BNQF 1-6).
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Through the above activities, the Competency Standard has been finalized and validated as **“Carpentry, Level-3.**



Chairman

Committee on Standard and Curriculum

Validation,

Chairman – FSISC