



COMPETENCY STANDARD
FOR
Mid-Level Management for RMG Production
(RMG & Textile ISC)

Level: 04

Competency Standard Code: RTCS0007L4V1

এনএসডিএ এর কার্যনির্বাহী কর্মিটির
২২/০২/২১ তারিখে অনুষ্ঠিত ৫২ সভায় অনুমোদিত

National Skills Development Authority
Prime Minister's Office, Bangladesh

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Introduction

The National Skills Development Authority (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 skill 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, 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. "**Mid-Level Management for RMG Production**" is selected as one of the priority occupations of **RMG and Textile Sector**. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in TVET. Trainees who successfully pass the assessment will receive a qualification in the National Technical and Vocational Qualification Framework (NTVQF) 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.



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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 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 **RMG & Textile 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 guide

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.



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**Competency Standards for National Skill Certificate – IV in
Mid-Level Management for RMG Production**

NTVQF with Job Classifications

NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC 3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Basic Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic Worker
Pre-Voc 2	National Pre-Vocation Certificate 2 (NPVC 2)			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 (NPVC 1)			Pre-Vocation Trainee



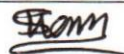
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NTVQF Level Descriptors

NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
6	<ul style="list-style-type: none"> Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge 	<ul style="list-style-type: none"> Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems 	<ul style="list-style-type: none"> Manage a team or teams in workplace activities where there is unpredictable change Identify and design learning programs to develop performance of team members 	Supervisor / Middle Level Manager / Sub Assistant Engr. etc.
5	<ul style="list-style-type: none"> Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas. 	<ul style="list-style-type: none"> Take overall responsibility for completion of tasks in work or study Apply past experiences in solving similar problems 	Highly Skilled Worker / Supervisor
4	<ul style="list-style-type: none"> Broad knowledge of the underlying, concepts, principles, and processes in a specific study area 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Take responsibility, within reason, for completion of tasks in work or study Apply past experiences in solving similar problems 	Skilled Worker
3	<ul style="list-style-type: none"> Moderately broad knowledge in a specific study area. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Work or study under supervision with some autonomy 	Semi-Skilled Worker
2	<ul style="list-style-type: none"> Basic underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Basic skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under indirect supervision in a structured context 	Basic Skilled Worker



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NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
1	<ul style="list-style-type: none"> Elementary understanding of the underpinning knowledge in a specific study area. 	<ul style="list-style-type: none"> Limited range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a structured context 	Basic Worker
Pre-Voc 2	<ul style="list-style-type: none"> Limited general knowledge 	<ul style="list-style-type: none"> Very limited range of skills and use of tools required to carry out simple tasks 	<ul style="list-style-type: none"> Work or study under direct supervision in a well-defined, structured context. 	Pre-Vocation Trainee
Pre-Voc 1	<ul style="list-style-type: none"> Extremely limited general knowledge 	<ul style="list-style-type: none"> Minimal range of skills required to carry out simple tasks 	<ul style="list-style-type: none"> Simple work or study exercises, under direct supervision in a clear, well defined structured context 	Pre-Vocation Trainee



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List of Abbreviations

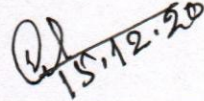
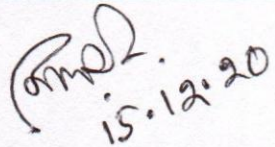
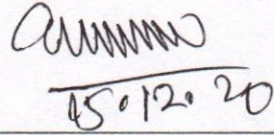
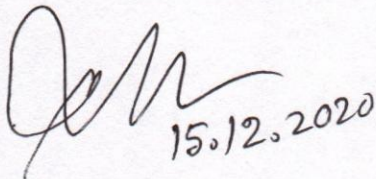
- NSDA - National Skills Development Authority
- CS – Competency Standard
- ILO – International Labor Organization
- ISC – Industry Skills Council
- NPVC – National Pre-Vocation Certificate
- NTVQF – National Technical and Vocational Qualifications Framework
- SCVC – Standards and Curriculum Validation Committee
- TVET – Technical Vocational Education and Training
- UoC – Unit of Competency
- OSH – Occupational Safety and Health
- PPE – Personal Protective Equipment
- SOP – Standard Operating Procedures
- BOM – Bill of Material
- CM – Cost Manufacturing
- FOB – Free on Board
- TNA – Time and Action
- ERC – Export Registration Certificate
- IRC – Import Registration Certificate
- TIN – Tax Identification Number
- VAT – Value Added Tax
- L/C – Letter of Credit

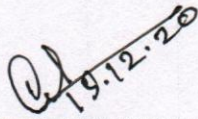


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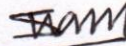
Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
Dulal Krishna Saha Executive Chairman (Secretary) National Skills Development Authority (NSDA)	 15.12.20
Mohammad Rezaul Karim Member (Skills Standard & Certification) Additional Secretary National Skills Development Authority (NSDA)	 15.12.20
Md. Nurul Amin Member (Admin & Finance) Joint Secretary National Skills Development Authority (NSDA)	 15.12.20
Alif Rudaba Member (Planning & Research) and Member (Coordination & Evaluation) Joint Secretary National Skills Development Authority (NSDA)	 15.12.2020


19.12.20

Dulal Krishna Saha
Executive Chairman (Secretary)
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Date:


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**National Competency Standards for National Skill Certificate –4 in
Mid-Level Management for RMG Production**

Course Structure

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				50
1	GU002L2V1	Apply Occupational Safety and Health (OSH) Practices in the Workplace	2	15
2	GU005L3V1	Carry out workplace interaction in English	3	15
3	GU006L3V1	Apply basic IT skills	3	20
Sector Specific Competencies				50
4	SURT001L2V1	Recognize the RMG Business Scenario	2	15
6	SURT003L3V1	Perform Measurement and Calculations	3	15
7	SURT004L3V1	Apply Quality Procedure	3	20
Occupation Specific Competencies				260
8	OUMLM001L4V1	Perform sewing machine operations	4	60
9	OUMLM002L4V1	Develop plan and schedule	4	40
10	OUMLM003L4V1	Interpret organisational structure	4	30
11	OUMLM004L4V1	Carry out leadership in the workplace	4	40
12	OUMLM005L4V1	Resolve conflict and assess risk	4	40
13	OUMLM006L4V1	Evaluate production performance	4	50
Total Nominal Learning Hours				360

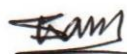


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**Competency Standards for National Skill Certificate – 4 in
Mid-Level Management for RMG Production**

**Units & Elements at a glance:
Generic Competencies**

Code	Unit of Competency	Elements of Competency	Duration Hours
GU002L2V1	Apply Occupational Safety and Health (OSH) Practices in the Workplace	<ol style="list-style-type: none"> 1. Identify, control and report OSH hazards 2. Conduct work safety 3. Follow emergency response procedures 4. Maintain and improve health and safety in the workplace 	15
GU005L3V1	Carry out workplace interaction in English	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Interpret Workplace Documents. 3. Work as a team member. 4. Participate in workplace meetings and discussions 5. Practice professional ethics at work. 	15
GU006L3V1	Apply basic IT skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools. 2. Operate Computer. 3. Work with word processing software. 4. Use spread sheet to create /prepare worksheets. 5. Use presentation packages to create / prepare presentation 6. Print the documents 7. Use the Internet and Access E-Mail. 	20
Total Hour			50



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**Competency Standards for National Skill Certificate – 4 in
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Sector Specific Competencies

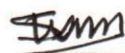
Code	Unit of Competency	Elements of Competency	Nominal Hours
SURT001L2V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> 1. Examine the background of RMG sector. 2. Identify major industries of RMG sector. 3. List prime local and export markets. 	15
SURT003L2V1	Perform Measurement and Calculations in the RMG Sector	<ol style="list-style-type: none"> 1. Select measuring devices. 2. Obtain measurements for apparel. 3. Perform simple calculations. 	15
SURT004L3V1	Apply Quality Procedure	<ol style="list-style-type: none"> 1. Identify quality procedures. 2. Follow quality procedure. 3. Maintain standard procedure 	20
Total Hours			50



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Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Nominal Hours
OUMLM001L4V1	Perform sewing machine operations	<ol style="list-style-type: none"> 1. Interpret operation flow chart. 2. Identify garments and garment parts. 3. Adjust sewing machines. 4. Operate sewing machines. 	40
OUMLM002L4V1	Develop plan and schedule	<ol style="list-style-type: none"> 1. Identify goal and targets. 2. Perform planning and scheduling. 	45
OUMLM003L4V1	Interpret organisational structure	<ol style="list-style-type: none"> 1. Identify production departments. 2. Identify non-production departments. 	30
OUMLM004L4V1	Carry out leadership in the workplace	<ol style="list-style-type: none"> 1. Develop and facilitate team cohesion 2. Communicate with team members 	40
OUMLM005L4V1	Resolve conflict and assess risk	<ol style="list-style-type: none"> 1. Resolve conflict 2. Assess risk and make decision 	40
OUMLM006L4V1	Evaluate production performance	<ol style="list-style-type: none"> 1. Mentor personnel 2. Maintain Production Quality 3. Evaluate performance 	60
Total Hours			260



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Generic Competencies



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Unit Code and Title	GU002L2V1: Apply Occupational Safety and Health (OSH) Practices in the Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to apply occupational safety and health (OSH) practices in workplace. It specifically includes – identify, control and report OSH hazards; conduct work safety; follow emergency response procedures; and maintain and improve safety and health in the workplace.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables
1. Identify, control and report OSH hazards	1.1 Immediate work area is routinely checked for Occupational Health and Safety (OSH) hazards prior to commencing and during work. 1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility. 1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures. 1.4 Safety signs and symbols are identified and followed.
2. Conduct work safety	2.1 OSH practices are applied in the workplace. 2.2 Personal Protective Equipment (PPE) is used.
3. Follow emergency response procedures	3.1 Emergencies are identified and reported according to workplace requirements. 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures. 3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.
4. Maintain and improve health and safety in the workplace	4.1 Risks are identified and appropriate control measures are implemented in the workplace. 4.2 Recommendations arising from risk assessments are implemented within level of responsibility. 4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel. 4.4 Safety records are maintained according to company policies .
Range of Variables	
Variables	Range (may include but not limited to):

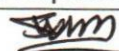


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1. Hazards	<p>1.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards</p> <p>1.2 Working with and near moving equipment / load shifting equipment</p> <p>1.3 Broken or damaged equipment or materials</p>
2. Personal Protective Equipment (PPE)	<p>2.1 Apron</p> <p>2.2 Safety Helmet</p> <p>2.3 Goggles</p> <p>2.4 Ear muffs</p> <p>2.5 Gas mask</p> <p>2.6 Face shield</p> <p>2.7 Ear plugs</p> <p>2.8 Gloves</p> <p>2.9 Safety Boots</p>
3. Workplace procedures	<p>3.1 OSH system and related documentation including policies and procedures</p> <p>3.2 Standard Operating Procedures (SOPs)</p> <p>3.3 Information on Hazards and work process, hazard alerts, safety signs and symbols</p> <p>3.4 Labels</p> <p>3.5 Material Safety Data Sheets (MSDSs) and manufacturers' advice</p>
4. Company policies	<p>4.1 Job related Standard Operating Procedures (SOPs)</p> <p>4.2 Occupational Health and Safety (OSH) specific procedures</p>
<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 evidence that the candidate:</p> <p>1.1 used personal protective equipment (PPE).</p> <p>1.2 identified hazards.</p> <p>1.3 took corrective action of different hazards.</p> <p>1.4 took corrective action for emergency procedure.</p> <p>1.5 reported emergency to the supervisor / manger.</p> <p>1.6 satisfied requirements mentioned in the performance criteria and range of variables.</p>


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2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 OSH Workplace Policies and Procedures 2.2 Work Safety Procedures 2.3 Fire and emergency procedures 2.4 Types of Hazards (Biological, Chemical and Physical and their effects) 2.5 PPE types and uses 2.6 Personal Hygiene Practices 2.7 OSH Awareness 2.8 Steps of Hazard Identification 2.9 Principles of Hazards control 2.10 Employer's Role 2.11 Supervisor's Responsibilities
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Interpreting OSH policies and procedures 3.2 Interpreting personal work safety practices 3.3 Reporting process of hazards and risks 3.4 Responding techniques to emergency procedures 3.5 Maintaining procedure of physical well-being in the workplace
4. Required attitude	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools and equipment appropriate to workplace 5.3 Materials relevant to the proposed activity 5.4 All tools, equipment, material and documentation required 5.5 Relevant specifications or work instructions
6. Methods of assessment	<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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor
<p>Accreditation Requirements 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 any NTVQF qualification must accredit training Providers. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	



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Unit Code and Title	GU005L3V1: Carryout Workplace Interaction in English
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to carry out workplace interaction. It specifically includes – interpreting workplace communication and etiquette; reading and understand workplace documents; participating in workplace meetings and discussions; and practicing professional ethics at workplace.
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components
1. Interpret workplace communication and etiquette	<p>1.1 Workplace code of conducts are interpreted as per organizational guidelines</p> <p>1.2 Appropriate lines of communication are maintained with supervisors and colleagues</p> <p>1.3 Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information</p> <p>1.4 Questions about routine <u>workplace procedures and matters</u> are asked and responded as required</p>
2. Interpret Workplace Documents	<p>2.1 Workplace documents are interpreted as per standard.</p> <p>2.2 Assistance is taken to aid comprehension when required from peers / supervisors</p> <p>2.3 Visual information / symbols / signage's are understood and followed</p> <p>2.4 Specific and relevant information are accessed from <u>appropriate sources</u></p> <p>2.5 Appropriate medium is used to transfer information and ideas</p>
3. Participate in workplace meetings and discussions	<p>3.1 Team meetings are attended on time and followed meeting procedures and etiquette</p> <p>3.2 Own opinions are expressed and listened to those of others without interruption</p> <p>3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes</p>
4. Practice professional ethics at workplace	<p>4.1 Responsibilities as a team member are demonstrated and kept promises and commitments made to others</p> <p>4.2 Tasks are performed in accordance with workplace procedures</p> <p>4.3 Confidentiality is respected and maintained</p> <p>4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided</p>
Range of Variables	



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Variable	Range (may include but not limited to):
1. Courteous Manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace Procedures and Matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate Sources	3.1 HR Department 3.2 Managers 3.3 Supervisors
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 followed workplace code of conducts is as per organizational guidelines 1.2 maintained workplace documents as per standard 1.3 followed workplace instructions and symbols 1.4 followed and implemented meeting outcomes
2. Underpinning Knowledge	2.1 Workplace communication and etiquette 2.2 Workplace documents, signs and symbols 2.3 meeting procedure and etiquette
3. Underpinning Skills	3.1 Interpreting performance of workplace communication and etiquette 3.2 Interpreting workplace instructions and symbol 3.3 Interpreting workplace code of conducts is as per organizational guidelines 3.4 Interpreting workplace documents as per standard 3.5 Interpreting and implementing meeting outcomes
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 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 in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided:



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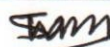
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	<p>5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.</p> <p>5.2 Required learning materials.</p>
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p> <p>6.4 Portfolio</p>
7. Context of Assessment	<p>7.3 Competency assessment must be done in a NSDA accredited assessment centre</p> <p>7.4 Assessment should be done by an NSDA certified/ nominated assessor</p>
<p>Accreditation Requirements</p> <p>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 any NTVQF qualification must accredit training Providers. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

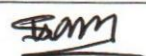


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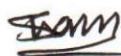
Unit Code and Title	GU006L3V1: Apply Basic IT Skills
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the basic knowledge, skills and attitude required to work with IT Tools. It specifically includes Identifying and using most commonly used IT Tools, operating computer, working with word processing software, using spread sheet to create /prepare worksheets, using presentation packages to create / prepare presentation, printing the documents and using the internet and access e-Mail.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables Training Components.
1. Identify and use most commonly used IT Tools	1.1 Context of IT is interpreted 1.2 Commonly used <u>IT tools</u> are identified 1.3 Safe work practice and OSH Standards are followed
2. Operate Computer.	2.1 <u>Peripherals</u> are checked and connected with computer as per standard 2.2 Power cords / adapter are connected with computer and power outlets socket safely. 2.3 Computer is switched on gently. 2.4 PC <u>desktop / GUI</u> settings are arranged and customized as per requirement. 2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement. 2.6 Properties of files and folders are viewed and searched. 2.7 Disks are defragmented, formatted as per requirement.
3. Work with word processing software.	3.1 Word Processing software is selected and started 3.2 Basic typing technique is demonstrated 3.3 <u>Documents</u> are created as per requirement in personal use and office environment 3.4 <u>Contents</u> are entered. 3.5 Documents are <u>formatted</u> . 3.6 Paragraph and page settings are completed
4. Use spread sheet to create /prepare worksheets	4.1 Spreadsheet are selected and started. 4.2 Worksheets are created as per requirement in Personal use and office environment. 4.3 Data are entered 4.4 <u>Functions</u> are used for calculating and editing logical operation 4.5 Sheets are formatted as per requirement. 4.6 Charts are created. 4.7 Charts/ Sheets are previewed



5. Use presentation packages to create / prepare presentation	<p>5.1 Appropriate presentation software packages are selected and started</p> <p>5.2 Presentation is created as per requirement in personal use and office environment</p> <p>5.3 Image, Illustrations, text, table, symbols and media are entered as per requirements.</p> <p>5.4 Presentations are formatted and animated.</p> <p>5.5 Presentations are previewed.</p>
6. Print the documents	<p>6.1 Printer is connected with computer and power outlet properly.</p> <p>6.2 Power is switched on at both the power outlet and printer.</p> <p>6.3 Printer is installed and added.</p> <p>6.4 Correct printer settings are selected and document is printed.</p>
7. Use the Internet and Access E-Mail	<p>7.1 Appropriate internet browsers are selected</p> <p>7.2 Search engines are used to access information</p> <p>7.3 Video / Information are Shared /downloaded / uploaded from / to web site/social media.</p> <p>7.4 Web based resources are used</p> <p>7.5 Email services are identified and selected to create a new email address</p> <p>7.6 Document is prepared, attached and sent to different types of recipient.</p> <p>7.7 Email is read, forwarded, replied and deleted as per requirement.</p> <p>7.8 Custom email folders are created and manipulated.</p> <p>7.9 Email message is printed.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. IT tools	<p>1.1 Phone</p> <p>1.2 Cell Phone</p> <p>1.3 TABs</p> <p>1.4 Radio</p> <p>1.5 Television</p> <p>1.6 Computers</p> <p>1.7 Laptops</p> <p>1.8 Notebooks</p> <p>1.9 Internet</p> <p>1.10 Software</p> <p>1.11 Satellite</p>
2. Peripherals	<p>2.1. Monitor</p> <p>2.2. Keyboard</p> <p>2.3. Mouse</p> <p>2.4. Modem</p> <p>2.5. Scanner</p> <p>2.6. Printer</p>



3. Desktop / GUI settings	<ul style="list-style-type: none"> 3.1 Icons 3.2 Taskbar 3.3 View 3.4 Resolutions
4. Documents	<ul style="list-style-type: none"> 4.1 Word documents 4.2 Standard CV / Bio-Data with different text & fonts, image and table. 4.3 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 4.4 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
5. Contents	<ul style="list-style-type: none"> 5.1 Illustrations and styles 5.2 Text 5.3 Table 5.4 Symbols 5.5 Header & Footer
6. Formatted.	<ul style="list-style-type: none"> 6.1 Bold 6.2 Italic 6.3 Underline 6.4 Font size, colour, 6.5 Change case 6.6 Alignment and intend
7. Functions	<ul style="list-style-type: none"> 7.1. Mathematics 7.2. Logical 7.3. Simple Statistical
8. Browsers	<ul style="list-style-type: none"> 8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the 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 created, opened, copied, renamed, deleted and sorted files and folders as per requirement. 1.2 completed application software Installations as per standard 1.3 performed simple trouble shooting with Computer 1.4 created email accounts. 1.5 used email account for online platforms purpose



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2. Underpinning Knowledge	<ul style="list-style-type: none"> 2.1 Basic competent of PC 2.2 IT and IT Tools 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Different type of math and logical functions 2.6 Computer Trouble Shooting 2.7 Techniques to access internet
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Identifying and use IT Tools 3.2 Demonstrating typing on word processing software 3.3 Saving and retrieving documents on Word Processing software. 3.4 Demonstrated ability to create email accounts 3.5 Opening an email account and use it for different purpose. 3.6 Configured appropriate printer settings and printed the document 3.7 Used functions for calculating and editing logical operation in spread sheet
4. Underpinning Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 IT Tools 5.3 Computers with word processing application 5.4 Internet connection 5.5 Presentations 5.6 Learning manuals
6. Methods of Assessment	<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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

Accreditation Requirements

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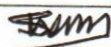


Sector Specific Competencies



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Unit Code and Title	SURT001L2V1: Recognize the RMG Business Scenario
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to recognize the RMG business scenario. It specifically includes examining the background of RMG industries, identifying the main industries within RMG industries, and identifying prime local and export markets.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Examine the background of RMG industries	1.1. Historical background of RMG industries is examined and described. 1.2. Backward and forward linkages are identified.
2. Identify main industries within RMG industries	2.1. Main industries of the RMG sector are identified. 2.2. Importance of RMG industries and main industries is explored and analyzed.
3. Identify prime local and export markets	3.1 Prime local markets and <u>export markets</u> are identified. 3.2 Local and export markets are listed.
Range of Variables	
Variable	Range (may include but not limited to):
1. Export markets	1.1 United States 1.2 European 1.3 Asian
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 illustrated history of RMG industries 1.2 identified prime local and export markets 1.3 listed local and export markets
2. Underpinning knowledge	2.1. History of RMG industries 2.2. Prime local and export markets
3. Underpinning skills	3.1. Interpreting the history of RMG industries 3.2. Interpreting prime local and export markets
4. Underpinning attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness



	<p>4.5. Respect for rights of peers and seniors in workplace</p> <p>4.6. Communication with peers and seniors in workplace</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1. Tools, equipment and physical facilities appropriate to perform activities.</p> <p>5.2. Materials, consumables to perform activities.</p>
6. Methods of Assessment	<p>6.1. Written Test</p> <p>6.2. Oral Questioning</p> <p>6.3. Demonstration</p> <p>6.4. Portfolio</p>
7. Context of Assessment	<p>7.1. Competency assessment must be done in a NSDA accredited assessment centre</p> <p>7.2. Assessment should be done by an NSDA certified/nominated assessor</p>

Accreditation Requirements

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Unit Code and Title	SURT003L2V1: Perform Measurement and Calculations
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform measurements and calculations in RMG sector. It specially includes selecting measuring devices, obtaining measurements for apparel and performing simple calculation.
Elements of Competency	Performance Criteria Bold and Underlined terms are elaborated in the Range of Variables.
1. Select measuring devices	<p>1.1. Work instructions are confirmed and applied to the job in hand</p> <p>1.2. Materials to be measured are identified as per job specifications</p> <p>1.3. Appropriate measuring devices are selected based on materials to be measured</p> <p>1.4. Specifications are obtained from relevant documents</p> <p>1.5. Tolerance and clearance limits are identified and adjusted according to the job requirements</p>
2. Obtain measurements for apparel	<p>2.1. Accurate measurements are obtained in accordance with job requirements</p> <p>2.2. Systems of measurements are identified and measurement conversions done as per requirement</p> <p>2.3. Measurements are confirmed and recorded in the given company format</p>
3. Perform simple calculations	<p>3.1. Simple calculations involving basic operations are carried out</p> <p>3.2. Other operations are used to complete tasks</p> <p>3.3. Appropriate formulas for calculating quantities of materials are selected</p> <p>3.4. calculations are performed and verified</p> <p>3.5. Material quantities are calculated and shared with team as per requirement</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Measuring device	<p>1.1. Measuring Tape</p> <p>1.2. Steel rule</p> <p>1.3. Calculator</p> <p>1.4. Sets square</p>
2. Documents	<p>2.1. Technical Manuals</p> <p>2.2. Specifications</p> <p>2.3. Sketches</p> <p>2.4. Charts</p>

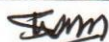


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	2.5. Photographs
3. Measurements	3.1. Length 3.2. Width 3.3. Weight 3.4. Tolerance
4. Basic operation	4.1. Addition 4.2. Subtraction 4.3. Multiplication 4.4. Division
5. Other operations	5.1. Fractions 5.2. Percentages 5.3. Mixed numbers 5.4. Conversions 5.5. Scales
6. Calculations	6.1. Area 6.2. Volume 6.3. Circumference 6.4. CBM 6.5. Volumetric Weight
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 selected measuring devices based on materials to be measured 1.2 obtained measurements as per job requirements 1.3 performed calculations for quantities of materials 1.4 confirmed and recorded measurements as per standard
2. Underpinning knowledge	2.1 Information on measuring devices 2.2 Selection technique of appropriate measuring devices 2.3 Measurement and calculation technique for apparel merchandising 2.4 Techniques of recording measurements 2.5 Way to allowance and Tolerance 2.6 Presentation of data and information 2.7 Instructions to use of measuring devices
3. Underpinning skills	3.1 Identifying measuring devices based on materials to be measured 3.2 Obtaining specification of measuring devices from relevant document 3.3 Obtaining the technique of measurement according to the job requirements 3.4 Identifying tolerance and clearance limits and adjusting according to the job requirements 3.5 Conforming and recording measurements as per standard



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4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1. Tools, equipment and physical facilities appropriate to perform activities. 5.2. Materials, consumables to perform activities.
6. Methods of assessment	6.1 Demonstration 6.2 Oral Questioning 6.3 Written Test 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor
<p>Accreditation Requirements</p> <p>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 any NTVQF qualification must accredit training Providers. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	


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Unit Code and Title	SURT004L3V1: Apply Quality Procedures
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required for applying quality procedures for RMG sector. It specially includes Identifying & following quality procedures & maintaining standard procedure
Elements of Competency	Performance Criteria Bold and Underlined terms are elaborated in the Range of Variables.
1. Identify quality procedures	1.1. Manuals are collected as per sample 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 procedure	2.1. Instructions and procedures are followed strictly and duties are performed in accordance with demand of quality improvement system . 2.2. Concept of supplying product or service to meet the customer quality requirements is understood and accordingly applied. 2.3. Conformance to specifications is ensured. 2.4. Defects are detected and reported to authority according to standard operating procedures
3. Maintain standard procedure	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 Buyers 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. 2.4 Quality assurance 2.5 Total Quality Management




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3. Customer quality requirements	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 and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol 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 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	<ol 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	<ol style="list-style-type: none"> 3.1 Interpreting good quality 3.2 Interpreting of the key terms - quality, quality assurance, quality control, quality inspection, quality improvement and total quality control. 3.3 Improving and maintaining quality 3.4 Addressing defects and procedures 3.5 Recording within the quality improvement system in workplace. 3.6 Implementing quality systems and procedures
4. Underpinning attitudes	<ol style="list-style-type: none"> 4.1 Commitment to occupational health and safety practices 4.2 Communication with peers, sub-ordinates and seniors in workplace. 4.3 Promptness in carrying out activities. 4.4 Tidiness and punctual. 4.5 Sincere and honest to duties 4.6 Responsible during emergencies

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	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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

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Occupation Specific Competencies



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Unit Code and Title	OUMLM001L4V1: Perform Sewing Machine Operations.
Nominal Hours	60 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude to perform sewing machine operations. It specifically includes interpreting operation flow chart, identifying garments and garments parts, interpreting basic adjustment on sewing machines, and operating sewing machines.
Elements of Competency	Performance Criteria Bold and Underlined terms are elaborated in the Range of Variables.
1. Interpret operation flow chart	1.1. <u>Operation flow chart</u> of garment manufacturing process is identified and described. 1.2. Steps within the operation flow chart are interpreted.
2. Identify garments and garment parts	2.1. <u>Types of garment</u> are identified for construction. 2.2. Garment parts and points of garment are identified as per sample. 2.3. <u>Methods of measuring</u> garments are identified.
3. Adjust sewing machines	3.1. <u>Types of sewing machine</u> are identified. 3.2. Functions of different types of sewing machines are explained. 3.3. Parts of sewing machines are identified. 3.4. Basic setting and adjustments of sewing machines are performed.
4. Operate sewing machines	4.1. Single needle machine is operated as per job requirement. 4.2. Overlock machine is operated as per job requirement.
Range of Variables	
Variables	Range (may include but not limited to):
1. Operation flow chart	1.1. Pattern making 1.2. Sample making 1.3. Marker preparation 1.4. Fabric cutting 1.5. Embellishment 1.6. Sewing 1.7. Finishing 1.8. Packing
2. Types of garment	2.1 Woven 2.2 Knit 2.3 Sweater
3. Methods of measuring	3.1. Sketch 3.2. Measurement chart 3.3. Horizontal 3.4. Vertical

4. Types of sewing machine	<ul style="list-style-type: none"> 4.1. Single needle 4.2. Double needle 4.3. Over lock 4.4. Feed of arm 4.5. Flat lock 4.6. Kansai multi needle 4.7. Bar truck 4.8. Button stitch 4.9. Button hole 4.10. Eye hole
<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 evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified garment parts and points as per sample 1.2 performed basic settings and adjustments of sewing machine 1.3 operated single needle machine 1.4 operated overlock machine
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Garment manufacturing process 2.2 Operation flow chart 2.3 Types of garment 2.4 Parts and points of garment 2.5 Measuring methods 2.6 Sewing machines
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Interpreting operation flow chart 3.2 Identifying types, parts and points of garment 3.3 Interpreting basic settings and adjustments of sewing machine 3.4 Interpreting operation single needle machine 3.5 Interpreting operation Overlock machine
4. Underpinning attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	<ul style="list-style-type: none"> 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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

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Unit Code and Title	OUMLM002L4V1: Develop Plan and Schedule
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to develop plan and schedule. It specifically includes interpreting goal and targets, and performing planning and scheduling.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Interpret goal and targets	1.1. SMART is defined. 1.2. SMART goal is identified and interpreted for production 1.3. Production Targets are interpreted and calculated as per job requirement.
2. Perform planning and scheduling	2.1. <u>Work plan</u> is explained as per job requirement 2.2. Work plan is prepared according to operational requirements. 2.3. Schedule is collected and maintained according to the work order. 2.4. Production targets are achieved according to work plan.
Range of Variables	
Variable	Range (may include but not limited to):
1. Work plan	1.1. Daily 1.2. Weekly 1.3. Monthly 1.4. Order wise
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. calculated production target 1.2. prepared workplan pursuant to operational requirements 1.3. maintained schedule as per work plan
2. Underpinning knowledge	2.1. SMART 2.2. Work planning 2.3. Scheduling
3. Underpinning skills	3.1. Identifying and interpreting SMART goal 3.2. Calculating technique of production target as per job requirement 3.3. Preparing technique of work plan as per operational



	<p>requirements</p> <p>3.4. Maintaining schedule as per work plan</p>
4. Underpinning Attitudes	<p>4.1. Commitment to occupational health and safety</p> <p>4.2. Environmental concerns</p> <p>4.3. Eagerness to learn</p> <p>4.4. Tidiness and timeliness</p> <p>4.5. Respect for rights of peers and seniors in workplace</p> <p>4.6. Communication with peers and seniors in workplace</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1. Tools, equipment and physical facilities appropriate to perform activities.</p> <p>5.2. Materials, consumables to perform activities.</p>
6. Methods of assessment	<p>6.1. Written Test</p> <p>6.2. Demonstration</p> <p>6.3. Oral Questioning</p> <p>6.4. Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in a NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by an NSDA certified/ nominated assessor</p>

Accreditation Requirements

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 any NTVQF qualification must accredit training Providers. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.



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Unit Code and Title	OUMLM003L4V1: Interpret Organizational Structure
Nominal Hours	30 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to interpret organizational structure. It specifically includes identifying production and non-production departments within an organization.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify production departments	1.1. <u>Production departments</u> are identified. 1.2. Activities of production departments are described.
2. Identify non-production departments	2.1. <u>Non-production departments</u> are identified. 2.2. Activities of non-production departments are described.
Range of Variables	
Variables	Range (may include but not limited to):
1. Production departments	1.1. Pattern and sample 1.2. Cutting 1.3. Sewing 1.4. Finishing 1.5. Packing
2. Non-production departments	2.1. Industrial engineering (IE) 2.2. Quality assurance 2.3. Merchandising 2.4. Supply chain 2.5. Procurement 2.6. Store 2.7. Human resources 2.8. Compliance 2.9. Finance
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable and consistent to meet the requirements of the current version of the unit of competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. identified production departments 1.2. identified non-production departments
2. Underpinning knowledge	2.1. Activities of production departments 2.2. Activities of non-production departments

3. Underpinning skills	<p>3.1. Interpreting activities production departments</p> <p>3.2. Interpreting activities non-production departments</p>
4. Underpinning attitudes	<p>4.1. Commitment to occupational health and safety</p> <p>4.2. Environmental concerns</p> <p>4.3. Eagerness to learn</p> <p>4.4. Tidiness and timeliness</p> <p>4.5. Respect for rights of peers and seniors in workplace</p> <p>4.6. Communication with peers and seniors in workplace</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1. Tools, equipment and physical facilities appropriate to perform activities.</p> <p>5.2. Materials, consumables to perform activities.</p>
6. Methods of assessment	<p>6.1. Written Test</p> <p>6.2. Demonstration</p> <p>6.3. Oral Questioning</p> <p>6.4. Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in a NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by an NSDA certified/ nominated assessor</p>

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Unit Code and Title	OUMLM004L4V1: Carry Out Leadership in the Workplace
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to carry out leadership in the workplace. It specifically includes developing & facilitating team cohesion and communicating with the team members.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Develop and facilitate team cohesion	1.1. Team cohesion are Interpreted. 1.2. Team cohesion are developed 1.3. <u>Types of leadership</u> are defined 1.4. <u>Challenges of leadership</u> are identified. 1.5. Leadership is carried out in the workplace.
2. Communicate with team members	2.1. <u>Methods of communication</u> are identified and described. 2.2. Communication plan is prepared. 2.3. Information is communicated with team members.
Range of Variables	
Variable	Range (may include but not limited to):
1. Types of leadership	1.1. Autocratic 1.2. Democratic 1.3. Strategic 1.4. Transformational 1.5. Team 1.6. Cross-cultural 1.7. Mentoring
2. Challenges of leadership	2.1. Managing teams and individuals 2.2. Maintaining tools, equipment and machinery 2.3. Overseeing productivity 2.4. Achieving efficiency
3. Methods of communication	3.1. Verbal 3.2. Visual 3.3. Written 3.4. Physical
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. identified and described types of leadership 1.2. identified and described methods of communication 1.3. planned and prepared to communicate information 1.4. communicated information using different methods
2. Underpinning Knowledge	2.1. Types of leadership 2.2. Challenges of leadership 2.3. Methods of communication
3. Underpinning Skills	3.1. Identifying types of leadership 3.2. Identifying methods of communication 3.3. Planning and preparing to communicate information 3.4. Communicating information using different methods
4. Underpinning attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for rights of peers and seniors in workplace 4.6. Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 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 6.4. Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

Accreditation Requirements

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Unit Code and Title	OUMLM005L4V1: Resolve Conflict and Assess Risk
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to resolve conflict and assess risk. It specifically includes resolving conflict, assessing risk and making decision.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Resolve conflict	1.1. Sources of conflict at individual and team level are identified. 1.2. Root cause analysis is performed according to the problems. 1.3. Conflict is clarified and resolved using <u>grievance handling procedure</u> . 1.4. Problems are resolved as per organisational policy.
2. Assess risk and make decision	2.1. Risk management techniques are identified and described. 2.2. Risks are identified, defined and recorded. 2.3. Courses of action to eliminate or limit risk are identified. 2.4. <u>Decision making process</u> is identified and explained. 2.5. Decision is made and course of action implemented to eliminate or limit risk.
Range of Variables	
Variables	Range (may include but not limited to):
1. Grievance handling procedure	1.1 Related Laws 1.2 Grievances 1.3 Grievance submission 1.4 Settlement of grievance
2. Decision making process	2.1 Gather relevant information 2.2 Identify alternatives 2.3 Weigh evidence 2.4 Choose among alternatives 2.5 Take action 2.6 Review decision
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified sources of conflict and other problems 1.2 operated grievance handling procedure 1.3 identified solutions and selected appropriate course of action 1.4 identified risk management techniques 1.5 identified risks and course of action to eliminate or limit risk 1.6 made decision and implemented course of action

2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Common types of conflict and problems in the workplace 2.2 Grievance handling procedure 2.3 Risk management techniques 2.4 Decision making process
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Interpreting sources of conflict and other problems 3.2 Interpreting grievance handling procedure 3.3 Identifying solutions and selected appropriate course of action 3.4 Interpreting risk management techniques 3.5 Interpreting risks and course of action to eliminate or limit risk 3.6 Identifying appropriate course of action to eliminate or limit risk
4. Underpinning attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	<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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

Accreditation Requirements

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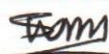

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Unit Code and Title	OUMLM006L4V1: Evaluate Production Performance
Nominal Hours	50 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to evaluate production performance. It specifically includes mentoring personnel, maintaining production quality and evaluating performance.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Mentor personnel	1.1. Purpose and benefits of mentoring plan are identified and defined. 1.2. Mentoring plan is interpreted. 1.3. Ground rules and expectations are established. 1.4. Training requirements, <u>modes and methods</u> are interpreted. 1.5. Employee mentoring plan is implemented. 1.6. Mentoring plan is evaluated.
2. Maintain Production Quality	2.1 <u>Quality tools</u> are identified. 2.2 Quality requirements are interpreted. 2.3 Quality is controlled as per buyer's demand.
3. Evaluate performance	3.1 Team and individual performance appraisal and review process is explained. 3.2 Production performance against expected target is assessed. 3.3 Performance appraisal is conducted in accordance with organizational practice. 3.4 Performance appraisal is conducted in accordance with organizational practice. 3.5 Performance appraisal feedback is provided to employee.
Range of Variables	
Variable	Range (may include but not limited to):
1. Modes and methods	1.1. Job rotation 1.2. Buddy system 1.3. Job instructions 1.4. Committee assignments 1.5. Internship training
2. Quality tools	2.1 Specification sheet 2.2 Trim card 2.3 Approved sample 2.4 Quality Manual
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. evaluated mentoring plan 1.2. controlled quality as per buyer's demand 1.3. assessed production performance against expected target 1.4. conducting performance appraisal 1.5. provided performance appraisal feedback to employee
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Purpose and benefits of mentoring plan 2.2. Modes and methods of training 2.3. Different types of mentoring plans 2.4. Performance appraisal and review process 2.5. Professional development plans
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Establishing ground rules and expectations 3.2. Interpreting employee mentoring plan 3.3. Evaluating mentoring plan 3.4. Controlling of quality as per buyer's demand 3.5. Assessing technique of production performance against expected target 3.6. Conducting technique of performance appraisal
4. Underpinning Attitudes	<ol style="list-style-type: none"> 4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for rights of peers and seniors in workplace 4.6. Communication with peers and seniors in workplace
5. Resource Implications	<p>The following resources must be provided:</p> <ol style="list-style-type: none"> 5.1. Tools, equipment and physical facilities appropriate to perform activities. 5.2. Materials, consumables to perform activities.
6. Methods of Assessment	<ol style="list-style-type: none"> 6.1. Written Test 6.2. Demonstration 6.3. Oral Questioning 6.4. Portfolio
7. Context of assessment	<ol style="list-style-type: none"> 7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/ nominated assessor

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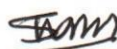
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Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC)

The Competency Standards for National Skills Certificate in **Mid-Level Management, NTVQF L-4** Qualification is validated by SCVC on 14 January 2020 and approved by NSDA.

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This Competency Standard for **Mid-Level Management for RMG Production** 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 for individuals who graduated through the established standard via competency-based assessment to be suitably qualified for a relevant job.

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এনএসডিএ এর কার্যনির্বাহী বোর্ড
২২/০২/২২... তারিখে অনুষ্ঠিত ৫৯৭ সভার প্রকৃতি



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