



COMPETENCY STANDARD

FOR

WEB DESIGN

(ICT Sector)

Level: 3

Competency Standard Code: ICTCS0005L3V1

এনএসডিএ এর কার্যনির্বাহী কমিটির
২২/০২/১৯ তারিখে অনুষ্ঠিত ৫৯ সভার অনুমোদিত

National Skills Development Authority
Prime Minister's Office, Bangladesh


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Contents

Contents.....	1
Introduction	2
NTVQF with Job Classifications.....	4
Annex 1: NTVQF Level Descriptors	5
List of Abbreviations	6
Course Structure.....	8
Units & Elements at glance	9
Generic Competencies	12
GU002L2V1: Apply Occupational Safety and Health (OSH) Practices in the Workplace	13
GU005L3V1: Carryout Workplace Interaction in English.....	17
Sector Specific Competencies	20
SUICT001L2V1: Operate a Personal Computer and Use Applications programs.....	21
SUICT002L3V1: Operate Office Application Software	25
SUICT003L3V1: Access Information using Internet and Electronic mail	29
SUICT004L3V1: Comply to Ethical Standards in IT Workplace.....	32
Occupation Specific Competencies	35
OUID001L3V1: Setup Web Design Environment.....	36
OUID002L3V1: Work with HTML.....	39
OUID003L3V1: Work with CSS	42
OUID004L3V1: Perform Design to HTML	44
OUID005L3V1: Work With basic JavaScript & jQuery	47
OUID006L3V1: Work with Front-end Framework.....	50
OUID007L3V1: Work with CMS.....	52
Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC).....	54


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Introduction

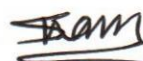
The National Skills Development Authority (NSDA) aims to enhance an individual's employability by certifying competitiveness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize 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 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 programme. "**Web Design**" is selected as one of the priority occupations of **Information and Communication Technology** 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 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 **Information and Communication Technology** 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:

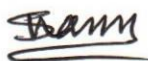
- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

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 Web Design, Level- 3 in ICT Sector

NTVQF with Job Classifications

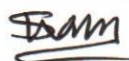
NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager / Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 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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Annex 1: 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
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

STP – Skills Training Provider

OSH – Occupational Safety and Health

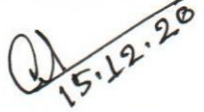
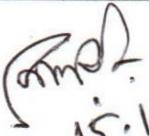
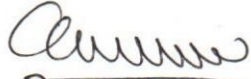
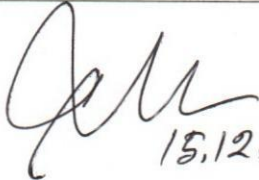
PPE – Personal Protective Equipment


SOP – Standard Operating Procedures


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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)	 15.12.20


15.12.20

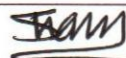
Dulal Krishna Saha
Executive Chairman (Secretary)
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Date:


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Competency Standards for Web Design, Level – 3 in ICT Sector

Course Structure

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Competencies				30
1	GU002L2V1	Apply Occupational Safety and Health (OSH) Practices at Workplace	2	15
2	GU005L3V1	Carry out workplace interaction in English	3	15
Sector Specific Competencies				70
3	SUICT001L2V1	Operate a Personal Computer and Use Application programs	2	15
4	SUICT002L2V1	Operate office application software	2	25
5	SUICT003L2V1	Access Information using Internet and electronic mail	3	15
6	SUICT004L2V1	Comply to Ethical Standards in IT Workplace	3	15
Occupation Specific Competencies				260
7	OUWD001L3V1	Setup Web design environment	3	20
8	OUWD002L3V1	Work with HTML	3	40
9	OUWD003L3V1	Work with CSS	3	20
10	OUWD004L3V1	Perform Design to HTML	3	40
11	OUWD005L3V1	Work With basic JavaScript & jQuery	3	40
12	OUWD006L3V1	Work with Front-end Framework	3	60
13	OUWD007L3V1	Work with CMS	3	40
Total Duration (Hours)				360



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Units & Elements at glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Nominal Hours
GU002L2V1	Apply Occupational Safety and Health (OSH) Practices at Workplace	<ol style="list-style-type: none"> 1. Identify, control and report OSH hazards 2. Conduct work safely 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. Participate in workplace meetings and discussions 4. Practice professional ethics at workplace 	15


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Sector Specific Competencies

Code	Unit of Competency	1. Elements of Competency	Nominal Hours
SUICT001L2V1	Operate a Personal Computer and Use Application programs	<ol style="list-style-type: none"> 1. Start computer 2. Access basic system information 3. Work with files and folders 4. Use application programs 5. Print documents 6. Shut down computer 	15
SUICT002L2V1	Operate office application software	<ol style="list-style-type: none"> 1. Operate computer 2. Install application software 3. Use word processor to prepare/create documents 4. Use spreadsheet to create /prepare worksheets 5. Use presentation software to create / prepare presentation 6. Print a document 	25
SUICT003L2V1	Access Information using Internet and electronic mail	<ol style="list-style-type: none"> 1. Access resources from internet 2. Use and manage Electronic mail 3. Use audio/video tools for information transfer 	15
SUICT004L2V1	Comply to Ethical Standards in IT Workplace	<ol style="list-style-type: none"> 1. Uphold the requirements of clients 2. Deliver quality products and services 3. Maintain professionalism at workplace 4. Maintain workplace code of conduct. 	15


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Occupation Specific Competencies

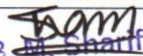
Code	Unit of Competency	2. Elements of Competency	Nominal Hours
OUWD001L3V1	1. Setup Web design environment	1.1 Setup client server 1.2 Work with the browser 1.3 Introduce web design software 1.4 Interpret web server 1.5 Install FTP clients 1.6 Interpret data layer	20
OUWD002L3V1	2. Work with HTML	2.1 Introduce HTML 2.2 Apply the fundamentals of typography 2.3 Create HTML page 2.4 Create HTML form	40
OUWD003L3V1	3. Work with CSS	3.1 Interpret CSS 3.2 Apply CSS 3.3 Use responsive approach 3.4 Use CSS grid	20
OUWD004L3V1	4. Perform Design to HTML	4.1 Create graphic design object 4.2 Create image slice 4.3 Use objects to HTML	40
OUWD005L3V1	5. Work With basic JavaScript & jQuery	5.1 Identify JavaScript Core 5.2 Introduce BOM & DOM 5.3 Integrate JavaScript 5.4 Integrate jQuery	40
OUWD006L3V1	6. Work with Front-end Framework	6.1 Interpret responsive website 6.2 Interpret front-end framework components 6.3 Use bootstrap to create layout	60
OUWD007L3V1	7. Work with CMS	7.1 Interpret CMS 7.2 Configure CMS 7.3 Use WordPress plugin and theme	40


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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
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to apply OSH practices in the workplace. It specifically includes – identify, control and report OSH hazards; conduct work safely; follow emergency response procedures; and maintain and improve health and safety in the workplace.
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components
1. Identify, control and report OSH hazards	<p>1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work</p> <p>1.2 <u>Hazards</u> and unacceptable performance are identified and corrective action is taken within the level of responsibility</p> <p>1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures</p> <p>1.4 Safety Signs and symbols are identified and followed</p>
2. Conduct work safely	<p>2.1 OSH practices are applied in the workplace</p> <p>2.2 Appropriate <u>Personal Protective Equipment (PPE)</u> is selected and worn</p> <p>2.3 Personal hygiene is maintained.</p>
3. Follow emergency response procedures	<p>3.1 Emergency situations are identified and reported according to workplace reporting requirements</p> <p>3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures</p> <p>3.3 <u>Workplace procedures</u> for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities</p>
4. Maintain and improve health and safety in the workplace	<p>4.1 Risks are identified and appropriate control measures are implemented in the work area</p> <p>4.2 Recommendations arising from risk assessments are implemented within level of responsibility</p> <p>4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel</p>


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	4.4 Safety records according to company policies are maintained
Range of Variables	
Variable	Range (may include but not limited to):
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 Goggles</p> <p>2.2 Ear muffs</p> <p>2.3 Ear plugs</p> <p>2.4 Gloves</p> <p>2.5 Clothing</p> <p>2.6 Apron</p> <p>2.7 Helmet</p> <p>2.8 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 the 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 OSH-specific procedures.</p> <p>4.3 Examples of OSH procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures</p>
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> <p>1.1 identified, controlled and reported OSH hazards</p> <p>1.2 followed work safety</p> <p>1.3 followed emergency response procedures.</p> <p>1.4 maintained and improved health and safety in the</p>

	workplace
2. Underpinning knowledge	<p>2.1 Personal protective equipment - Hand gloves, safety shoes, safety goggles, masks, apron,</p> <p>2.2 Identification of tools and equipment</p> <p>2.3 Hazardous events</p> <p>2.4 Tools, equipment, machinery and relevant accessories</p> <p>2.5 Communication</p> <p>2.6 Job roles, responsibilities and compliance</p> <p>2.7 Workplace laws</p>
3. Underpinning skill	<p>3.1 Using appropriate PPE</p> <p>3.2 Identifying tools and equipment</p> <p>3.3 Taking safety precautions and responding to different hazardous situations</p> <p>3.4 Operating and using tools, equipment, machinery and accessories properly as per SOP (Company Standards)</p> <p>3.5 Communicating with peers and supervisors</p> <p>3.6 Applying OSH practices in the workplace</p>
4. Required attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 Adequate workplace</p> <p>5.2 Computer</p> <p>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities.</p> <p>5.4 Required learning materials.</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 NSDA accredited assessment center.</p> <p>7.2 Assessment should be done by 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 any NTVQF qualification. 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	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; interpreting 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>

	4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided
Range of Variables	
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 interpreted workplace documents as per standard 1.3 interpreted workplace instructions and symbols 1.4 interpreted 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 Demonstrating performance of workplace communication and etiquette 3.2 Following workplace instructions and symbol 3.3 Following 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: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited center. 7.2 Assessment should be done by NSDA certified/ nominated assessor

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


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Sector Specific Competencies


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Unit Code and Title	SUICT001L2V1: Operate a Personal Computer and Use Applications programs
Nominal Hours	12 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to operate a personal computer and use applications programs. It specifically includes starting computer, accessing basic system information, working with files and folders, using application programs, printing documents and shutting down computer.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables Training Components
1. Start computer	1.1 Safe workplace practices are observed according to IT workplace guideline. 1.2 Computer is checked for proper connection position and usability. 1.3 <u>Peripheral devices</u> are checked for correct connection, position and usability. 1.4 Power of computer and other peripheral devices are switched on.
2. Access basic system information	2.1 User name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens are inserted. 2.2 PC desktop environment/Graphical User Interface (GUI) settings is arranged and customized. 2.3 The <u>operating system</u> information is identified. 2.4 System configuration and application versions in operation are navigated.
3. Work with files and folders	3.1 Desktop environment is customized. 3.2 Basic directory and sub-directories are created and named. 3.3 Attributes of directories are identified. 3.4 Files for user and organization requirements are created and organized 3.5 Data are entered into the desired office application in accordance with work requirements 3.6 Files are copied and saved to available <u>data storage devices</u> .
4. Use application programs	4.1 Calculator program is used 4.2 Notepad is used 4.3 WordPad is used 4.4 Snipping Tool is applied 4.5 Paint is used 4.6 Sticky Note is used

5. Print documents	<p>5.1 Printer settings, if required, are entered into the program</p> <p>5.2 Default printer is changed where necessary</p> <p>5.3 Print preview option is accessed to effect printing of documents</p> <p>5.4 Adjust document print output where necessary</p> <p>5.5 Printout is taken</p>
6. Shut down computer	<p>6.1 All opened files/documents are exited.</p> <p>6.2 All opened application programs are logged out in accordance with standard application procedure.</p> <p>6.3 Personal computer is shut down in accordance with standard shut down procedure.</p> <p>6.4 The computer and other peripherals are switched off and switched off power supply in accordance with standard procedure.</p>

Range of Variables

Variables	Range (may include but not limited to):
1. Peripheral devices	<p>1.1 Input Devices</p> <p>1.1.1 keyboard, MIDI keyboard</p> <p>1.1.2 mouse</p> <p>1.1.3 touch screen</p> <p>1.1.4 Digitizer tablet</p> <p>1.1.5 joystick</p> <p>1.1.6 scanner</p> <p>1.1.7 digital camera</p> <p>1.1.8 video camera</p> <p>1.1.9 microphone</p> <p>1.2 Output Devices</p> <p>1.2.1 monitor</p> <p>1.2.2 projector</p> <p>1.2.3 TV screen</p> <p>1.2.4 printer</p> <p>1.2.5 plotter</p> <p>1.2.6 speakers</p> <p>1.3 Both input/output</p> <p>1.3.1 external hard drives</p> <p>1.3.2 USB drives</p> <p>1.3.3 media card readers</p> <p>1.3.4 digital camcorders</p> <p>1.3.5 digital mixers</p> <p>1.3.6 MIDI equipment</p>
2. Operating system	<p>2.1 Windows</p> <p>2.2 Mac OS</p> <p>2.3 Linux</p> <p>2.4 Android</p>



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3. Data storage devices	3.1 Random Access Memory (RAM) 3.2 Hard disk 3.3 CD/DVD 3.4 Flash drive 3.5 External hard disk
4. Application programs	2.1 Word processors 2.2 Spreadsheets 2.3 Slide presentation 2.4 Email interface 2.5 Internet browsers

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> <p>1.1 arranged, customized and manipulated PC desktop environment/graphical user interface (GUI) settings. 1.2 selected, opened and closed desktop icons to access application programs 1.3 entered data into the desired office application in accordance with work requirements 1.4 entered print command to effect printing of documents</p>
2. Underpinning knowledge	<p>2.1 Basic software 2.2 Computer functions 2.3 Creating and opening documents 2.4 Formatting documents 2.5 Inserting tables and images 2.6 Saving, printing and closing documents 2.7 Mail merge function 2.8 Basic keyboarding skills 2.9 Methods and procedure in switching on and off the computer and other peripherals 2.10 Selection, opening and closing procedures of desktop icons to access application programs 2.11 Method of creating and organizing files for user and organization requirements 2.12 Data input techniques in accordance with standard typing procedure and office application 2.13 Printing procedure and commands</p>
3. Underpinning skill	<p>3.1 Switching on power of computer and other peripheral devices 3.2 Arranging, customizing and manipulating PC desktop environment/graphical user interface (GUI) settings 3.3 Selecting, opening and closing desktop icons to access application programs 3.4 Creating and organizing Files for user and organization requirements 3.5 Entering data into the desired office application in accordance with work requirements</p>

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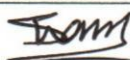
	<p>3.6 Entering print command to effect printing of documents</p> <p>3.7 Switching off the computer and other peripherals and unplugging power supply in accordance with standard procedure</p>
4. Required attitude	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource implication	<p>The following resources must be provided:</p> <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>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 NSDA accredited center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>

Accreditation Requirements

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Unit Code and Title	SUICT002L3V1: Operate Office Application Software
Nominal Hours	25 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to operate office application software. It specifically includes operating computer, installing application software, using word processor to prepare/create documents, using spread sheet to create /prepare worksheets, using presentation software to create / prepare presentation, and printing a document.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variable Training Components
1. Operate computer	<p>1.1 Safe workplace practices are observed according to IT workplace guideline.</p> <p>1.2 Desktop <u>Peripherals</u> are checked and connected with computer properly.</p> <p>1.3 Computer is switched on.</p> <p>1.4 Computer <u>desktop / GUI settings</u> are arranged and customized as per requirement.</p> <p>1.5 Files and folders are <u>manipulated</u> as per requirement.</p> <p>1.6 Properties of files and folders are viewed and searched.</p> <p>1.7 Disks are defragmented, formatted as per requirement.</p>
2. Install application software	<p>2.1 Installation requirements of software are identified and listed.</p> <p>2.2 Software sources and CD key/ password are assured.</p> <p>2.3 <u>Appropriate Software</u> are collected and selected as per requirement.</p> <p>2.4 Software installation is started.</p> <p>2.5 Customization is done as per requirement.</p> <p>2.6 Steps of installation are followed as per installation Instructions.</p> <p>2.7 Installations are completed properly.</p> <p>2.8 Correctness of Installation is checked.</p>
3. Use word processor to prepare/create documents	<p>3.1 Appropriate <u>word processor</u> is Selected and started.</p> <p>3.2 Documents are created as per requirement in Personal use and office environment.</p> <p>3.3 Contents are entered.</p> <p>3.4 Documents are formatted.</p> <p>3.5 Paragraph and page settings are completed.</p> <p>3.6 Document is saved.</p>
4. Use spreadsheet to create /prepare worksheets	<p>4.1 <u>Spreadsheet applications</u> are selected and started.</p> <p>4.2 Worksheets are created as per requirement in Personal use and office environment.</p>

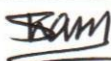


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	<p>4.3 Data are entered</p> <p>4.4 Functions are used for calculating and editing logical operation</p> <p>4.5 Sheets are formatted as per requirement.</p> <p>4.6 Charts are created.</p> <p>4.7 Charts/ Sheets are saved.</p>
5. Use presentation software to create / prepare presentation	<p>5.1 Appropriate presentation applications are selected and started</p> <p>5.2 Presentation are 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 viewed and saved.</p>
6. Print a document	<p>6.1. Printer is connected with computer.</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. Paper of proper size is put into printer.</p> <p>6.5. Correct printer setting is selected</p> <p>6.6. Document is previewed and printed.</p> <p>6.7. Print from the printer spool is viewed or cancelled and unsaved data is saved as per requirements.</p> <p>6.8. Opened software is closed.</p> <p>6.9. Devices are shut down.</p>
Range of Variables	
Variable	Range (May include but not limited to:)
1. Peripherals	<p>1.1 Monitor</p> <p>1.2 Keyboard</p> <p>1.3 Mouse</p> <p>1.4 Modem</p> <p>1.5 Scanner</p> <p>1.6 Printer</p>
2. Desktop/ GUI settings	<p>2.1 Icons</p> <p>2.2 Taskbar</p> <p>2.3 View</p> <p>2.4 Resolutions</p>
3. Manipulate	<p>3.1 Create</p> <p>3.2 Open</p> <p>3.3 Copy</p> <p>3.4 Rename</p> <p>3.5 Delete</p> <p>3.6 Sort</p>
4. Appropriate Software	<p>5.1 Word processor.</p> <p>5.2 Spread sheet application.</p> <p>5.3 Presentation application.</p>


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5. Word processor	6.1 MS Word processor 6.2 Open office Org 6.3 Google docs 6.4 Word perfect 6.5 LibreOffice
6. Spread sheet applications	7.1 MS Excel 7.2 Google Sheets 7.3 Apple Numbers by Apple
7. Presentation application	8.1 MS PowerPoint 8.2 Google Slides 8.3 Prezi
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 installed Operating system 1.2 manipulated Files and folders as per requirement 1.3 installed application software 1.4 used functions in spread sheet. 1.5 applied animations into presentation slide. 1.6 printed document.
2. Underpinning knowledge	2.1 Desktop items 2.2 Type of Bangla keyboard layout 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Type of printers 2.6 Type of charts, Importance of chart 2.7 Different type of math and logical functions.
3. Underpinning skill	3.1 Starting computer 3.2 Installing Operating system 3.3 Managing desktop item 3.4 Manipulating Files and folders as per requirement 3.5 Installing application software 3.6 Running application software 3.7 Creating and saving document with word processing application. 3.8 Using functions in spread sheet. 3.9 Applying animations into presentation slide. 3.10 Printing document.
4. Required attitude	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, sub-ordinates and seniors in workplace
5. Resource	Following Resources must be provided

implication	5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	SUICT003L3V1: Access Information using Internet and Electronic mail
Nominal Hours	15 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to access information using internet and electronic mail. It specifically includes accessing resources from internet, using and managing electronic mail, and using audio/video tools for information transfer.
Elements of Competency	Performance Criteria <u>Bold and underlined</u> terms are elaborated in the Range of Variable.
1. Access resources from internet	<p>1.1 Appropriate internet <u>browsers</u> are selected and installed.</p> <p>1.2 Internet browser is opened and web address / URL is written/selected in /from address bar to access <u>information</u>.</p> <p>1.3 <u>Search engines</u> are used to access information</p> <p>1.4 Video / Information are Shared /downloaded / uploaded from / to web site/<u>social media</u>.</p> <p>1.5 <u>Web based resources</u> are used.</p> <p>1.6 Netiquette' (or web etiquette) principles are searched and followed.</p>
2. Use and manage electronic mail	<p>2.1. <u>Email services</u> are identified and selected to create a new email address</p> <p>2.2. Email account is created.</p> <p>2.3. Document is prepared, attached and sent to different types of recipient.</p> <p>2.4. Email is read, forwarded, replied and deleted as per requirement.</p> <p>2.5. Custom email folders are created and manipulated.</p> <p>2.6. Email message is printed.</p>
3. Use audio/video tools for information transfer	<p>3.1 Audio and video tools are identified</p> <p>3.2 Apps using audio/video tools are identified</p> <p>3.3 Information is transferred with apps using audio/video tools</p>
Range of Variables	
Variable	Range (May include but not limited to:)
1. Browsers	<p>1.1 Mozilla Firefox</p> <p>1.2 Google chrome</p> <p>1.3 Internet explorer</p> <p>1.4 Opera</p>
2. Information	<p>2.1. Text information</p> <p>2.2. Graphics</p> <p>2.3. Video</p>
3. Search engines	<p>3.1. Google</p> <p>3.2. Yahoo</p> <p>3.3. AltaVista</p>


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	3.4. Msn 3.5. Bing
4. Social media.	4.1 Face book 4.2 Twitter 4.3 LinkedIn 4.4 YouTube
5. Web based services	5.1 Drive 5.2 Calendar 5.3 Map 5.4 Translator 5.5 Docs 5.6 Search
6. Email services	6.1 Free mail services – Gmail, Yahoo, Hotmail 6.2 Web mail services.
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 downloaded / uploaded video / Information from / to web site 1.2 prepared, attached and sent documents to different types of recipient.
2. Underpinning knowledge	2.1. Internet 2.2. www 2.3. web site 2.4. web address 2.5. URL 2.6. Web browsers 2.7. Search engines 2.8. Information 2.9. Social media 2.10. Web based services 2.11. Folder manipulation
3. Underpinning skill	3.1 Accessing and sharing resources from internet 3.2 Downloading /uploading file, documents and video from /to web sites 3.3 Sending and receiving mail through mail service. 3.4 Using audio/video tools to share information.
4. Required attitude	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, sub-ordinates and seniors in workplace
5. Resource implication	Following Resources must be provided- 5.1 Relevant tools, Equipment, software and facilities

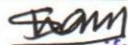
	needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment center. 7.2 Assessment should be done by NSDA 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 any national qualification. 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	SUICT004L3V1: Comply to Ethical Standards in IT Workplace
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to comply to ethical standards in IT workplace. It specifically includes upholding the requirements of clients, delivering quality products and services, maintaining professionalism at workplace, and maintaining workplace code of conduct.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Uphold the requirements of clients	1.1 Clients' requirements are identified. 1.2 Confidentiality of information is maintained in accordance with workplace policies / organizational policies/ national legislation. 1.3 Potential conflicts of interest are identified and involved parties of potential conflicts are notified. 1.4 Proprietary rights of client/customer is asserted.
2. Deliver quality products and services	2.1. Products and services are provided according to the clients' requirements. 2.2. Work is completed as per standards. 2.3. Quality processes are implemented when developing products and services.
3. Maintain professionalism at workplace	3.1 Work processes are delivered as per standards. 3.2 Skills, knowledge and qualifications are presented in a professional manner. 3.3 Services and products developed by self and others are delivered as per workplace standard. 3.4 Unbiased and objective information are provided to clients. 3.5 Realistic estimates for time, cost and delivery of outputs are presented during negotiation.
4. Maintain workplace code of conduct.	4.1 Workplace code of conduct are interpreted 4.2 Workplace code of conduct is followed.
Range of variables	
Variables	Range (may include but not limited to):
Evidence Guide	


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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 asserted proprietary rights of client/customer. 1.2 completed work to industry and international standards. 1.3 implemented quality processes when developing products and services. 1.4 delivered services and products developed by self and others. 1.5 provided unbiased and objective information to clients. 1.6 followed workplace code of conduct.
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Corporate code of confidentiality of information 2.2. organizational policies, national legislation and workplace policies in relation to IT sector 2.3. Law and regulations pertaining to proprietary rights 2.4. Quality processes for products and services 2.5. Procedure of provided to client information 2.6. Method of estimating for time, cost and delivery products and services 2.7. Workplace code of conduct in IT sector
3. Underpinning Skills	<ol style="list-style-type: none"> 3.1. Upholding confidentiality of information in accordance with organizational policies, national legislation and workplace policies 3.2. Asserting proprietary rights of client/customer 3.3. Completing work in accordance with industry and international standards 3.4. Implementing quality processes when developing products and services 3.5. Delivering correctly services and products developed by self and others 3.6. Providing unbiased and objective information are to clients. 3.7. Presenting realistic estimates for time, cost and delivery of outputs during negotiation 3.8. Following workplace code of conduct
4. Underpinning Attitudes	<ol style="list-style-type: none"> 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


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	4.8 Communication with peers and seniors in workplace.
5. Resource Implications	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/ nominated assessor

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Occupation Specific Competencies



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Unit Code and Title	OUWD001L3V1: Setup Web Design Environment
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to setup web design environment. It specifically includes setting up client server, working with the browser, introducing web design software, interpreting web server, installing FTP clients, and interpreting data layer.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Setup client server	1.1 Client server architecture is identified. 1.2 <u>Types of network</u> and their functionality is interpreted. 1.3 <u>Type of websites</u> are categorized. 1.4 Local Web server is installed. 1.5 Local web server is tested.
2. Work with the browser	2.1. Web browser is identified 2.2. Types of <u>web browser</u> is introduced. 2.3. Web browser is installed and used 2.4. Features/options of different web browsers are outlined. 2.5. Cross browser compatibility of websites is interpreted. 2.6. "Inspect element" tool is introduced
3. Introduce web design software	3.1 <u>Web design software</u> is interpreted. 3.2 Web design platform is introduced. 3.3 Web design software is familiarized.
4. Interpret web server	4.1. Web server is identified. 4.2. Local web server is defined. 4.3. Web server is interpreted.
5. Install FTP clients	5.1 <u>FTP client</u> is interpreted 5.2 FTP client is installed. 5.3 FTP client is used to upload or move files to web server.
6. Interpret data layer	6.1 Data layer is defined. 6.2 <u>Data layer</u> is interpreted. 6.3 Web API is introduced.
Range of Variables	
Variables	Range (may include but not limited to):
1. Types of network	1.1 Intranet 1.2 Extranet 1.3 Internet

2. Types of websites	2.1 Static 2.2 Dynamic 2.3 Interactive
3. Web browser	3.1 Mozilla Firefox 3.2 Google Chrome 3.3 Safari 3.4 Opera 3.5 Microsoft edge
4. Web design software	4.1 Web editors (note pad ++, Sublime text etc) 4.2 Desktop publishing software (Photoshop, illustrator, Adobe InDesign, Adobe XD etc.) 4.3 Audio/ Video Players
5. FTP client	5.1 FileZilla 5.2 CyberDuck 5.3 File Manager
6. Data layer	6.1 Web API (AWS, Azure etc.) 6.2 Static file (Excel, CSV, PDF) 6.3 Google sheet 6.4 PHP MyAdmin 6.5 MySQL

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 installed and tested local Web server 1.2 introduced "Inspect element" tool on a web browser 1.3 installed FTP client 1.4 introduced web API
2. Underpinning knowledge	2.1 Client server architecture 2.2 Network types 2.3 Website types 2.4 Local web server 2.5 Web browsers 2.6 Cross browser compatibility 2.7 Inspect Element tool 2.8 Web design platforms and software 2.9 FTP client 2.10 Data layer 2.11 Wen API
3. Underpinning Skills	3.1 Identifying client server architecture 3.2 Installing and testing local Web server 3.3 Installing and using web browsers 3.4 Interpreting cross browser compatibility 3.5 Introducing "Inspect element" tool on a web browser 3.6 Installing and using FTP client 3.7 Introducing web API

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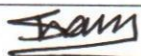
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implication	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OUWD002L3V1: Work with HTML
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, Skills and attitudes required to work with Html. It specifically includes introducing HTML, applying fundamentals of typography, creating HTML page and using HTML form.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Introduce HTML	1.1 Structure of HTML (Hypertext Mark-up Language) is interpreted 1.2 DHTML tags are introduced 1.3 Entities & attributes of HTML is interpreted.
2. Apply fundamentals of typography	2.1 Typography is interpreted. 2.2 Guidelines for web typography is applied. 2.3 Guidelines for print typography is applied.
3. Create HTML page	3.1 <u>Software</u> is selected for creation of HTML page 3.2 Most common HTML tags are used 3.3 Most common entities & attributes are used 3.4 HTML multicolumn layout is implemented. 3.5 <u>HTML Graphics</u> are used. 3.6 <u>HTML Media</u> is used. 3.7 HTML page is saved.
4. Using HTML form	4.1 <u>HTML form elements</u> are used. 4.2 HTML input attributes are used. 4.3 HTML form validation is used. 4.4 Webpage is created using form attributes.
Range of Variables	
Variables	Range (may include but not limited to):
1. Software	1.1 Macromedia Dreamweaver 1.2 Microsoft Front page
2. HTML Graphics	2.1 HTML Canvas 2.2 HTML SVG
3. HTML Media	3.1 HTML Video 3.2 HTML Audio 3.3 HTML Plug-ins 3.4 HTML YouTube



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4. HTML form elements	4.1	Form
	4.2	Input
	4.3	Label
	4.4	Text
	4.5	Select
	4.6	Option
	4.7	Textarea
	4.8	Radio
	4.9	Checkbox
	4.10	Uploader
	4.11	Button
	4.12	Legend

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 Applied HTML structure 1.2 used HTML and DHTML tags 1.3 applied typography 1.4 created HTML multicolumn layout 1.5 used HTML form layout
2. Underpinning Knowledge	<ul style="list-style-type: none"> 2.1 HTML (Hypertext Mark-up Language) on a website 2.2 HTML structure 2.3 HTML and DHTML Tags 2.4 Typography 2.5 HTML entities and attributes 2.6 HTML Input attributes 2.7 Form validation
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Applying HTML structure 3.2 Using HTML and DHTML tags 3.3 Applying typography 3.4 Creating HTML multicolumn layout 3.5 Using HTML graphics 3.6 Using HTML media 3.7 Using HTML form layout 3.8 Using input attributes 3.9 Using form validation
4. Required Attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <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>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 NSDA accredited assessment center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>

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Unit Code and Title	OUWD003L3V1: Work with CSS
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work with CSS. It specifically includes interpreting and applying CSS, using responsive approach and using CSS grid.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Interpret CSS	1.1 CSS (Cascading Style Sheets) is interpreted. 1.2 <u>Types of CSS</u> are identified. 1.3 Syntax of CSS is interpreted. 1.4 Selector of CSS is interpreted.
2. Apply CSS	2.1. CSS file is created. 2.2. CSS file is integrated. 2.3. CSS is implemented as per layout. 2.4. CSS box model and positioning is applied. 2.5. CSS transition and gradients are applied. 2.6. 2D/3D transformation and animation is applied.
3. Use responsive approach	3.1 Responsive layout is defined. 3.2 Media Query is interpreted with CSS. 3.3 Media query is implemented. 3.4 Responsive approach is applied on a webpage.
4. Use CSS grid	4.1 CSS grid is interpreted. 4.2 CSS Grid container is defined. 4.3 CSS grid items are identified. 4.4 CSS grid is applied.
Range of Variables	
Variable	Range (may include but not limited to):
1. Types of CSS	1.1 Inline 1.2 Embedded/ Internal 1.3 External
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 implemented CSS as per layout 1.2 applied 2D/3D transformation and animation 1.3 implemented media query 1.4 applied CSS grid

2. Underpinning Knowledge	<p>2.1 Procedure of implementing the basic concepts of CSS (Cascading Style Sheets)</p> <p>2.2 CSS</p> <p>2.3 LESS</p> <p>2.4 SASS</p>
3. Underpinning Skills	<p>3.1 Creating CSS file</p> <p>3.2 Integrating CSS file</p> <p>3.3 Implementing CSS as per layout</p> <p>3.4 Applying CSS box model and positioning</p> <p>3.5 Applying CSS transition and gradient</p> <p>3.6 Applying 2D/3D transformation and animation</p> <p>3.7 Implementing media query</p> <p>3.8 Applying responsive approach on a webpage.</p> <p>3.9 Applying CSS grid</p>
4. Required Attitudes	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource Implications	<p>The following resources must be provided:</p> <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>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 NSDA accredited assessment center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>

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Unit Code and Title	OUWD004L3V1: Perform Design to HTML
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform design to HTML. It specially includes creating graphic design object, creating image slice and using objects to HTML
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Create graphic design object	1.1 <u>Image processing software</u> is identified 1.2 <u>Basic shape</u> is created. 1.3 <u>Image manipulation</u> is performed 1.4 Web UI (User Interface) is created
2. Create image slice	2.1 Graphic design object is identified. 2.2 Image processing software is selected 2.3 Smart objects vs normal layers are introduced 2.4 Layers are used. 2.5 Objects are sliced
3. Use objects to HTML	3.1 Objects are exported for web. 3.2 Graphic assets are integrated to webpage.
Range of Variables	
Variables	Range (may include but not limited to):
1. Image processing software	1.1 Adobe Photoshop 1.2 Adobe Illustrator 1.3 Adobe InDesign 1.4 Adobe XD
2. Basic shape	2.1 Circle 2.2 Triangle 2.3 Square 2.4 Rectangle 2.5 Rhombus 2.6 Trapezoid 2.7 Pentagon 2.8 Hexagon 2.9 Octagon 2.10 Pyramid 2.11 Oval
3. Image manipulation	3.1 Image resize 3.2 Color correction

	<ul style="list-style-type: none"> 3.3 Retouch 3.4 Crop 3.5 Filter 3.6 Optimize for web
<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 performed image manipulation 1.2 created web UI 1.3 sliced objects 1.4 integrated graphic assets to webpage
2. Underpinning Knowledge	<ul style="list-style-type: none"> 2.1 Photoshop installation procedure 2.2 Photoshop environment 2.3 Procedure of adding and transforming images 2.4 Layers recognition procedure 2.5 Smart objects 2.6 Smart objects vs normal layers 2.7 Basic shape creation using the pen tool of selected application. 2.8 Decoding screen size and resolution 2.9 Image type (JPEG, GIF, or PNG)
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Creating basic shapes 3.2 Performing image manipulation 3.3 Creating web UI 3.4 Introducing smart objects 3.5 Using layers 3.6 Slicing objects 3.7 Exporting objects to web 3.8 Integrating graphic assets to webpage
4. Required Attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by 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 any NTVQF qualification. 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	OUID005L3V1: Work With basic JavaScript & jQuery
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work with basic JavaScript & jQuery. It specifically includes identifying JavaScript Core, introducing BOM & DOM, integrating JavaScript and integrating jQuery.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Identify JavaScript Core	1.1 JavaScript <u>core components</u> are identified. 1.2 The basic <u>JavaScript platform</u> are identified. 1.3 <u>Java Script library</u> is interpreted
2. Introduce BOM & DOM	2.1 BOM (Browser Object Model) & DOM (Document Object Model) are interpreted. 2.2 Selectors are identified 2.3 BOM & DOM are applied.
3. Integrate JavaScript	3.1 JavaScript is written 3.2 JavaScript code is debugged. 3.3 JavaScript library is used.
4. Integrate jQuery	4.1 jQuery is interpreted 4.2 jQuery is integrated 4.3 Commonly used jQuery functions are applied
Range of Variables:	
Variables	Range (may include but not limited to):
1. Core components	1.1 Variables 1.2 Functions 1.3 Loops 1.4 Conditions 1.5 Switches 1.6 Objects 1.7 Arrays 1.8 Output 1.9 Comments 1.10 Data Types 1.11 Functions 1.12 Operators 1.13 Comparisons 1.14 Breaks 1.15 Errors 1.16 Validation

2. JavaScript platform	2.1 Node.js 2.2 React.js 2.3 Vue.js 2.4 Angular.js
3. JavaScript library	3.1 jQuery 3.2 MooTools 3.3 JS charts 3.4 ImageFX 3.5 Datejs
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 applied BOM and DOM 1.2 used JavaScript Library 1.3 applied jQuery functions
2. Underpinning knowledge	2.1 JavaScript core components 2.2 Basic java scripting concepts 2.3 BOM & DOM concepts 2.4 BOM & DOM application 2.5 JavaScript library 2.6 JavaScript concepts 2.7 jQuery
3. Underpinning skills	3.1 Applying BOM and DOM 3.2 Writing JavaScript 3.3 Debugging JavaScript code 3.4 Using JavaScript Library 3.5 Integrating jQuery 3.6 Applying jQuery functions
4. Underpinning Attitude	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: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.



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6. Methods of Assessment	6.1 Written Test 6.2 Oral Questioning 6.3 Demonstration 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/ nominated assessor

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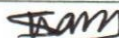
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Unit Code and Title	OUWD006L3V1: Work with Front-end Framework
Nominal Hours	60 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work with Front-end Framework. It specially includes interpreting responsive website, interpreting front-end framework components and using bootstrap to create layout
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Interpret responsive website	1.1 Responsive website is interpreted. 1.2 Advantages of <u>Frontend Framework</u> in responsive website is interpreted.
2. Interpret front-end framework components	2.1 Bootstrap Front-end framework is selected 2.2 Bootstrap documentation is interpreted 2.3 <u>Fundamentals of Bootstrap</u> is interpreted. 2.4 Bootstrap is integrated.
3. Use bootstrap to create layout	3.1 <u>Bootstrap components</u> are used 3.2 Mockup is created 3.3 Mockup is tested and presented
Range of Variables	
Variable	Range (may include but not limited to):
1. Front-end Framework	1.1 Bootstrap 1.2 Zurb Foundation 1.3 Meteor 1.4 Ionic 1.5 Materialize
2. Bootstrap components	2.1. Typography 2.2. Forms 2.3. Buttons 2.4. Tables 2.5. Navigation 2.6. Modals 2.7. Image carousels 2.8. Optional JavaScript plugins
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 bootstrap front-end framework 1.2 integrated bootstrap 1.3 created Mockup
2. Underpinning knowledge	2.1 Interpreting Responsive website 2.2 Bootstrap basic 2.3 Mockup Responsive website
3. Underpinning Skills	3.1 Interpreting responsive website 3.2 Installing bootstrap 3.3 integrating bootstrap 3.4 using bootstrap components 3.5 Creating Mockup 3.6 Testing and creating Mockups
4. Required 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: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/nominated assessor

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Unit Code and Title	OUID007L3V1: Work with CMS
Nominal Hours	40 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work with CMS. It specially includes interpreting CMS, configuring CMS and using WordPress plugin and theme
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Interpret CMS	1.1 <u>CMS</u> (Content Management System) is interpreted 1.2 Advantages of CMS are identified
2. Configure CMS	2.1 WordPress CMS is selected 2.2 WordPress documentation is interpreted 2.3 WordPress is installed and configured
3. Use WordPress plugin and theme	3.1 <u>Common plugins</u> are installed. 3.2 Custom theme is installed and configured 3.3 Home page is created
Range of Variables	
Variable	Range (may include but not limited to):
1. CMS	1.1 WordPress 1.2 Drupal 1.3 Joomla!
2. Common plugins	2.1 Slider Plugins 2.2 Image gallery 2.3 Contact form 2.4 SEO Plugins 2.5 e-Commerce plugins
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 installed and configured WordPress CMS 1.2 created home page with WordPress CMS
2. Underpinning Knowledge	2.1 CMS 2.2 Introduction to Joomla 2.3 Introduction to Drupal 2.4 Introduction to WordPress 2.5 WordPress documentation


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	2.6 Theme
3. Underpinning Skills	3.1 Interpreting CMS 3.2 Installing and configuring WordPress 3.3 Installing common plugins 3.4 Installing and configuring custom theme 3.5 Creating home page with WordPress CMS 3.6 Using Notepad 3.7 Introducing Macromedia Dream Weaver 3.8 Using Joomla/ Drupal/ WordPress 3.9 Applying CMS (Content Management System).
4. Required 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; 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 NSDA accredited assessment center. 7.2 Assessment should be done by NSDA certified/ nominated assessor

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

The Competency Standards for National Skills Certificate in **Web Design, NTVQF Level-3** Qualification is validated by SCVC on 13 January 2020 and approved by NSDA.

Respectable members of the SCVC:

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This Competency Standard for **Web Design** 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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