



**COMPETENCY STANDARD  
FOR  
GRAPHIC DESIGN FOR FREELANCER  
(ICT Sector)**

**Level: 03**

Competency Standard Code: ICTCS0006L3V1

**National Skills Development Authority  
Prime Minister's Office, Bangladesh**

# Contents

Introduction .....	4
Overview .....	5
NSQF Level Descriptors of NTVQF / NSQF (BNQF 1-6) .....	6
List of Abbreviations .....	7
Approval of Competency Standard .....	8
Course Structure .....	9
Units & Elements at Glance .....	10
Generic Competencies .....	13
GU004L3V1: Work in A Self-Directed Team .....	14
GU005L3V1: Carryout Workplace Interaction in English .....	16
GU013L3V1: Carryout Communication with Clients .....	19
Sector Specific Competencies .....	22
SUICT002L3V1: Operate Office Application Software .....	23
SUICT004L3V1: Comply to Ethical Standards in IT Workplace .....	27
Occupation Specific Competencies .....	30
OUGDF001L3V1: Use Graphic Design Application Software .....	31
OUGDF002L3V1: Create Stationary Design .....	35
OUGDF003L3V1: Convert Raster to Vector .....	39
OUGDF004L3V1: Perform Basic Image Editing .....	41
OUGDF005L3V1: Perform Basic Color Correction .....	44
Development of Competency Standard .....	47

## Introduction

The National Skills Development Authority 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 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.

**"Graphics Design for Freelancer"** 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 students enrolled in Skills Sector. Students who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework and will be listed on the NSDA's online portal.

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

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



## Overview

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

The purpose of a competency standards is to:

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

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

Together, all the parts of a unit of competency:

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

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

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



**Competency Standards for National Skill Certificate –3 in  
Graphics Design for freelancer in ICT Sector**

**NSQF Level Descriptors of NTVQF / NSQF (BNQF 1-6)**

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

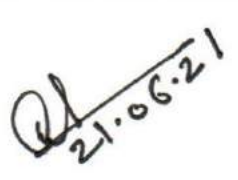
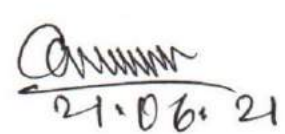

## List of Abbreviations

<b>CS</b>	– Competency Standard
<b>RGB</b>	- Red, Green and Blue
<b>CMYK</b>	- Cyan Magenta Yellow Black
<b>ISC</b>	– Industry Skills Council
<b>NSDA</b>	- National Skills Development Authority
<b>NSQF</b>	– National Skills Qualifications Framework
<b>OSH</b>	– Occupational Safety and Health
<b>PPE</b>	– Personal Protective Equipment
<b>SCVC</b>	– Standards and Curriculum Validation Committee
<b>TSC</b>	- technical sub-committee
<b>STP</b>	– Skills Training Provider
<b>SOP</b>	– Standard Operating Procedures
<b>UoC</b>	– Unit of Competency

## Approval of Competency Standard

---

Members of the Approval Committee:

Member	Signature
<b>Dulal Krishna Saha</b> Executive Chairman (Secretary) National Skills Development Authority	 21.06.21
<b>Md. Nurul Amin</b> Member (Admin & Finance) and (Registration & Certification) Joint Secretary National Skills Development Authority	 21.06.21
<b>Alif Rudaba</b> Member (Planning & Skills Standard) Joint Secretary National Skills Development Authority	

↓  
  
21.06.21

---

**Dulal Krishna Saha**

Executive Chairman (Secretary)

National Skills Development Authority (NSDA)

Date:



**Competency Standards for National Skill Certificate –3 in  
Graphic Design for freelancer in ICT Sector**

## **Course Structure**

SL	Unit Code and Title		UoC Level	Nominal (Hours)
<b>Generic Competencies</b>				<b>45</b>
1.	GU004L2V1	Work in a self-directed team	3	15
2.	GU005L2V1	Carry out workplace interaction in English	3	15
3.	GU013L3V1	Carry out communication with clients	3	15
<b>Sector Specific Competencies</b>				<b>40</b>
4.	SUICT002L2V1	Operate office application software	2	25
5.	SUICT004L3V1	Comply to ethical standards in ICT workplace	3	15
<b>Occupation Specific Competencies</b>				<b>275</b>
6.	OUGDF001L3V1	Use graphic design application software	3	50
7.	OUGDF002L3V1	Create stationary design	3	60
8.	OUGDF003L3V1	Convert raster to vector	3	40
9.	OUGDF004L3V1	Perform basic image editing	3	75
10.	OUGDF005L3V1	Perform basic color correction	3	50
<b>Total Nominal Learning Hours</b>				<b>360</b>



## Units & Elements at Glance

### Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU004L3V1	Work in a self-directed team	<ol style="list-style-type: none"> <li>1. Identify team goals and processes</li> <li>2. Communicate and cooperate with team members</li> <li>3. Work as a team member</li> <li>4. Solve problems as a team member</li> </ol>	15
GU005L3V1	Carry out workplace interaction in English	<ol style="list-style-type: none"> <li>1. Interpret workplace communication and etiquette</li> <li>2. Interpret workplace documents</li> <li>3. Participate in workplace meetings and discussions</li> <li>4. Practice professional ethics at workplace</li> </ol>	15
GU013L3V1	Carry out communication with clients	<ol style="list-style-type: none"> <li>1. Interpret client-based communication and etiquette</li> <li>2. Prepare documents for endeavor/working environment/platform</li> <li>3. Conduct communication</li> </ol>	15
Total Hours:			45

## Sector Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SUICT002L2V1	Operate office application software	<ol style="list-style-type: none"> <li>1. Operate computer</li> <li>2. Install application software</li> <li>3. Use word processor to prepare/create documents</li> <li>4. Use spreadsheet to create /prepare worksheets</li> <li>5. Use presentation software to create / prepare presentation</li> </ol>	25
SUICT004L3V1	Comply to ethical standards in IT workplace	<ol style="list-style-type: none"> <li>1. Uphold the requirements of clients</li> <li>2. Deliver quality products and services</li> <li>3. Maintain professionalism at workplace</li> <li>4. Maintain workplace code of conduct.</li> </ol>	15
Total Hours:			40



## Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUGDF001L3V1	Use graphic design application software	<ol style="list-style-type: none"> <li>1. Interpret fundamentals of graphic design</li> <li>2. Work with basic illustration and image</li> <li>3. Identify image standards</li> <li>4. Create basic designs</li> </ol>	50
OUGDF002L3V1	Create stationary design	<ol style="list-style-type: none"> <li>1. Design business card</li> <li>2. Design letter head</li> <li>3. Design envelopes</li> <li>4. Create official vouchers</li> <li>5. Create resume</li> </ol>	60
OUGDF003L3V1	Convert raster to vector	<ol style="list-style-type: none"> <li>1. Trace raster image manually</li> <li>2. Apply color</li> <li>3. Review and check image</li> </ol>	40
OUGDF004L3V1	Perform basic image editing	<ol style="list-style-type: none"> <li>1. Crop and resize image</li> <li>2. Make clipping path</li> <li>3. Remove background</li> <li>4. Create mask</li> </ol>	75
OUGDF005L3V1	Perform basic color correction	<ol style="list-style-type: none"> <li>1. Carry out product color change</li> <li>2. Apply color correction</li> </ol>	50
Total Hour:			275

## **Generic Competencies**



<b>Unit Code and Title</b>	<b>GU004L3V1: Work in A Self-Directed Team</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	This unit Covered the knowledge, skills and attitude to communicate and work within a team in an interactive work environment as per the workplace standard.
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b>Bold &amp; Underlined</b> terms are elaborated in the Range of Variables Training Components
1. Identify team goals and processes	1.1 <b><u>Team goals</u></b> and processes are identified 1.2 Roles and responsibilities of team members are identified 1.3 Relationships within team and with other work areas are identified
2. Communicate and cooperate with team members	2.1. Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives 2.2. Formal and informal forms of communication are used effectively to support team achievement 2.3. Diversity is respected and valued in team functioning. 2.4. Views and opinions of other team members are understood and reflected accurately 2.5. <b><u>Workplace staff regulation</u></b> is used correctly to assist communication
3. Work as a team member	3.1 Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team 3.2 Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures 3.3 Team members support other members as required to ensure team achieves goals and requirements 3.4 Agreed reporting lines are followed using standard operating procedures
4. Solve problems as a team member	4.1 Current and potential problems faced by team are identified 4.2 Procedures for avoiding and managing problems are identified 4.3 Problems are solved effectively and in a manner that supports the team
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (May include but not limited to)
1. Team goals and processes	1.1 Identifying the problem 1.2 Consider solutions 1.3 Action 1.4 Follow-up
2. Workplace staff regulation	2.1 Organization / company's code of conduct, complaint handling / grievance policies and procedures



**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"> <li>1.1 communicated and worked within a team in an interactive work environment as per workplace standard</li> <li>1.2 dealt with a range of communication/ information at one time</li> <li>1.3 made constructive contributions in workplace issues</li> <li>1.4 presented information clearly and effectively in written form</li> <li>1.5 asked appropriate questions</li> <li>1.6 provided accurate information</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Organization requirements for written and electronic communication methods</li> <li>2.2 Effective verbal communication methods</li> </ul>
3. Underpinning skill	<ul style="list-style-type: none"> <li>3.1 Organizing information</li> <li>3.2 Planning for own work activities</li> <li>3.3 Understanding and conveying intended meaning</li> <li>3.4 Participating in a variety of workplace discussions</li> <li>3.5 Compiling with Organization's requirements in the use of written and electronic communication methods</li> </ul>
4. Underpinning Attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Environmental concerns</li> <li>4.3 Eagerness to learn</li> <li>4.4 Tidiness and timeliness</li> <li>4.5 Respect for rights of peers and seniors in workplace</li> <li>4.6 Communication with peers and seniors in workplace</li> </ul>
5. Resource implication	<ul style="list-style-type: none"> <li>5.1 Variety of Information</li> <li>5.2 Communication tools</li> <li>5.3 Simulated workplace</li> </ul>
6. Methods of assessment	<ul style="list-style-type: none"> <li>6.1. Written Test</li> <li>6.2. Demonstration</li> <li>6.3. Oral Questioning</li> <li>6.4. Portfolio</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment will be done in NSDA accredited center or in online platform.</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

**Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.



<b>Unit Code and Title</b>	<b>GU005L3V1: Carryout Workplace Interaction in English</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to carry out workplace interaction.</p> <p>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.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables Training Components</p>
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 <b><u>courteous manner</u></b> to gather and convey information</p> <p>1.4 Questions about routine <b><u>workplace procedures and matters</u></b> 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 <b><u>appropriate sources</u></b></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>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Courteous manner	<p>1.1 Effective questioning</p> <p>1.2 Active listening</p> <p>1.3 Speaking skills</p>
2. Workplace procedures and matters	<p>2.1 Notes</p> <p>2.2 Agenda</p> <p>2.3 Simple reports such as progress and incident reports</p> <p>2.4 Job sheets</p> <p>2.5 Operational manuals</p> <p>2.6 Brochures and promotional material</p> <p>2.7 Visual and graphic materials</p> <p>2.8 Standards</p> <p>2.9 OSH information</p> <p>2.10 Signs</p>
3. Appropriate sources	<p>3.1 HR Department</p> <p>3.2 Managers</p> <p>3.3 Supervisors</p>
<b>Evidence Guide</b>	
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 followed workplace code of conducts is as per organizational guidelines</p> <p>1.2 interpreted workplace documents as per standard</p> <p>1.3 interpreted workplace instructions and symbols</p> <p>1.4 interpreted and implemented meeting outcomes</p>
2. Underpinning knowledge	<p>2.1 Workplace communication and etiquette</p> <p>2.2 Workplace documents, signs and symbols</p> <p>2.3 meeting procedure and etiquette</p>
3. Underpinning skills	<p>3.1 Demonstrating performance of workplace communication and etiquette</p> <p>3.2 Planning for own work activities</p> <p>3.3 Following workplace instructions and symbol</p> <p>3.4 Following workplace code of conducts is as per organizational guidelines</p> <p>3.5 Interpreting workplace documents as per standard</p>



	3.6 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 will be done in NSDA accredited center or in online platform 7.2 Assessment should be done by NSDA certified/ nominated assessor
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	



<b>Unit Code and Title</b>	<b>GU013L3V1: Carryout Communication with Clients</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to carry out workplace interaction.</p> <p>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.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables Training Components</p>
1. Interpret client-based communication and etiquette	<p>1.1 Code of conduct of communication are interpreted as per working environment/platform</p> <p>1.2 Manners and etiquette of communication is interpreted</p> <p>1.3 Questions about routine working environment/platform procedures and matters are explained as required</p>
2. Prepare documents for endeavor/working environment/platform	<p>2.1 Relevant <b><u>documents</u></b> are prepared for effective communication with work environment</p> <p>2.2 <b><u>Validated sources</u></b> are identified as per client's requirements</p> <p>2.3 Documents are validated by the authentic sources as per client's requirements</p> <p>2.4 Documents are submitted as per standard procedure</p>
3. Conduct communication	<p>3.1 Appropriate means/method/<b><u>way of communication</u></b> are maintained as per working environment/platform</p> <p>3.2 <b><u>Channels of communication</u></b> are identified and followed</p> <p>3.3 Communication is conducted in a <b><u>courteous manner</u></b> to gather and convey information</p> <p>3.4 Appropriate non-verbal communication is used as required</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Documents	<p>1.1 Personnel identification document</p> <p>1.2 Portfolio</p> <p>1.3 Financial document</p> <p>1.4 Task proposal</p>
2. Validated sources	<p>2.1 Chamber of commerce</p> <p>2.2 Related association</p> <p>2.3 High commission</p>

	<ul style="list-style-type: none"> <li>2.4 Related Bank</li> <li>2.5 Local authority</li> <li>2.6 Related legal entities</li> </ul>
3. Way of Communication	<ul style="list-style-type: none"> <li>3.1 Verbal</li> <li>3.2 Written</li> <li>3.3 Online communication</li> </ul>
4. Channels of communication	<ul style="list-style-type: none"> <li>4.1 Marketplace messenger</li> <li>4.2 Zoom</li> <li>4.3 Google meet</li> <li>4.4 Microsoft team</li> <li>4.5 Go meeting</li> <li>4.6 Boithok</li> <li>4.7 Webex</li> <li>4.8 Skype</li> <li>4.9 Whatsapp</li> </ul>
5. Courteous Manner	<ul style="list-style-type: none"> <li>5.1 Effective questioning</li> <li>5.2 Active listening</li> <li>5.3 Speaking with due honour</li> </ul>
<p><b>Evidence Guide</b></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"> <li>1.1 Interpreted client-based communication and etiquette</li> <li>1.2 Prepared documents for endeavour/working/environment/platform</li> <li>1.3 Conducted communication</li> </ul>
2. Underpinning Knowledge	<ul style="list-style-type: none"> <li>2.1. Working platforms</li> <li>2.2. Terms and condition in platforms</li> <li>2.3. Documents for communication</li> <li>2.4. Validated sources</li> <li>2.5. Way of communication</li> <li>2.6. Channel of communication</li> <li>2.7. Courteous manner</li> </ul>
3. Underpinning Skills	<ul style="list-style-type: none"> <li>3.1 Handling personal computer/laptop</li> <li>3.2 Planning for own work activities</li> <li>3.3 Interpreting communication needs</li> <li>3.4 Using channels of communication</li> <li>3.5 Logging with online platform</li> <li>3.6 Interpreting terms and condition</li> </ul>



4. Underpinning Attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers and seniors in workplace</li> </ul>
5. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 Well-equipped computer lab with audio visual accessories</li> <li>5.2 Dedicated internet facilities</li> <li>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities</li> <li>5.4 Uninterrupted powers supply source</li> <li>5.5 Required learning materials.</li> </ul>
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written Test</li> <li>6.2 demonstration</li> <li>6.3 oral Questioning</li> <li>6.4 portfolio</li> </ul>
7. Context of Assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment will be done in NSDA accredited center or in online platform</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	



## **Sector Specific Competencies**

<b>Unit Code and Title</b>	<b>SUICT002L3V1: Operate Office Application Software</b>
<b>Nominal Hours</b>	<b>25 hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitude required to operate office application software.</p> <p>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.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variable Training Components</p>
1. Operate computer	<p>1.1 Safe workplace practices are observed according to IT workplace guideline</p> <p>1.2 <b><u>Peripherals</u></b> are checked, connected and added with desktop computer/Laptop as per SOP</p> <p>1.3 Desktop computer/Laptop is put on as per SOP</p> <p>1.4 Computer <b><u>desktop/laptop / GUI settings</u></b> are arranged and customized as per requirement</p> <p>1.5 Files and folders are <b><u>manipulated</u></b> 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> <p>1.8 Desktop computer/Laptop is Shutdown as per SOP</p>
2. Install application software	<p>2.1 Installation requirements of software are identified and listed as required</p> <p>2.2 Software sources and CD key/ password are assured</p> <p>2.3 <b><u>Appropriate software</u></b> is collected and selected as per requirement</p> <p>2.4 software is installed with necessary customization as per installation Instructions</p> <p>2.5 Correctness of Installation is checked and adjusted as required</p>
3. Use word processor to prepare/create documents	<p>3.1 Appropriate <b><u>word processor</u></b> is selected and started</p> <p>3.2 Documents are created as per requirement in Personal use and office environment</p> <p>3.3 Data, figures, pictures and other resources are inserted to document form web or other sources as required.</p> <p>3.4 Documents are formatted as required</p>



	3.5 Document is saved in desired format and location 3.6 Document is printed as required
4. Use spreadsheet to create /prepare worksheets	4.1 <b>Spreadsheet applications</b> are selected and started. 4.2 Worksheets are created as per requirement in Personal use and office environment 4.3 Functions and formulas are used for calculating and editing logical operation 4.4 Sheets are formatted as per requirement 4.5 Charts are created using data as required 4.6 Charts/ Sheets are saved in desired format in and location 4.7 Document is printed as required
5. Use presentation software to create / prepare presentation	5.1 Appropriate <b>presentation applications</b> are selected and started 5.2 Presentation is created as per requirement in personal use and office environment 5.3 Image, Illustrations, text, table, symbols and media are entered as per requirements 5.4 Presentations are formatted and animated 5.5 Presentations are viewed and saved 5.6 Presentations are printed as required
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (May include but not limited to: )</b>
1. Peripherals	1.1 Monitor 1.2 Keyboard 1.3 Mouse 1.4 Modem 1.5 Scanner 1.6 Printer
2. Desktop/Laptop/ GUI settings	2.1 Icons 2.2 Taskbar 2.3 View 2.4 Resolutions
3. Manipulate	3.1 Create 3.2 Open 3.3 Copy 3.4 Rename 3.5 Delete 3.6 Sort
4. Appropriate software	4.1 Word processor 4.2 Spread sheet application 4.3 Presentation application

5. Word processor	<ul style="list-style-type: none"> <li>5.1 MS Word processor</li> <li>5.2 Open office Org</li> <li>5.3 Google docs</li> <li>5.4 Word perfect</li> <li>5.5 LibreOffice</li> </ul>
6. Spread sheet applications	<ul style="list-style-type: none"> <li>6.1 MS Excel</li> <li>6.2 Google Sheets</li> <li>6.3 Apple Numbers by Apple</li> </ul>
7. Presentation application	<ul style="list-style-type: none"> <li>7.1 MS PowerPoint</li> <li>7.2 Google Slides</li> <li>7.3 Prezi</li> </ul>
<b>Evidence Guide</b>	
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"> <li>1.1 installed Operating system</li> <li>1.2 manipulated Files and folders as per requirement</li> <li>1.3 installed application software</li> <li>1.4 used functions and formula in spread sheet.</li> <li>1.5 applied animations into presentation slide.</li> <li>1.6 printed document.</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1. Desktop and laptop items</li> <li>2.2. Computer hardware</li> <li>2.3. Computer software</li> <li>2.4. Software installation procedure</li> <li>2.5. Computer peripherals</li> <li>2.6. Different type of software and application packages</li> <li>2.7. Use of word processor</li> <li>2.8. File</li> <li>2.9. Folder</li> <li>2.10. Use of spread sheet</li> <li>2.11. Use of presentation software</li> <li>2.12. Type of printers</li> <li>2.13. Type of charts</li> <li>2.14. Different type of math and logical functions.</li> </ul>
3. Underpinning skill	<ul style="list-style-type: none"> <li>3.1 Handling tools and equipment</li> <li>3.2 Planning for own work activities</li> <li>3.3 Interpreting job requirements</li> <li>3.4 Interpreting instructions</li> <li>3.5 Identifying and selecting peripherals</li> <li>3.6 Following OSH</li> <li>3.7 Maintaining green practices</li> <li>3.8 Communicating in the workplaces</li> </ul>



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	The following resources must be provided: 5.1 Well-equipped computer lab with audio visual accessories 5.2 Dedicated internet facilities 5.3 Relevant tools, Equipment, software and facilities needed to perform the activities 5.4 Uninterrupted powers supply source 5.5 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 will be done in NSDA accredited center or in online platform. 7.2 Assessment should be done by NSDA certified/ nominated assessor.
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

<b>Unit Code and Title</b>	<b>SUICT004L3V1: Comply to Ethical Standards in IT Workplace</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to comply to ethical standards in IT workplace.</p> <p>It specifically includes upholding the requirements of clients, delivering quality products and services, maintaining professionalism at workplace, and maintaining workplace code of conduct.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <u><b>Bold and Underlined</b></u> terms are elaborated in the Range of Variables</p>
1. Uphold the requirements of clients	<p>1.1 Clients' requirements are identified</p> <p>1.2 Confidentiality of information is maintained in accordance with workplace policies / organizational policies/national legislation</p> <p>1.3 Potential conflicts of interest are identified and involved parties of potential conflicts are notified</p> <p>1.4 Proprietary rights of client/customer are asserted</p>
2. Deliver quality products and services	<p>2.1. Products and services are provided according to the clients' requirements</p> <p>2.2. Work is completed as per standards</p> <p>2.3. Quality processes are implemented when developing products and services</p>
3. Maintain professionalism at workplace	<p>3.1 Work processes are delivered as per standards</p> <p>3.2 Skills, knowledge and qualifications are presented in a professional manner</p> <p>3.3 Services and products developed by self and others are delivered as per workplace standard</p> <p>3.4 Unbiased and objective information are provided to clients</p> <p>3.5 Realistic estimates for time, cost and delivery of outputs are presented during negotiation</p>
4. Maintain workplace code of conduct	<p>4.1 Workplace code of conduct are interpreted</p> <p>4.2 Workplace code of conduct is followed</p>
<b>Range of variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):



**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 asserted proprietary rights of client/customer 1.2 completed work as per 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	2.1. Corporate code of confidentiality of information 2.2. Organizational policies 2.3. National legislation and workplace policies in relation to IT sector 2.4. Law and regulations pertaining to proprietary rights 2.5. Quality processes for products and services 2.6. Procedure of provided to client information 2.7. Method of estimating for time, cost and delivery products and services 2.8. Workplace code of conduct in IT sector
3. Underpinning skills	3.1. Upholding client's dignity and honor 3.2. Planning for own work activities 3.3. Handling tools and equipment 3.4. Interpreting client's requirements 3.5. Maintaining green practices 3.6. Communicating in the workplaces 3.7. Following workplace code of conduct
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 Well-equipped computer lab with audio visual accessories 5.2 Dedicated internet facilities

	<p>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities</p> <p>5.4 Uninterrupted powers supply source</p> <p>5.5 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 will be done in NSDA accredited center or in online platform.</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor.</p>

**Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.



## **Occupation Specific Competencies**

Unit Code and Title	OUGDF001L3V1: Use Graphic Design Application Software
<b>Nominal Hours</b>	<b>50 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to use graphic design application software.</p> <p>It specifically includes interpreting fundamentals of graphic design, working with image, identifying image standards, and creating basic designs.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Interpret fundamentals of graphic design	1.1 <b><u>Types of graphic</u></b> design are comprehended 1.2 Uses of graphic design are identified 1.3 <b><u>Software for graphic design</u></b> is identified 1.4 Basic design guidelines are Interpreted 1.5 Design brief is interpreted
2. Work with basic illustration and image	2.1. Appropriate illustration and Image modification software is identified and opened 2.2. Basic drawing is performed using different shapes as required 2.3. <b><u>Image sources</u></b> are identified 2.4. Images are successfully Imported from appropriate source 2.5. Image separation tools are identified and applied 2.6. Separated image is saved
3. Identify image standards	3.1 Image properties are identified 3.2 Image resolution are identified and interpreted 3.3 <b><u>Image format</u></b> are identified and selected
4. Create basic designs	4.1 <b><u>Required designs</u></b> are specified 4.2 Appropriate shape and size are identified 4.3 Content area is defined 4.4 <b><u>Contents</u></b> are inserted and composed 4.5 Document's size is confirmed as per requirements 4.6 Typographical design is applied as per requirements 4.7 Font attributes are applied as per requirements 4.8 Design and color are applied as per requirements 4.9 Design is saved in appropriate <b><u>file format</u></b>



<b>Range of Variables</b>	
<b>Variables</b>	<b>Range (may include but not limited to):</b>
1. Types of graphics	1.1 Vector graphic 1.2 Raster graphic
2. Software for graphic design	2.1 Adobe Photoshop 2.2 Adobe illustrator 2.3 Adobe in design 2.4 Corel draw
3. Image sources	3.1 Internet search 3.2 Photographs 3.3 Scan copy
4. Image format	4.1 PDF 4.2 PSD 4.3 PNG 4.4 JPEG 4.5 TIFF 4.6 BMP 4.7 EPS
5. Required designs	5.1 Business card 5.2 ID card 5.3 Letterhead 5.4 Logo 5.5 Invoice Form 5.6 Money receipt 5.7 Banner 5.8 Flyer 5.9 Flag
6. Contents	6.1 Text 6.2 Image 6.3 Logo
7. File format	7.1 ai 7.2 psd 7.3 tiff 7.4 eps 7.5 pdf 7.6 jpeg 7.7 png 7.8 gif 7.9 bmp 7.10svg

## 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 Interpreted fundamentals of graphic design 1.2 Worked with image 1.3 Identified image standards 1.4 Created basic designs
2. Underpinning knowledge	2.1 Opportunities in graphic design 2.1.1 Advertising agency 2.1.2 Print media 2.1.3 Electronic media 2.1.4 Production house 2.1.5 Online Market places 2.1.6 E-commerce company 2.1.7 Corporate house 2.1.8 IT office 2.1.9 Garment's sector 2.1.10 Pharmaceutical sector 2.1.11 Architecture sector 2.2 General Data Protection Regulation (GDPR) 2.3 Opportunities to improve technical skills in basic design 2.4 Graphic design tools and equipment 2.5 Types of journals, magazines, catalogues and other media 2.6 Methods of develop basic design ideas 2.7 Interpretation of basic design guidelines 2.8 Peripheral's installation 2.9 Graphic design software 2.10 Image format 2.11 File format
3. Underpinning skills	3.1 Demonstrating opportunities to continuously improve technical skills in basic design through identification, practice, feedback, discussion and evaluation 3.2 Demonstrating capabilities to develop technical skills in basic design with materials, tools and equipment 3.3 Identifying and using relevant journals, magazines, catalogues and other media to stimulate technical and professional development in basic design guidelines.



	<p>3.4 Exhibiting working with others to develop basic design ideas</p> <p>3.5 Demonstrating ability to gain experience in a range of genres and interpreting basic design guidelines</p> <p>3.6 Identifying and using opportunities to develop own practice and keeping informed about current design trends serving as guidelines</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 Well-equipped computer lab with audio visual accessories</p> <p>5.2 Uninterrupted internet facilities</p> <p>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities</p> <p>5.4 Uninterrupted powers supply source</p> <p>5.5 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>7.1 Competency assessment will be done in NSDA accredited center or in online platform</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>

#### **Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

<b>Unit Code and Title</b>	<b>OUGDF002L3V1: Create Stationary Design</b>
<b>Nominal Hours</b>	<b>60 Hours</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to create stationary design. It specifically includes designing business card, letter head, envelop, creating official vouchers, and resume.
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables
1. Design business card	<p>1.1 Clients' information's is Interpreted</p> <p>1.2 Color mode is selected as required</p> <p>1.3 Document size is determined as per client's requirements</p> <p>1.4 Business card is created using appropriate software</p> <p>1.5 Business card is checked and corrected as required</p> <p>1.6 Clients' approval is confirmed as per standard procedure</p> <p>1.7 Business card is delivered to clients as per standard format</p>
2. Design letter head	<p>2.1 <b><u>Clients' information's</u></b> is Interpreted</p> <p>2.2 <b><u>Color mode</u></b> is selected as required</p> <p>2.3 <b><u>Document size</u></b> is determined as per client's requirements</p> <p>2.4 Letter head is created using <b><u>appropriate software</u></b></p> <p>2.5 Letter head is checked and corrected as required</p> <p>2.6 Clients' approval is confirmed as per standard procedure</p> <p>2.7 Letter head is delivered to clients as per <b><u>standard format</u></b></p>
3. Design envelops	<p>3.1 Clients' information's is Interpreted</p> <p>3.2 Color mode is selected as required</p> <p>3.3 Document <b><u>style</u></b> and <b><u>size</u></b> is determined as per client's requirements</p> <p>3.4 Envelop is created using appropriate software</p> <p>3.5 Envelop is checked and corrected as required</p> <p>3.6 Clients' approval is confirmed as per standard procedure</p> <p>3.7 Envelop is delivered to clients as per standard format</p>



4. Create official vouchers	4.1 Clients' information's is Interpreted 4.2 Color mode is selected as required 4.3 Document size is determined as per client's requirements 4.4 <b>Official vouchers</b> are created using appropriate software 4.5 Official vouchers are checked and corrected as required 4.6 Clients' approval is confirmed as per standard procedure 4.7 Official vouchers are delivered to clients as per standard format
5. Create resume	5.1 Clients' information's is Interpreted 5.2 Document size is determined as per client's requirements 5.3 Resume is created using appropriate software 5.4 Resume is checked and corrected as required 5.5 Clients' approval is confirmed as per standard procedure 5.6 Resume is delivered to clients as per standard format
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Clients' information	1.1 Theme 1.2 logo 1.3 Name 1.4 Address 1.5 Paper size 1.6 Colour 1.7 Deliverable File format
2. Color mode	2.1 RGB 2.2 CMYK 2.3 Index 2.4 Grey scale 2.5 Lab color
3. Document size	3.1 A4 size 3.2 Letter size 3.3 Legal size
4. Appropriate software	4.1 Adobe illustrator 4.2 Adobe photoshop 4.3 Adobe InDesign 4.4 Corel draw

5. Standard format	5.1 Print PDF 5.2 Ai 5.3 EPS 5.4 PSD 5.5 PNG 5.6 JPG
6. Style	6.1. Commercial 6.2. Booklet 6.3. Catalog 6.4. Announcement 6.5. Baronial
7. Size	7.1 Dimension length wise (DL) 7.2 C1-C10
8. Official vouchers	8.1 Invoice 8.2 Money receipt 8.3 Delivery slip 8.4 Debit vouchers 8.5 Credit vouchers
<b>Evidence Guide</b> 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 Designed letter head 1.2 Designed business card 1.3 Created resume 1.4 Designed envelopes 1.5 Created official vouchers
2. Underpinning knowledge	2.1 Basic color theory 2.2 Basic color mode 2.3 State stationary 2.4 Classify stationary 2.5 Standard format 2.6 Document size and style 2.7 Official vouchers 2.8 Clients' approval procedure 2.9 Document delivery procedure
3. Underpinning skills	3.1 Operating personal computer 3.2 Planning for own work activities 3.3 Collecting client's information 3.4 Handling clients 3.5 Negotiating with clients 3.6 Installing relevant software's



	<ul style="list-style-type: none"> <li>3.7 Using illustrator</li> <li>3.8 Using photoshop</li> <li>3.9 Using InDesign</li> <li>3.10 Using Corel draw</li> <li>3.11 Measuring dimension</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers and seniors in workplace</li> </ul>
5. Resource implication	<ul style="list-style-type: none"> <li>5.1 Well-equipped computer lab with audio visual accessories</li> <li>5.2 Uninterrupted internet facilities</li> <li>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities</li> <li>5.4 Uninterrupted powers supply source</li> <li>5.5 Required learning materials</li> </ul>
6. Methods of assessment	<ul style="list-style-type: none"> <li>6.1 Written test</li> <li>6.2 Demonstration</li> <li>6.3 Oral questioning</li> <li>6.4 Portfolio</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment will be done in NSDA accredited center or in online platform</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

**Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

<b>Unit Code and Title</b>	<b>OUGDF003L3V1: Convert Raster to Vector</b>
<b>Nominal Hours</b>	<b>40 hours</b>
<b>Unit Descriptor</b>	This unit of competency covers the knowledge, skills and attitude to convert raster to vector.  It specifically includes tracing raster image manually, applying color, and reviewing and checking image.
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variable
1. Trace raster image manually	1.1. <b><u>Clients' information</u></b> is interpreted 1.2. <b><u>Color mode</u></b> is selected as required 1.3. Document size is determined as per client's requirements 1.4. Manually image is traced as per job requirement 1.5. Traced image is checked and revised as per requirement
2. Apply color	2.1 Image color is identified using color tools as per requirement 2.2 Color is applied to art work as per requirement 2.3 Art work is saved as per required <b><u>format</u></b>
3. Review and check image	3.1 Art work is checked and reviewed as per client's requirement 3.2 Vector art work is delivered to clients as per standard format
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (May include but not limited to)</b>
1. Clients' information	1.1 Source image 1.2 Art work size 1.3 Colour 1.4 Deliverable file format
2. Color mode	2.1 RGB 2.2 CMYK 2.3 Index 2.4 Grey scale 2.5 Lab color
3. Format	3.1 Print PDF 3.2 Ai 3.3 EPS 3.4 PSD 3.5 PNG 3.6 JPG
<b>Evidence Guide</b>	
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 Traced raster image manually 1.2 Applied color 1.3 Reviewed and checked image



2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1. Basic Color theory</li> <li>2.2. Basic Color mode</li> <li>2.3. Document size and style</li> <li>2.4. Clients' approval procedure</li> </ul>
3. Underpinning skill	<ul style="list-style-type: none"> <li>3.1. Operating personal computer</li> <li>3.2. Planning for own work activities</li> <li>3.3. Collecting client's information</li> <li>3.4. Installing relevant software's</li> <li>3.5. Measuring dimension</li> <li>3.6. Tracing raster to vector</li> <li>3.7. Applying color</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers, sub-ordinates and seniors in workplace</li> </ul>
5. Resource implication	<ul style="list-style-type: none"> <li>5.1 Well-equipped computer lab with audio visual accessories</li> <li>5.2 Uninterrupted internet facilities</li> <li>5.3 Relevant tools, Equipment, software and facilities needed to perform the activities</li> <li>5.4 Uninterrupted powers supply source</li> <li>5.5 Required learning materials</li> </ul>
6. Methods of assessment	<ul style="list-style-type: none"> <li>6.1 Demonstration with oral questioning</li> <li>6.2 Direct observation</li> <li>6.3 Written test</li> <li>6.4 Portfolio</li> </ul>
7. Context of Assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment will be done in NSDA accredited center or in online platform</li> <li>7.2 Assessment should be done by NSDA certified/ nominated assessor</li> </ul>

**Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

<b>Unit Code and Title</b>	<b>OUGDF004L3V1: Perform Basic Image Editing</b>
<b>Nominal Hours</b>	<b>75 hours</b>
<b>Unit Descriptor</b>	<p>This unit of competency specifies the knowledge, skills and attitude to perform basic image editing.</p> <p>It specifically includes cropping and resizing image, making clipping path, removing background, resizing image, and creating mask.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold and underlined</u></b> terms are elaborated in the Range of Variable.</p>
1. Crop and resize image	<p>1.1 Clients' information's is interpreted  1.2 Image is selected and cropped as required  1.3 Tools are calibrated as required  1.4 <b><u>Resolution</u></b> and <b><u>dimension</u></b> are fixed as per client's requirement  1.5 Images are saved in appropriate file format</p>
2. Make clipping path	<p>2.1 <b><u>Clients' information</u></b> is interpreted  2.2 Image is selected as required  2.3 Pen tool is selected as per job requirement  2.4 Clipping path is created  2.5 Clipping path are corrected and saved in appropriate <b><u>file format</u></b></p>
3. Remove background	<p>3.1 Clients' information is interpreted  3.2 Image is selected as required  3.3 <b><u>Required tools</u></b> are selected as per job requirement  3.4 Image is separated from background  3.5 Background is removed from image as per client's requirement  3.6 Image is saved in appropriate file format</p>
4. Create mask	<p>4.1 Clients' information is interpreted  4.2 Image is selected  4.3 <b><u>Masking tools</u></b> are selected as per job requirement  4.4 Mask is created  4.5 Image is checked and saved in appropriate file format</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (May include but not limited to)
1. Clients' information	<p>1.1 Source image  1.2 Colour mode  1.3 Deliverable image size and format</p>



2. File format	2.1 JPEG 2.2 PSD 2.3 TIFF
3. Required tools	3.1 Quick selection 3.2 Magic wand 3.3 Lasso 3.4 Pen tools
4. Resolution	4.1 72 ppi 4.2 256 ppi 4.3 300 ppi
5. Dimension	5.1 Width 5.2 Height
6. Masking tools	6.1 Background erase 6.2 Layer mask 6.3 Channel mask

### Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent & 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 make clipping path 1.2 removed background 1.3 cropped and resized image 1.4 created mask
2. Underpinning knowledge	2.1. Clipping path 2.2. Standard format 2.3. Document size and style 2.4. Background removing procedure 2.5. Resolution and dimension 2.6. Document delivery procedure
3. Underpinning skill	3.1. Operating personal computer 3.2. Planning for own work activities 3.3. Collecting client's information 3.4. Handling clients 3.5. Negotiating with clients 3.6. Installing relevant software

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	5.1 Well-equipped computer lab with audio visual accessories 5.2 Uninterrupted internet facilities 5.3 Relevant tools, Equipment, software and facilities needed to perform the activities 5.4 Uninterrupted powers supply source 5.5 Required learning materials
6 Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test 6.4 Portfolio
7 Context of assessment	7.1 Competency assessment will be done in NSDA accredited center or in online platform 7.2 Assessment should be done by NSDA certified/nominated assessor

#### **Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.



Unit Code and Title	OUGDF005L3V1: Perform Basic Color Correction
Nominal Hours	50 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform basic color correction. It specifically includes carried out product color change, and applying color correction.
Elements of Competency	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables
1. Carry out product color change	1.1 Clients' information is interpreted 1.2 Image is selected as required 1.3 Color adjustment tools are identified and selected as required 1.4 <b><u>Color correction techniques</u></b> are identified 1.5 Appropriate <b><u>color mode</u></b> is selected 1.6 Image is saved in appropriate file format 1.7 Image is delivered to clients as per required format
2. Apply color correction	2.1 Clients' information's is interpreted 2.2 Image is selected as required 2.3 Color correction methods are applied 2.4 Image enhancement is compared with the original one 2.5 Image is saved in appropriate file format 2.6 Image is delivered to clients as per required format
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Color correction techniques	1.1 Brightness and Contrast 1.2 Hue and Saturation 1.3 Level 1.4 Curve 1.5 Selective color 1.6 Variations 1.7 Photo Filter
2. Color mode	2.1 RGB 2.2 CMYK 2.3 Grey scale 2.4 LAB Color 2.5 Index Color

**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	1.1 Carried out product color change 1.2 Applied color correction
2. Underpinning knowledge	2.1 Basic color theory 2.2 Basic color mode 2.3 Document size and style 2.4 Color correction techniques 2.5 Image mode 2.6 Clients' approval procedure 2.7 Document delivery procedure
3. Underpinning skills	3.1 Operating personal computer 3.2 Planning for own work activities 3.3 Collecting client's information 3.4 Negotiating with clients 3.5 Installing relevant software 3.6 Measuring length and width 3.7 Applying color correction
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	5.1 Well-equipped computer lab with audio visual accessories 5.2 Uninterrupted internet facilities 5.3 Relevant tools, Equipment, software and facilities needed to perform the activities 5.4 Uninterrupted powers supply source 5.5 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 will be done in NSDA accredited center or in online platform 7.2 Assessment should be done by NSDA certified/nominated assessor
--------------------------	--

**Accreditation Requirements**

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

## Development of Competency Standard

The Competency Standards for National Skills Certificate level-03 in **Graphic Design for freelancer** Qualification is Developed by the following members and approved by NSDA.

### List of members

<b>Graphic Design for Freelancer</b>		
1.	Johir Uddin Sumon, Graphic Designer, Arts and Graphics Section (Prothom Alo), Cell: 01711626596, Email: <a href="mailto:sumonju@gmail.com">sumonju@gmail.com</a>	Member
2.	Shaheduzzaman Shovon, Deputy Head of Education CodersTrust Bangladesh, Cell: 01846208268, Email: <a href="mailto:shovon@codertrust.com">shovon@codertrust.com</a>	Member
3.	S.M Nazmul Alam, CEO (Soukhin Infosys), Cell: 01611002266, Email: <a href="mailto:nazmul@soukhininfosys.com">nazmul@soukhininfosys.com</a>	Member
4.	Abdullah Sarfaraz Yaseen, Instructor Animation Lab, Department of Computer Science & Engineering University of Dhaka, Cell: 01670023265, Email: <a href="mailto:sarfaraz.yaseen@animation.cse.du.ac.bd">sarfaraz.yaseen@animation.cse.du.ac.bd</a>	Member
5.	Dewan Md. Musa, Team Leader, Fifty-two Digital Ltd, Cell: 01722454535, Email: <a href="mailto:dmmusa@gmail.com">dmmusa@gmail.com</a>	Member
6.	Almas Hossain, Website Administrator, DOICT, Cell: 01902123109, Email: <a href="mailto:almasbd@gmail.com">almasbd@gmail.com</a>	Member
7.	Abbrahum Murshed, Project Management Specialist, Digicon Technologies Ltd, Cell: 01726963955, Email: <a href="mailto:abraham.murshed@dgsi.com.bd">abraham.murshed@dgsi.com.bd</a>	Member
8.	Badrunnahar Julio, Graphic Designer, Ajker Patrika Cell: 01971626596, Email: <a href="mailto:bnahar.julio@gmail.com">bnahar.julio@gmail.com</a>	Member
9.	Md. Abdul Hye Siddiqui, Senior Instructor, BMET, Cell: 01819725610, Email: <a href="mailto:Siddique.ttc@gamil.com">Siddique.ttc@gamil.com</a>	Member
10.	Md. Arman Hossain, Graphic Designer, Multimedia, Cell: 01688282349, Email: <a href="mailto:md.akhan6638@gmail.com">md.akhan6638@gmail.com</a>	Member
11.	Md. Shahadat Hossain, Specialist-2, SEIP Project, Dhaka. Cell: 01715360652, Email: <a href="mailto:hossainsm61@gmail.com">hossainsm61@gmail.com</a>	Member
12.	Md. Amir Hossain, Process Expert (CS and Curriculum), NSDA. Cell: 01631670445, Email: <a href="mailto:razib.consultant@yahoo.com">razib.consultant@yahoo.com</a>	Member
13.	Md. Quamruzzaman, Director (Skills Standard), NSDA, Cell: 01819189320 Email: <a href="mailto:gzaman40@yahoo.com">gzaman40@yahoo.com</a>	Member
14.	Engr. B.M. Shariful Islam, Deputy Director (Skill Standard), Cell: +880 01715010321, Email: <a href="mailto:sharif9375@gmail.com">sharif9375@gmail.com</a>	Member



## Validation of Competency Standard by Standard and Curriculum Validation Committee

The Competency Standards for National Skills Certificate level-03 in **Graphic Design for freelancer**, is validated by SCVC on 3 and 6 June 2021 and approved by NSDA.

### List of members of the SCVC

GRAPHIC DESIGN FOR FREELANCER		
1.		Member
2.	Badrunnahar Julio, Graphic Designer, Ajker Patrika Cell: 01971626596, Email: <a href="mailto:bnahar.julio@gmail.com">bnahar.julio@gmail.com</a>	Member
3.	Almas Hossain, Website Administrator, DOICT, Cell: 01902123109, Email: <a href="mailto:almasbd@gmail.com">almasbd@gmail.com</a>	Member
4.	S.M Nazmul Alam, CEO (Soukhin Infosys), Cell: 01611002266, Email: <a href="mailto:nazmul@soukhininfosys.com">nazmul@soukhininfosys.com</a>	Member
5.	Abdullah Sarfaraz Yaseen, Instructor Animation Lab, Department of Computer Science & Engineering University of Dhaka, Cell: 01670023265, Email: <a href="mailto:sarfaraz.yaseen@animation.cse.du.ac.bd">sarfaraz.yaseen@animation.cse.du.ac.bd</a>	Member
6.	Dewan Md. Musa, Team Leader, Fifty-two Digital Ltd, Cell: 01722454535, Email: <a href="mailto:dmmusa@gmail.com">dmmusa@gmail.com</a>	Member
7.	Abbrahum Murshed, Project Management Specialist, Digicon Technologies Ltd, Cell: 01726963955, Email: <a href="mailto:abraham.murshed@dgsi.com.bd">abraham.murshed@dgsi.com.bd</a>	Member
8.	Md. Shahadat Hossain, Specialist-2, SEIP Project, Dhaka. Cell: 01715360652, Email: <a href="mailto:hossainsm61@gmail.com">hossainsm61@gmail.com</a>	Member
9.	Md. Amir Hossain, Process Expert (CS and Curriculum), NSDA. Cell: 01631670445, Email: <a href="mailto:razib.consultant@yahoo.com">razib.consultant@yahoo.com</a>	Member
10.	Md. Quamruzzaman, Director (Skills Standard), NSDA, Cell: 01819189320 Email: <a href="mailto:gzaman40@yahoo.com">gzaman40@yahoo.com</a>	Member
11.	Engr. B.M. Shariful Islam, Deputy Director (Skill Standard), Cell: +880 01715010321, Email: <a href="mailto:sharif9375@gmail.com">sharif9375@gmail.com</a>	Member

## Copyright

---

This Competency Standard for **Graphic Design for freelancer** 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.

This document is owned by the National Skills Development Authority of the People's Republic of Bangladesh, developed in association with **ICT Industry Skills Council**.

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

Other interested parties must obtain permission from the owner of this document for reproduction of information in any manner, in whole or in part, of this Competency Standard, in English or other language.

This document is available from:

### **National Skills Development Authority**

423-428 Tejgaon Industrial Area, Dhaka-1215

Phone: +880 2 8891091; Fax: +880 2 8891092;

E-mail: [ecnsda@nsda.gov.bd](mailto:ecnsda@nsda.gov.bd)

Website: [www.nsga.gov.bd](http://www.nsga.gov.bd)