



COMPETENCY STANDARD

FOR

Wood Coating

Level: 3

(Furniture Sector)

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



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

Copyright

National Skills Development Authority
Prime Minister's Office
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd
Website: www.nsda.gov.bd.
National Skills Portal: <http://skillsportal.gov.bd>

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

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

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

Introduction

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

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

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

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

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

Overview

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

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

Level Descriptors of NSQF (BNQF 1-6)

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

List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency
ISO	International Organization for Standardization
MSDS	Material Safety Data Sheet
OSH	Occupational Safety and Health
CAD	Course Accreditation Document
BNQF	Bangladesh National Qualification Framework
CBLM	Competency Based Learning Materials
CBC	Competency Based Curriculum

Approved by
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**Competency Standards for National Skill Certificate, Level- 3, in
Wood Coating of Furniture Sector**

Course Structure

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L2-V1	Communicate in the Workplace	2	20
Sub Total				20
Sector Specific Units of Competencies				
2.	SU-FUR-04-L2-V1	Work in the Furniture Sector	2	20
3.	SU-FUR-05-L2-V1	Participate/Perform in Environmentally Sustainable Work Practices	2	20
Sub Total				40
Occupation Specific Units of Competencies				
4.	OU-FUR-WC-01-L3-V1	Interpret lacquer materials	3	60
5.	OU-FUR-WC-02-L3-V1	Prepare surface for lacquer coating	3	40
6.	OU-FUR-WC-03-L3-V1	Perform primer for lacquer coating	3	60
7.	OU-FUR-WC-04-L3-V1	Perform coating for interior furniture	3	100
8.	OU-FUR-WC-05-L3-V1	Perform coating for exterior furniture	3	40
Sub Total				300
Total Duration				360

Units & Elements at Glance

Generic Competencies (20 Hours)

Code	Unit of Competency	Elements of competency	Duration (Hours)
GU-02-L2-V1	Communicate in the workplace	1. Receive verbal instructions. 2. Interpret verbal and written information/ instructions 3. Convey instructions using verbal and written forms of communication 4. Complete written documentation 5. Participate in work place meetings and discussions	20
			20

Sector Specific Competencies (60 Hours)

Code	Unit of Competency	Elements of competency	Duration (Hours)
SU-FUR-04-L2-V1	Work in the Furniture Sector	1. Identify job roles and responsibilities 2. Identify and observe OSH 3. Plan work activities 4. Work with others	20
SU-FUR-05-L2-V1	Participate/Perform in Environmentally Sustainable Work Practices	1. Identify environmental practices 2. Collaborate with co-workers 3. Perform environmental awareness related to wood works	20
Total hours			40

Occupation Specific Units of Competencies (240 Hours)

Code	Unit of competency	Elements of competency	Duration (hours)
OU-FUR-WC-07-L3-V1	Interpret lacquer materials	<ol style="list-style-type: none"> 1. Identify lacquer materials 2. Perform measurement and calculation of lacquer materials 3. Interpret various steps of lacquer coating 4. Clean and store tools and equipment 	60
OU-FUR-WC-08-L3-V1	Prepare surface for lacquer coating	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare surface for lacquer coating 3. Clean and store tools and equipment 	40
OU-FUR-WC-09-L3-V1	Perform primer for lacquer coating	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare primer materials 3. Perform primer coat 4. Clean and store tools and equipment 	60
OU-FUR-WC-10-L3-V1	Perform lacquer coating for interior furniture	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare interior sealer coat 3. Perform interior Sealer coat 4. Perform stain coat 5. Prepare interior Top Coat 6. Perform interior Top Coat 7. Clean and store tools and equipment 	100
OU-FUR-WC-11-L3-V1	Perform lacquer coating for exterior furniture	<ol style="list-style-type: none"> 1. Prepare for work 2. Perform stain coat 3. Prepare interior sealer coat 4. Perform Exterior Sealer coat 5. Prepare Exterior Top Coat 6. Perform Exterior Top Coat 7. Clean and store tools and equipment 	40
Sub Total			300
Total			360

Generic Units of Competencies

Unit Code and Title	GU-02-L2-V1: Communicate in the workplace
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to communicate in the workplace.</p> <p>It specifically includes the task of receiving verbal instructions, interpreting verbal and written information/ instruction, conveying instructions using verbal and written forms of communication, completing written documentation and participating in workplace meetings and discussions.</p>
Nominal Hours	20 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Receive verbal instructions	<p>1.1. Instructions are accessed and interpreted</p> <p>1.2. Questions are asked to clarify understanding or gain more information.</p> <p>1.3. Information/instruction is recorded</p>
2. Interpret verbal and written information/ instructions	<p>2.1 <u>Written instructions</u> are interpreted.</p> <p>2.2 Work <u>signage's</u> are properly responded.</p> <p>2.3 Routine written instructions are followed in sequence.</p> <p>2.4 Feedback is given to workplace supervisor.</p>
3. Convey instructions using verbal and written forms of communication	<p>3.1 Relevant <u>communication</u> methods are used to transmit instructions.</p> <p>3.2 Appropriate non-verbal communication is used.</p> <p>3.3 Channels of communication are identified and followed</p> <p>3.4 Communication <u>tools and equipment</u> are operated and faults are identified and reported.</p> <p>3.5 Information is conveyed using appropriate <u>forms</u>.</p>
4. Complete written documentation	<p>4.1 All required <u>documentation</u> is completed.</p> <p>4.2 Workplace data are recorded</p> <p>4.3 Written information/instruction is passed to personnel.</p>
5. Participate in work place meetings and discussions	<p>5.1 Meetings are attended regularly and on time.</p> <p>5.2 Meeting inputs are consistent with the meeting purpose and established protocols.</p> <p>5.3 Opinions are expressed without interruption.</p> <p>5.4 Meeting outputs are processed and implemented.</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Written instructions	<p>1.1. Supervisor's/manager's instructions</p> <p>1.2. Memoranda</p> <p>1.3. Rules and regulations</p>

	1.4. Signage 1.5. Approved work plan 1.6. External communication
2. Signage	2.1 On-site direction signs 2.2 Common site warnings 2.3 Location signs 2.4 Traffic signs
3. Communication	3.1 Verbal instructions 3.2 Written instructions 3.3 Online communication
4. Tools and machinery	4.1 Workplace (actual or simulated) 4.2 Telephone 4.3 Mobile phone 4.4 Fax machines 4.5 Two-way radio 4.6 Computers 4.7 Forms 4.8 Memo
5. Forms	5.1 Memorandum 5.2 Requisitioning form 5.3 Personnel form 5.4 Safety report form
6. Documentation	6.1 Reports (Monthly, Quarterly, Half-Yearly, Annual) 6.2 Plans (Strategic Plan, Operational Plan, Monthly Schedule) 6.3 Monitoring and Evaluation Report 6.4 Minutes of Meetings
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge of workplace procedures in receiving, interpreting and conveying verbal & written communication. 1.2 satisfied the requirements mentioned in the Performance Criteria and Range of Variables.
2. Underpinning knowledge	2.1 Workplace Communication Policies, Standards and Procedures 2.2 Verbal and non-verbal communication 2.3 Modes of communication 2.4 Communication equipment: types, uses and faults. 2.5 Channels of communication

3. Underpinning skills	3.1 Receiving verbal instructions. 3.2 Interpreting verbal and written information/ instruction 3.3 Conveying instructions using verbal and written forms of communication 3.4 Completing written documentation 3.5 Participating in workplace meetings and discussions
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 workplace (actual or simulated) 5.2 Pens 5.3 Telephone 5.4 Computer 5.5 Writing materials 5.6 Online communication
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

The Sector Specific Competencies

Unit Code and Title	SU-FUR-04-L2-V1: Work in the Furniture Sector
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to work in the furniture sector. It specifically includes the tasks of identifying job roles and responsibilities, identifying and observing OSH, planning work activities and working with others.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify job roles and responsibilities	1.1 Job roles and responsibilities are identified. 1.2 Relationships within the furniture industry employees are identified.
2. Identify and observe OSH	2.1 <u>Occupational Safety and Health (OSH)</u> is identified and observed. 2.2 Safe work practices are followed when using equipment in the work environment.
3. Plan work activities	3.1 Common goals, objectives and tasks are identified and clarified with appropriate persons. 3.2 Individual tasks are determined and agreed on in accordance with workplace environment.
4. Work with others	4.1 <u>Effective interpersonal skills</u> are applied to interact with others and to contribute activities and objectives. 4.2 Assigned tasks are performed in accordance with job requirements, specifications, and workplace environment. 4.3 Work requirements are confirmed with colleagues.
Range of Variables	
Variable	Range (may include but not limited to):
1. Occupational Safety and Health (OSH)	1.1 Personal Protective Equipment (PPE): 1.1.1 Apron 1.1.2 Helmet 1.1.3 Hand gloves 1.1.4 Goggles 1.1.5 Safety shoes 1.1.6 Mask 1.1.7 Face Shield 1.1.8 Spirit Level 1.1.9 Ear-protector

2. Effective interpersonal skills	2.1 Basic listening and speaking skills 2.2 Use of terminology and jargon 2.3 Communicating and receiving feedback 2.4 Interpretation of instructions
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Assessment required evidences that the candidate: 1.2 identified job roles and responsibilities 1.3 demonstrated working in the furniture sector.
2. Underpinning knowledge	2.1 Safety rules and procedure. 2.2 Working with others. 2.3 Communicate with others
3. Underpinning skills	3.1 Reading skills required to interpret work instruction and numerical skills. 3.2 Communicating skills. 3.3 Problem solving in emergency situation
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials and consumables needed to perform activities.
6. Methods of assessment	6.1 Methods of assessment may include but not limited to: 6.2 written test 6.3 demonstration 6.4 oral questioning 6.5 portfolio

7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	SU-FUR-05-L2-V1: Participate/Perform in Environmentally Sustainable Work Practices
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to participate in environmentally sustainable work practices. It specifically includes the tasks of identifying environmental practices, collaborating with co-workers and performing environmental awareness related to wood works.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify environmental practices	<p>1.1 Environmental practices in wood working workplace are identified.</p> <p>1.2 Environmental practices for wood working are practiced.</p>
2. Collaborate with co-workers	<p>2.1 <u>Collaborative actions</u> and attitudes related to sustainable environmental practices are identified.</p> <p>2.2 Collaborating with co-workers to deliver desired output is practiced as per industry requirements.</p>
3. Perform environmental awareness related to wood work	<p>3.1 <u>Environmental issues</u> and concerns are identified and discussed.</p> <p>3.2 Environmental issues and concerns are practiced following workplace requirements.</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Collaborative actions	1.1 Working with others 1.2 Understanding others 1.3 Workmanship
2. Environmental issues	2.1 Use of timber, hazardous materials 2.2 Waste disposal 2.3 Use of chemical related to furniture sector
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 demonstrated work values related to environmentally sustainable practices 1.2 identified environmental issues
2. Underpinning knowledge	2.1 Safety requirements in the workplace. 2.2 Working with others. 2.3 Environmental issues and concerns. 2.4 Collaborative actions.
3. Underpinning skills	3.1 Reading skills required to interpret work instruction and numerical skills. 3.2 Collaborating with co-workers. 3.3 Problem solving in emergency situation
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.

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

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

The Occupational Specific Competencies

Unit Code and Title	OU-FUR-WC-01-L3-V1: Interpret lacquer materials
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of identifying lacquer materials, performing measurement and calculation of lacquer materials, interpreting various steps of lacquer coating and cleaning and storing tools and equipment.</p>
Nominal Hours	60 Hours
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Identify lacquer materials	<p>1.1 Occupational Safety and Health (OSH) are followed throughout the work.</p> <p>1.2 PPE are used as per requirement</p> <p>1.3 <u>Lacquer coating</u> are identified and interpreted as per requirement.</p> <p>1.4 <u>Lacquer materials</u> are identified and interpreted as per job requirements.</p> <p>1.5 <u>Properties of lacquer materials</u> are explained</p> <p>1.6 Application procedure of lacquer materials are interpreted</p> <p>1.7 Materials technical data sheets (TDS) are read and interpreted</p>
2. Perform measurement and calculation of lacquer materials	<p>2.1 <u>Measuring tools & equipment</u> for lacquer are collected as per requirement</p> <p>2.2 Measured lacquer materials are determined as per TDS</p> <p>2.3 Calculation is performed using Standard procedure</p>
3. Interpret various steps of lacquer coating	<p>3.1 Various <u>steps</u> of lacquer coating are identified</p> <p>3.2 Lacquer materials for various steps are identified</p> <p>3.3 Compatibility of various material are checked</p> <p>3.4 <u>Unexpected situations</u> are responded to in line with company rules and regulation</p>
4. Clean and store tools and equipment	<p>4.1 Unused materials are stored or recycled as required.</p> <p>4.2 Tools and equipment are cleaned and stored as per workplace standard</p> <p>4.3 Faulty and defective tools are tagged and reported in accordance with workplace practices.</p> <p>4.4 Waste materials are disposed as per standard</p>
Range of Variables	
Variable	Range (may include but not limited to:)

1. Lacquer Coating	1.1 Nitrocellulose (NC) Lacquer 1.2 Polyurethane (PU) lacquer 1.3 Acrylic lacquer 1.4 Water based lacquer 1.5 UV lacquer
2. Lacquer material	2.1 Putty 2.2 Tannin block primer/ barrier 2.3 Filler 2.4 Sealer 2.5 Hardener 2.6 Top Coat 2.7 Stainer 2.8 Thinner 2.9 Solvent Stain/color 2.10 Special chemical
3. Properties of lacquer materials	3.1 Viscosity 3.2 Color 3.3 Gloss 3.4 Solid percentage 3.5 Volatile Organic Compound (VOC) Content
4. Measuring tools & equipment	4.1 Weighing Scale 4.2 Measuring Cup 4.3 Measuring tape 4.4 Calculator
5. Steps	5.1 Surface preparation 5.2 Primer Coat (Tannin block primer/Barrier coat, Isolant primer /Barrier coat , Filler Coat as required) 5.3 Sealer Coat 5.4 Stain Coat 5.5 Topcoat
6. Unexpected situations	6.1 Faulty and defective tools and equipment 6.2 Defective lacquer materials 6.3 Incompatibility of mixed materials 6.4 Over dilution 6.5 Wrong mixing ratio 6.6 Equipment breakdown 6.7 Environmental challenge
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	

1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified lacquer materials 1.2 Performed measurement and calculation of lacquer materials 1.3 Interpreted various steps of lacquer coating 1.4 cleaned and maintained tools and equipment
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Lacquer materials 2.2 Measurement and calculation 2.3 Steps of lacquer coating
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying lacquer materials 3.2 Performing measurement and calculation of lacquer materials 3.3 Interpreting various steps of lacquer coating
4. Required attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Contexts of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment Centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-02-L3-V1: Prepare surface for lacquer coating
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of preparing for work, preparing surface for lacquer coating, cleaning and storing tools and equipment.</p>
Nominal Hours	40 Hours
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare for work	<p>1.1 PPE are worn and used as per nature of the job.</p> <p>1.2 <u>Hand tools and power tools</u> are collected as per job requirement.</p> <p>1.3 <u>Materials for surface preparations</u> are collected as per job requirement</p>
2. Prepare surface for lacquer coating	<p>2.1 <u>Surfaces</u> are checked for <u>quality requirement</u></p> <p>2.2 <u>Foreign materials</u> are identified on the surface.</p> <p>2.3 Surfaces are cleaned thoroughly to make it free from foreign materials.</p> <p>2.4 Patchworks are done on defected surface if required.</p> <p>2.5 Surfaces are sanded smoothly & cleaned as per <u>set standard</u></p>
3. Clean and store tools and equipment	<p>3.1 Unused materials are stored or recycled as required.</p> <p>3.2 Tools and equipment are cleaned and stored as per workplace standard.</p> <p>3.3 Faulty and defective tools are tagged and reported in accordance with workplace practices.</p> <p>3.4 Waste materials are disposed as per standard</p>
Range of Variables	
Variable	Range (may include but not limited to:)
1. Hand tools and power tools	<p>1.1 Sanding machine</p> <p>1.2 Scraper</p> <p>1.3 Spatula/ stirring stick.</p> <p>1.4 Putty knife</p> <p>1.5 Paint brush</p> <p>1.6 Blower</p> <p>1.7 Mixing container</p> <p>1.8 Grinding machine</p>

2. Materials for surface preparations	2.1 Putty as dent filling (water based, XY/XT clear putty, Wax etc.) 2.2 Rasin Barrier/Tannin block primer coat, Fungus Barrier Isolant primer coat , Filler Coat as required. 2.3 Clean Cloth or Rag (Markin cloth, Tack cloth) 2.4 Sanding paper (80P, 120P, 240P etc.) 2.5 Matching colour if required 2.6 Steel wool
3. Surfaces	3.1 Solid Wood 3.2 Ply wood 3.3 Wood-tex 3.4 MDF board
4. Quality requirement	4.1 Cleanliness 4.2 Smoothness 4.3 Moisture content of the surface 4.4 Environmental conditions
5. Foreign materials	5.1 Oil 5.2 Grease 5.3 Sticker 5.4 Dust 5.5 Dirt 5.6 Nail 5.7 Glue 5.8 Debris 5.9 Other contaminants
6. Set Standard	6.1 Smoothness 6.2 Absence of imperfection 6.3 Dent/hole free 6.4 Dust free
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Performed smooth sanding 1.2 Inspected surface as per quality requirement 1.3 Identified & removed foreign materials from surface 1.4 Performed patchwork on defected areas. 1.5 cleaned and maintained tools and equipment
2. Underpinning knowledge	2.1 Hand tools and power tools 2.2 Sand paper 2.3 Quality surface 2.4 Foreign materials on surface

	2.5 Masking & demasking 2.6 Surface defect and patchwork
3. Underpinning skills	3.1 Selecting tools, equipment and materials. 3.2 Inspecting quality surface 3.3 Identifying foreign materials 3.4 Applying putty 3.5 Applying 3.6 Applying masking tape and removing on designated area 3.7 Performing patchwork on defected areas
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 Oral questioning 6.4 portfolio.
7. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA	

Unit Code and Title	OU-FUR-WC-03-L3-V1: Perform primer for lacquer coating
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of: preparing for work, Preparing primer materials, Performing primer, Performing additional coat, Cleaning and storing tools and equipment</p>
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 PPE are worn and used as per nature of the job. 1.2 <u>Hand tools and power tools</u> are collected as per job requirement. 1.3 Materials are collected as per job requirement
2. Prepare primer materials	2.1 Selected <u>primer materials</u> are weighed as per specification 2.2 Materials are mixed as per ratio for primer coating 2.3 Mixture is checked for application
3. Perform primer coat	7.1 Prepared surface is selected and collected 7.2 Primer is applied on the surface 7.3 Surface is allowed to dry as per requirement. 7.4 Sanding is performed after each primer coat 7.5 Primer coating is checked as per set <u>standard.</u> 7.6 Perform additional primer coat if required
4. Clean and store tools and equipment	7.1 Unused materials are stored or recycled as required. 7.2 Tools and equipment are cleaned and stored as per workplace standard. 7.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 7.4 Waste materials are disposed as per standard
Range of Variables	
Variable	Range (may include but not limited to:)
1. Primer materials	1.1 Thinner (41 thinner, NC thinner, Retarder, PU thinner etc.) 1.2 Wood filler 1.3 Tannin block primer/ Resin barrier 1.4 Isolant primer/ Fungus Barrier 1.5 1K Primer 1.6 Solvent stain (Teak, Mahogany, Walnut etc.) 1.7 Clean Cloth (Polish cloth, marking cloth, Jute etc.) 1.8 Sanding paper (240P, 320P etc.)

2. Standard	2.1 Proper drying 2.2 Smooth sanding 2.3 Absence of imperfection 2.4 Compatibility with Subsequent Coatings
3. Hand tools and power tools	3.1 Paint brushes 3.2 Paint trays 3.3 Tack cloth 3.4 Orbital sander 3.5 Dust extractor 3.6 Paint sprayer 3.7 Mixing pot 3.8 Sanding block
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 Performed weighing and mixing of primer materials 1.2 Performed primer for application 1.3 Cleaned and maintained tools and equipment
2. Underpinning knowledge	2.1 Materials of primer 2.2 Weighing and mixing of material 2.3 Primer coat 2.4 Primer application
3. Underpinning skills	3.1 Mixing of primer materials 3.2 Applying primer coat 3.3 Sanding of primer coat
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness. 4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities. 5.3 materials, consumables to perform activities.

6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment center</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-04-L3-V1: Perform Lacquer coating for interior furniture
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of: prepare for work, perform interior sealer coat, prepare Interior, clean and store tools and equipment.</p>
Nominal Hours	100 Hours
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare for work	<p>1.1 PPE are worn and used as per nature of the job.</p> <p>1.2 Hand tools and power tools are collected as per job requirement.</p>
2. Prepare interior sealer coat	<p>2.1 <u>Interior sealer material</u> is collected as per job requirement.</p> <p>2.2 Interior sealer materials TDS/MSDS are checked and read carefully.</p> <p>2.3 Suitable stainer is selected if required.</p> <p>2.4 Materials are mixed as per recommended ratio.</p> <p>2.5 Mixture is checked for application</p>
3. Perform interior Sealer coat	<p>3.1 Mixture is applied on the prepared surface.</p> <p>3.2 Surface is sanded smoothly for additional coat as per requirement.</p> <p>3.3 Surface is checked as per set <u>standard</u></p>

4. Perform stain coat	4.1 Stain TDS/MSDS are checked and read carefully. 4.2 Stain coat is prepared as per required shade 4.3 Stain is applied as per required shade 4.4 Surface is sanded smoothly for additional coat as per requirement. 4.5 Surface is checked as per set standard 4.6 Perform additional stain coat if required
5. Prepare interior Top Coat	5.1 Interior topcoat materials TDS/MSDS are checked and read carefully. 5.2 Suitable <u>interior topcoat materials</u> are collected as per job requirement. 5.3 Materials are mixed as per instruction. 5.4 Mixture is checked for application
6. Perform interior Top Coat	6.1 Interior top coat is applied on the surface. 6.2 Surface is allowed to dry as per recommended time. 6.3 Surface is sanded smoothly for additional coat as per requirement. 6.4 Perform additional topcoat if required
7. Clean and store tools and equipment	7.1 Unused materials are stored or recycled as required. 7.2 Tools and equipment are cleaned and stored as per workplace standard. 7.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 7.4 Waste materials are disposed as per standard
Range of Variables	
Variable	Range (may include but not limited to:)
1. Hand tools and power tools	1.1 Spatula/ Stirring stick. 1.2 Paint brush 1.3 Paint sprayer 1.4 Dust extractor
2. Interior sealer product	2.1 Interior clear sealer 2.2 Interior pigmented sealer 2.3 Water based sealer 2.4 Polyurethane sealer 2.5 Acrylic sealer 2.6 Oil based sealer 2.7 Universal sealer 2.8 Stainer 2.9 Hardener

	2.10 Curing agent 2.11 thinner
3. Interior top coat materials	3.1 Polyurethane top coat 3.2 Acrylic top coat 3.3 Water based top coat 3.4 Wax top coat 3.5 Oil based top coat 3.6 Epoxy top coat 3.7 Hardener 3.8 Curing agent 3.9 Thinner 3.10 Gloss level (5%, 10%, 20%, 30%, 40%,60%, 90%,100%)
4. Standard	4.1 Proper drying 4.2 Bubble free 4.3 Dust free 4.4 Clarity 4.5 Uniform finish 4.6 Coverage 4.7 Absence of imperfection (Wiping marks, Uniformity, drips etc.) 4.8 Compatibility with Subsequent Coatings
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Selected appropriate color for Sealer & topcoats 1.2 Performed Interior sealer, stain & topcoats on prepared surface 1.1 Maintained consistency as per recommendation
2. Underpinning knowledge	2.1 Interior sealer, stain & topcoats material 2.2 Interior coating material 2.3 Application of interior sealer, stain & topcoats
3. Underpinning skills	3.1 Mixing interior sealer, stain & topcoats material 3.2 Applying sealer & topcoats material 3.3 Checking imperfections on the coating 3.4 Recoating ability
4. Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities. 4.3 Sincere and honest to duties. 4.4 Eagerness to learn. 4.5 Tidiness and timeliness.

	4.6 Environmental concerns. 4.7 Respect for rights of peers and seniors at workplace. 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment, and physical facilities appropriate to perform activities. 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment center. 7.2 Assessment should be done by a 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 qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA	

Unit Code and Title	OU-FUR-WC-05-L3-V1: Perform lacquer coating for exterior furniture
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials. It specifically includes the tasks of: prepare for work, prepare surface for coating, apply primer, clean and store tools and equipment.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 PPE are worn and used as per nature of the job. 1.2 Hand tools and power tools are collected as per job requirement.

2. Perform stain coat	2.1 Stain TDS/MSDS are checked and read carefully. 2.2 Stain coat is prepared as per required shade 2.3 Stain is applied as per required shade 2.4 Surface is sanded smoothly for additional coat as per requirement. 2.5 Surface is checked as per set standard 2.6 Perform additional stain coat if required
3. Prepare interior sealer coat	3.1 <u>Exterior sealer material</u> is collected as per job requirement. 3.2 Interior sealer materials TDS/MSDS are checked and read carefully. 3.3 Suitable stainer is selected if required.
4. Perform Exterior Sealer coat	4.1 Mixture is applied on the prepared surface. 4.2 Surface is sanded smoothly for additional coat as per requirement. 4.3 Surface is checked as per set <u>standard</u>
5. Prepare Exterior Top Coat	5.1 Suitable <u>Exterior top coat materials</u> are collected as per job requirement. 5.2 Materials are mixed as per instruction. 5.3 Mixture is checked for application
6. Perform Exterior Top Coat	6.1 Exterior top coat is applied on the prepared surface. 6.2 Surface is allowed to dry as per recommended time. 6.3 Surface is sanded smoothly for additional coat as per requirement.
7. Clean and store tools and equipment	7.1 Unused materials are stored or recycled as required. 7.2 Tools and equipment are cleaned and stored as per workplace standard. 7.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 7.4 Waste materials are disposed as per standard
Range of Variables	
Variable	Range (may include but not limited to:)
5. Exterior sealer product	5.1 Exterior pigmented sealer 5.2 Water based sealer 5.3 Polyurethane (PU) sealer 5.4 Stainer 5.5 Hardener 5.6 Curing agent 5.7 Thinner 5.8 Water Based Stain

6. Exterior top coat materials	6.1 Polyurethane top coat 6.2 Water based top coat 6.3 Oil based top coat 6.4 Hardener 6.5 Curing agent 6.6 Thinner
7. Standard	7.1 Proper drying 7.2 Bubble free 7.3 Dust free 7.4 Clarity 7.5 Uniform finish 7.6 Coverage 7.7 Absence of imperfection (Wiping marks, Uniformity, drips) 7.8 Compatibility with Subsequent Coatings
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Selected appropriate color for Sealer, stain & topcoats 1.2 Performed Exterior sealer, stain & top coats on prepared surface 1.3 Maintained consistency as per recommendation
2. Underpinning knowledge	4.1 Exterior sealer, stain & topcoats material 4.2 Exterior hardener material 4.3 Application of Exterior sealer, stain & topcoats 4.4 Effect of UV and weather on lacquer coat
5. Underpinning skills	5.1 Mixing Exterior sealer, stainer & top coat material 5.2 Applying Sealer, stainer & top coat material 5.3 Checking imperfections after coating 5.4 Recoating ability
6. Required attitudes	6.1 Commitment to occupational safety and health. 6.2 Promptness in carrying out activities. 6.3 Sincere and honest to duties. 6.4 Eagerness to learn. 6.5 Tidiness and timeliness. 6.6 Environmental concerns. 6.7 Respect for rights of peers and seniors at workplace. 6.8 Communication with peers and seniors at workplace.
7. Resource implication	The following resources must be provided: 7.1 workplace (actual or simulated) 7.2 tools, equipment and physical facilities appropriate to perform activities.

	7.3 materials, consumables to perform activities.
8. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>8.1 written test</p> <p>8.2 demonstration</p> <p>8.3 oral questioning</p> <p>8.4 portfolio.</p>
9. Contexts of assessment	<p>9.1 Competency assessment must be done in NSDA accredited assessment center.</p> <p>9.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Development of Competency Standard

The Competency Standards for National Skills Certificate in Wood Coating, Level- 3 is developed by NSDA on 17-20 July 2023.

List of Members

Sl. No.	Name and Address	Position in the committee
1.	Mr. Md. Solaiman Mia Principal Trainer, Berger PTI Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +880 1313498497 E-mail: solaiman@bergerbd.com	Member
2.	Mr. Zillur Rahman Khan Instructor, Civil Technology Dhaka Polytechnic Institute. Cell: +8801711158084 E-mail: zillurznf99@gmail.com	Member
3.	Md Omar Sharif Chemist SB Wood Coating, R&D Berger Paint Bangladesh Limited Dhaka Factory, Savar, Dhaka Cell: +8801322916412 E-mail: omar.sharif@bergerbd.com	Member
4.	Mr. Md. Anwarul Haque Head of Institute, Akhtar Furniture Academy Ford Nagar, Singair, Manikgonj Cell: +8801799949901 E-mail: afa.anowarul@gmail.com	Member
5.	Mr. Md. Abdus Sobahan (Muktar) Manager, Akhtar Furniture Limited Ford Nagar, Singair, Manikganj Cell: +8801847192072	Member
6.	Mr. Md. Bahauddin (Prince) Area Manager (Sales & Marketing) Asia Coating Pvt. Ltd Cell: +8801730341252 E-mail: bahauddin.prince@asia-coatings.com	Member
7.	Mr. Rakib Ur Rahman Chowdhury Manager Business Development – WC Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801713158595 E-mail: rakibur@bergerbd.com	Member
8.	A.M. Zahirul Islam Specialist--4(CS, CBC, CBLM & Assessment) National Skills Development Authority (NSDA) Cell: +880 1740920809 Email: zahir.nsda@gmail.com	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Wood Coating, Level- 3 is validated by NSDA 17 August 2023.

List of Members of SCVC

Sl. No.	Name and Address	Position in the committee
1.	Mr. A Karim Majumder Managing Director, Nadia Furniture Ltd. Singair, Manikganj Cell: +8801819-241830, Email: karim@nadiafurniture.com	Chairperson
2.	Mr. Md. Solaiman Mia Principal Trainer, Berger PTI Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801313498497 E-mail: solaiman@bergerbd.com	Member
3.	Mr. Kalyan Brata Das Quality Assurance Officer Bangladesh Technical Education Board Agargaon, Sher-e-Bangla Nagar, Dhaka Cell: +8801711507215 E-mail: kb.das2013@gmail.com	Member
4.	Mr. Md. Anwarul Haque Head of Institute, Akhtar Furniture Academy Ford Nagar, Singair, Manikganj Cell: +8801799949901 E-mail: afa.anowarul@gmail.com	Member
5.	Mr. Md. Bahauddin (Prince) Area Manager (Sales & Marketing) Asia Coating Pvt. Ltd Cell: +8801730341252 E-mail: bahauddin.prince@asia-coatings.com	Member
6.	Mr. Md. Sohel Rana Senior Supervisor, Akhtar Furniture Limited Ford Nagar, Singair, Manikganj Cell: +8801705951304 E-mail: ranas8486@gmail.com	Member
7.	Mr. Rakib Ur Rahman Chowdhury Manager Business Development – WC Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801713158595 E-mail: rakibur@bergerbd.com	Member
8.	A.M. Zahirul Islam Specialist--4(CS, CBC, CBLM & Assessment) National Skills Development Authority (NSDA) Cell: +880 1740920809 Email: zahir.nsda@gmail.com	Member

Workshop Minutes

Government of the People's Republic of Bangladesh
Prime Minister's Office

National Skills Development Authority

Level: 10-11, Biniyog Bhaban,

E-6 / B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.

Email: ec@nsda.gov.bd Website: www.nsda.gov.bd.

Minutes of the Competency Standard Validation Workshop on “**Wood Coatings, L-3**.”

Chairman	Mr. A Karim Majumder, Chairman, Furniture sector ISC
Date	: 17 August, 2023
Time	: 9:00 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman welcomed all those present and started the work of the workshop. During the day-long workshop, the competency standard of **Wood Coating, L-3** was reviewed and finalized in detail. The activities related to the finalized standard through validation workshop are presented below:

SL No	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No	
1	Name and level of occupation	Yes		
2	Nominal Hour	Yes		
3	Unit of Competency	Yes		
4	Element		No	Appropriate changes (action verb and suitable terminology) have been made in the relevant field of industry.
5	Performance Criteria		No	Relevant performance criteria were updated and reorganized as per necessity of the current technology.
3	Variables		No	As the requirement of industry, we have changed some variables and also added new variable
3	Critical Aspect of Competence		No	Appropriate changes have been made in the critical aspect of competency as per the change of units.
3	Underpinning knowledge		No	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No	Necessary added, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		
12	Assessment methods	Yes		

Through the above activities, the Competency Standard has been finalized and validated as “**Wood Coating, Level-3**”

Chairman
Standard and Curriculum Validation Committee,
Chairman - FSISC