



# **COMPETENCY STANDARD FOR APPAREL MERCHANDISING**

**Level: 4**

**(RMG & Textile Sector)**

**Competency Standard Code: CS-RMGT-AM-L4-EN-V1**



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



## Copyright

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This Competency Standard for Apparel Merchandising 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 developed by NSDA in association with RMG and Textile 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

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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. "**Apparel Merchandising**" is selected as one of the priority occupations of RMG and Textile Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National 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

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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 RMG and Textile Sector.

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

**Competency Standards for National Skill Certificate, Level-4 in  
Apparel Merchandising in RMG and Textile 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
BOM	Bill of Materials
CM	Cost of Manufacturing
FOB	Free On Board



# Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
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<b>Pijush Kanti Nath</b> Additional Secretary Member (Admin & Finance) National Skills Development Authority (NSDA)	 12.01.20
<b>Mohammad Rezaul Karim</b> Additional Secretary Member (Skills Standard & Certification) National Skills Development Authority (NSDA)	 12.01.2020
<b>Md. Abdur Razzaque</b> Joint Secretary Member (Planning & Research) National Skills Development Authority (NSDA)	 12.01.2020



**Md. Faruque Hossain**  
Executive Chairman (Secretary)  
National Skills Development Authority (NSDA)  
Date: 12.01.2020





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**Competency Standards for National Skill Certificate, Level-4 in  
Apparel Merchandising in RMG and Textile Sector**

**Course Structure**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	1	15
2.	GU-01-L3-V1	Perform Basic IT Skills	3	20
3.	GU-02-L2-V1	Carryout Workplace Interaction	2	15
4.	GU-01-L2-V1	Work in a Self-directed Team	2	15
Sub Total				65
Sector Specific Units of Competencies				
5.	SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	2	15
6.	SU-RMGT-02-L3-V1	Perform Measurement and Calculations in the RMG Sector	3	15
7.	SU-RGMT-03-L3-V1	Interpret Sketch and Specifications in Manuals for RMG Sector	3	15
Sub Total				45
Occupation Specific Units of Competencies				
8.	OU-RMGT-AM-01-L3-V1	Identify the Principles and Major Tasks of Apparel Merchandising	4	35
9.	OU-RMGT-AM-02-L3-V1	Build and Maintain an Effective Business Relationship with Clients/Customers	4	35
10.	OU-RMGT-AM-03-L3-V1	Source Materials	4	50
11.	OU-RMGT-AM-04-L3-V1	Perform Measurement, Consumption & Cost Calculations for Casual/Formal Apparel	4	65
12.	OU-RMGT-AM-05-L3-V1	Apply Order Follow up Procedure	4	35
13.	OU-RMGT-AM-06-L3-V1	Interpret the Process of Commercial and Banking Activities	4	30
Sub Total				250
Total Duration				360



## Units & Elements at Glance

### Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	<ol style="list-style-type: none"> <li>1. Identify OSH policies and procedures</li> <li>2. Follow OSH procedure</li> <li>3. Report hazards and risks</li> <li>4. Respond to emergencies</li> <li>5. Maintain personal well-being</li> </ol>	15
GU-01-L3-V1	Apply Basic IT Skills	<ol style="list-style-type: none"> <li>1. Identify and use most commonly used IT Tools</li> <li>2. Operate Computer</li> <li>3. Work with word processing software</li> <li>4. Use spread sheet packages to create /prepare worksheets</li> <li>5. Use presentation packages to create / prepare presentation</li> <li>6. Print the documents</li> <li>7. Use the Internet and Access E-Mail</li> </ol>	20
GU-02-L2-V1	Carryout Workplace Interaction	<ol style="list-style-type: none"> <li>1. Interpret Workplace Communication and Etiquette</li> <li>2. Read and Understand Workplace Documents</li> <li>3. Work as a team member</li> <li>4. Participate in workplace meetings and discussions</li> <li>5. Practice professional ethics at work.</li> </ol>	15
GU-01-L2-V1	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
<b>Total Hours</b>			<b>65</b>

## Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-RMGT-01-L4-V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> <li>1. Identify Basic Business Communication Practices in RMG sector</li> <li>2. Recognize history of RMG industries in Bangladesh</li> <li>3. Identify major departments of RMG industry</li> <li>4. List prime Export Markets</li> </ol>	15
SU-RMGT-02-L3-V1	Perform Measurement and Calculations in the RMG Sector	<ol style="list-style-type: none"> <li>1. Select measuring devices</li> <li>2. Obtain measurement for apparel</li> <li>3. Perform simple calculations</li> </ol>	15
SU-RGMT-03-L3-V1	Interpret Sketch and Specifications in Manuals for RMG Sector	<ol style="list-style-type: none"> <li>1. Identify information from manual</li> <li>2. Interpret sketch and specifications</li> </ol>	15
<b>Total hours</b>			<b>45</b>

## Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-RMGT-AM-01-L3-V1	Identify the Principles and Major Tasks of Apparel Merchandising	<ol style="list-style-type: none"> <li>1. Interpret job role of an Apparel Merchandiser</li> <li>2. List the Organizations of RMG sector</li> <li>3. Illustrate functional flow chart of Apparel Merchandising</li> </ol>	35
OU-RMGT-AM-02-L3-V1	Build and Maintain an Effective Business Relationship with Clients/Customers	<ol style="list-style-type: none"> <li>1. Establish good relationships with clients/ customers</li> <li>2. Interpret the apparel marketing process</li> <li>3. Perform the order handling procedure</li> <li>4. Interpret the process of reporting</li> </ol>	35
OU-RMGT-AM-03-L3-V1	Source Materials	<ol style="list-style-type: none"> <li>1. Interpret types of fabric used for woven and knit apparels</li> <li>2. Interpret the trims and accessories</li> <li>3. Prepare BOM (Bill of Material) sheet</li> <li>4. Demonstrate the process of negotiation and booking</li> </ol>	50
OU-RMGT-AM-04-L3-V1	Perform Measurement, Consumption & Cost Calculations for Casual/Formal Apparel	<ol style="list-style-type: none"> <li>1. Interpret the sketch and measurement chart</li> <li>2. Interpret the points of measuring</li> <li>3. Perform fabric consumption and Cost calculation</li> <li>4. Perform trims and accessories consumption and cost calculation</li> <li>5. Interpret Cost of Manufacturing (CM)</li> <li>6. Apply the costing format and methods of calculation</li> </ol>	65
OU-RMGT-AM-05-L3-V1	Apply Order Follow up Procedure	<ol style="list-style-type: none"> <li>1. Interpret the order follow up procedure</li> <li>2. Recognize the supplier evaluation process</li> <li>1. Demonstrate the TNA plan</li> </ol>	35
OU-RMGT-AM-06-L3-V1	Interpret the Process of Commercial and Banking Activities	<ol style="list-style-type: none"> <li>1. Process the commercial and banking requirements</li> <li>2. Perform the procedures for letter of credit (L/C)</li> <li>2. Perform documentation for payment</li> </ol>	30
<b>Total Hours</b>			<b>250</b>

## **Generic Units of Competencies**

<b>Unit Code and Title</b>	<b>GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace.</p> <p>It specifically includes identifying OHS policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <u><b>Bold &amp; Underlined</b></u> terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures.	1.1. <u><b>OHS policies</b></u> and <u><b>safe operating procedures</b></u> are accessed and stated. 1.2. <u><b>Safety signs and symbols</b></u> are identified and followed. 1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements.
2. Follow OSH procedure	2.1 <u><b>Personal protective equipment (PPE)</b></u> is selected and collected as required. 2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices. 2.3 A clear and tidy workplace is maintained as per workplace standard. 2.4 PPE is maintained to keep them operational and compliant with OHS regulations.
3. Report hazards and risks.	3.1 <u><b>Hazards</b></u> and risks are identified, assessed and controlled. 3.2 Incidents arising from hazards and risks are reported to designated authority.
4. Respond to emergencies	4.1 Alarms and warning devices are responded. 4.2 Workplace <u><b>emergency procedures</b></u> are followed. 4.3 <u><b>Contingency measures</b></u> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures. 4.4 First aid procedures is applied during emergency situations.
5. Maintain personal well-being	5.1 OHS policies and procedures are adhered to. 5.2 OHS awareness programs are participated in as per workplace guidelines and procedures. 5.3 Corrective actions are implemented to correct unsafe condition in the workplace. 5.4 <u><b>“Fit to work” records</b></u> are updated and maintained according to workplace requirements.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. OHS Policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines

2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 evacuation`
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. "Fit to Work" records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
<b>Evidence Guide</b> 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 stated OHS policies and safe operating procedures 1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions

2. Underpinning knowledge	2.1 Define OHS 2.2 OHS Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and their uses 2.8 Personal Hygiene Practices 2.9 OHS Awareness
3. Underpinning skills	3.1 Accessing OHS policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, materials and documentation required 5.4 OHS Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in 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.

<b>Unit Code and Title</b>	<b>GU-01-L3-V1: Apply Basic IT Skills</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitude required to Apply basic IT skills.</p> <p>It specifically includes the task of identifying and using most commonly used IT Tools, Operating Computer, working with word processing software, using spread sheet packages to create /prepare worksheets, using presentation packages to create / prepare presentation, printing the documents and using the Internet and access E-Mail.</p>
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Identify and use most commonly used IT Tools	<p>1.1 Context of IT is interpreted</p> <p>1.2 Commonly used <b><u>IT tools</u></b> are identified</p> <p>1.3 Safe work practice and OSH Standards are followed</p>
2. Operate Computer	<p>2.1 <b><u>Peripherals</u></b> are checked and connected with computer as per standard</p> <p>2.2 Power cords / adapter are connected with computer and power outlets socket safely.</p> <p>2.3 Computer is switched on gently.</p> <p>2.4 PC <b><u>desktop / GUI</u></b> settings are arranged and customized as per requirement.</p> <p>2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.</p> <p>2.6 Properties of files and folders are viewed and searched.</p> <p>2.7 Disks are defragmented, formatted as per requirement.</p>
3. Work with word processing software	<p>3.1 Word Processing software is selected and started</p> <p>3.2 Basic typing technique is demonstrated</p> <p>3.3 <b><u>Documents</u></b> are created as per requirement in personal use and office environment</p> <p>3.4 <b><u>Contents</u></b> are entered.</p> <p>3.5 Documents are <b><u>formatted</u></b>.</p> <p>3.6 Paragraph and page settings are completed</p> <p>3.7 Saving and retrieving technique of a document are interpreted</p>
4. Use spread sheet packages to create /prepare worksheets	<p>4.1 Spread sheet packages are selected and started.</p> <p>4.2 Worksheets are created as per requirement in Personal use and office environment.</p> <p>4.3 Data are entered</p> <p>4.4 <b><u>Functions</u></b> are used for calculating and editing logical operation</p> <p>4.5 <b><u>Sheets</u></b> are formatted as per requirement.</p> <p>4.6 <b><u>Charts</u></b> are created.</p>

	4.7	Charts/ Sheets are previewed
5. Use presentation packages to create / prepare presentation	5.1 5.2 5.3 5.4 5.5	Appropriate presentation software packages are selected and started Presentation are created as per requirement in personal use and office environment Image, Illustrations, text, table, symbols and media are entered as per requirements. Presentations are formatted and animated. Presentations are previewed.
6. Print the documents	6.1 6.2 6.3 6.4	Printer is connected with computer and power outlet properly. Power is switched on at both the power outlet and printer. Printer is installed and added. Correct printer settings are selected and document is printed.
7. Use the Internet and Access E-Mail	7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9	Appropriate internet browsers are selected Search engines are used to access information Video / Information are Shared /downloaded / uploaded from / to web site/social media. Web based resources are used Email services are identified and selected to create a new email address Document is prepared, attached and sent to different types of recipient. Email is read, forwarded, replied and deleted as per requirement. Custom email folders are created and manipulated. Email message is printed.
<b>Range of Variables</b>		
<b>Variable</b>	<b>Range</b> (may include but not limited to):	
1. Peripherals	1.1 1.2 1.3 1.4 1.5 1.1	Monitor Keyboard Mouse Modem Scanner Printer
2. Desktop / GUI settings	2.1 2.2 2.3 2.1	Icons Taskbar View Resolutions
3. Documents	3.1 3.2 3.3	Word documents Standard CV / Bio-Data with different text & fonts, image and table. Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols.

	3.1 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
4. Contents	4.1 Illustrations and styles 4.2 Text 4.3 Table 4.4 Symbols 4.1 Header & Footer
5. Formatted.	5.1 Bold 5.2 Italic 5.3 Underline 5.4 Font size, colour, 5.5 Change case 5.1 Alignment and intend
6. Functions	6.1 Mathematics 6.2 Logical 6.1 Simple Statistical
7. IT tools	7.1 Phone 7.2 Cell Phone 7.3 TABs 7.4 Radio 7.5 Television 7.6 Computers 7.7 Laptops 7.8 Notebooks 7.9 Internet 7.10 Software 7.11 Satellite
8. Browsers	8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web
<b>Evidence Guide</b> 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 Followed OSH Standard and Safe Work Procedures. 1.2 Created, opened, copied, renamed, deleted and sorted files and folders as per requirement. 1.3 Completed application software Installations properly 1.4 Performed simple trouble shooting with Computer 1.5 Demonstrated typing on word processing software, save and retrieve documents

	1.6 Used functions for calculating and editing logical operation in spread sheet. 1.7 Configured appropriate printer settings and printed the document. 1.8 Demonstrated ability to create email accounts. 1.9 Demonstrated ability to use email account for different online purpose
2. Underpinning Knowledge	2.1 Basic competent of PC 2.2 IT and IT Tools 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Different type of math and logical functions 2.6 Computer Trouble Shooting 2.7 Techniques to access internet
3. Underpinning Skills	3.1 Identifying and use IT Tools 3.2 Demonstrating simple trouble shooting with Computer 3.3 Demonstrating typing on word processing software 3.4 Saving and retrieving documents on Word Processing software. 3.5 Demonstrated ability to create email accounts 3.6 Opening an email account and use it for different purpose. 3.7 Configured appropriate printer settings and printed the document 3.8 Used functions for calculating and editing logical operation in spread sheet
4. Underpinning attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (simulated or actual) 5.2 IT Tools 5.3 Computers with word processing application 5.4 Internet connection 5.5 Presentations 5.6 Learning manuals

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

<b>Unit Code and Title</b>	<b>GU-02-L2-V1: Carryout Workplace Interaction</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 the task of interpreting workplace communication and etiquette, reading and understanding workplace documents, participating in workplace meetings and discussions and practicing professional ethics at work.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b>Bold &amp; Underlined</b> terms are elaborated in the Range of Variables
1. Interpret Workplace Communication and Etiquette	1.1. Workplace code of conducts are interpreted as per organizational guidelines 1.2. Appropriate lines of communication are maintained with supervisors and colleagues 1.3. Workplace interactions are conducted in a <b><u>courteous manner</u></b> to gather and convey information 1.4. Questions about routine <b><u>workplace procedures and matters</u></b> are asked and responded as required
2. Read and Understand Workplace Documents	2.1. Workplace documents are interpreted as per standard. 2.2. Assistance is taken to aid comprehension when required from peers/supervisors 2.3. Visual information/ symbols/signage's are understood and followed 2.4. Specific and relevant information are accessed from <b><u>appropriate sources</u></b> 2.5. Appropriate medium is used to transfer information and ideas
3. Participate in workplace meetings and discussions	3.1 Team meetings are attended on time and followed meeting procedures and etiquette 3.2 Own opinions are expressed and listened to those of others without interruption 3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes
4. Practice professional ethics at work.	4.1 Responsibilities as a team member are demonstrated and kept promises and commitments made to others 4.2 Tasks are performed in accordance with workplace procedures 4.3 Confidentiality is respected and maintained 4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to)

1. Courteous Manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace Procedures and Matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate Sources	3.1 HR Department 3.2 Managers 3.3 Supervisors
<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 Interpreted workplace communication and etiquette 1.2 Interpreted workplace instructions and symbols 1.3 Demonstrated workplace meetings
2. Underpinning knowledge	2.1 Workplace communication and etiquette 2.2 Workplace documents, signs and symbols 2.3 Meeting procedure and etiquette
3. Underpinning skills	3.1 Demonstrating workplace communication and etiquette 3.2 Demonstrating workplace instructions and symbols 3.3 Demonstrating workplace meetings
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 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 Work place Procedure 5.2 Materials relevant to the proposed activity

	5.3 All tools, equipment, material and documentation required. 5.4 Relevant specifications or work instructions
6 Methods of assessment	Methods of assessment may include but not limited to: 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 center. 7.2 Assessment should be done by NSDA certified/ nominated assessor.
<b>Accreditation Requirements</b> 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.	

<b>Unit Code and Title</b>	<b>GU-01-L2-V1: Work in a Self-directed Team</b>
<b>Unit descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to Work in a self-directed team.</p> <p>It specifically includes the task of identifying team goals and processes, communicating and cooperating with team members, working as a team member and solving problems as a team member.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b>Bold &amp; Underlined</b> terms are elaborated in the Range of Variables
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>Variables</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

<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 Communicated and worked within a team in an interactive work environment as per workplace standard. 1.2 Dealt with a range of communication/ information at one time. 1.3 Made constructive contributions in workplace issues 1.4 Presented information clearly and effectively in written form 1.5 Asked appropriate questions 1.6 Provided accurate information
2. Underpinning knowledge	2.1 Organization requirements for written and electronic communication methods 2.2 Effective verbal communication methods
3. Underpinning skills	3.1 Organize information 3.2 Understand and convey intended meaning 3.3 Participate in a variety of workplace discussions 3.4 Comply with Organization's requirements in the use of written and electronic communication methods
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 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 Variety of Information 5.2 Communication tools 5.3 Simulated workplace
6. Methods of assessment	Methods of assessment may include but not limited to: 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 center. 7.2 Assessment should be done by NSDA certified/ nominated assessor.
<b>Accreditation Requirements</b> 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.	

## **Sector Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>SU-RMGT-01-L4-V1: Recognize the RMG Business Scenario</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skill and attitude required to Recognize the RMG business scenario.</p> <p>It specifically includes the task of identifying basic business communication practices in RMG Sector, recognizing history of RMG industries in Bangladesh, identifying major departments of RMG industry and listing prime export markets.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b>(<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)</b>
1. Identify basic business communication practices in RMG Sector	1.1 The communication requirements in the RMG sector are recognized in alignment to the role of RMG sector 1.2 <b><u>Modes of Communication</u></b> are explained 1.3 Communication policies and guidelines are identified and interpreted
2. Recognize history of RMG Industries in Bangladesh	2.1. <b><u>Background of RMG</u></b> Industries in Bangladesh is inferred with reference to the past history, present status and expected future trends 2.2. Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact 2.3. Present and projected future trends and technologies relevant to the sector are summarized
3. Identify major departments of RMG Industry	3.1 Scope and nature of <b><u>major departments</u></b> of the RMG sector are identified 3.2 Role and responsibilities of individuals are identified in relation to the department and organization as a whole 3.3 The <b><u>machines</u></b> used in different departments are identified
4. List prime export markets	4.1 The types of <b><u>prime export markets</u></b> are categorized on the basis of their current and future potential 4.2 Export marketing process is interpreted
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (may include but not limited to):</b>
1. Modes of Communication	1.1 E-mail 1.2 Social Media 1.3 Telephonic Conversation 1.4 Fax 1.5 Meetings 1.6 Video Conference 1.7 Courier

2. Background of RMG	2.1 History of Bangladesh RMG 2.2 Economy of Bangladesh 2.3 SWOT analysis on RMG sector 2.4 Gender dynamics of garments industry in Bangladesh. 2.5 Wages & efficiency in the garments industry 2.6 Compliance
3. Major Departments	3.1 PDS 3.2 Store 3.3 Cutting 3.4 Embellishment 3.5 Sewing 3.6 Washing 3.7 Finishing 3.8 Quality 3.9 Industrial Engineering 3.10 Production Planning and Control 3.11 Maintenance 3.12 Merchandising
4. Machines	4.1 Single needle machine 4.2 Double needle Machine 4.3 Over lock Machine 4.4 Flat lock Machine 4.5 Feed of the arm Machine 4.6 Kansai Multi Needle Machine 4.7 Bar tuck Machine 4.8 Button Hole Machine 4.9 Button Stitch Machine 4.10 Snap Attach Machine
5. Prime export markets	5.1 American market 5.2 European market 5.3 Asian market 5.4 Newly explored market
<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 Identified mode Communication 1.2 Interpreted production process 1.3 Identified prime export markets
2. Underpinning knowledge	2.1. Policies and Guidelines 2.2. History of RMG sector 2.3. Trends in the RMG sector 2.4. Production process 2.5. Different Department in RMG sector 2.6. Own roles and responsibilities

	2.7. Types of prime export markets
3. Underpinning skills	3.1. Identifying policies and guidelines in RMG sector 3.2. Interpreting business communication technique 3.3. Interpreting trends of RMG sector 3.4. Identifying departments in RMG sector 3.5. Identifying machines used in different departments
4. Underpinning Attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for rights of peers and seniors in workplace 4.6. Communication with peers and seniors in workplace
5. Resource implications	5.1. Tools, equipment and physical facilities appropriate to perform activities. 5.2. Materials, consumables to perform activities.
6. Methods of Assessment	6.1. Written test 6.2. Oral questioning 6.3. Demonstration
7. Context of Assessment	7.1. Competency assessment must be done in NSDA accredited centre. 7.2. Assessment should be done by NSDA certified/ nominated assessor.
<b>Accreditation Requirements</b> 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.	

<b>Unit Code and Title</b>	<b>SU-RMGT-02-L3-V1: Perform Measurements and Calculations</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to perform measurements and calculations.</p> <p>It specifically includes the task of selecting measuring devices, obtaining measurements for apparel and performing simple calculations.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b>(<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)</b></p>
1. Select measuring devices	1.1. Work instructions are confirmed and applied to the job in hand 1.2. Materials to be measured are identified as per job specifications 1.3. Appropriate <u>measuring devices</u> are selected based on materials to be measured 1.4. Specifications are obtained from relevant <u>documents</u> 1.5. Tolerance and clearance limits are identified and adjusted according to the job requirements
2. Obtain measurements for apparel	2.1. Accurate <u>measurements</u> are obtained in accordance with job requirements 2.2. Systems of measurements are identified and measurement conversions done as per requirement 2.3. Measurements are confirmed and recorded in the given company format
3. Perform simple calculations	3.1. Simple calculations involving <u>basic operations</u> are carried out 3.2. <u>Other operations</u> are used to complete tasks 3.3. Appropriate formulas for calculating quantities of materials are selected 3.4. <u>calculations</u> are performed and verified 3.5. Material quantities are calculated and shared with team as per requirement
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Measuring device	1.1. Measuring tape 1.2. Steel rule 1.3. Calculator 1.4. Sets square
2. Documents	2.1. Technical manuals 2.2. Specifications 2.3. Sketches 2.4. Charts 2.5. Photographs

3. Measurements	3.1. Length 3.2. Width 3.3. Weight 3.4. Tolerance
4. Basic operation	4.1. Addition 4.2. Subtraction 4.3. Multiplication 4.4. Division
5. Other operations	5.1. Fractions 5.2. Percentages 5.3. Mixed numbers 5.4. Conversions 5.5. Scales
6. Calculations	6.1. Area 6.2. Volume 6.3. Circumference 6.4. CBM 6.5. Volumetric weight
<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 Selected measuring devices based on materials to be measured 1.2 Obtained measurements as per job requirements 1.3 Performed calculations for quantities of materials 1.4 Confirmed and recorded measurements as per standard
2. Underpinning knowledge	2.1 Information on measuring devices 2.2 Selection technique of appropriate measuring devices 2.3 Measurement and calculation technique for apparel merchandising 2.4 Techniques of recording measurements 2.5 Way to allowance and Tolerance 2.6 Presentation of data and information 2.7 Instructions to use of measuring devices
3. Underpinning skills	3.1 Identifying measuring devices based on materials to be measured 3.2 Obtaining specification of measuring devices from relevant document 3.3 Taking measurement according to the job requirements 3.4 Identifying tolerance and clearance limits and adjusting according to the job requirements 3.5 Performed calculations for quantities of materials 3.6 Conforming and recording measurements as per standard

4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by NSDA certified/ nominated assessor.
<b>Accreditation Requirements</b> 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.	

<b>Unit Code and Title</b>	<b>SU-RMGT-03-L3-V1: Interpret Sketch and Specifications in Manuals for RMG Sector</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitude required to Interpret Sketch and Specifications in Manuals for RMG Sector.</p> <p>It specifically includes the task of Identify information from manual and Interpret Sketch and specifications</p>
<b>Nominal Hours</b>	15 Hours
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b>(Bold and Underlined)</b> terms are elaborated in the Range of Variables)</p>
1. Identify information from manual	1.1. Appropriate <b><u>manuals</u></b> are collected as per sample 1.2. Importance of manuals is recognized 1.3. Required information are collected from manuals
2. Interpret Sketch and specifications	2.1. Relevant <b><u>sketch</u></b> and <b><u>specifications</u></b> are identified 2.2. Key <b><u>terms and abbreviations</u></b> are identified 2.3. <b><u>Signs and symbols</u></b> are identified 2.4. Schedules, dimensions, drawings and specifications are interpreted
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Manuals	1.1 Buyers specification manual 1.2 Compliance manual 1.3 Maintenance procedure manual 1.4 Periodic maintenance manual 1.5 Quality manual 1.6 Signs and symbols, instruction manuals
2. Sketch	2.1 Technical sketch 2.2 Measurement sketch
3. Specifications	3.1 Product specifications 3.2 Performance specifications 3.3 Method specifications
4. Terms and abbreviations	4.1 Refers to all terms and abbreviations associated with the RMG sector
5. Signs and symbols	5.1 Include all signs and symbols associated with the RMG sector
<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 Collected information from manual as per sample 1.2 Identified sketches and specifications as per sample
2. Underpinning knowledge	2.1 Themes on various types of RMG manuals 2.2 Units of measurement

	2.3 Units of conversion 2.4 Rules of sketch, drawings and specifications
3. Underpinning skills	3.1 Recognising importance of manual 3.2 Selecting appropriate manuals as per sample 3.3 Collecting information from manual as per sample 3.4 Interpreting schedules, dimensions, drawings and specifications
4. Underpinning attitudes	4.1 Commitment to occupational health and safety practices 4.2 Communication with peers, sub-ordinates and seniors in workplace. 4.3 Promptness in carrying out activities. 4.4 Tidiness and punctual. 4.5 Sincere and honest to duties 4.6 Responsible during emergencies
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited centre. 7.2 Assessment should be done by NSDA certified/ nominated assessor.
<b>Accreditation Requirements</b> 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.	

## **Occupation Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-01-L4-EN-V1: Identify the Principles and Major Tasks of Apparel Merchandising</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to Identify the Principles and Major Tasks of apparel merchandising. It specifically includes interpreting job role of an Apparel Merchandiser, listing the organizations of RMG industry, illustrating functional flow chart of apparel merchandising.
<b>Nominal Hours</b>	<b>35 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Interpret job role of an Apparel Merchandiser	1.1. Job description of an apparel merchandiser is interpreted. 1.2. <b><u>Role and responsibilities</u></b> of an apparel merchandiser is identified. 1.3. Organizational policies, guidelines and code of conduct are interpreted.
2. List the organizations of RMG Industry	2.1 Types of RMG industries are listed with key differentiators. 2.2 Key <b><u>Organizational features</u></b> of RMG industries are identified. 2.3 Source companies are listed. 2.4 Buyer organizations are listed.
3. Illustrate functional flow chart of apparel merchandising	3.1 <b><u>Functional flow chart</u></b> of apparel merchandising is interpreted. 3.2 The functions, relationships and dependencies among the components of the flow chart are recognized. 3.3 Quality issues are identified.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Role and responsibilities	1.1. Gather market information 1.2. Product development 1.3. Interface with sales 1.4. Interface with manufacturing 1.5. Order Follow up 1.6. Reporting 1.7. Shipment Follow up 1.8. Payment and feedback Collection
2. Organizational features	2.1. Corporate culture and strategy 2.2. Raw materials sourcing policy 2.3. Production policy 2.4. Quality assurance 2.5. Marketing policy 2.6. Customer satisfaction
3. Functional flow chart	3.1 Marketing for order sourcing 3.2 Effective communication with buyers 3.3 Sampling

	3.4 Raw materials sourcing 3.5 Pre-production meeting 3.6 Production follow up 3.7 Quality confirmation 3.8 Shipment follow up 3.9 Commercial & banking follow up 3.10 Payment collection 3.11 Feedback collection and analysis 3.12 File closing
<b>Evidence Guide</b> 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 Identified role and responsibilities of an apparel merchandiser 1.2 Identified organizations involved with RMG sector 1.3 Interpreted the operational responsibilities of order handling
2. Underpinning knowledge	2.1 The role and responsibility of merchandiser 2.2 Details of organizations 2.3 Details of Organizational features 2.4 Functional flow chart 2.5 Operational responsibilities from order receiving to delivery 2.6 All quality issues
3. Underpinning skills	3.1 Interpreting role and responsibilities of an apparel merchandiser 3.2 Interpreting functional flow chart of apparel merchandising 3.3 Interpreting quality issues and preventive measures 3.4 Interpreting the responsibilities from order receiving to delivery
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning

7. Context of assessment	<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><b>Accreditation Requirements</b></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>	

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-02-L4-EN-V1: Build and Maintain an Effective Business Relationship with Clients/Customers.</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to Build and Maintain an Effective Business Relationship with Clients/Customers.</p> <p>It specifically includes Establish good relationships with Clients/customers, Interpret the apparel marketing process, Perform the order handling procedure, Interpret the process of reporting.</p>
<b>Nominal Hours</b>	<b>35 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Establish good relationships with Clients/ customers	1.1. Communication requirements of customers are identified. 1.2. Communication with customers is demonstrated. 1.3. <b><u>Rapport building techniques</u></b> are demonstrated.
2. Interpret the apparel marketing process	2.1. <b><u>Marketing process</u></b> is interpreted. 2.2. Effective business communication with customers is demonstrated. 2.3. Market segments are identified with key details and data.
3. Perform the order handling procedure	3.1. Information about style and materials are collected. 3.2. Order confirmation is interpreted. 3.3. Execution process of order is illustrated. 3.4. <b><u>Order handling procedure</u></b> is demonstrated.
4. Interpret the process of reporting	4.1. <b><u>Reporting to buyers</u></b> is interpreted. 4.2. Reports are prepared and documented.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range (may include but not limited to):</b>
1. Rapport building techniques	1.1 Empathy 1.2 Timely & regular communication 1.3 Commitment to quality 1.4 Adherence to deadlines 1.5 Transparency in dealings 1.6 Integrity and honesty 1.7 Advance Communication on Schedule Changes
2. Marketing process	2.1 Searching buyers 2.2 Promotional activities 2.3 Hand over Company Profile 2.4 Effective and regular communication 2.5 Product / Sample making 2.6 Pricing 2.7 Smart negotiation
3. Order handling procedure	3.1 Receive Letter of Credit, Technical Package and Purchase Order sheet

	3.2 Style Analysis 3.3 Lead time/space availability check 3.4 Consumption and Costing 3.5 Pricing and quoting 3.6 Negotiation 3.7 Price revision 3.8 Order confirmation 3.9 Raw materials booking 3.10 Sample approval 3.11 Pre-production meeting 3.12 Production follow up 3.13 Final inspection 3.14 Shipment 3.15 Post shipment commercial activities 3.16 Payment and feedback collection 3.17 File closing
4. Reporting to buyers	4.1 Inquiry acknowledgement 4.2 Sampling Status 4.3 Quality Status 4.4 Production Report 4.5 Shipment Booking 4.6 Shipment status 4.7 Feedback
<b>Evidence Guide</b> 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 Rapport Building techniques 1.2 Demonstrated Marketing and order handling procedure 1.3 Performed reporting process
2. Underpinning knowledge	2.1 Statistical data, collections and recording 2.2 Details of products and pricing life cycle 2.3 All quality issue and workplace practices
3. Underpinning skills	3.1 Demonstrating communications 3.2 Performing apparel marketing process 3.3 Performing order handling procedure 3.4 Demonstrating reporting

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

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-03-L4-EN-V1: Source Materials</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to Source materials.</p> <p>It specifically includes interpreting fabrics used for woven and knit apparels, interpreting the trims and accessories, preparing BOM sheet and demonstrating the process of negotiation and booking.</p>
<b>Nominal Hours</b>	<b>50 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Interpret fabrics used for woven and knit apparels	<p>1.1. <b><u>Woven Fabrics</u></b> are categorized and compared in accordance with the requirements.</p> <p>1.2. <b><u>Knit Fabrics</u></b> are categorized and compared in accordance with the requirements.</p> <p>1.3. Fabrics are selected and collected according to work order.</p>
2. Interpret the trims and accessories	<p>2.1. The specifications of trims and accessories based on the product are identified.</p> <p>2.2. <b><u>Trims and accessories</u></b> are identified.</p> <p>2.3. Trims and accessories are collected and delivered to the concerned department.</p>
3. Prepare BOM (Bill of Material) sheet	<p>3.1. <b><u>BOM sheet</u></b> is identified.</p> <p>3.2. Procedure of preparing BOM sheet is interpreted.</p> <p>3.3. BOM for each style is prepared.</p>
4. Demonstrate the process of negotiation and booking	<p>4.1. Negotiation process with suppliers is demonstrated.</p> <p>4.2. Price and availability of materials is negotiated.</p> <p>4.3. Booking Process and procedures are followed and executed.</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range (may include but not limited to):</b>
1. Woven Fabrics	<p>1.1. Plain / poplin fabric</p> <p>1.2. Twill fabric</p> <p>1.3. Herringbone fabric</p> <p>1.4. Sateen fabric</p> <p>1.5. Jacquard fabric</p> <p>1.6. Oxford fabric</p> <p>1.7. Dobby fabric</p> <p>1.8. Denim fabric</p>
2. Knit Fabrics	<p>2.1 Weft knitted fabrics</p> <p>2.2 Warp knitted fabrics</p>

3. Trims and Accessories	<b>Trims</b> 3.1 Sewing Thread 3.2 Interlining 3.3 Label 3.4 Button 3.5 Zipper 3.6 Elastic 3.7 Lace 3.8 Rivet 3.9 Draw cord/ string 3.10 Stopper 3.11 Shoulder Pad 3.12 Velcro Tape 3.13 Applique embroidery 3.14 Collar stay <b>Accessories</b> 3.15 Hang Tag/ price tag 3.16 Collar stand 3.17 Carton 3.18 Hanger 3.19 Back board 3.20 Neck board 3.21 Butterfly 3.22 Gum Tape 3.23 Price ticket 3.24 Poly bag 3.25 Plastic clip 3.26 Security tag
4. BOM sheet	4.1 Style Number 4.2 Order Number 4.3 Product description 4.4 Types of Materials 4.5 Consumption 4.6 Unit Price 4.7 Supplier 4.8 In house policy and time
<b>Evidence Guide</b> 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 Identified appropriate types of fabrics as per work order. 1.2 Selected correct types of trims and accessories 1.3 Prepared BOM sheet as per standard 1.4 Conducted the process of negotiation and booking effectively

2. Underpinning knowledge	2.1 Details of fabrics 2.2 Details of trims and accessories 2.3 Technique and procedures of making BOM sheet 2.4 Negotiation skill.
3. Underpinning skills	3.1 Identifying types of fabrics 3.2 Selecting the correct types of trims and accessories 3.3 Preparing BOM sheet as per order sheet 3.4 Demonstrating negotiation process
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
8. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p><b>Accreditation Requirements</b></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>	

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-04-L4-EN-V1: Perform Measurement, Consumption &amp; Cost Calculation for Causal / Formal Apparel</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to Perform Measurement, Consumption &amp; Cost Calculation for Causal / Formal Apparel.</p> <p>It specifically includes interpreting the sketch and measurement chart, interpreting the points of measuring, performing fabric consumption and cost calculation, performing trims and accessories consumption and cost calculation, interpreting Cost of Manufacturing and apply the costing format and methods of calculation.</p>
<b>Nominal Hours</b>	<b>65 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Interpret the sketch and measurement chart	<p>1.1. <b><u>Sketch</u></b> is comprehended as per <b><u>Technical Package (Tech. Pack)</u></b></p> <p>1.2. <b><u>Measurement charts</u></b> are recognized, followed and applied.</p> <p>1.3. Measurements charts are updated in accordance with changes.</p>
2. Interpret the points of measuring	<p>2.1 Points of measuring of the <b><u>Measurement Guide</u></b> are recognized.</p> <p>2.2 Level of tolerance specified in the measuring guide are identified and stated.</p>
3. Perform fabric consumption and cost calculation	<p>3.1 <b><u>Fabric consumption</u></b> is identified and interpreted.</p> <p>3.2 Fabric <b><u>consumption formula</u></b> is applied.</p> <p>3.3 <b><u>Cost calculation</u></b> is computed.</p>
4. Perform trims and accessories consumption and cost calculation	<p>4.1 <b><u>Trims and Accessories consumption</u></b> calculation is identified and interpreted.</p> <p>4.2 Trims and Accessories consumption formula is applied.</p> <p>4.3 Costing of the trims and accessories is computed.</p>
5. Interpret Cost of Manufacturing (CM)	<p>5.1 The process of <b><u>CM calculation</u></b> is interpreted.</p> <p>5.2 CM Calculation formula is applied.</p> <p>5.3 CM calculation for apparel is computed.</p>
6. Apply the costing format and methods of calculation	<p>6.1 Method of costing format is identified.</p> <p>6.2 Cost format is applied to compute cost.</p> <p>6.3 The concept of <b><u>FOB (Free on Board) price</u></b> is identified.</p> <p>6.4 FOB price is prepared in accordance with specifications.</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Sketch	<p>1.1. Styling of the products</p> <p>1.2. Materials specification</p> <p>1.3. Sequence of construction</p>

2. Technical Package (Tech. Pack)	2.1 Fabrics, trims and accessories details 2.2 Detailed sheet 2.3 Measurement chart
3. Measurement Chart	3.1 Point of measurement 3.2 Size and range 3.3 Tolerance limit
4. Measuring Guide	4.1 Vertical measurements 4.2 Horizontal measurements
5. Fabric consumption	5.1 Types of fabric 5.2 Type of apparel 5.3 Grain line 5.4 Fabric width 5.5 Fabric weight 5.6 Marker efficiency 5.7 Shrinkage of the fabric 5.8 Size ratio 5.9 Consumption per dozen or piece
6. Consumption formula	6.1 Length and width of the parts 6.2 Sewing allowances 6.3 Formula for woven 6.4 Formula for knit 6.5 Fabric weight (GSM) 6.6 Fabrics width 6.7 Wastages percentage
7. Cost calculation	7.1 Fabric consumption 7.2 Trims and accessories consumption 7.3 Unit price of fabrics, trims and accessories 7.4 Cost of manufacturing (CM) 7.5 Cost of embellishment (Print/ Embroidery) 7.6 Cost of washing 7.7 Testing and inspection charge 7.8 Commercial and banking cost
8. Trims and accessories consumption	8.1 Types of trims and accessories 8.2 Units of trims and accessories 8.3 Number of pieces required for the apparel
9. Cost of Manufacturing (CM) calculation	9.1 Fixed cost of the factory 9.2 Overhead cost 9.3 Per day per machine cost 9.4 Daily production per line 9.5 Working hour 9.6 SMV (Standard Minute value) 9.7 Production efficiency

10. Free on Board (FOB) price	10.1 Total cost of the product 10.2 Profit margin 10.3 Buying Commission
<b>Evidence Guide</b> 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 Carried out fabric consumption calculation as per order 1.2 Carried out trims and accessories consumption calculation as per sample 1.3 Carried out calculation for cost of manufacturing (CM) 1.4 Carried out calculations for FOB pricing
2. Underpinning knowledge	2.1 Sketch and measurement chart 2.2 Techniques and points of Apparel measuring 2.3 Process of consumption 2.4 Methods of costing format
3. Underpinning skills	3.1 Identifying procedure of fabric consumption 3.2 Identifying process of cost calculation as per sample 3.3 Demonstrating preparation of cost sheet according to work order 3.4 Calculating trims and accessories consumption as per sample 3.5 Calculating the cost of manufacturing (CM) 3.6 Calculating FOB price in accordance with specification
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre

	7.2 Assessment should be done by a NSDA certified/nominated assessor
<p><b>Accreditation Requirements</b></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>	

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-05-L4-EN-V1: Apply Order Follow up Procedure</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to Apply order follow up procedure.</p> <p>It specifically includes interpreting the order follow up procedure, recognizing the supplier's evaluation process and demonstrating the Time and Action (TNA) Plan.</p>
<b>Nominal Hours</b>	<b>35 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Interpret the order follow up procedure	<p>1.1. Methods of order follow up are interpreted.</p> <p>1.2. Approvals of samples at different stages of <b><u>order execution</u></b> are obtained.</p> <p>1.3. All information of <b><u>approved samples</u></b> is collected, recorded and maintained as per Standard Operating Procedure.</p>
2. Recognize the supplier's evaluation process	<p>2.1. Suppliers evaluation process is interpreted.</p> <p>2.2. Supplier evaluation chart is applied as per workplace standard.</p> <p>2.3. Order follow up chart is prepared as per buyer requirement</p>
3. Demonstrate the Time and Action (TNA) Plan	<p>3.1. Types of <b><u>TNA plan</u></b> is interpreted on basis lead time.</p> <p>3.2. TNA plan is prepared as per lead time.</p> <p>3.3. TNA plan is followed for order execution.</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range (may include but not limited to):</b>
1. Order execution	<p>1.1 Pattern making</p> <p>1.2 Sample making and approvals</p> <p>1.3 Cutting the fabrics</p> <p>1.4 Print or Embroidery</p> <p>1.5 Sewing</p> <p>1.6 Washing</p> <p>1.7 Finishing</p> <p>1.8 Packing</p> <p>1.9 Shipment</p>
2. Approved sample	<p>2.1 Sample making</p> <p>2.2 Comments</p> <p>2.3 Test reports</p>

3. Order follow up	3.1 TNA plan 3.2 Lab dip 3.3 Development / styling sample 3.4 Trim card 3.5 Size set /fit sample 3.6 Pre-production sample 3.7 Pre- production Meeting 3.8 Cutting start to end date 3.9 Sewing start to end date 3.10 Finishing start to end date 3.11 Packing starts to end date 3.12 Shipment
4. TNA plan	4.1 Combined execution plan 4.2 Cutting plan 4.3 Sewing plan 4.4 Finishing & packing plan 4.5 Shipment plan
<b>Evidence Guide</b> 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 the order follow up procedure 1.2 Applied the supplier's evaluation process 1.3 Prepared TNA Plan
2. Underpinning knowledge	2.1 Order follow up procedure 2.2 Suppliers assessment techniques 2.3 Details of TNA Plan
3. Underpinning skills	3.1 Maintaining the order handling procedure 3.2 Applying supplier evaluation process 3.3 Preparing TNA plan
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration

	6.3 Oral Questioning
7. Context of assessment	<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><b>Accreditation Requirements</b></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>	

<b>Unit Code and Title</b>	<b>OU-RMGT-AM-06-L4-EN-V1: Interpret the Process of Commercial and Banking Activities</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to Interpret the process of commercial and banking activities</p> <p>It specifically includes processing the commercial and banking requirements, performing the procedures for letter of credit (L/C) and performing documentation for payment.</p>
<b>Nominal Hours</b>	<b>30 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Process the commercial and banking requirements	<p>1.1 <b><u>Legal requirement for apparel business</u></b> is interpreted.</p> <p>1.2 Commercial documentation is performed.</p> <p>1.3 International commercial terms (INCOTERMS) is interpreted.</p> <p>1.4 Banking requirements for apparel business are followed and applied.</p>
2. Perform the procedures for letter of credit (L/C)	<p>2.1 Different types letter of credits is interpreted.</p> <p>2.2 Purpose of letter of credit (L/C) is recognized.</p> <p>2.3 L/C documentation are prepared.</p> <p>2.4 <b><u>L/C procedures</u></b> are followed and applied.</p>
3. Perform documentation for payment	<p>3.1 <b><u>Payment documentation</u></b> are identified.</p> <p>3.2 Purpose of payment documentation is interpreted.</p> <p>3.3 Payment documents are prepared as per L/C terms.</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Legal requirements for apparel business	<p>1.1. Trade License</p> <p>1.2. Bank account</p> <p>1.3. ERC (Export Registration Certificate)</p> <p>1.4. IRC (Import Registration Certificate)</p> <p>1.5. TIN (Tax Identification Number)</p> <p>1.6. VAT (Value Added Tax)</p> <p>1.7. Permission from Bangladesh Bank</p> <p>1.8. Factory license</p> <p>1.9. Fire license</p> <p>1.10. Environmental certificate</p> <p>1.11. Board of Investment (BOI) registration for liaison buying office</p> <p>1.12. Export Promotion Bureau (EPB) Enlistment</p>
2. Letter of Credit (L/C) Procedure	<p>2.1. Master L/C.</p> <p>2.2. Back to back L/C.</p> <p>2.3. Sight L/C</p> <p>2.4. Deferred L/C</p> <p>2.5. Telegraphic Transfer (TT)</p>

3. Payment Documents	3.1. Commercial invoice 3.2. Packing list 3.3. Bill of Lading (B/L) or Air way bill (AWB) 3.4. Inspection certificate 3.5. Generalized system of preference (GSP)
<b>Evidence Guide</b> 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 Interpreted the commercial and banking requirements. 1.2 Followed and applied the procedures of L/C 1.3 Prepared documents for the payment
2 Underpinning knowledge	2.1 All Commercial Requirements 2.2 Details of banking procedures 2.3 Letter of Credit (L/C)
3 Underpinning skills	3.1 Interpreting commercial and banking requirements 3.2 Processing of a Letter of Credit (L/C) 3.3 Preparing documentation for payment.
4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

**Accreditation Requirements**

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**Developed by:**

British Council
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**Under the guidance of:**

Sills for Employment Investment Program (SEIP)
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**Experts Involved:**

Industry experts who provided their valuable inputs to construct this Competency Standard (January 2017 – March 2017):

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## Working Group

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

The Competency Standards for National Skills Certificate in **Apparel Merchandising NTVQF L-IV**

Qualification is validated by SCVC on 06 November 2019 and approved by NSDA.

### Respectable members of the SCVC:

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