Competency Standard (CS)

Entrepreneurship Development

Level-4

Informal Sector

Competency Standard Code: CS-INF-ED-L4-EN-V1

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

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This Competency Standard for **Entrepreneurship Development** 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.

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 skill ecosystem and delivery mechanism through a combination of Well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. " **Entrepreneurship Development**" is selected as one of the priority occupations of **Informal** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils , 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 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 parts 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 occupation specific experts, academicians, representatives from NSDA and ISC to identify the competencies required of an occupation in **Informal Sector**.

Competency standards describe the knowledge, skills and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphaprinting 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 parts 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 – 4 in Entrepreneurship Development, Informal Sector

Level Descriptors of Skills Sector, BNQF Level 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

NSDA   - National Skills Development Authority

CS   - Competency Standard

SCVC   - Standard and Curriculum Validation Commettee

ISC   - Industry Skills Council

CBLM   - Competency Based Learning Material

UoC   - Unit of Competency

PPE   - Personal Protective Equipemnt

OSH   - Occupational Safety and Health

CBC   - Competency Based Curriculum

INF   - Informal

ED   - Entrepreneurship Development

CNC   - Computer and Neumeric Control

BNQF   - Bangladesh National Qualification Framework

STP   - Skills Training Provider

SOP   - Standard Operating Procedure

UoC   - Unit of Competency

4 IR   - 4th Industrial Revolution

Approved by

30th Authority Meeting of NSDA

Held on 30.11.2023

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Competency Standards for National Skill Certificate – 4 in
Entrepreneurship Development
Course Structure

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Units of Competencies				**50**
1.	GU-04-L1-V1	Work in the Team Environment	1	15
2.	GU-01-L2-V1	Work in a Self-directed Team	2	15
3.	GU-01-L3-V1	Apply Basic IT Skills	3	20
Sector Specific Units of Competencies				**20**
4.	SU-01-L2-V1	Work in the Informal Sector	2	20
Occupation Specific Units of Competencies				**230**
5.	OU-INF-ED-01-L4-V1	Interpret Basics of Entrepreneurship	4	30
6.	OU-INF-ED-02-L4-V1	Develop Business Idea	4	40
7.	OU-INF-ED-03-L4-V1	Develop Marketing Strategy	4	40
8.	OU-INF-ED-04-L4-V1	Develop Products/Services	4	30
9.	OU-INF-ED-05-L4-V1	Manage Organization	4	50
10.	OU-INF-ED-06-L4-V1	Exicute Financial Management	4	40
Total Nominal Hours				**300**

Units & Elements at a Glance:

Generic Unit of Competency - 50 Hrs.

Code	Unit of competency	Elements of competency	Duration (hours)
GU-04-L1-V1	Work in the team environment	1. Define team role and scope 2. Identify individual role and responsibility 3. Participate in team discussions	15
GU-04-L3-V1	Work in a Self-Directed Team	1. Work as a team member 2. Identify team goals and processes 3. Communicate and cooperate with team members 4. Work as a team member 5. Solve problems as a team member	15
GU-01-L3-V1	Apply Basic IT Skills	1. Identify and use most commonly used IT tools 2. Operate computer 3. Work with word processing software 4. Use spread sheet to create /prepare worksheets 5. Use presentation packages to create / prepare presentation 6. Print the documents 7. Use the Internet and Access E-Mail	20
Total Hours			**50**

Sector Specific Units of Competencies (20 Hours)

Code	Unit of competency	Elements of competency	Duration (hours)
SU-INF-01-L2-V1	Work in the Informal Sector	1. Describe the organizational structure within thesector 2. Identify processes andprocedures 3. Identify workplacerequirements 4. Organize ownworkload	20
Total hours			**20**

Occupation Specific Unit of Competencies – 230 Hours

Code	Unit of Competency	Elements of Competency	Duration (hours)
OU-INF-ED-01-L4-V1	Interpret Basics of Entrepreneurship	1. Recognize concept of entrepreneurship 2. Interpret functions of entrepreneur 3. Interpret CMSME 4. Interprete green business	30
OU-INF-ED-02-L4-V1	Develop Business Idea	1. Conduct self-exploration and research 2. Identify social problemor challenges 3. Generate business idea 4. Interpret innovation and improvement	40
OU-INF-ED-03-L4-V1	Develop Marketing Strategy	1. Assess market 2. Prepare marketing plan 3. Implement marketing techniques	40
OU-INF-ED-04-L4-V1	Develop Products/Services	1. Perform design and prototyping 2. Add value proposition 3. Follow production process 4. Perform costing and pricing of products/services	30
OU-INF-ED-05-L4-V1	Manage Organization	1. Develop strategic planning and structure 2. Interpret human resource planning tools 3. Perform communication and management 4. Follow legal and ethical compliance 5. Manage crisis and risk 6. Manage staff 7. Manage Inventory	50
OU-INF-ED-06-L4-V1	Execute Financial Management	1. Prepare financial planning 2. Arrange required capital/fund 3. Maintain financial records 4. Analyze financial ratio	40
Total hours			**230**

Generic Unit of Competenceis

Unit Code and Title	**GU-04-L1-V1: Work in the Team Environment**
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in working in a team environment.
	It includes defining team role and scope, identifying individual role and responsibility. Participating in team discussions and working as a team member.
Nominal Hours	**15 Hours**
Elements of Competency	**Performance Criteria**
	Bold & Underlined terms are elaborated in the Range of Variables
1. Define team role and scope	1.1. Role and objectives of the team are defined
	1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of **team members** are identified
	2.2 Reporting relationships among team members are defined and clarified
	2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	3.1 Ideas related to team plans are contributed
	3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1. Effective forms of communication are used to interact with team members
	4.2. Communication channels are followed
	4.3. OHS practices are followed
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Sources of information	1.1 Standard Operating Procedures
	1.2 Job Description
	1.3 Operations Manual
	1.4 Organizational Structure
2. Team Members	2.1 Coach/mentor
	2.2 Supervisor/Manager
	2.3 Peers/Colleagues
	2.4 Employee representative
3. Workplace context	3.1 National Laws and Statutes
	3.2 Standard Operating Procedures
	3.3 Workplace Rules and Regulations

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 in working in a team environment. 1.2 satisfied the requirements mentioned in the Performance Criteria and Range of Variables
2. Underpinning knowledge	2.1 Team Structure, Role and Responsibility 2.2 Individual Members' Roles and Responsibilities 2.3 Communication Flow and Reporting Structures 2.4 Team Planning 2.5 Interpersonal Communication Skills 2.6 Team Meeting Procedures 2.7 OHS Practices
3. Underpinning skills	3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
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 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1. Demonstration 6.2. Oral questioning 6.3. Written test 6.4. Portfolio
7. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module 7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NSQF qualification. Accredited

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

Unit Code and Title	GU-01-L2-V1: Work in a Self-Directed Team
Nominal Hours	**15 Hours**
Unit Descriptor	This unit Covered the knowledge, skills and attitude to communicate and work within a team in an interactive work environment as per the workplace standard.
Elements of Competency	**Performance Criteria** **Bold & Underlined** terms are elaborated in the Range of Variables Training Components
1. Identify team goals and processes	1.1 **Team goals** 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. **Workplace staff regulation** 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.
Range of Variables	
Variable	**Range** (May include but not limited to)
1. Team goals and processes	1.1 Identifying the problem 1.2 Consider solutions 1.3 Action 1.4 Follow-up.

2. Workplace staff regulation	2.1	Organization / company's code of conduct, complaint handling / grievance policies and procedures

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	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 skill	3.1 Organizing information
	3.2 Understanding and conveying intended meaning
	3.3 Participating in a variety of workplace discussions
	3.4 Compiling with Organization's requirements in the use of written and electronic communication methods
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety
	4.2 Environmental concerns
	4.3 Eagerness to learn
	4.4 Tidiness and timeliness
	4.5 Respect for rights of peers and seniors in workplace
	4.6 Communication with peers and seniors in workplace
5. Resource implication	5.1 Variety of Information
	5.2 Communication tools
	5.3 Simulated workplace
6. Methods of assessment	1.1 Written Test
	1.2 Demonstration
	1.3 Oral Questioning
	1.4 Portfolio
2. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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

Unit Code and Title	GU-01-L3-V1: Apply Basic IT Skills
Unit Descriptor	This unit covers the basic knowledge, skills and attitude required to apply basic IT skills. It specifically includes identifying and use most commonly used IT Tools, operating computer, working with word processing software, use spread sheet to create /prepare worksheets, using presentation packages to create / prepare presentation, printing the documents and using the internet and access E-mail.
Nominal Hours	20 Hours
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variables Training Components.
1. Identify and use most commonly used IT tools	1.1 Context of IT is interpreted 1.2 Commonly used **IT tools** are identified 1.3 Safe work practice and OSH Standards are followed
2. Operate computer	2.1 **Peripherals** are checked and connected with computer as per standard 2.2 Power cords / adapter are connected with computer and power outlets socket safely 2.3 Computer is switched on gently 2.4 PC **desktop / GUI settings** are arranged and customized as per requirement 2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement 2.6 Properties of files and folders are viewed and searched 2.7 Disks are defragmented, formatted as per requirement
3. Work with word processing software	3.1 Word Processing software is selected and started 3.2 Basic typing technique is demonstrated 3.3 **Documents** are created as per requirement in personal use and office environment 3.4 **Contents** are entered 3.5 Documents are **formatted**
4. Use spread sheet to create /prepare worksheets	4.1 Spreadsheet are selected and started 4.2 Worksheets are created as per requirement in Personal use and office environment 4.3 Data are entered 4.4 **Functions** are used for calculating and editing logical operation 4.5 Sheets are formatted as per requirement 4.6 Charts are created 4.7 Charts/ Sheets are previewed

5. Use presentation packages to create / prepare presentation	5.1	Appropriate presentation software packages are selected and started
	5.2	Presentation is created as per requirement in personal use and office environment
	5.3	Image, Illustrations, text, table, symbols and media are entered as per requirements
	5.4	Presentations are formatted and animated
	5.5	Presentations are previewed
6. Print the documents	6.1	Printer is connected with computer and power outlet properly
	6.2	Power is switched on at both the power outlet and printer
	6.3	Printer is installed and added
	6.4	Correct printer settings are selected and document is printed
7. Use the Internet and Access E-Mail	7.1	Appropriate internet **browsers** are selected
	7.2	Search engines are used to access information
	7.3	Video / Information are Shared /downloaded / uploaded from / to web site/social media
	7.4	Web based resources are used
	7.5	Email services are identified and selected to create a new email address
	7.6	Document is prepared, attached and sent to different types of recipients
	7.7	Email is read, forwarded, replied and deleted as per requirement
	7.8	Custom email folders are created and manipulated
	7.9	Email message is printed

Range of Variables	
Variable	**Range** (may include but not limited to):
1. IT tools	1.1 Phone
	1.2 Cell Phone
	1.3 TABs
	1.4 Radio
	1.5 Television
	1.6 Computers
	1.7 Laptops
	1.8 Notebooks
	1.9 Internet
	1.10 Software
	1.11 Satellite
2. Peripherals	2.1. Monitor
	2.2. Keyboard
	2.3. Mouse
	2.4. Modem
	2.5. Scanner

	2.6. Printer
3. Desktop / GUI settings	3.1 Icons 3.2 Taskbar 3.3 View 3.4 Resolutions
4. Documents	4.1 Word documents 4.2 Standard CV / Bio-Data with different text & fonts, image and table. 4.3 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 4.4 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
5. Contents	5.1 Illustrations and styles 5.2 Text 5.3 Table 5.4 Symbols 5.5 Header & Footer
6. Formatted	6.1 Bold 6.2 Italic 6.3 Underline 6.4 Font size, colour, 6.5 Change case 6.6 Alignment and intend
7. Functions	7.1. Mathematics 7.2. Logical 7.3. Simple Statistical
8. Browsers	8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical Aspects of Competency	1.1 Assessment required evidence that the candidate: 1.2 created, opened, copied, renamed, deleted and sorted files and folders as per requirement. 1.3 completed application software Installations as per standard 1.4 performed simple trouble shooting with Computer 1.5 created email accounts. 1.6 Followed safe work practice and OSH Standards

	1.7	Defragmented formatted disks
	1.8	Created documents as per requirement in personal use and office environment
	1.9	prepared worksheets
	1.10	Created presentation as per requirement in personal use and office environment
	1.11	Printed the documents
	1.12	used email account for online platforms 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 typing on word processing software
	3.3	Saving and retrieving documents on Word Processing software.
	3.4	Demonstrated ability to create email accounts
	3.5	Opening an email account and use it for different purpose.
	3.6	Configured appropriate printer settings and printed the document
4. Underpinning Attitudes	4.1	Commitment to occupational health and safety
	4.2	Environmental concerns
	4.3	Eagerness to learn
	4.4	Tidiness and timeliness
	4.5	Respect for rights of peers and seniors in workplace
	4.6	Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided:	
	5.1	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	6.1	Written test
	6.2	Demonstration
	6.3	Oral Questioning

| 7. Context of Assessment | 7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module |
| | 7.2 Assessment should be done by NSDA certified/ nominated assessor |

Accreditation Requirements

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

Sector Specific Unit of Competencies

Unit Code and Title	SU-INF-01-L2-V1: Work in the Informal Sector
Unit Descriptor	This unit covers the skills, knowledge and attitude required in working in the informal sector. It includes describe the organizational structure within the informal sector, identify processes and procedures, identifytools, equipment and materials, identify workplace practices, and organize own workload, and practice OHS.
Nominal Hours	20 Hours
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variables.
1. Describe the organizational structure within the sector	1.1 Scope, nature and **major fields** of the informal sector are determined 1.2 The profile of the informal sector in relation to Bangladesh **employment conditions** is determined 1.3 Trends and technologies relevant to the sector are explained. 1.4 Relevant policies and guidelines are identified and interpreted. 1.5 **Instructions** as to procedures in achieving quality are obtained, understood and clarified.
2. Identify processes and procedures	2.1 Informal processes are identified, described and explained. 2.2 Work activities are correctly identified. 2.3 Adjustments are interpreted.
3. Identify workplace requirements	4.1 **Workplace requirements** are identified and clarified. 4.2 Roles and responsibilities of all personnel are described. 4.3 Workplace's practices are identified. 4.4 **Problem-solving strategies** are used to address bottlenecks, inconsistencies and other concerns.
4. Organize own workload	5.1 Own work activities are planned and progress of work is communicated to relevant staff. 5.2 Work activities are completed. 5.3 Difficulties and bottlenecks are identified, and solutions are put forwarded. 5.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Major Fields	1.1 Food and flea markets 1.2 Street vendors
	1.3 laundromat

2. Employment conditions	2.1	Code of Practice
	2.2	Salary/Wage System
	2.3	Labor Practices
	2.4	Anti-Discrimination Policy
	2.5	Gender Issues
	2.6	Collective Bargaining and Other Practices
	2.7	Awards
	2.8	Procedures for Handling Disputes
	2.9	Innovations in the Sector
3. Instructions	3.1	Specifications and requirements
	3.2	Standard operating procedures
	3.3	Manuals of Instruction
	3.4	Operations Manual
	3.5	Environmental Guidelines
	3.6	Gender and Develop Guidelines
4. Workplace requirements	4.1	Goals and objectives
	4.2	Strategic and Operational Plans
	4.3	Systems and Processes
	4.4	Monitoring and Evaluation
	4.5	Reports and Documentation
5. Problem-solving strategies	5.1	Asking questions
	5.2	Feedback and Feed forward system
	5.3	Reference to Standard Operating Procedures
	5.4	Accessing Information
	5.5	Reviews
	5.6	Brainstorming

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment required evidence that the candidate:	
	1.1	demonstrated knowledge in working in the informal sector
	1.2	satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1	Scope and major divisions of the informal sector
	2.2	Relevant policies and guidelines in the informal sector
	2.3	Manuals used in the informal sector
	2.4	Relevant terminologies and acronyms
	2.5	Difference between formal and informal sector
	2.6	Workplace practices
	2.7	Recording and reporting practices
	3.1	Describing the organization structure
	3.2	Identifying informal processes and procedures

3. Underpinning skills	3.3	Identifying tools, equipment and materials
	3.4	Identifying workplace practices
	3.5	Organizing own workload
	3.6	Practicing OHS
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
5. Resource implications	5.1	Pens
	5.2	Telephone
	5.3	Computer
	5.4	Writing materials
	5.5	Online communication
6.Methods of assessment	Competency should be assessed by	
	6.1	Demonstration
	6.2	Oral questioning
	6.3	Written test
7. Context of assessment	7.1	Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module
	7.2	Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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Occupation Specific Unit of Competencies

Unit Code and Title	**OU-INF-ED-01-L4-V1: Interpret Basics of Entrepreneurship**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to enterpret basics of entrepreneurship. It specially includes the task of Recognizing concept of entrepreneurship, interpreting functions of entrepreneur, interpreting CMSME and interpreting green business.
Nominal Hours	**30 Hours**
Elements of Competency	**Performance Criteria** **Bold and Underlined** terms are elaborated in the Range of Variables
1. Recognize concept of entrepreneurship	1.1 Entrepreneurship and IGA is defined 1.2 Advantages of entrepreneurship is discussed 1.3 Business cycle is Interpreted 1.4 Women entrepreneurship is interpreted 1.5 Business and entrepreneurship is interpreted.
2. Interpret functions of entrepreneur	2.1 **Characteristics of entrepreneurs** is identified 2.2 **Role of entrepreneur** in economic development is identified 2.3 Self-assessment is carried out to identify the entrepreneur qualities.
3. Interpret CMSME	3.1 CMSME is defined 3.2 Business sectors are identified 3.3 Business ethics is interpreted as per **types of business**. 3.4 E-Commerce business is identified as per industry policy 3.5 **reasons of failure and success** are interpreted in business.
4. Interprete green business	4.1 Green business is defined 4.2 **Greening process** is applied as per workplace requirement 4.3 3R is identified based on types of business 4.4 **Supporting organizations** are identified.
Range of Variables	
Variables	**Range** (may include but not limited to):
1. Characteristics of entrepreneurs	1.1 Self sustained 1.2 Opportunity seeker 1.3 Risk taker 1.4 Self confindence 1.5 Commitment to work contrack 1.6 Systematic Planner 1.7 Information seeker 1.8 Pursuation and net working 1.9 Creativity

2.	Role of Entrepreneur	2.1	Economic development
		2.2	GDP growth
		2.3	Business Idea genetation
		2.4	Job creation
		2.5	Problem solving
3.	Types of business	2.6	Manufacturing
		2.7	Whole sales
		2.8	Retail
		2.9	Service
4.	Reasons of failure and success	3.1	**Reasons of failure** ▪ Lack of entrepreneur capability ▪ Shortage of finance ▪ Lack of marketing and sales knowledge ▪ Cost of production ▪ Limited managerial ability ▪ Unskill employee
		3.2	**Reasons of Success** ▪ Entrepreneur capability ▪ Sufficient fund flow ▪ Cash sales ▪ Sufficient infrastructural facilities ▪ Available skills employee ▪ Easy of doing business ▪ Managerial capability
5.	Greening process	4.1	Classifying the waste
		4.2	Reducing Energy Consumption
		4.3	Waste Reduction and Recycling
		4.4	Conservation of Water
		4.5	Eco-friendly Products
		4.6	Renewable Energy
		4.7	Carbon Offsetting
		4.8	Establish Green and Clean Campus
		4.9	Use Organic Materials
6.	Supporting organization	5.1	Govt. Minitstries
		5.2	BCSIR
		5.3	BSCIC
		5.4	BSTI
		5.5	City corporation/Paurashaba/Union Parishad
		5.6	SME foundation
		5.7	Bank, Insurance and non financial organinzation
		5.8	Business association ▪ Chamber of commerce ▪ NASCIB

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Recognized concept of entrepreneurship 1.2 Explained role of entrepreneur in economic development 1.3 Explained small business 1.4 Interpreted reasons of failure and success in small business 1.5 Interpreted green business
2. Underpinning Knowledge	2.1 Entrepreneurship 2.2 IGA 2.3 Advantages of entrepreneurship 2.4 Business cycle 2.5 Women entrepreneurship 2.6 Relation between Business and entrepreneur 2.7 Characteristics of entrepreneurs 2.8 Role of Entrepreneur 2.9 Economic development 2.10 Business ethics 2.11 SME policy 2.12 Reasons of failure and success 2.13 Green business 2.14 Greening process 2.15 Functions of supporting organizations
3. Underpinning Skills	3.1 Presentation skills 3.2 Applying skills of communicating 3.3 Applying skills of literacy and numeracy 3.4 Analyzing business innovations 3.5 Showing proactive positive attitude
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	5.1 Workplace (actual or simulated). 5.2 Equipment, materials and facilities appropriate to the proposed activity. 5.3 Uninterrupted power supply 5.4 Internet facilities 5.5 Competency Based Learning Materials (CBLM)

	5.6 Outfits appropriate in applying safety measures.
6. Methods of Assessment	Methods of assessment may include but not limited to: 2.1 Written test 2.2 Demonstration 2.3 Oral questioning 2.4 Port folio
7. Context of Assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module. 7.2 Assessment should be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Code and Title	OU-INF-ED-02-L4-V1: Develop Business Idea
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to enterpret basics of entrepreneurship. It specially includes the task of conducting self-exploration and research, identifying social problem or challenges, generating business idea and interpreting innovation and improvement
Nominal Hours	**40 Hours**
Elements of Competency	**Performance Criteria** (**Bold & underlined** terms are elaborated in the Range of Variables)
1. Conduct self-exploration and research	1.1 Interests and passions are identified 1.2 Skills and expertise are assessed 1.3 Emerging trends and technologies are identified 1.4 **SWOT analysis** is conducted 1.5 **PESTLE analysis** is conducted
2. Identify social problem or challenges	2.1 Common/social problems or challenges in the market are identified. 2.2 Pin points and unmet needs of potential customers are identified. 2.3 Problems are considered that need to be solved 2.4 **Opportunities are mapped** to determine business idea
3. Generate business idea	3.1 A wide range of potential business ideas are gathered. 3.2 **Different business models** are identified, from products to services. 3.3 **Criterias** are established for evaluating and screening ideas. 3.4 Ideas are eliminated that don't align with criteria 3.5 Ideas are prioritized based on their potential and feasibility.
4. Interpret innovation and improvement	4.1 Business Innovations are interpreted 4.2 **Types of innovation** are interpreted 4.3 Ideas are determined for Innovative Products or Services 4.4 Ways are determined to Improve Existing Products or Processes.
Range of variables	
Variable	**Range** (may include but not limited to):
1. SWOT analysis	1.1 Strength 1.2 Weakness 1.3 Opportunity 1.4 Threat

2. PESTLE analysis	2.1	Political
	2.2	Economical
	2.3	Sociological
	2.4	Technological
	2.5	Legal
	2.6	Environmental
3. Opportunity Mapping	3.1	Assess market needs & demand
	3.2	Demographic assessment
	3.3	Customer segmentation/Buyer Persona
4. Different Business Models	4.1	Business to Business
	4.2	Business to Consumer
	4.3	Online/offline
	4.4	Manufacturing
	4.5	Processing
	4.6	Trading
	4.7	Service
5. Criteria	5.1	Availability of Raw materials
	5.2	Market Demand
	5.3	Availability of Skilled worker
	5.4	Uses of technology
	5.5	Competitors
6. Types of innovation	6.1	Product/Service Innovation
	6.2	Process Innovation
	6.3	Business model Innovation

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Conducted self-exploration and research
	1.2 Identified social problemor challenges
	1.3 Generated business idea
	1.4 Screened business idea
	1.5 Interpreted innovation and improvement
	1.6 Determined ideas to improve existing products or processes.

2. Underpinning knowledge	2.1	Assessing procedure
	2.2	Emerging trends and technologies
	2.3	SWOT analysis
	2.4	PESTLE analysis
	2.5	Common/social problems or challenges in the market.
	2.6	Pin points and unmet needs of potential customers.
	2.7	Opportunity
	2.8	Potential business ideas.
	2.9	Ideas that don't align with goals and criteria.
	2.10	Ideas based on potential and feasibility.
	2.11	Improving methods of existing products or processes
	2.12	Innovation
3. Underpinning skills	3.1	Drawing a market map
	3.2	Identifying Customers
	3.3	Determining the product/service flow
	3.4	Computation/basic calculation skills
	3.5	Communication skills
	3.6	Presentation skills
4. Required attitudes	4.1	Commitment to do business
	4.2	Commitment to continue business.
	4.3	Promptness in carrying out activities.
	4.4	Sincere and honest to duties.
	4.5	Environmental concerns.
	4.6	Eagerness to learn.
	4.7	Tidiness and timeliness.
	4.8	Respect for rights of peers and seniors in workplace.
	4.9	Communication with peers and seniors in workplace.
5. Resource implications	5.1	Workplace (actual or simulated).
	5.2	Tools, Equipment, materials and facilities appropriate to the proposed activity.
	5.3	Uninterrupted power supply
	5.4	Internet facilities
	5.5	Competency Based Learning Materials (CBLM)
	5.6	Outfits appropriate in applying safety measures.
6. Method 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. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module
	7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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Unit Code and Title	**OU-INF-ED-03-L4-V1: Develop Marketing Strategy**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to develop marketing strategy. It includes the task of assessing market, preparing marketing plan and implementing marketing techniques.
Nominal Hours	**40 Hours**
Elements of Competency	**Performance Criteria** **(Bold & underlined** terms are elaborated in the Range of Variables)
1. Assess market	1.1 **Modern marketing** is interpreted 1.2 Differece between marketing and sales is interpreted 1.3 Market is assessed using different Survey tools to identify the products and service gap 1.4 Stydy **competitor** and their strategies are identified to develop own strategy.
2. Prepare marketing plan	2.1 Demand and supply are interpreted to analysis business 2.2 **Market segment** is identified to determine the **customer** and develop product and service 2.3 **Marketing strategy** is developed to ensure customers satisfaction 2.4 **Distribution channel** is identified to ensure product and service delivery 2.5 **Promotional strategy** is developed to reach new and existing customers 2.6 Salesmanship is interpreted to ensure optimum level of customer service 2.7 Marketing budget is prepared to determine the marketing expenses.
3. Implement marketing techniques	3.1 **Sales technique** is applied to incrase sales 3.2 Branding is interpreted for positioning the products and services 3.3 **Value chain** is determined to ensure sustainability of business 3.4 Domestic/international market is interpreted to expand of business.
Range of variables	
Variable	**Range** (may include but not limited to):
1. Modern marketing	1.1 Digital Marketing 1.2 Influencer Marketing 1.3 Content Marketing 1.4 Guerrilla Marketing 1.5 Affiliate Marketing

	1.6	Search Engine Marketing (SEM
	1.7	Video Marketing
	1.8	Mobile Marketing
	1.9	Automation and Marketing Technology
	1.10	Customer Relationship Management (CRM)
	1.11	Personalization
2. Survey tools	2.1	Key informants' interview
		▪ Potential customer
		▪ Competitor
		▪ Producer and suppliers
	2.2	Focus group discussin
	2.3	Direct observation
	2.4	Online survey
3. competitor	3.1	Similar business
	3.2	alternative Product/Service
	3.3	Imported product
	3.4	Local producer/supplier
4. Market segment	4.1	Geographical location
	4.2	Age group
	4.3	Income level
	4.4	Behavioral Segmentation
5. Customer	5.1	Retailer
	5.2	Whole saler
	5.3	Agent
	5.4	Demographics (Area, gender, age, income etc.)
6. Marketing strategy	6.1	Product
	6.2	Place
	6.3	Price
	6.4	promotion
	6.5	people
	6.6	process
	6.7	physical evidence
7. Distribution channel	7.1	Online
	7.2	Showroom
	7.3	Dealership
	7.4	Door to door service
	7.5	Factory sales
	7.6	Direct sales

8. Promotional strategy	8.1	Direct marketing
	8.2	Publicity
	8.3	Sales promotion
	8.4	Advertising
	8.5	Digital marketing
9. Sales techniques	9.1	Warrety/Garranty
	9.2	After sales service
	9.3	Products display
	9.4	Free delivery
	9.5	Sales of related product
10. Value chain	10.1	Backward Linkage
	10.2	Forward Linkage
	10.3	Sector and value change selection
	10.4	Eco system reasarch and analysis

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Assessed market 1.2 Prepared marketing plan 1.3 Implemented marketing techniques 1.4 Determined Value chain to ensure sustainability of business 1.5 Interpreted domestic/international market
2. Underpinning knowledge	2.1 Market trend 2.2 Competetor 2.3 Modern marketing 2.4 Differece between marketing and sales 2.5 Demand and supply 2.6 Market segment 2.7 Marketing strategy 2.8 Distribution channel 2.9 Promotional strategy 2.10 Salesmanship 2.11 Products and services branding 2.12 Value chain 2.13 Domestic/international market
3. Underpinning skills	3.1 Maximizing use of resources 3.2 Drawing a market map 3.3 Identifying Customers 3.4 Identifying distribution channel 3.5 Identifying marketing tools and medium 3.6 Preparing Marketing budget 3.7 Determining the product/service flow

	3.8	Computation/basic calculation skills
	3.9	Communication skills
	3.10	Presentation skills
1. Required attitudes	4.1	Commitment to do business
	4.2	Commitment to continue business.
	4.3	Promptness in carrying out activities.
	4.4	Sincere and honest to duties.
	4.5	Environmental concerns.
	4.6	Eagerness to learn.
	4.7	Tidiness and timeliness.
	4.8	Respect for rights of peers and seniors in workplace.
	4.9	Communication with peers and seniors in workplace.
2. Resource implications	5.1	Workplace (actual or simulated).
	5.2	Equipment, materials and facilities appropriate to the proposed activity.
	5.3	Uninterrupted power supply
	5.4	Internet facilities
	5.5	Competency Based Learning Materials (CBLM)
	5.6	Outfits appropriate in applying safety measures.
3. Method 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.
4. Context of assessment	7.1	Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module
	7.2	Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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Unit Code and Title	OU-INF-ED-04-L4-V1: Develop Products/Services
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to develop products/Service. It includes the task of performing designing and prototyping, adding value proposition, following production process and performing costing and pricing of products/services.
Nominal Hours	30 Hours

Elements of Competency	Performance Criteria (Bold & underlined terms are elaborated in the Range of Variables)
1. Perform design and prototyping	1.1 Products/services are designed to create prototype as per market demand 1.2 **Product/service modeling** are created in accordance with the design. 1.3 Feedbacks are collected from **stakeholders** to design the final products/services.
2. Add value proposition	2.1 the product/service is configured based on feedback 2.2 Social problems are identified and addressed for business sustainability. 2.3 Customer demands are analyzed to provide tailormade solution.
3. Follow production process	3.1 **Fixed assets** are identified and purchased as per target production 3.2 Raw materials are sourced based on production process 3.3 Finished goods are identified and sourced in order to process the production 3.4 Quality Assurance and Testing are conducted for Ensuring the product/service meets quality standards 3.5 Products/services are launched following the target market.
4. Perform costing and pricing of products/services	4.1 Cost is interpreted to identify the **category of cost** 4.2 Cost is calculated for manufacturer and service operator 4.3 Cost is calculated for retailer and wholesaler 4.4 Price is determined based on the **pricing methods.**

Range of variables	
Variable	**Range** (may include but not limited to):
1. Products/service modeling	1.1 Wireframes 1.2 Mockups 1.3 prototypes

2. stakeholders	2.1	Business association
	2.2	Chamber of commerce
	2.3	Govt. organization
		▪ SME foundation
		▪ BSCIC
		▪ BSTI
		▪ BCSIR
		▪ Department of pattent and design
	2.4	Bank
	2.5	Local community
	2.6	Law enforces agency
	2.7	City corporation
	2.8	SME foundation
	2.9	Bank, Insurance and non financial organinzation
	2.10	Business association
		▪ Chamber of commerce
		▪ NASCIB
	2.11	Potential customers
3. Fixed assets	3.1	Machinery
	3.2	Tools and equipment
	3.3	Vehicles
	3.4	Furniture and fixture
	3.5	Decoration
	3.6	Land
	3.7	Infrustructrue
4. Category of Cost	4.1	Fixed cost
	4.2	Variable cost
	4.3	Direct cost
	4.4	Indirect cost
	4.5	Overhead cost
	4.6	Cost of goods sold
	4.7	Pre operating cost
5. pricing methods	5.1	Cost plus
	5.2	Competetors price
	5.3	Market demand

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Designed and prototyping
	1.2 Added value proposition

| | 1.3 | Followed production process |
| | 1.4 | Performed costing and pricing of products/services |

2. Underpinning knowledge	2.1	Define prototype of products/services
	2.2	Define stakeholders
	2.3	Configuration of product/service
	2.4	Social problems
	2.5	Customer demands
	2.6	Tailormade solution
	2.7	Fixed assets
	2.8	Sourcing of finished goods
	2.9	Quality assurance and testing
	2.10	Launching products/services
	2.11	Category of cost
	2.12	Pricing methods
3. Underpinning skills	3.1	Maximizing use of resources/materials
	3.2	Computation/basic calculation skills
	3.3	Communication skills
	3.4	Presentation skills
	3.5	Applying the techniques of prototype development
	3.6	Configuring skills
	3.7	Identifying Social problems
	3.8	Identifying Fixed assets
	3.9	Identifying Source of Finished goods
4. Required attitudes	4.1	Commitment to do business
	4.2	Commitment to continue business.
	4.3	Promptness in carrying out activities.
	4.4	Sincere and honest to duties.
	4.5	Environmental concerns.
	4.6	Eagerness to learn.
	4.7	Tidiness and timeliness.
	4.8	Respect for rights of peers and seniors in workplace.
	4.9	Communication with peers and seniors in workplace.
5. Resource implications	5.1	Workplace (actual or simulated).
	5.2	Equipment, materials and facilities appropriate to the proposed activity.
	5.3	Uninterrupted power supply
	5.4	Internet facilities
	5.5	Competency Based Learning Materials (CBLM)
	5.6	Outfits appropriate in applying safety measures.

		Methods of assessment may include but not limited to:
6.	Method of assessment	6.1 Written test. 6.2 Demonstration. 6.3 Oral questioning. 6.4 Portfolio.
7.	Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module 7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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Unit Code and Title	**OU-INF-ED-05-L4-V1: Manage Organization**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to manage organization. It includes the task of developing strategic planning and structure, interpreting human resource planning tools, performing communication and management, following legal and ethical compliance and managing crisis and risk, managing staff and managing inventory.
Nominal Hours	**50 Hours**
Elements of Competency	**Performance Criteria** (**Bold & underlined** terms are elaborated in the Range of Variables)
1. Develop strategic planning and structure	1.1 Organizational mission and vision are developed based on nature of the orgainization. 1.2 Organizational goals and objectives are established on the basis of developed a mission and vision. 1.3 **Components of strategic plan** is identified to achieve goal 1.4 Reporting highrearcy are determined based organizational structure.
2. Interpret human resource planning tools	2.1 Resource mapping is interpreted to identify requirement of human resreces 2.2 **Components of HR management** is identified. 2.3 Process of Employees recruitment is interpreted 2.4 Training needs are identified to build capacity of the staff. 2.5 employee performance/KPIs are interpreted to identify work performance.
3. Perform communication and management	3.1 internal and external **communication channels** are interpreted according to organization structure. 3.2 Workplace cooperation is practiced based on communication channels. 3.3 stakeholders are engaged as per organization structure 3.4 Employees feedback are evaluated to engage them all level of activities. 3.5 **Roles of management** are interpreted according to the organizational structure.
4. Follow legal and ethical compliance	4.1 Bangladesh Labour Act.is interpreted to implement within the organization. 4.2 **ethical tools** are developed according BLA. 4.3 contracts and legal agreements are prepared as per business needs.
5. Manage crisis and risk	5.1 **crisis** response plans are developed based on business requirement.

	5.2	**Risks** are assessed to mitigate during crises.
	5.3	Response of crises team is formed durisng emergencies.
	5.4	Post-incidents are analysised and reported to get the learning.
6. Manage staff	6.1	**Leadership style** is demonstrated to guide the staffs
	6.2	**Stress management tools** are used to reduce stress
	6.3	Decession making skills are demonstrated to make decision.
7. Manage inventory	7.1	Product category is identified to arrange products in groups according to business
	7.2	Procurement/manufacturing are performed to add product in inventory
	7.3	Reorder level is set to ensure minimum inventory in hand
	7.4	Damaged/returned and expiry are recorded to update **inventory**
	7.5	**InventoryRecord** is maintained to update inventory
	7.6	Optimum order quantity is set on the basis of demand to maintain required inventory
	7.7	Storage is maintained to identify location and capacity of inventory.

Range of variables

Variable	Range (may include but not limited to):	
1. Components strategic plan	1.1	Vision
	1.2	Mission
	1.3	Goal
	1.4	Objectives
	1.5	Activities
	1.6	Risk Assessment
	1.7	Action plan
2. Components of HR management	2.1	Job role
	2.2	Job description
	2.3	Gender and inclusivity
	2.4	Wages and Leave
	2.5	Increment criteria
	2.6	Allowance
	2.7	Service benefit
	2.8	Gratuity
3. Communication channels	3.1	E-mail
	3.2	Social media platform
	3.3	Mobile phone
	3.4	Letter
	3.5	Report
	3.6	Forms and format

4. Roles of management	4.1	Planning	
	4.2	Organizing	
	4.3	Directing	
	4.4	Motivating	
	4.5	Controlling	
5. Component of ethical tools	5.1	Harasment	
	5.2	Dress code	
	5.3	Honesty	
	5.4	Positive gesture	
6. Crisis	6.1	Financial	
	6.2	Raw material	
	6.3	Skilled worker	
	6.4	Sales and Marketing	
7. Risks	7.1	Natural risk	
	7.2	Man-made Risk	
8. Leadership style	8.1	Autocretic	
	8.2	Democretic	
	8.3	Paternalistic	
	8.4	Transformative	
	8.5	Dinamic	
9. Approaches Stress management tool	9.1	Problem solving	
	9.2	Prioratising task	
	9.3	Ability to cope with diversity	
	9.4	Physical exercise	
	9.5	Personal relationship	
10. Inventory	10.1	Raw materials	
	10.2	Work in progress	
	10.3	Finished goods	
11. Inventory record	11.1	Challan	
	11.2	Invoice	
	11.3	Goods received notes	
	11.4	Stock register	
	11.5	Consumable register	

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

	Assessment requires evidence that the candidate:
1. Critical aspects of competency	1.1 Developed strategic planning and structure
	1.2 Interpreted human resource planning tools
	1.3 Performed communication and management
	1.4 Followed legal and ethical compliance
	1.5 Managed crisis and risk

	1.6	Managed staff	
	1.7	Managed inventory.	
2. Underpinning knowledge	2.1	Organizational mission and vision goals and objectives	
	2.2	Strategic plan	
	2.3	Reporting highrearcy / organizational structure	
	2.4	Resource mapping	
	2.5	Employee performance/kpis	
	2.6	Communication channels	
	2.7	Workplace cooperation	
	2.8	Roles of management	
	2.9	Ethical tools, contracts and legal agreements	
	2.10	Crisis response plans	
	2.11	Leadership style	
	2.12	Stress management tools	
	2.13	Define inventory.	
3. Underpinning skills	3.1	Maximizing use of resources/materials	
	3.2	Computation/basic calculation skills	
	3.3	Communication skills	
	3.4	Presentation skills	
	3.5	Identifying Training needs	
	3.6	Identifying employee performance/KPIs	
	3.7	Assessing Risks	
	3.8	Responding to crises team	
	3.9	Reporting of Post-incidents are analysised and reported	
	3.10	Decession making skills decision.	
4. Required attitudes	4.1	Commitment to do business	
	4.2	Commitment to continue business.	
	4.3	Promptness in carrying out activities.	
	4.4	Sincere and honest to duties.	
	4.5	Environmental concerns.	
	4.6	Eagerness to learn.	
	4.7	Tidiness and timeliness.	
	4.8	Respect for rights of peers and seniors in workplace.	
	4.9	Communication with peers and seniors in workplace.	
5. Resource implications	5.1	Workplace (actual or simulated).	
	5.2	Equipment, materials and facilities appropriate to the proposed activity.	
	5.3	Uninterrupted power supply	
	5.4	Internet facilities	
	5.5	Competency Based Learning Materials (CBLM)	
	5.6	Outfits appropriate in applying safety measures.	

6. Method 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. Context of assessment	7.1 Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module. 7.2 Assessment should be done by NSDA certified/ nominated assessor

Accreditation Requirements

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

Unit Code and Title	OU-INF-ENTPD-06-L4-V1: Execute Financial Management
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to execute financial management. It includes the task of preparing financial planning, arranging required capital/fund, maintaining financial records and analyzing financial ratio.
Nominal Hours	40 Hours

Elements of Competency	Performance Criteria (**Bold & underlined** terms are elaborated in the Range of Variables)
1. Prepare financial planning	1.1 **Banking knowledge** is interpreted to gain the basics of banking procedure. 1.2 Total project planning is prepared as per business requirements 1.3 Fixed asset planning is done as per business requirements 1.4 Sales planning is prepared based on sales estimation 1.5 Profit planning is done according to business cost and sales 1.6 Cash flow planning is prepared for managing cash 1.7 **Pre operating planning** is prepared to develop project planning.
2. Arrange required capital/fund	2.1 Investment mapping is interpreted to identify investment opportunities 2.2 Capital investment is calculated for business investment 2.3 Investment readiness is exicuted to get fund/capital 2.4 **Working capital** is calculated for business investment 2.5 **Source of startup capital** is identified for business investment.
3. Maintain financial records.	3.1 Bill, vouchers and cash memo are maintained according accounting system 3.2 Sales day book and purchase day book are maintainedto to rec daily transaction 3.3 Cash book and Bank book are interpreted and maintained based on business types.
4. Analyze financial ratio	4.1 Return on investment is prepared to identify return against in investment 4.2 Profit ratio is prepared based on sales and cost to make business decision 4.3 Fixed asset working capital ratio determined to make business improvement decision 4.4 Breakeven Point is presumed according to sales volume and time.

Range of variables	
Variable	**Range** (may include but not limited to):

1. Banking knowledge	1.1 Bank account
	  ▪ Saving Accts
	  ▪ Current Accts
	  ▪ Fixed Accounts
	1.2 Grace period and interest rate
	1.3 Mobile financial services (MFS)
	  ▪ Loan documents
	  ▪ Project proposal
	  ▪ Trade liscence
	  ▪ NID/BC
	  ▪ TIN/Return
	  ▪ Utility Bill
	  ▪ Photograph
	  ▪ Bank statement
	  ▪ Personal garantor
	1.4 Loan types
	  ▪ Short term loan
	  ▪ Mid term loan
	  ▪ Long term loan

2. Pre operating planning	3.1 Fixed asset 3.2 Working capital 3.3 Business registration 3.4 Market assessment 3.5 Training 3.6 Develop business palnning 3.7 Communication 3.8 Collection information
3. Working capital	4.1 Rent 4.2 Direct rawmaterials 4.3 Wages and salaries 4.4 Utilities cost 4.5 Transportation 4.6 Repair and maintenance 4.7 Administrative cost 4.8 Refreshment
4. Source of startup capital	5.1 Self 5.2 Savings 5.3 Family 5.4 Friends and relatives 5.5 Bank and Financial institute 5.6 Microfinancial institute (MFI)

| | 5.7 | Venture capital |
| | 5.8 | Government fund |

Evidence Guide

Evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet all requirements of current version of Units of Competency.

	Assessment requires evidence that the candidate:
1. Critical aspects of competency	1. Prepared financial planning 2. Arranged required capital/fund 3. Maintained financial records 4. Analyzed financial ratio
2. Underpinning knowledge	2.1 Banking knowledge 2.2 Fixed asset planning 2.3 Sales planning 2.4 Profit planning 2.5 Cash flow planning 2.6 Pre operating planning 2.7 Investment mapping 2.8 investment opportunities 2.9 Capital investment 2.10 Working capital 2.11 Source of startup capital 2.12 Profit ratio 2.13 Fixed asset working capital ratio 2.14 Breakeven Point
3. Underpinning skills	3.1 Planning skills 3.2 Mapping skills 3.3 Calculating capital investment 3.4 Identifying source of startup capital 3.5 Maintaining financial records 3.6 Determining ratio 3.7 Computation/basic calculation skills 3.8 Communication skills 3.9 Presentation skills
4. Required attitudes	4.1 Commitment to do business 4.2 Commitment to continue business. 4.3 Promptness in carrying out activities. 4.4 Sincere and honest to duties. 4.5 Environmental concerns. 4.6 Eagerness to learn. 4.7 Tidiness and timeliness. 4.8 Respect for rights of peers and seniors in workplace. 4.9 Communication with peers and seniors in workplace.

5. Resource implications	5.1	Workplace (actual or simulated).
	5.2	Equipment, materials and facilities appropriate to the proposed activity.
	5.3	Uninterrupted power supply
	5.4	Internet facilities
	5.5	Competency Based Learning Materials (CBLM)
	5.6	Outfits appropriate in applying safety measures.
6. Method 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. Context of assessment	7.1	Competency assessment must be done in a training center or in an actual or simulated workplace after completion of the training module.
	7.2	Assessment should be done by a suitably qualified/certified 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Development of Competency Standard

The Competency Standards for National Skills Certificate Level-4 in **Entrepreneurship Development** is Developed by NSDA on 22 – 26 October, 2023.

List of Members in the Development Workshop:

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Validation of Competency Standard

The Competency Standards for National Skills Certificate Level-2 in Entrepreneurship Development is validated by NSDA on 13 November, 2023.

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