National Technical and Vocational Qualification Framework

NTVQF

Competency Standards

For

Graphic Design

NTVQ, Level 1- 5

Bangladesh Technical Education Board

Agargoan, Sher-E-Bangla Nagar

Dhaka-1207

TABLE OF CONTENT

INTRODUCTION

These Competency Standards were developed by the Standards and Curriculum Development Committee (SCDC) **for the occupation 'Graphic Designer'** that was established under the sub-sector Industry Skills Council (ISC) and with the assistance of the Technical and Vocational Education Reform project. This project is funded by the European Union, the International Labour Organization and the Government of Bangladesh.

The competency standards are the foundation on which new competency based curriculum will be developed that responds better to the needs of industry for skilled workers. The members of the SCDCs are primarily from industry but with representatives from the Bangladesh Technical Education Board (BTEB), Directorate of Technical Education (DTE), Bureau of Manpower Employment and Training (BMET), NGO, and Private Training providers. Persons who will successfully complete the new TVET programs based on these competency standards will receive a qualification in the new National Technical and Vocational Qualification Framework (NTVQF).

Endorsed by

Industry Skills Council
Date:

Bangladesh Technical Education Board (BTEB)
Date:

Bangladesh NTVQF with Job Classifications

NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Supervisor / Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Medium-Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic Skilled Worker
Pre-Voc 2	National Pre-Vocation Certificate NPVC 2			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 NPVC 1			Pre-Vocation Trainee

Annex 1:   NTVQF level Descriptors

NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
6	• Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge.	• Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems	• Mange a team or teams in workplace activities where there is unpredictable change • Identify and design learning programs to develop performance of team members	Supervisor / Middle Level Manager /Sub Assistant Engr. etc.
5	• Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area	• Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas.	• Take overall responsibility for completion of tasks in work or study • Apply past experiences in solving similar problems	Highly Skilled Worker / Supervisor
4	• Broad knowledge of the underlying, concepts, principles, and processes in a specific study area	• 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	• Take responsibility, within reason, for completion of tasks in work or study • Apply past experiences in solving similar problems	Skilled Worker
3	• Moderately broad knowledge in a specific study area.	• 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	• Work or study under supervision with some autonomy	Semi-Skilled Worker
2	• Basic underpinning knowledge in a specific study area.	• Basic skills required to carry out simple tasks	• Work or study under indirect supervision in a structured context	Medium Skilled Worker
1	• Elementary understanding of the underpinning knowledge in a specific study area.	• Limited range of skills required to carry out simple tasks	• Work or study under direct supervision in a structured context	Basic Skilled Worker
Pre-Voc 2	• Limited general knowledge	• Very limited range of skills and use of tools required to carry out simple tasks	• Work or study under direct supervision in a well-defined, structured context.	Pre-Vocation Trainee
Pre-Voc 1	• Extremely limited general knowledge	• Minimal range of skills required to carry out simple tasks	• Simple work or study exercises, under direct supervision in a clear, well defined structured context	Pre-Vocation Trainee

NATIONAL COMPETENCY STANDARDS
for

National Certificate in Graphic Design
(NTVQF Level 1,2,3,4 & 5)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic – Compulsory (5 UoCs required)				**200**
1	GN1001A1	Use basic mathematical concepts	1	40
2	GN1002A1	Apply OSH practices in the workplace	1	30
3	GN2003A1	Use English in the workplace	2	70
4	GN2004A1	Operate in a self- directed team	2	30
5	GN2005A1	Present and apply workplace information	2	30
Sector Specific – Compulsory (5 UoCs required)				**180**
6	ITSS1008A1	Type Text and Documents in English and Bangla	1	90
7	ITSS1007A1	Access Information Using Internet and Electronic Mail	1	10
8	ITSS1006A1	Operate Office Application Software	1	20
9	ITSS20091A	Apply compliance and Ethics in IT Workplace	2	20
10	ITSS5030A1	Apply Soft Skills	5	40
Occupation Specific – Compulsory (13 UoCs required)				**1100**
11	ITGD1010A1	Separate and compose Images	1	20
12	ITGD1011A1	Create basic designs using illustration software	1	180
13	ITGD1012A1	Develop awareness of the career opportunities in the Graphic sector	1	10
14	ITGD2013A1	Manipulate image using image processing Software	2	60
15	ITGD2014A1	Create professional designs using Illustration software.	2	60
16	ITGD3015A1	Perform Creative design work using multiple Graphics Design Software	3	160
17	ITGD3016A1	Perform Estimating and Costing in Graphic Design	3	20
18	ITGD3017A1	Use English essential as a graphic designer	3	90
19	ITGD4018A1	Create Template using Graphic Design Software	4	150
20	ITGD4019A1	Develop materials for output	4	120
21	ITGD5020A1	Find and use recent developments of tools and procedure in Graphic Design	5	20
22	ITGD5021A1	Apply Supervision and management Skills in Graphic Design workplace	5	120
23	ITGD5022A1	Transfer skills to others of the Graphic design team through Training	5	90
		Total Nominal Learning Hours		**1480**

Course Structure for National Certificate in Graphic Design (NTVQF Level 1)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic (2 UoCs required)				**70**
1.	GN1001A1	Use basic mathematical concepts	1	40
2.	GN1002A1	Apply OSH practices in the workplace	1	30
Sector Specific (3 UoCs required)				**120**
3.	ITSS1006A1	Type Text and Documents in English and Bangla	1	90
4.	ITSS1007A1	Access Information Using Internet and Electronic Mail	1	20
5.	ITSS1008A	Operate Office Application Software	1	10
Occupation Specific – Compulsory (4 UoCs required)				**210**
6.	ITGD1010A1	Separate and compose Images	1	20
7.	ITGD1011A1	Create basic designs using illustration software	1	180
8.	ITGD1012A1	Develop awareness of the career opportunities in the Graphic sector	1	10
		Total Nominal Learning Hours		**400**

Course Structure for National Certificate in Graphic Design (NTVQF Level 2)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic – Compulsory (3 UoCs required)				**130**
1	GN2003A1	Use English in the workplace	2	70
2	GN2004A1	Operate in a self- directed team	2	30
3	GN2005A1	Present and apply workplace information	2	30
Sector Specific – Compulsory (1 UoC required)				**20**
4	ITSS2009A1	Apply compliance and ethics in IT Workplace	2	20
Occupation Specific – Compulsory (2 UoCs required)				
5	ITGD2013A1	Manipulate image using image processing Software	2	60
6	ITGD2014A1	Create professional designs using Illustration software.	2	60
		Total Nominal Learning Hours		**270**

Course Structure for National Certificate in Graphic Design (Level 3)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Occupation Specific – Compulsory (3 UoCs required)				**270**
1	ITGD3015A1	Perform Creative design work using multiple Graphics Design Software	3	220
2	ITGD3016A1	Perform Estimating and Costing in Graphic Design	3	30
3	ITGD3017A1	Use English essential as a graphic designer	3	20
		Total Nominal Learning Hours		**270**

Course Structure for National Certificate in Graphic Design (NTVQF Level 4)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Occupation Specific – Compulsory (4 UoCs required)				**270**
1	ITGD4018A1	Create Template using Graphic Design Software	4	150
2	ITGD4019A1	Develop materials for output	4	120
		Total Nominal Learning Hours		**270**

Course Structure for National Certificate in Graphic Design (NTVQF Level 5)

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Sector Specific – Compulsory (1 UoC required)				**40**
1	ITSS5030A1	Apply Soft Skills	5	40
Occupation Specific – Compulsory (3 UoCs required)				**230**
2	ITGD5020A1	Find and use recent developments of tools and procedure in Graphic Design	5	10
3	ITGD5021A1	Apply Supervision and management Skills in Graphic Design workplace	5	120
4	ITGD5022A1	Transfer skills to others of the Graphic design team through Training	5	100
		Total Nominal Learning Hours		**270**

List of Abbreviations

General

BMET – Bureau of Manpower Employment and Training
BTEB – Bangladesh Technical Education Board
DTE – Directorate of Technical Education
ILO – International Labour Organization
ISC – Industry Skills Council
NPVC – National Pre-Vocation Certificate
NTVQF – National Technical and Vocational Qualification Framework
SSDC – Standards and Curriculum Development Committee
TVET – Technical Vocational Education and Training
UoC – Unit of Competency

Occupation Specific Abbreviations

CMYK – Cyan, Magenta, Yellow and Black
FTP – File Transfer Protocol
IT – Information Technology
MS – Microsoft
MSDS – Material Safety Data Sheet
OSH – Occupational Safety and Health
PDF – Portable Document Format
PPE – personal Protective Equipment
RGB – Red, Green and Blue
SOP – Standard Operating System
URL – Uniform Resource Locator

GENERIC UNITS

National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	GN1001A1: Use Basic Mathematical Concepts
Nominal Hours	**40 hours**
Unit Descriptor	This requires the knowledge, skill and attitude to apply mathematical methods such as addition, subtraction, multiplication, and division, among others, in the routine tasks of an organisation.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable Training Components
1. Identify calculation requirements in the workplace	1.1 Calculation requirements are identified from ***workplace information***
2. Select appropriate mathematical methods for the calculation	2.1. Appropriate ***Mathematical methods*** are selected to carry out the calculation. 2.2. ***System and units of measurement*** to be followed are determined.
3. Use basic mathematical concepts to calculate workplace calculation.	3.1. Calculations are completed using appropriate methods such as addition, subtraction, multiplication and division. 3.2. Systems and units of measurement for the task are applied to workplace calculation.
Range of Variables	
Variable	**Range (**May include but not limited to:)
1.Equipment and tools	1.1 Calculator 1.2 Computer with office software
2. Mathematical methods	2.1. Addition 2.2. Subtraction 2.3. Division 2.4. Multiplication 2.5. Ratio on any types of real values (such as whole numbers, fractional numbers, percentages, numbers with exponents

3. System and units of measurement	3.1.	Measurement
	3.2.	Volume
	3.3.	Weight
	3.4.	Mass
	3.5.	Density
	3.6.	Percentage
	3.7.	Length / Breadth / Thickness
	3.8.	Capacity
	3.9.	Time
	3.10.	Temperature
	3.11.	Budget, Pay/ Wages, Leave entitlements
	3.12.	Material usage
	3.13.	Speed
	3.14.	Costing
4. Workplace information	4.1	Project documents
	4.2	Graphs
	4.3	Charts
	4.4	Tables
	4.5	Spread sheets
	4.6	Item price quotations
	4.7	Equipment manuals
5. Budget	5.1	Budget of consumables
	5.2	Calculation for software components
	5.3	Hardware equipment
	5.4	Maintenance budget of a set-up
	5.5	Cost estimation
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	Applied mathematical methods such as addition, subtraction, division and multiplication to workplace calculations.
2. Underpinning knowledge	2.1.	Calculation requirements in the workplace
	2.2.	Select appropriate mathematical methods
	2.3.	Equipment and tools
	2.4.	Mathematical language, symbols and terminology
	2.5.	Application of units
	2.6.	Workplace information
	2.7.	Using arithmetic processes to find solutions to simple mathematical problems

3. Underpinning skill	3.1. Ability to identify calculation requirements from workplace information
	3.2. Ability to select appropriate mathematical methods
	3.3. Ability to use appropriate technology
	3.4. Ability to use mathematical language, symbols and terminology
	3.5. Understanding of appropriate units of measurement (such as kg, meter) and application may include measurement, volume, weight, density, percentage etc.
	3.6. Ability to include workplace information (project documents, graphs, charts, tables, spread sheets, item price quotations, equipment manuals)
	3.7. Ability to use arithmetic processes to find solutions to simple mathematical problems
	3.8. Ability to apply in the workplace.
4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided:
	5.1 Tools, equipment and physical facilities appropriate to perform activities.
	5.2 Materials, consumables to perform activities.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Code and Title	GN1002A1 : Apply OSH practices in the workplace
Nominal Hours	**30 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to identify and apply OSH in the workplace. This also covers identifying, controlling and reporting OSH hazards, conducting of work in a safe manner, following emergency response procedure and maintaining and improving health and safety in the workplace.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable Training Components
1. Identify, control and report OSH hazards	1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work. 1.2 ***Hazards*** and unacceptable performance are identified and corrective action is taken within the level of responsibility. 1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures. 1.4 Safety Signs and symbols are identified and followed
2. Conduct work safely	2.1. Apply OSH practices in the workplace. 2.2. Appropriate ***personal protective equipment (PPE)*** is selected and worn.
3. Follow emergency response procedures	3.1. Emergency situations are identified and reported according to workplace reporting requirements. 3.2. Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures. 3.1. ***Workplace procedures*** for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.

4. Maintain and improve health and safety in the work place	4.1 Risks are identified and appropriate control measures are implemented in the work area.
	4.2 Recommendations arising from risk assessments are implemented within level of responsibility.
	4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel.
	4.4 Maintain safety records according to company policies.

Range of Variables

Variable	**Range** (May include but not limited to:)
1. Company policies	1.1. Job-related Standard Operating Procedures (SOPs) and OSH-specific procedures. Examples of OSH procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
2. Workplace procedures	2.1. OSH system and related documentation including policies and procedures
	2.2. Standard Operating Procedures (SOPs)
	2.3. information on hazards and the work process, hazard alerts, safety signs and symbols
	2.4. Labels
	2.5. Material Safety Data Sheets (MSDSs) and manufacturers' advice.
3. Hazards	3.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards
	3.2 Working with and near moving equipment/load shifting equipment
	4.3 Broken or damaged equipment or materials
4. Personal Protective equipment (PPE)	4.1 Goggles
	4.2 Ear muffs
	4.3 Ear plugs
	4.4 Gloves
	4.5 Clothing
	4.6 Apron
	4.7 Helmet
	4.8 Boots

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	Identified, controlled and reported OSH hazards
	1.2	Followed work safety.
	1.3	Followed emergency response procedures.
	1.4	Maintained and improved health and safety in the workplace.
2. Underpinning knowledge		
	2.1.	Personal protective equipment - Hand gloves, safety shoes, safety goggles, masks, apron,
	2.2.	Identification of tools and equipment
	2.3.	Hazardous events
	2.4.	Tools, equipment, machinery and relevant accessories.
	2.5.	Communication
	2.6.	Job roles, responsibilities and compliance
	2.7.	Workplace laws
3. Underpinning skill		
	3.1.	Ability to use the appropriate PPE.
	3.2.	Ability to identify tools and equipment.
	3.3.	Ability to quick response and to take safety precautions for different hazardous situations.
	3.4.	Ability to operate and use tools, equipment, machinery and accessories properly as per SOP (Company standards).
	3.5.	Ability to communicate with peers and supervisors.
	3.6.	Ability to apply in the workplace.
4. Required attitude		
	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	The following resources must be provided:
	5.1 Tools, equipment and physical facilities appropriate to perform activities.
	5.2 Materials, consumables to perform activities.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	GN2003A1: Use English in the workplace
Nominal Hours	**70 hours**
Unit Descriptor	This unit specifies the competency required to able to read, write and understand basic English in the workplace.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable Training Components
1. Read and understand workplace documents in English	1.1 ***Workplace documents*** are read and understood. 1.2 ***Visual information*** is interpreted.
2. Write simple routine workplace documents in English	2.1 Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids where appropriate. 2.2 Key information is written in the appropriate places in standard forms.
3. Listen to conversation in English	3.1 Active listening in English language is demonstrated to the required workplace standard.
4. Perform conversation in English	4.1 Conversation is performed in English with peers, customers and management to the required workplace standard.
Range of Variables	
Variable	**Range** may include but are not limited to
1. Workplace documents	1.1 Schedules and itineraries 1.2 Agenda 1.3 Simple reports such as progress and incident reports 1.4 Job sheets 1.5 Operational manuals 1.6 Brochures and promotional material 1.7 Visual and graphic materials 1.8 Standards 1.9 OSH information

2. Visual information	2.1.	Signs
	2.2.	Maps
	2.3.	Diagrams
	2.4.	Forms
	2.5.	Labels
	2.6.	Graphs
	2.7.	Charts

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	Used basic English in the workplace
	1.2	Read and understood workplace documents in English
	1.3	Constructed simple routine workplace documents in English
	1.4	Listened to conversation in English
	1.5	Communicated with peers, customers and management using English to the required workplace standard
2. Underpinning knowledge	2.1.	Read workplace documents in English
	2.2.	Write simple routine workplace documents in English
	2.3.	Listen to conversation in English
	2.4.	Perform conversation in English
	2.5.	Interaction skills (i.e., teamwork, interpersonal skills, etc.)
	2.6.	Job roles, responsibilities and compliances
3. Underpinning skill	3.1.	Ability to read and understand workplace documents in English, using appropriate vocabulary and grammar, and standard spelling and punctuation.
	3.2.	Ability to write simple routine workplace documents in English, such as: Schedules and agendas, job sheets, operational manuals and brochures, and promotional material.
	3.3.	Ability in active listening in English language is demonstrated to the required workplace standard.
	3.4.	Ability to perform conversation in English with peers, customers and management, to the required workplace standard.
	3.5.	Work effectively with others: ○ listening and questioning skills ○ ability to follow simple directions

4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided:
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	5.2 Materials, consumables needed to perform activities.
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	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	GN2004A1: Operate in a self-directed team
Nominal Hours	**30 hours**
Unit Descriptor	This unit specifies 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** ***Italicized*** terms are elaborated in the Range of Variable 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	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.	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	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources MUST be provided:	
	5.1	Variety of Information
	5.2	Communication tools
	5.3	Simulated workplace
6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	GN2005A1: Present and apply workplace information
Nominal Hours	**30 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude to communicate and deliver up-to-date information in an interactive work environment as per workplace standard.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable Training Components
1. Identify information requirements	1.1 ***Sources of Information*** requirements in the workplace are identified
2. Process Data	***2.1.*** Data is collected and correlated as per prescribed ***method.*** 2.2. Relevant data is used as references in accordance with the objectives of the program. 2.3. Information is applied according to workplace requirements.
3. Analyse, interpret and organize information	3.1. Collected information is analysed, interpret and organize as required for workplace.
4. Apply and present workplace information	4.1 Findings and recommendations are summarized and presented in a user-friendly manner. 4.2 Draft report/***forms*** are prepared based on standard format. 4.3 Graphs and other visual presentations are prepared to highlight ***analysis***/interpretation of information. 4.4 Reports/forms are submitted and distributed to relevant departments/persons.
Range of Variables	
Variable	**Range (**May include but not limited to:)
1. Sources of information	1.1 Daily job instructions 1.2 Specifications 1.3 Standard operating procedures 1.4 Charts 1.5 Lists

	1.6	Documents
	1.7	Computer data
	1.8	Drawings
	1.9	Sketches
	1.10	Tables
	1.11	Technical manuals and/or charts
	1.12	Surveys
	1.13	Interviews
	1.14	Front-end analysis
	1.15	Functional analysis
2. Forms	2.1.	Questionnaires
	2.2.	Profile
	2.3.	Accident/incident report form
	2.4.	Work order
	2.5.	Purchase order,
3. Methodologies	3.1.	Qualitative
	3.2.	Quantitative
4. Statistical analysis	4.1	Average (mean, median, mode)
	4.2	Percentage
	4.3	Frequency distribution

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	Communicated and delivered current information in an interactive work environment as per workplace standard.
2. Underpinning knowledge	2.1.	Identify information
	2.2.	Identify data
	2.3.	Workplace standard
3. Underpinning skill	3.1.	Collecting information
	3.2.	Collecting data
	3.3.	Demonstrating, interpreting and/or following data sheet or instruction
	3.4.	Performing task as per data sheet or instruction
	3.5.	Keeping records and reports.

4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided:
	5.1 Tools, equipment and physical facilities appropriate to perform activities.
	5.2 Materials, consumables needed to perform activities.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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SECTOR SPECIFIC UNITS

Unit Code and Title	ITSS1006A1: Type documents in English and Bangla.
Nominal Hours	**20 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to type text and documents systematically both in English and Bangla
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable Training Components
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures. 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Preparation	2.1. Check word processing ***software*** is installed. 2.2. Ensure required software is installed for Bangla typing 2.3. Ensure ***required fonts*** for typing of Bangla and English are installed.
3.Create document	3.1 New document is Created 3.2 ***Margin and layout*** are confirmed as per instructions 3.3 Document is typed as per instructions
4. Format and save document	4.1 All formatting used as per instructions. 4.2 Check spell (for English) as per requirement. 4.3 All the documents are saved
5. Review and finalized	5.1 Documents are Reviewed against job specification 5.2 Print preview is displayed 5.3 All the documents are Finalized and saved
Range of Variables	
Variable	**Range** (May include but not limited to)
1. Software	2.1. Microsoft Office application 2.2. OpenOffice.org 2.3. Typing Tutor 2.4. Bangla Typing Software
2. Margin and layout	Margin 2.1. Narrow 2.2. Moderate 2.3. wide 2.4. Mirrored Layout 2.1. Page Setup 2.2. Page Background 2.3. Paragraph 2.4. Arrange

3. Required fonts	May include but not limited to For English (Arial, Calibri, Agency FB, Tohoma) For Bangla (Sutunymj, TonnyBanglaMJ,Nikoshban)
Legislation relevant to this unit standard	5.1 Copyright Act 2005 5.2 National Cyber Policy 5.3 Intellectual Property Rights law 5.4 and their subsequent amendments

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.Intermediate level typing speed (30 cps) in English and (20 cps) in Bangla are achieved
2. Underpinning knowledge	Computer, Home key, Function key.
3. Underpinning skill	1. Identify PC components and devices 2. Start and enter PC to work,
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided: 5.1 Hardware and software tools and physical facilities appropriate to perform activities. 5.2 Learning Materials, consumables needed to perform activities.
6. Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test 6.4 Portfolio 6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place.

Accreditation Requirements

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Unit Code and Title	**ITSS1007A1: Access Information using Internet and electronic mail.**
Nominal Hours	**10 hours**
Unit Descriptor	This unit covers the Knowledge, skills and attitude required to access information using internet, Use internet to search, find and manage resources as well as use electronic mail for information transfer effectively.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable.
1. Access resources from internet	1.1 Appropriate internet *browsers* are selected and installed. *1.2* Internet browser is opened and web address / URL is written/selected in /from address bar to access *information.* 1.3 *Search engines* are used to access information 1.4 Video / Information are Shared /downloaded / uploaded from / to web site/*social media.* 1.5 *Web based resources* are used. 1.6 Netiquette' (or web etiquette) principles are searched and followed.
2. Use and manage Electronic mail	2.1. *Email services* are identified and selected to create a new email address 2.2. Email account is created. 2.3. Document is prepared, attached and sent to different types of recipient. 2.4. Email is read, forwarded, replied and deleted as per requirement. *2.5.* Custom email folders are created and *manipulated.* *2.6.* Email message is printed.
Range of Variables	
Variable	**Range** (May include but not limited to:)
1.Browsers	1.1 Mozilla Firefox 1.2 Google chrome 1.3 Internet explorer 1.4 Opera
2. Information	2.1. Text information 2.2. Graphics 2.3. Video

3. Search engines	3.1. Google 3.2. Yahoo 3.3. AltaVista 3.4. Msn 3.5. Bing
4. Social media.	4.1 Face book 4.2 Twitter 4.3 LinkedIn 4.4 YouTube
5. Web based services	5.1 Drive 5.2 Calendar 5.3 Map 5.4 Translator 5.5 Docs 5.6 search
6. Email services	6.1 Free mail services –Gmail, Yahoo, Hotmail 6.2 Web mail services.
7. Manipulated	7.1 Delete 7.2 Copy 7.3 Move 7.4 Sort 7.5 Archive

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 Video / Information are downloaded / uploaded from / to web site 1.2 Documents are prepared, attached and sent to different types of recipient.
2. Underpinning knowledge	**2.1. Internet** **2.2. www** **2.3. web site** **2.4. web address** **2.5. URL** **2.6. Web browsers** **2.7. Search engines** **2.8. Information** **2.9. Social media** **2.10. Web based services** 2.11. **Folder manipulation**
3. Underpinning skill	3.1 Access and share resources from internet 3.2 Download /upload file, documents and video from /to web sites 3.3 Send and receive mail through mail service.

4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	**Following Resources must be provided-**
	5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.
	5.2 Required learning materials.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	**ITSS1008A1: Operate office application software**
Nominal Hours	**90 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to operate a personal computer, Use word processor to create documents, use common spread sheets, create presentation using office applications, save works and print documents.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable Training Components
1. Follow OSH practices	1.1 Safe work practices are observed according to IT workplace guideline. 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures. 1.3 Safe workplace environment are assured.
2. Operate computer	2.1. **Peripherals** are checked and connected with computer properly. 2.2. Power cords / adapter are connected properly 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. Install application software	3.1 Installation requirements of **software** are identified and listed. 3.2 **Software sources** and CD key/ password are assured. 3.3 Appropriate **Software** are collected and selected as per requirement. 3.4 Software installation is started. 3.5 Customization is done as per requirement. 3.6 Steps of installation are followed as per installation Instructions. 3.7 Installations are completed properly. 3.8 Correctness of Installation is checked.
4. Use application packages to prepare/create documents	4.1 Appropriate **application software packages** are selected and started. 4.2 **Documents** are created as per requirement in Personal use and office environment. 4.3 **Contents** are entered. *4.4* Documents are **formatted.**

	4.5	Paragraph and page settings are completed.
	4.6	Document is previewed
5. Use spread sheet packages to create /prepare worksheets	*5.1*	*Spread sheet* packages are selected and started.
	5.2	Worksheets are created as per requirement in personal use and office environment.
	5.3	Data are *entered*
	5.4	**Functions** are used for calculating and editing logical operation
	5.5	**Sheets** are formatted as per requirement.
	5.6	**Charts** are created.
	5.7	Charts/ Sheets are previewed.
6. Use presentation packages to create / prepare presentation.	6.1	Appropriate **presentation software packages** are selected and started
	6.2	Presentation are created as per requirement in personal use and office environment
	6.3	Image, Illustrations, text, table ,symbols and media are entered as per requirements.
	6.4	Presentations are formatted and animated.
	6.5	Presentations are previewed.
7. Print information and Shutdown computer.	6.1	**Printer i**s 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.
	6.5	Print from the printer spool is viewed or cancelled and unsaved data is saved as per requirements.
	6.6	Open software is closed and computer hardware devices are shut downed.
	6.7	Power at the respective power outlets is switched off.

Range of Variables

Variable	Range (May include but not limited to:)	
1. Peripherals	1.1	Monitor
	1.2	Keyboard
	1.3	Mouse
	1.4	Modem
	1.5	Scanner
	1.6	Printer
2. D**esktop settings**	2.1.	Icons
	2.2.	Taskbar
	2.3.	View
	2.4.	Resolutions
3. *Typing tutor*s	3.1.	English typing tutor
	3.2.	Bangla typing tutor
4. *Bangla Keyboard layout*	may include but is not limited to the:	
	4.1	Avro
	4.2	Bijoy

5.Different Software	MS office or Open office but limited to 5.1 Word processor software. 5.2 Spread sheet software. 5.3 Presentation software.
6. *Application Packages*	6.1 MS Word or open office word processor 6.2 MS Excel or open office spread sheet 6.3 MS Power Point or prezi
7. *Software sources*	7.1 CD/DVD/ 7.2 Flash drive 7.3 Internet 7.3 Flash memory
8. Documents	May include but not limited to: 8.1 Word documents 8.1 Standard CV / Bio-Data with different text & fonts, image and table. 8.2 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 8.3 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
Contents	1. Illustrations and styles 2. Text 3. table 5.Symbols 6. Header & Footer
9.Sheets	May include but not limited to: 9.1 Salary sheet with sorting, filtering and chart 9.2 Mark/Grade /Tabulation sheets for simple result processing
10.Charts	10.1 Column 10.2 Pie 10.3 line 10.4 bar
11. Functions	May include but not limited to: 11.1 mathematics 11.2 Logical 11.3 simple Statistical
12. Formatted.	12.1 Bold 12.2 Italic 12.3 Underline 12.4 Font size, colour, 12.5 Change case 12.6 Alignment and intend

Evidence Guide

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1. Critical aspects of competency	1.1 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement. 1.2 Operating system Installations are completed properly.

	1.3	Application software Installations are completed properly. a.Functions are used for calculating and editing logical operation in spread sheet. b.Image, Illustrations, text, table ,symbols and media are entered into presentation slide and animation is shown as per requirements. *c.*Appropriate printer settings are configured and Document is printed.
2. Underpinning knowledge	2.1. 2.2. 2.3. 2.4. 2.5. 2.6. 2.7.	Desktop items Type of Bangla keyboard layout Different type of software and application packages Use of word processor, spread sheet and presentation software, Type of printers Type of charts, Impotence of chart Different type of math and logical functions.
3. Underpinning skill	3.1. 3.2. 3.3. 3.4.	Start computer Run application software Manage desktop item Manipulate files and folders
4. Required attitude	4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8	Commitment to occupational health and safety Promptness in carrying out activities Sincere and honest to duties Environmental concerns Eagerness to learn Tidiness and timeliness Respect for rights of peers and seniors in workplace Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	**Following Resources must be provided-** 5.1 5.2	Relevant tools, Equipment, software and facilities needed to perform the activities. Required learning materials.
Methods of assessment	6.1 6.2 6.3 6.4 6.5	Demonstration with oral questioning Direct observation Written test Portfolio Log book
6 Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place environment.

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Unit Code and Title	ITSS2009A1: Apply Compliance and Ethics in IT Work Place
Nominal Hours	**20 hours**
Unit Descriptor	This unit defines Knowledge, Skills and attitude the competency required to maintain professional and ethical conduct when dealing with colleagues, clients and employers.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable Training Components
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures. 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Protect the interests of clients	2.1. Integrity and security of other information is demonstrated, as required by organisational policies, legislation and standards. 2.2. Potential conflicts of interest are identified and relevant parties of potential conflicts are notified. 2.3. Confidentiality and proprietary rights of client interest are maintained.
3. Produce quality products and services	3.1. Products and services are provided that match the operational and financial needs of clients. 3.2. Work is completed to industry and international standards. 3.3. Quality processes are implemented when developing products and services.
4. Demonstrate correct representation	4.1 Skills, knowledge and qualifications are presented in a professional manner. 4.2 Services and products developed by self and others are correctly acknowledged. 4.3 Unbiased and objective information are provided to clients. 4.4 Realistic estimates are demonstrated of time/money for work completed.
5. Follow workplace code of conduct.	5.1 Workplace code of conduct is followed.
Range of Variables	
Variable	**Range** (May include but not limited to:)
1. Legislation and standards	1.1 OSH 1.2 BSTI Legislation 1.3 Industry codes of practice, such as the Bangladesh computer council Code of Ethics

	1.4	International Guidelines for Consumer Protection in E-commerce
	1.5	Access and equity
	1.6	Copyright laws
	1.7	Defamation laws
	1.8	Privacy legislation
	1.9	Intellectual property, confidentiality requirements
	1.10	Legal and regulatory policies affecting e-business.
2. Clients	2.1.	Internal departments
	2.2.	External organisations
	2.3.	Individual people
	2.4.	Colleagues
	2.5.	Employer and internal employees.
3. Standards	3.1.	ISO standards
	3.2.	IEC standards
	3.3.	AS standards
	3.4.	BSTI Standard
	3.5.	Organisational standards
	3.6.	Project standards (for further information refer to the Standards Australia website at: www.standards.com.au
4. Guidelines	4.1	Legal, ethical and security issues
	4.2	Pre-requisites for membership
	4.3	Conflict of interest guidelines
	4.4	Customer service guidelines
5. Indicators of personal ethical behaviour	5.1	Must not allow dishonesty, personal prejudice or bias to influence conduct of employment.
	5.2	Should not accept gifts, benefits or hospitality if their nature and value may be seen as compromising objectivity and influencing in official capacity.
	5.3	Actions should be fair, honest, and truthful.
	5.4	Should avoid actual or perceived conflicts of interest.
	5.5	Should not condone the use of any statement that is misleading, false or deceptive.
	5.6	Should conduct self with care and skill, and ensure actions do not conflict with the requirements of integrity and objectivity.
	5.7	Should not use confidential or other information for personal advantage or for the advantage of another.

Evidence Guide

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1. Critical aspects of competency	1.1	Confidentiality and proprietary rights of client interest are maintained..

		1.2	Quality processes are implemented when developing products and services
		1.3	Realistic estimates are demonstrated of time/money for work completed.
2. Underpinning knowledge		2.1.	Computer Society Code of Ethics
		2.2.	Organisational requirements for customer service
		2.3.	OSH legislation
		2.4.	Copyright and intellectual property legislation and principles
		2.5.	Relevant privacy legislation and principles
		2.6.	Access and equity legislation and principles
3. Underpinning skill		3.1.	Application of standards and legislation to policy and procedure development and monitoring
		3.2.	Professional development skills in relation to identifying personal skills requiring
		3.3.	Upgrading and updating
		3.4.	Researching and identifying relevant courses, seminars or industry information to maintain currency.
4. Required attitude		4.1	Commitment to occupational health and safety
		4.2	Promptness in carrying out activities
		4.3	Sincere and honest to duties
		4.4	Environmental concerns
		4.5	Eagerness to learn
		4.6	Tidiness and timeliness
		4.7	Respect for rights of peers and seniors in workplace
		4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication		**Following Resources must be provided-**	
		5.1	Relevant tools, software and facilities needed to perform the activities.
		5.2	Required learning materials.
6. Methods of assessment		6.1	Demonstration with oral questioning
		6.2	Direct observation
		6.3	Written test
		6.4	Portfolio
		6.5	Log book
7. Context of assessment		7.1	Competencies may be assessed in the work place or a simulated work place

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Unit Code and Title	ITSS5030A1: Apply Soft Skills
Nominal Hours	**40 hours**
Unit Descriptor	This unit describes the performance outcomes of knowledge, skills and attitude required for applying soft skills in the working environment (including time management, planning & organization, interpersonal skills)
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable Training Components
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures. 1.2 ***OSH hazards and incidents*** are reported to appropriate personnel according to workplace procedures.
2. Demonstrate good communication	2.1. ***Verbal and non-verbal communication*** to respond to client/colleague requests and enquiries effectively is demonstrated. 2.2. Appropriate ***questioning and active listening techniques*** are demonstrated, to understand colleagues and client needs and determine support requirements. 2.3. Accommodation of ***cultural differences*** in the workplace is demonstrated
3. Plan and organise work of self and team members	3.1. Ability to plan and organise work of self and team is demonstrated. 3.2. Enquiries are answered promptly and appropriately. 3.3. Information, messages and job requests are recorded and referred to the appropriate person in accordance with organisational procedures. 3.4. Investigation of organisational follow-up procedure or policy, and recording of follow-up action taken, in regard to the job request or enquiry.
4. Create professional networks	4.1 Professional networks within the design industry are identified and developed. 4.2 Professional development is incorporated in work practice and career planning
5. Practice and implement the Code of Ethics	5.1 Company Code of Ethics is implemented and practiced.
6. Demonstrate time management skills	6.1 Time management skills are demonstrated according to workplace standards.

7. Document and disseminate OSH requirements	7.1 Report issues/OSH problems within the workplace to the appropriate person 7.2 Determine and document the OSH standards which impact upon the workplace
8. Evaluate work of self and team and apply continuous improvement strategy.	8.1 Work of self and team is evaluated and a continuous improvement strategy applied.
Range of Variables	**Range**
1.OSH hazards and incidents	(May include but not limited to:) **1. Physical hazards and incidents** **2. Environmental hazard**
2. Verbal and non-verbal communication	(May include but not limited to:) **1.Written communication** **2.Electronic Communication** **3. Body language**
3. Questioning and active listening techniques	(May include but not limited to:)

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

1. Critical aspects of competency	1.Appropriate questioning and active listening techniques are demonstrated, to understand colleagues and client needs and determine support requirements. 2. Information, messages and job requests are recorded and referred to the appropriate person in accordance with organisational procedures. 3. Time management skills are demonstrated according to workplace standards.
2. Underpinning knowledge	*List of OSH hazards and incidents* 2.1 Type of Verbal and non-verbal communication 2.2 *Questioning and active listening techniques* 2.3 Attributes of an efficient graphic designer 2.4 Type of interpersonal skills
3. Underpinning skill	3.1 Ability to take stress 3.2 Ability to think critically
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	**Following Resources must be provided-**
	5.1 Relevant tools, software and facilities needed to perform the activities.
	5.2 Required learning materials.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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OCCUPATION SPECIFIC UNITS

National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	ITGD1010A1: Separate and compose Images
Nominal Hours	**50 hours**
Unit Descriptor	This unit of competency specifies the knowledge ,skills and attitude to develop technical and conceptual skills required to separate and compose Images.
Elements of Competency	**Performance Criteria** *.Italicized* terms are elaborated in the Range of Variable.
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel.
2. Identify image source	2.1. Appropriate Image separation software is identified. 2.2. ***Image sources*** are identified 2.3. Image separation tools are identified. 2.4. Images are successfully Imported from appropriate source
3. Identify image standards	3.1 Image properties are identified 3.2 Image resolution are identified and demonstrated. 3.3 ***Image format*** are identified and selected.
4. Separate Images using magic wand tools	4.1 Magic wand tool is selected 4.2 Image is selected 4.3 Image is separated
5.Separate Images using lasso tools	5.1 Lasso tool is selected 5.2 Image is selected 5.3 Image is separated
6.Separate Images using pen tools	6.1 pen tool is selected 6.2 Image is selected 6.3 Image is separated
7..Create layer and compose	7.1 New document is created ***7.2*** Images are pasted for ***edit*** 7.3 Layers are created and selected. 7.4 Images are edited and arranged.

8. Evaluate own work	8.1 Constructive criticism from others is applied to improve own work.
	8.2 Own work is evaluated against planned Strategy for own practice.
	8.3 Work processes and practice are adjusted as necessary to improve technical, conceptual and Commercial outcomes.

Range of Variables

Variable	Range (May include but not limited to)
1. **Image sources**	1.1 Scanner 1.2 Digital Camera 1.3 internet 1.4 Flash disk/memory 1.5. CD, DVD, HD
2. **Image File format**	May include but are not limited to 2.1 .tiff 2.2 .psd 2.3 .bmp 2.4 .jpeg 2.5 .png 2.6 .gif
3. Edit	3.1 Transform 3.2 Transparency 3.2 Gradients 3.3 Strokes 3.5 Adjustment 3.6 Crop 4.7 Filter 4.8 outline 4.9 Blending option

Evidence Guide

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

1. Critical aspects of competency	Assessment required evidence that the candidate 1.1 Identified image size and resolution 1.2 Selected appropriate image separation tools 1.3 Separated Image from background

2. Underpinning knowledge	2.1.	Image sources
	2.2.	Type of image format
	2.3.	Type of image separation tools
	2.4.	Image quality and resolution
	2.5.	Image size
	2.6.	Image layer
	2.7.	Image composition
	2.8.	Image Editing
	2.9.	Photoshop work area
3. Underpinning skill	3.1.	Connect image sources with PC/Laptop/ mobile phone.
	3.2.	Import graphics
	3.3.	Separate the images
4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	The following resources must be provided
	    5.1 Materials relevant to the UoC
	    5.2 Measuring tools
	    5.3 Relevant manuals and standard	

6 Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7 Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	**ITGD1011A1: Create basic designs using illustration software**
Nominal Hours	60 hours
Unit Descriptor	This unit of competency covers the knowledge, skills and attitude required to create basic designs using illustration software
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable Training Components
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Create basic designs	2.1. *Required designs* are specified. 2.2. Appropriate *shape* and size are identified 2.3. Content area is defined 2.4. *Contents* are inserted and composed 2.5. Shapes are modified as per requirements. 2.6. Typographical design is applied as per requirements. 2.7. Font attributes are applied per requirements. 2.8. Design and colour are applied per requirements. 2.9. Design is saved in appropriate *file format*
3. Create Outline and transfer.	3.1. Design is reviewed and finalized 3.2. Outline is created and grouped 3.3. Final design is saved in appropriate *file format* 3.4. Final design is transferred to the recipients
4. Develop conceptual skills and ideas	4.1 Working with others to develop basic design ideas is demonstrated. 4.2 Ability to gain experience in a range of genres and interpretation of basic design guidelines is demonstrated. 4.3 Ability to gain experience in a range of genres and interpretation of basic design guidelines is demonstrated. 4.4 A range of opportunities to develop own practice and keep informed about current design practice are identified and used for basic design guidelines.
5 Evaluate own work	5.1 Constructive criticism from others is applied to improve own work. 5.2 Own work is evaluated against planned strategy for own practice.

	5.3 Work processes and practice are adjusted as necessary to improve technical, conceptual and commercial outcomes.

Range of Variables

Variable	Range (May include but not limited to:)
1. Required designs	1.1 Business card 1.2 ID card 1.3 Letterhead 1.4 Logo/ Monogram 1.5 Cash memo/ Invoice 1.6 Form 1.7 Money receipt 1.8 Banner 1.9 Flyer / leaflet
2. Contents	2.1. Text 2.2. Image 2.3. Vector 2.4. Logo
3. File format	3.1. .ai 3.2. .eps 3.3. .pdf 3.4. .jpeg 3.5. .png 3.6. .gif

Evidence Guide.

1. Critical aspects of competency	Assessment required evidence that the candidate 1.1 Identified appropriate *shape* and size 1.2 Modified Shapes as per requirements 1.3 Saved design in appropriate *file format* 1.4 Created outline and grouped
2. Underpinning knowledge	2.1. Text, Image, vector 2.2. Types of design 2.3. Types of Shape and size 2.4. Outline and group 2.5. Types of Contents 2.6. Content area 2.7. Typographical design 2.8. Font attributes 2.9. Design and colour 2.10. File format 2.11. File size 2.12. Filet Transfer methods 2.13. Relevant Software Version and Environment
3. Underpinning skill	3.1. Identify Different types of Design 3.2. Create Shapes in required size 3.3. Insert and modify contents

	3.4.	Apply design and colour
	3.5.	Save files in different formats
	3.6.	Save files in different version
	3.7.	Create outline and Group
	3.8.	Transfer files
4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided –	
	5.1	Relevant tools, physical facilities required to perform the activities
	5.2	Materials and consumables related to activities
	5.3	Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	**ITGD1012A1: Develop awareness of the career opportunities in the Graphic sector**
Nominal Hours	20 hours
Unit Descriptor	This unit covers knowledge, skills and attitude the competency required to develop an awareness of the career opportunities in the Graphic sector, local and International market.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1.Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures. 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Identify career opportunities in the graphic design sector	2.1. Local and international graphic design and DTP houses are identified. 2.2. *Positions/jobs* in the graphic design sector are identified. 2.3. *Hands on graphics* arts designer are identified 2.4. Graphic design and DTP houses are visited on site and via the internet.
3.Work in Online Market places	3.1 *Source of carrier opportunities* are identified and selected 3.2. Account is opened for performing graphic design online Jobs 3.3 Profile is created 3.4 Bid for the jobs are done accordingly 3.5 Design is completed according to the clients requirement 3.6 Design is submitted to the client 3.7 Payment is collected in proper channel.
4. Discuss career path with people in the graphic design industry	4.1 Positions available and career path of a graphic designer are discussed with appropriate people in the graphic design industry. 4.2 Career path and opportunity in graphic design are mentioned to the appropriate people.

Range of Variables	
Variable	**Range** (May include but not limited to:)
1. Position/Jobs	1.1 Creative director 1.2 Art director 1.3 Art production manager
2. Hands on Graphic designer	2.1. Brand identity developer 2.2. Logo designer 2.3. Illustrator 2.4. Visual image developer 2.5. Multimedia developer 2.6. Content developer 2.7. Layout artist 2.8. Layout man 2.9. Interface designer 2.10. Package designer 2.11. Path designer 2.12. Animator 2.13. Visual image editor 2.14. Digital printer
3. Sources of career opportunities	3.1. Public sector 3.2. Organizational source 3.3. Books 3.4. Workshop 3.5. Notice of vacancies 3.6. Internet site 3.7. Online market place 3.8. Local, national and international publication 3.9. Statistical workforce data 3.10. Labour market statistic 3.11. Career expos 3.12. Personal network 3.13. Job search/personnel placement agency 3.14. Newspaper 3.15. Radio television

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 Positions/jobs in the graphic design sector are identified. 1.2 Positions available and career path of a graphic designer discussed.
2. Underpinning knowledge	2.1. Desk top publication house and its activity 2.2. Design and its function 2.3. Relation to design house and printing press 2.4. Job responsibility of graphic design house personnel. 2.5. Current job available in local and international market 2.6. Future job for graphic design people 2.7. Graphic design job agency local and international 2.8. Publication local and international 2.9. Internet 2.10. Labour market 2.11. Career management 2.12. Career path 2.13. Concept of career stage 2.14. Product of graphic design 2.15. Online market place and online job opportunities
3. Underpinning skill	3.1. Using effective consultation with stake holder 3.2. Undertaking counselling and negotiation 3.3. Identifying job/career goals 3.4. Maintain record of learning and competency development 3.5. Identify DTP house in local market 3.6. Identify design house in local market 3.7. Maintain record of various position available in graphic design sector 3.8. Maintain record of local and international graphic design house 3.9. Visit graphic design house 3.10. Discuss about position and career path with graphic design industry people 3.11. Job search

	3.12. Graphic people search
	3.13. Opportunities search in local and international market
	3.14. Researching and questioning
4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided: 5.1 Physical facilities appropriate to perform activities. 5.2 Materials, consumables needed to perform activities.
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	ITGD2013A1: Manipulate image using image processing Software
Nominal Hours	**120 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to manipulating image.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures
2. Retouch Image	2.1. Appropriate ***retouch tools*** are identified 2.2. Tools are calibrated as required 2.3. Layers are created and preserved 2.4. Different ***retouch tools*** are used as per requirement 2.5. Images are corrected and saved in appropriate ***file format***
3. Colour Correction	3.1. Different ***colour correction methods*** are identified 3.2. Appropriate ***image mode*** is selected 3.3. Various colour correction methods are used 3.4. Compare image enhancement with the original one 3.5. Save in appropriate ***file format*** 3.6. Transfer the image to ***recipient***
4. Apply Effect	4.1 Identify appropriate ***effect options*** 4.2 Proper ***image mode*** is selected 4.3 Different Effects are applied to images as per requirements 4.4 Compare and adjust effects 4.5 Save in appropriate ***file format*** 4.6 Transfer the image to ***recipient***

10. Evaluate own work	10.1	Constructive criticism from others is applied to improve own work
	10.2	Own work is evaluated against planned strategy for own practice
	10.3	Work processes and practice are adjusted as necessary to improve technical, conceptual and commercial outcomes.

Range of Variables

Variable	Range (May include but not limited to:)	
1. Retouch tools	1.1	Healing brush tool
	1.2	Spot Healing
	1.3	Patch Tool
	1.4	Clone Stamp Tool
2. File format	2.1.	.psd
	2.2.	.jpeg
	2.3.	.png
	2.4.	.tiff
	2.5.	.gif
3. Image mode	3.1.	RGB
	3.2.	CMYK
	3.3.	Grey scale
	3.4.	LAB Colour
	3.5.	Index Colour
4. Colour correction methods	4.1	Brightness and Contrast
	4.2	Hue and Saturation
	4.3	Level
	4.4	Curve
	4.5	Selective colour
	4.6	Variations
	4.7	Photo Filter
5. Effect options	5.1	Filter
	5.2	Blending Options
	5.3	Plugins

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate 1.1 Used different retouch tools 1.2 Calibrated Tools as required 1.3 Selected Appropriate image mode 1.4 Used various colour correction methods 1.5 Applied different effects to images as per requirements 1.6 saved Images in appropriate file format
2. Underpinning knowledge	2.1. Retouch Tools 2.2. Tools Calibration 2.3. Layers 2.4. File format 2.5. Colour correction methods 2.6. Image Mode 2.7. Image Enhancement 2.8. Image transfer methods 2.9. Effect options 2.10. File format
3. Underpinning skill	3.1. Tools calibration 3.2. Create and preserve Layer 3.3. Use different retouch tools 3.4. Images correction 3.5. Save Images in different file format 3.6. Use colour correction methods 3.7. select Appropriate *image mode* 3.8. Used various colour correction methods 3.9. Compare image enhancement with the original one 3.10. Apply different effects option 3.11. Transfer the image to recipient
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns

	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided –	
	5.4	Relevant tools, physical facilities required to perform the activities
	5.5	Materials and consumables related to activities
	5.6	Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	**ITGD2014A1: Create professional designs using Illustration software.**
Nominal Hours	**120 hours**
Unit Descriptor	This unit of competency covers the knowledge, skills and attitude to create professional designs using Illustration software
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Prepare design	2.1. Required ***Professional Design*** work are selected. 2.2. Appropriate Tools, Palette and arrange them as needed are identified. 2.3. Ruler/***unit***/Grids/Guides/Smart Guides as per requirement are set 2.4. Key Drawing / Design Layout are prepared 2.5. ***Various Marks***. 2.6. Layer lock is applied
3. Create Design	3.1. Insert ***Contents are inserted.*** 3.2. Colour/Design/Pattern is applied. 3.3. Pathfinder to create complex Objects are used 3.4. ***Font Attributes*** as per requirement Applied 3.5. Zoom In-Out and Panning are used 3.6. Design for further use is Saved
4. Review and Finalize	4.1 Artwork and Preview is used 4.2 Layer Hide-Unhide option is used 4.3 Outline and Group Created 4.4 appropriate ***File Format*** Saved 4.5 The image to ***recipient*** Transfered

Range of Variables	
Variable	**Range** (May include but not limited to:)
1. Professional Design	1.1 Brochure 1.2 Invitation Card 1.3 Envelop 1.4 Folder 1.5 Poster 1.6 Complex Logo
2. Various Marks	2.1. Crop marks 2.2. Cutting 2.3. Creasing
3. Unit	3.1. Inch 3.2. Centimetre 3.3. Millimetre 3.4. Pixel 3.5. Picas
4. Contents	4.1 Text 4.2 Image 4.3 Vector 4.4 Logo
5. Font Attributes	5.1 Font Face 5.2 Font Style 5.3 Font Size 5.4 Alignment 5.5 Case 5.6 Indent 5.7 Leading 5.8 Tracking 5.9 Baseline Shift 5.10 Expand 5.11 Condensed 5.12 Tab Setting
6. File Format	6.1 .ai 6.2 .eps 6.3 .pdf 6.4 .jpeg 6.5 .gif

	6.6 .png
7. Recipient	7.1 Client
	7.2 Supervisor
	7.3 Trainer
	7.4 Assessor

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 Prepared Key Drawing / Design Layout
	1.2 Set Various Marks
	1.3 Applied Layer lock
	1.4 Saved the Design for further use
	1.5 Created Outline and made Group
	1.6 Save in appropriate File Format
	1.7 Transfer the image to recipient
2. Underpinning knowledge	2.1. Different Tools and Palette
	2.2. Ruler/Unit/Grids/Guides/Smart Guides
	2.3. Key Drawing / Design Layout
	2.4. Various Marks
	2.5. Layer lock
	2.6. Types of Contents
	2.7. Colour/Design/Pattern
	2.8. Pathfinder
	2.9. Font Attributes
	2.10. Zoom In-Out and Panning
	2.11. Saving the Design for further use
	2.12. Artwork and Preview
	2.13. Layer Hide-Unhide option
	2.14. Outline and Group
	2.15. Different types of File Format
	2.16. Image Transferring Option
3. Underpinning skill	3.1. Arranging Tools and Palette
	3.2. Setting ruler/*unit*/Grids/Guides/Smart Guides
	3.3. Preparing Key Drawing / Design Layout
	3.4. Setting Various Marks
	3.5. Applying Layer lock
	3.6. Inserting Contents

	3.7. Applying Colour/Design/Pattern
	3.8. Using Pathfinder to create complex Objects
	3.9. Applying Font Attributes
	3.10. Using Zoom In-Out and Panning
	3.11. Saving the Design for further use
	3.12. Using Artwork and Preview
	3.13. Using Layer Hide-Unhide option
	3.14. Creating Outline and Group
	3.15. Saving File in different Format
	3.16. Transferring image to recipient
4. Required attitude	4.1 Commitment to occupational health and safety
	4.2 Promptness in carrying out activities
	4.3 Sincere and honest to duties
	4.4 Environmental concerns
	4.5 Eagerness to learn
	4.6 Tidiness and timeliness
	4.7 Respect for rights of peers and seniors in workplace
	4.8 Communication with peers, sub-ordinates and seniors in workplace
8. Resource implication	Following resources must be provided –
	5.7 Relevant tools, physical facilities required to perform the activities
	5.8 Materials and consumables related to activities
	5.9 Relevant drawings, manuals, charts and diagrams
5. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
6. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	**ITGD3015A1: Perform creative design work using multiple Graphics Design Software**
Nominal Hours	**160 hours**
Unit Descriptor	This unit of competency specifies the knowledge, skills and attitude required to demonstrate creative Design work using multiple Graphics Design Software
Element of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Preparations	1.1 Specify the required ***Creative Design work*** 1.2 Identify multiple ***Graphics Design Software*** as per requirement 1.3 Collect required ***contents*** 1.4 Identify appropriate Tools and arrange them as needed
3. Initiate Design work	3.1. Set ruler/***unit***/Grids/Guides as per requirement 3.2. Prepare Key Drawing / Design Layout as per requirement 3.3. Set ***Various Marks*** for Illustration Software 3.4. Apply Layer lock 3.5. Transfer Design Layout to Photo Editing Software
4. Create Design Background	4.1 Set resolution and ***colour mode*** as per requirement 4.2 Set guides to Photo Editing Software for designing background as required 4.3 Insert graphical contents for designing background as required 4.4 Manipulate graphical contents 4.5 Apply ***effects*** as per requirement 4.6 Save the Design for further use in appropriate ***File Format***

5. Complete Design	5.1 Place and link the Design Background to Illustration Software
	5.2 Insert vector related contents
	5.3 Apply **font attributes** and typographical design
	5.4 Apply Design Principles as per requirements
	5.5 Complete the Design work
6. Review and Finalize	6.1 Use Artwork and Preview
	6.2 Use Layer Hide-Unhide option
	6.3 Create Outline and Group
	6.4 Save in appropriate **File Format**
	6.5 Transfer the image to **recipient**

Range of Variables

Variable	**Range** (May include but not limited to):
1. Professional Design	1.1 Calendar
	1.2 Book Cover
	1.3 Annual Report
	1.4 Diary
	1.5 Inner Page
	1.6 Bill Board
	1.7 Package Design
2. Graphics Design Software	2.1. Adobe Photoshop
	2.2. Adobe Illustrator
3. Various Marks	3.1. Crop marks
	3.2. Cutting
	3.3. Creasing
	3.4. Registration
	3.5. Gripper
	3.6. Flap
4. Contents	4.5 Text
	4.6 Image
	4.7 Vector
	4.8 Logo
5. Effects	5.1 Filter
	5.2 Blending Option
	5.3 Plugins

6. Font Attributes	6.1 Font Face
	6.2 Font Style
	6.3 Font Size
	6.4 Alignment
	6.5 Case
	6.6 Indent
	6.7 Leading
	6.8 Tracking
	6.9 Baseline Shift
	6.10 Expand
	6.11 Condensed
	6.12 Tab Setting
7. File Format	7.1 .psd
	7.2 .ai
	7.3 .eps
	7.4 .pdf
	7.5 .jpeg
	7.6 .gif
	7.7 .png
8. Recipient	8.1 Client
	8.2 Supervisor
	8.3 Trainer
	8.4 Assessor
9. Unit	9.1 Inch
	9.2 Centimetre
	9.3 Millimetre
	9.4 Pixel
	9.5 Picas

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 Identified multiple *Graphics Design Software* as per requirement
	1.2 Prepared Key Drawing / Design Layout as per requirement
	1.3 Set resolution and *colour mode* as per requirement

		1.4	Saved the Design for further use in appropriate File Format
		1.5	Apply font attributes and typographical design
		1.6	Created Outline and Group
		1.7	Saved in appropriate File Format
2. Underpinning knowledge		2.1.	Image formats (SWF,-SVG, GIF, JPEG, PNG, Bitmap and others)
		2.2.	Application selection
		2.3.	Manipulation of graphics
		2.4.	Colour models
		2.5.	Attributes of appearance
		2.6.	Effects
		2.7.	Filters
		2.8.	Text and formatting
		2.9.	Interpreting
3. Underpinning skill		3.1.	Prepare machines and materials
		3.2.	Communicate ideas and information for producing graphics
		3.3.	Collecting, analysing and organizing information
		3.4.	Planning and organizing activities by preparing the work environment before producing objects
		3.5.	Teamwork when maintaining the production process in association with others
		3.6.	Mathematical ideas and techniques by setting the view magnification to maximize ease of viewing
		3.7.	Problem-solving skills by creating smooth colour blends between objects
		3.8.	Use of technology by fixing export options to suit the final media
4. Required attitude		4.1	Commitment to occupational health and safety
		4.2	Promptness in carrying out activities
		4.3	Sincere and honest to duties
		4.4	Environmental concerns
		4.5	Eagerness to learn
		4.6	Tidiness and timeliness
		4.7	Respect for rights of peers and seniors in workplace
		4.8	Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	Following resources must be provided – 5.1 Relevant tools, physical facilities required to perform the activities 5.2 Materials and consumables related to activities 5.3 Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test 6.4 Portfolio 6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	ITGD3016A1: Perform Estimating and Costing in Graphic Design
Nominal Hours	**20 hours**
Unit Descriptor	This unit covers the knowledge, skills and attitude required to perform estimating and costing in Graphic Design
Element of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures
8. Perform Job Assessment	2.1. Specification from the **Client** are Collected 2.2. Specification and Requirements are assessed 2.3. Specification and requirements are reviewed and Confirmed.
3. Calculate Design Cost	3.1. Required time (man Hour) to complete the design Calculated 3.2. ***Tools and equipment*** required for the design job are identified. 3.3. Design Cost are Calculated
4. Calculate Pre-Press Cost	4.1 Required size and ***number of colours*** for the Design job Identified 4.2 ***Pre-Press Media*** as required is selected 4.3 Cost for Pre-Press activities calculated
5. Calculate Printing Cost	5.1 M***edia for printing*** is identified 5.2 Type of ***printing machine/device*** is selected 5.3 Size, number of colours and quantity requirements is determined and Selected. 5.4 ***Lamination type*** as required are specified 5.5 ***post-printing process*** cost are Calculated 5.6 Calculate total Printing cost for the job

Range of Variables	
Variable	**Range** (May include but not limited to:)
1. Client	1.1 Employer job provider. 1.2 Internal departments and internal employees 1.3 External organisations 1.4 Individual people 1.5 Trainer 1.6 Assessor
2. Tools and equipment	2.1. Adobe Photoshop 2.2. Adobe illustrator 2.3. Computer/Laptop 2.4. Scanner 2.5. Digital Camera 2.6. Printer/Plotter
3. number of colours	3.1. Single Colour 3.2. Two Colour 3.3. Three Colour 3.4. Four Colour
4. Pre-Press Media	4.1 Positive 4.2 Film
5. media for printing	5.1 Art Paper 5.2 Offset Paper 5.3 Art Card 5.4 Embossed/Recycled Paper 5.5 Pana Flex 5.6 PVC 5.7 Sticker 5.8 Fabrics
6. Printing machine/device	6.1 Mini Offset 6.2 Demy Machine 6.3 Double Demy Machine 6.4 Digital Printing Machine 6.5 Flexographic Printing Machine
7. Lamination type	7.1 Matt Lamination 7.2 Spot Lamination 7.3 Glue Lamination 7.4 Foil Lamination

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 Assessed the Specification and Requirements 1.2 Calculated the Design Cost 1.3 Calculated cost for Pre-Press activities 1.4 Calculated post-printing process cost 1.5 Calculated total Printing cost for the job
2. Underpinning knowledge	2.1. Design Specification 2.2. Design Hour (Man Hour) 2.3. Tools and Equipments required for Graphic Design 2.4. Design Cost 2.5. Pre-Press activities 2.6. Different Design Size 2.7. Different types of colour 2.8. Different types of Pre-Press Media 2.9. Different types of Printing Media 2.10. Different types of Printing Machine 2.11. Different types of Lamination 2.12. Different types of Cost Calculation
3. Underpinning skill	To Operate 3.1. Computer/Laptop 3.2. Scanner 3.3. Digital Camera 3.4. Printer/Plotter
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	Following resources must be provided – 5.1 Relevant tools, physical facilities required to perform the activities 5.2 Materials and consumables related to activities 5.3 Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test 6.4 Portfolio 6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	**ITGD3017A1: Use essential English as a graphic designer**
Nominal Hours	**90 hours**
Unit Descriptor	This unit of competency covers the knowledge, skills and attitude required to use business communicative English essential to graphic designer as per workplace requirements.
Element of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Use Graphic design terminology	2.1. ***Graphic design terminology*** is demonstrated. 2.2. Vocabulary using Graphic design terminology is demonstrated.
3. Express written and Verbal instructions in English	3.1. Written instruction in English is demonstrated according to workplace standard. 3.2. Listening and responding to ***instructions/ queries*** in English is demonstrated according to workplace standard.
4. Show written correspondent in English for graphic design business.	4.1 Responding in English using Graphic design terminology to a particular task/queries in written format is demonstrated. 4.2 Writing a forwarding letter in English expressing the interest to do a particular job is demonstrated.
Range of Variables	
Variable	**Range** (May include but not limited to:)
1. Graphic design terminology	1.1 Pixels and Units 1.2 Objects and Layers 1.3 Bitmap/Raster Image 1.4 Image size and Resolution 1.5 Vector Image

	1.6	Colour Modes
	1.7	Image Editing terms
	1.8	Graphics Output and Media Options
2. instructions/queries	2.1.	Job Instructions from local (visible) Clients
	2.2.	Instructions from Outsourcing Clients (Sites)
	2.3.	Graphic Design related enquiry
	2.4.	Instructions from Assessment Paper

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	Used Graphic design terminology
	1.2	Expressed ability to understand written and Verbal instructions in English
	1.3	Responded in English using Graphic design terminology to a particular task/queries in written format
2. Underpinning knowledge	2.1.	Graphic design terminology
	2.2.	Content of written document
	2.3.	Fluent expression of information
	2.4.	business document
	2.5.	English words with different meanings in different contexts
	2.6.	Conversation on real life situation
	2.7.	Formal and informal letter
	2.8.	Manual and instructions
	2.9.	Information about products, services and facilities regarding Graphic Design
3. Underpinning skill	3.1.	Listening and understanding instructions in English
	3.2.	Reading and understanding instructions in English
	3.3.	Communicating with the clients
	3.4.	Transferring information
	3.5.	Use of graphic design terminology
4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns

	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided –	
	5.1	Relevant tools, physical facilities required to perform the activities
	5.2	Materials and consumables related to activities
	5.3	Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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Unit Code and Title	ITGD4018A1: Create Template using Graphic Design Software
Nominal Hours	**150 hours**
Unit Descriptor	This unit describes the performance outcomes, knowledge, skills and attitude required to Create Template using Graphic Design Software.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures
2. Analyse design brief	2.1. Client's design brief is analysed and the requirements are identified 2.2. ***Key devices*** are selected and collected as per job requirements
3. Arrange elements on a page	3.1. ***Page layout application*** software are selected 3.2. Client copy, images, ***basic elements*** are created and assembled to conform to the design brief 3.3. Text is prepared and required fonts and font size are used 3.4. The help function is accessed if required and solution to queries found 3.5. Document ***set up*** is completed to conform to the design brief.
4. Finalise artwork	***4.1*** Additional text are manipulated and ***added*** 4.2 Pages and combined elements are composed correctly to suit specified page size 4.3 Artworks are outlined. 4.4 Bleed allowance, margins and borders are incorporated as per workplace standard 4.5 ***Character and paragraph attributes*** are added and changed as per job requirements.
5. Check quality	5.1 Text is reviewed for possible errors and omissions and errors are corrected 5.2 A hard copy ***proof*** is printed and rechecked for errors, omissions and the overall balance of the layout and correct tonal quality

	5.3	Trim *marks* and margins are correctly placed
	5.4	Necessary changes are made and reviewed on screen and re-proofed as required
	5.5	The job is saved according to enterprise procedures
	5.6	A proof or PDF is created

Range of Variables		
Variable	**Range** (May include but not limited to:)	
1. Key devices	1.1 Personal computers 1.2 Communication equipment 1.3 Printers 1.4 Keyboard 1.5 Mouse 1.6 Scanner	
2. Page layout application	2.1. Adobe Illustrator CS-3 2.2. Quark Xpress 2.3. Adobe In Design CS-3 2.4. Adobe Page maker	
3. Adding text	3.1. Typing 3.2. Pasting 3.3. Dragging 3.4. Importing and exporting	
4. Edit	4.1 Controlling 4.2 Navigating 4.3 Highlighting 4.4 Cutting, copying and pasting 4.5 Deleting and replacing	
5. Character attributes	5.1 Changing type font, family, style and 5.2 size 5.3 Horizontal and vertical 5.4 Base line shift 5.5 Skew 5.6 All caps small caps 5.7 Superscript and sub script 5.8 Underline and strikethrough 5.9 Kerning, tracking and leading	

6. Paragraph attributes	6.1 Leading
	6.2 Alignment and indents
	6.3 Hyphenation
	6.4 Justification
7. Set up	7.1 Page size
	7.2 Margin
	7.3 Layout
	7.4 Orientation
	7.5 Number
	7.6 Arrangement style
8. Mark	8.1 Cutting mark
	8.2 Trim mark
	8.3 Folding mark
	8.4 Registration mark
	8.5 Gripper mark
9. Proof	9.1 Black and white proof
	9.2 Colour proof
	9.3 Thermal proof
	9.4 Digital version/PDF file
10. Basic elements	10.1 Simple filled or unfilled box
	10.2 Frames
	10.3 Rules
	10.4 Shapes

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 Producing a page layout that meets the client's design brief and is print ready
	1.2 Demonstrate an ability to find and use information relevant to the task from a variety of information sources
	1.3 Prepare TWO different sets of page layouts according to the listed Performance Criteria
	1.4 For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance
	1.5 Evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity

2. Underpinning knowledge	2.1.	Determination of client's needs and expectations related to the product or services
	2.2.	Interact with clients
	2.3.	Why it is important to give consideration to the printing process during the phase
	2.4.	What kinds of problems can occur if the printing process is not considered during the design stage
	2.5.	Why does the substrate size need to be considered during imposition
	2.6.	Why do you need to plan for multiple colour and graphics during imposition
	2.7.	What consideration is given to ensuring your health and safety when using a key board
	2.8.	Why it is important to save documents in particular areas of a computer or network
	2.9.	How to find a document on a computer or network
	2.10.	How a template can be changed and saved
	2.11.	What is the value of style guides and style sheets
3. Underpinning skill	3.1.	Saving and retrieving files to various location
	3.2.	Mouse management for deferent application
	3.3.	Communication and presentation skill
	3.4.	Ability to apply design integrity
	3.5.	Able to make up text and illustration to a digital image
	3.6.	Input users access details for accessing a personal computer in network environment
	3.7.	Collecting, analyzing, and organizing information by arranging element on the page
	3.8.	Planning and organizing activities by identifying basic elements to be used
	3.9.	Team work when minting the production process in association with others
	3.10.	Mathematical ideas and techniques by organizing the basic elements on the page
	3.11.	Problem solving skills by imposing pages and combined elements to correctly suit specified sheet size
	3.12.	Use of technology by using hardware and software application
	3.13.	Character attribute, paragraph attribute, editing, adding text and producing proof or output
4. Required attitude	4.1	Commitment to occupational health and safety

	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided – 5.1 Relevant tools, physical facilities required to perform the activities 5.2 Materials and consumables related to activities 5.3 Relevant drawings, manuals, charts and diagrams	
6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	ITGD4019A1: Develop materials for output
Nominal Hours	**120 hours**
Unit Descriptor	This unit describes the performance outcomes, knowledge, skills and attitude required to develop graphics incorporating a range of features for cross-media publishing based on a client brief using a high-end application.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable
1. Follow OSH procedures	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Create balance image quality and file size	2.1. ***Key devices*** are selected & collected as per job requirements. 2.2. ***Graphic software*** are selected as per requirements 2.3. Graphics files are opened and design brief requirements are confirmed. 2.4. Graphics are repeated efficiently using a symbol or stamp to reduce file size 2.5. Slices are created from objects, layers or groups and updated as required 2.6. Type anti-aliasing is demonstrated. 2.7. Tasks are automated and where necessary scripts are used for automation.
3. Manipulate objects and text.	3.1. ***Objects*** and text are ***manipulated*** and edited according to design brief. 3.2. Repetition tools are identified and used to create duplicates and then are manipulated as a group 3.3. Complex shapes are created and edited. 3.4. ***Retouching elements*** are used
4. Import images	4.1 Bitmap images are embedded and / or linked in the file 4.2 Placed Bitmaps are modified and / or duplicated

		according to design requirements
	4.3	Bitmaps are masked and / or an opacity mask is added
	4.4	Layered file is exported to image editing program and edited
5. Develop variable templates	5.1	Based on the design brief, objects are identified within the template as variables
	5.2	An automated script or an image server is used to ensure variations, using data stored in any ODBC-compliant source
	5.3	The template variables are tested to ensure correct operation.
6. Separate Colour artwork	6.1	The correct *format* for the *colour separation* is determined by the requirements of the pre-press workflow system
	6.2	Command preferences are set to correct preferences for print quality and process
	6.3	Based on printer feedback the colour separation options are set according to print requirements of the design brief
	6.4	Process and spot colours are combined as required
7. Prepare for final media	7.1	A screen frequency value appropriate for the print quality is selected and colour separation preferences are saved
	7.2	Spreads and chokes traps are created to avoid mis-registration
	7.3	The overlapping and overprint of objects are defined
	7.4	A proof is created and the separations checked, any required editing is completed and the file is saved
	7.5	Metadata tags are embedded to catalogue, organise and retrieve artwork
	7.6	For cross-media publishing purposes web-safe colours are selected
	7.7	File *formats* are chosen to best represent artwork styles
	7.8	Objects are linked to create an image map that meets design requirements
	7.9	Objects are layered to create animation frames and exported for animation set up
	7.10	Compression options are selected that keep the

| | image quality high and the file size low. |
| | 7.11 Export options are set to the best settings for the final media and the file is saved and exported |

Range of Variables

Variable	Range (May include but not limited to:)
1. Key devices	1.1 System unit 1.2 Monitor 1.3 Mouse 1.4 Key boards. 1.5 Output device
2. Graphic applications	2.1. Adobe Photoshop CS-3 2.2. Adobe Illustrator CS-3 2.3. In Design –CS3 2.4. Quark Xpress
3. Manipulation	3.1. Bend 3.2. Stretch 3.3. Twist 3.4. Warping 3.5. Liquefy
4. formatting	4.1 Front 4.2 Leading 4.3 Paragraph 4.4 Alignment 4.5 Character size 4.6 Columns of type 4.7 Text flow
5. Objects	5.1 Predefined shapes 5.2 Drawn objects 5.3 Curved segments 5.4 Lines.
6. colour separation	6.1 Light colour 6.2 Process colour 6.3 Spot colour 6.4 Custom colour 6.5 Colour registration 6.6 Halftone 6.7 Resolution 6.8 Bleed 6.9 Printer marks 6.10 Transparency 6.11 Gradients
7. Retouching Elements	7.1 Clone stamp 7.2 Healing brush 7.3 Patch tool 7.4 Red eye tool 7.5 Layers 7.6 Anti-aliases

	7.7	Blending tools
	7.8	Feather tool
	7.9	Erase tools
	7.10	Path and pen tools
	7.11	Blur and sharpness tool
	7.12	Clipping tools
	7.13	Shadow mask tools
	7.14	Level tools
	7.15	Colour and curves tools
	7.16	Brightness and contrast tools
	7.17	Saturation slider
	7.18	Colour channel
	7.19	Shape tools
	7.20	Text tools and palette
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	Developing graphics incorporating a range of features for cross-media publishing based on a client brief using a high-end application
	1.2	Demonstrate an ability to find and use information relevant to the task from a variety of information sources
	1.3	For valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance
	1.4	Evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity
2. Underpinning knowledge	2.1.	Image formats (SWF, SVG, GIF, JPEG, PNG)
	2.2.	Text and formatting
	2.3.	Drawing shapes
	2.4.	Manipulating images
	2.5.	Design principles
	2.6.	Profiles
	2.7.	Colour management
	2.8.	Repetition of symbol and object
	2.9.	Complex shapes creation
	2.10.	Masking and layer management
	2.11.	Template variables
	2.12.	Preference setting
	2.13.	Colour separation process
	2.14.	Colour combination method
	2.15.	Proofing and editing

	2.16.	High end application: Adobe illustrator, Corel Draw , Free hand
	2.17.	Task: Batch processing and creating variations of similar design
	2.18.	Manipulated Command : Bend, stretch, twist ,warping, liquefy,
	2.19.	Colour separation options : Process colour, spot colour, halftone, resolution bleed, printer marks, custom colour, gradients
	2.20.	Objects: Predefined shapes drawn objects, curved segment lines
	2.21.	How can formatted and attributes
	2.22.	the qualities of an effective team member
	2.23.	occupational health and safety (OHS) relating to workplace procedures:
	2.24.	OHS obligations of the training and/or assessment organization, the
	2.25.	Trainer/facilitator and learner
	2.26.	Legislative requirements for information and consultation relevant to safety
	2.27.	Elements of an OHS management system as it applies to a training and/or
	2.28.	assessment organization
	2.29.	Nature of OHS risks that should be addressed by a training and/or assessment
	2.30.	organization
3. Underpinning skill	3.1.	A commitment to innovation
	3.2.	Selecting overlapping and multiple object
	3.3.	Moving, resizing, and deleting object
	3.4.	Adding strokes, fills and other effects
	3.5.	Objects and lines modification
	3.6.	Creating colours
	3.7.	Deleting copying and importing swatches
	3.8.	Deleting copying and importing layers
	3.9.	Object and text manipulation
	3.10.	Grouping and ungrouping
	3.11.	Transparency and masking
	3.12.	Layered file exporting
	3.13.	Colour separation format
	3.14.	Pre press work system
	3.15.	Colour calibration
	3.16.	Exporting to PDF and EPS file
	3.17.	Creating post script pre press file

		3.18.	Cleaning is started Communication of ideas and information by linking objects to create an image map that meets design requirements
		3.19.	Planning and organizing activities by automating tasks wherever possible and using scripts for automation
		3.20.	Teamwork when maintaining the production process in association with others appropriate for the print quality
		3.21.	Problem – solving skills, demonstrated by creating complex shapes and editing them
		3.22.	Use of technology by creating complex shapes and editing them
		3.23.	Use of technology by creating graphics using a graphics application
4.	Required attitude	4.1	Commitment to occupational health and safety
		4.2	Promptness in carrying out activities
		4.3	Sincere and honest to duties
		4.4	Environmental concerns
		4.5	Eagerness to learn
		4.6	Tidiness and timeliness
		4.7	Respect for rights of peers and seniors in workplace
		4.8	Communication with peers, sub-ordinates and seniors in workplace
5.	Resource implication	Following resources must be provided –	
		5.1	Relevant tools, physical facilities required to perform the activities
		5.2	Materials and consumables related to activities
		5.3	Relevant drawings, manuals, charts and diagrams
6.	Methods of assessment	6.1	Demonstration with oral questioning
		6.2	Direct observation
		6.3	Written test
		6.4	Portfolio
		6.5	Log book
7.	Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

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Unit Code and Title	**ITGD5020A1: Find and use recent developments of tools and procedure in graphic Design**
Nominal Hours	**20 hours**
Unit Descriptor	This unit describes the performance outcomes, knowledge, skills and attitude required to Find recent developments in Graphic Design.
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Search for new Developments	2.1. Use Internet and other sources to find new Software or Software Versions 2.2. Identify the **new developments** or the new Versions
3. Determine the new developments in design arena.	3.1. Compare the new tools with the old ones 3.2. Find **Tutorials/Learning Materials** for the new tools
4. Adopt the new Developments	4.1 Use the new tools on a trial basis to identify the developments 4.2 Identify the benefits that the new tools can provide 4.3 Adopt the new tools for professional use
Range of Variables	
Variable	**Range** (May include but not limited to
1. New developments	1.1 New Graphic Design Software 1.2 New Versions of existing Graphic Design Software 1.3 New Tools/Menu/Add-ons for existing Graphic Design Software
2. Tutorials/Learning Materials	2.1. Help Files 2.2. Online Tutorials

	2.3.	Books
	2.4.	Professional Groups/Forums
	2.5.	Other available Tutorials
3. Benefits	3.1.	Time saving
	3.2.	Ease of Use
	3.3.	New resource Library
	3.4.	Graphics Enhancement

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	
	1.4	Identified the new developments or the new Versions
	1.5	Found Tutorials/Learning Materials for the new tools
	4.4	Identified the benefits that the new tools can provide
2. Underpinning knowledge	2.1.	Different types of Graphic Design Software
	2.2.	Available versions of the popular Graphic Design Software
	2.3.	Available features and tools of existing Graphic Design Software
	2.4.	New version/release popular Graphic Design Software
	2.5.	Developments of New version/release
3. Underpinning skill	3.1.	Finding new developments
	3.2.	Comparing Different Software and Version
	3.3.	Finding tutorials/learning materials
	3.4.	Learning new developments
	3.5.	Using and adopting new development
4. Required attitude	4.1	Commitment to occupational health and safety
	4.2	Promptness in carrying out activities
	4.3	Sincere and honest to duties
	4.4	Environmental concerns
	4.5	Eagerness to learn
	4.6	Tidiness and timeliness
	4.7	Respect for rights of peers and seniors in workplace
	4.8	Communication with peers, sub-ordinates and seniors in workplace

5. Resource implication	Following resources must be provided –
	5.1 Relevant tools, physical facilities required to perform the activities
	5.2 Materials and consumables related to activities
	5.3 Relevant drawings, manuals, charts and diagrams
6. Methods of assessment	6.1 Demonstration with oral questioning
	6.2 Direct observation
	6.3 Written test
	6.4 Portfolio
	6.5 Log book
7. Context of assessment	7.1 Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	ITGD5021A1: Apply Supervision and management Skills in Graphic Design workplace.
Nominal Hours	120 hours
Unit Descriptor	This unit of competency covers the knowledge, skills and attitudes to aapply supervision and management Skills in graphic design workplace which include lead small team and manage individual performance standards
Elements of Competency	**Performance Criteria** *Italicized* terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Provide team leadership	2.1. *Work requirements* are identified and presented to team members 2.2. Reasons for instructions and requirements are communicated to team members 2.3. Team members' queries and concerns are recognized, discussed and dealt with 2.4. Mentoring and motivating team members is demonstrated
3. Set performance expectations for team members	3.1. Performance expectations are established based on client needs and according to assignment requirements 3.2. Performance expectations are based on individual team members' duties and areas of responsibility 3.3. Performance expectations are discussed and disseminated to individual team members
4. Supervise team performance	4.1 *Monitoring of performance* takes place against defined performance criteria and/or assignment instructions and corrective action taken if required 4.2 Team members are provided with *feedback*, positive support and advice on strategies to overcome any deficiencies

	4.3	*Performance issues* which cannot be rectified or addressed within the team are referenced to appropriate personnel according to employer policy
	4.4	Team members are kept informed of any changes in the priority allocated to assignments or tasks which might impact on client/customer needs and satisfaction
	4.5	Team operations are monitored to ensure that employer/client needs and requirements are met
	4.6	Follow-up communication is provided on all issues affecting the team
	4.7	All relevant documentation is completed in accordance with company procedures

Range of Variables

Variable	Range (May include but not limited to:)	
1. Work requirements	1.1	Client Profile
	1.2	Assignment instructions
2. Monitor performance	2.1.	Formal process
	2.2.	Informal process
3. Feedback	3.1.	Formal process
	3.2.	Informal process
4. Performance issues	4.1	Work output
	4.2	Work quality
	4.3	Team participation
	4.4	Compliance with workplace protocols
	4.5	Safety
	4.6	Customer service

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	Maintained or improved individuals and/or team performance given a variety of possible scenarios
	1.2	Assessed and monitored team and individual performance against set criteria
	1.3	Represent concerns of a team and individual to next level of management or appropriate specialist and to negotiate on their behalf
	1.4	Allocated duties and responsibilities, having regard to individual's knowledge, skills and aptitude and the needs of the tasks to be performed

		1.5	Set and communicated performance expectations for a range of tasks and duties within the team and provided feedback to team members
2.	Underpinning knowledge	2.1. 2.2. 2.3. 2.4. 2.5. 2.6.	Company policies and procedures Relevant legal requirements How performance expectations are set Methods of Monitoring Performance Client expectations Team member's duties and responsibilities
3.	Underpinning skill	3.1. 3.2. 3.3. 3.4.	Communication skills required for leading teams Informal performance counselling skills Team building skills Negotiating skills
4.	Required attitude	4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8	Commitment to occupational health and safety Promptness in carrying out activities Sincere and honest to duties Environmental concerns Eagerness to learn Tidiness and timeliness Respect for rights of peers and seniors in workplace Communication with peers, sub-ordinates and seniors in workplace
5.	Resource implication	Following resources must be provided – 5.1 Relevant tools, physical facilities required to perform the activities 5.2 Materials and consumables related to activities 5.3 Relevant drawings, manuals, charts and diagrams	
6.	Methods of assessment	6.1 6.2 6.3 6.4 6.5	Demonstration with oral questioning Direct observation Written test Portfolio Log book
7.	Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Unit Code and Title	**ITGD5022A1: Transfer skills to others of the graphic design team through Training.**
Nominal Hours	**90 hours**
Unit Descriptor	This unit of competency covers the knowledge, skills and attitudes to transfer skills to others through Training including training need analysis, preparation of training materials, training method development.
Elements of Competency	**Performance Criteria** ***Italicized*** terms are elaborated in the Range of Variable
1. Follow OSH practices	1.1 Safe work practices are observed according to workplace procedures. 1.2 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.
2. Identify organizational requirements	2.1 Client objectives and expectations and organizational requirements of clients are identified and verified through discussion. 2.2 Resources are identified and verified according to organizational requirements.
3. Perform the analysis of the training requirements	a. Reliable and appropriate methods for collecting information and data on current, emerging and future training needs of the industry are applied. b. Work to determine skills and competencies required for effective performance is analyzed. c. Information and data to determine current skills/ competency profile of staff according to organizational /ethical requirements is gathered. d. Information is analyzed using reliable and valid data analysis methods to determine skills e. Competency match and relevant training needs. f. Findings are supported on organizational training needs with verifiable evidence, where appropriate.
4. Determine skills gap of the member of graphic design team	4.3 Clients are provided with clear advice and recommendations including options on meeting training and assessment needs. 4.4 Feedback and comments are obtained on suitability and sufficiency of advice. 4.5 Recommendations are recorded and applied in future planning if required. 4.6 Final report is completed and presented to the client for approval 4.7 Skills gap analysis is completed to identify training needs of team.

5. Develop training materials and programs	5.1 Training requirements are identified and presented to management and team members 5.2 ***Training methods*** are determined 5.3 ***Training materials*** related to skills gaps are developed within the organization or subcontracted. 5.4 Training program /schedule are prepared
5. Deliver training	5.1 Venue of the training is arranged according to the plan. 5.2 ***Training*** is delivered to the graphic design team
6. Supervise employees performance	6.1 Monitoring of performance takes place against defined performance criteria and/or assignment instructions. 6.2 Employees are provided with feedback, positive support and advice on strategies to overcome any deficiencies 6.3 Follow-up communication is provided on all issues 6.4 All relevant documentation is completed in accordance with company procedures
7. Evaluation methods are identified and applied	7.1 Proper evaluation techniques and skill assessment techniques are identified and applied 7.2 Trainees queries and concerns are recognized, discussed and dealt with
Range of Variables	
Variable	**Range** (May include but not limited to:
1. Training materials	1.1 Hand-outs 1.2 Online forum
2. Training Method	2.1. Presentation 2.2. Hands on training 2.3. Practice 2.4. Group discussion
3.Training	3.1 Formal 3.2 Informal

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	a. Skills gap analysis report is prepared and . b. Training requirements are presented to management and Team members c. Training is delivered to the team d. Monitoring of performance takes place against defined performance criteria and/or assignment instructions. e. Proper evaluation techniques and skill assessment techniques are identified and applied
2. Underpinning knowledge	**a. Training** b. Type of traininanalysis c. Training need analysis d. Steps of training need analysis e. Skills gaps f. Training materials g. Training methods and delivery system h. Supervising employees performance i. Evaluation methods of training program
3. Underpinning skill	**a. Show smart oral communication** **b. Supervise the works of the** graphic design team c. Lead a graphic design team d. Organizing man , machine and materials
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided – 5.1 Relevant tools, physical facilities required to perform the activities 5.2 Materials and consumables related to activities 5.3 Relevant drawings, manuals, charts and diagrams

6. Methods of assessment	6.1	Demonstration with oral questioning
	6.2	Direct observation
	6.3	Written test
	6.4	Portfolio
	6.5	Log book
7. Context of assessment	7.1	Competencies may be assessed in the work place or a simulated work place

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