



COMPETENCY STANDARD FOR BASKET MAKING WITH NATURAL MATERIALS

Level: 2

(Informal Sector)

Competency Standard Code: CS-IS-BMNM-L2-EN-V1



**National Skills Development Authority
Chief Adviser's Office
Government of the People's Republic of Bangladesh**

Copyright

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

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

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

Introduction

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

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

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

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

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

Overview

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

**Competency Standards for National Skill Certificate, Level-2 in
Basket Making with Natural Materials in Informal Sector**

Level Descriptors of NSQF (BNQF 1-6)

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

List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency

Approved by
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**Competency Standards for National Skill Certificate, Level-2 in
Basket Making with Natural Materials in Informal Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)
Generic Units of Competencies			
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	15
2.	GU-06-L1-V1	Practice Housekeeping Procedure	15
3.	GU-05-L1-V1	Deal with Clients/ Customers	10
Sub Total			40
Sector Specific Units of Competencies			
4.	SU-CS-01-L2-V1	Work in the Informal Sector	20
Sub Total			20
Occupation Specific Units of Competencies			
5.	OU-IS-BMNM-01-L2-V1	Interpret Basket Making with Natural Materials	35
6.	OU-IS-BMNM -02-L2-V1	Develop and Follow Basket Design	35
7.	OU-IS-BMNM-03-L2-V1	Arrange Tools and Materials for Basket Making	35
8.	OU-IS-BMNM -04-L2-V1	Prepare for Basket Making	40
9.	OU-IS-BMNM -05-L2-V1	Make Baskets	130
10.	OU-IS-BMNM -06-L2-V1	Perform Sales and Marketing of Natural Baskets	35
Sub Total			300
Total Duration			360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L1-V1	Apply Occupational Safety and Health (OSH) procedure In the Workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures 2. Follow OSH procedure 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being 	15
GU-06-L1-V1	Practice Housekeeping Procedure	<ol style="list-style-type: none"> 1. Sort and remove unnecessary items 2. Arrange items 3. Maintain work area, tools and equipment 4. Follow standardized work process and procedure 1. Perform work spontaneously 	15
GU-05-L1-V1	Deal with Clients / Customers	<ol style="list-style-type: none"> 1. Response customer with due respect 2. Perform customer service 3. Ensure customer satisfaction 	10
Total hours			40

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-CS-01-L2-V1	Work in the Informal Sector	<ol style="list-style-type: none">1. Describe the organizational structure within the sector2. Identify processes and procedures3. Identify workplace requirements4. Organize own workload	20
Total hours			20

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-IS-BMNM-01-L2-V1	Interpret Basket Making with Natural Materials	<ol style="list-style-type: none"> 1. Identify Baskets 2. Interpret the Concepts of Basket Making with Natural Materials 3. List the Job responsibilities of Basket Artisan 	35
OU-IS-BMNM-02-L2-V1	Develop and Follow Basket Design	<ol style="list-style-type: none"> 1. Interpret Design Development Process 2. Perform Basket Designing 3. Prepare Samples 	35
OU-IS- BMNM-03-L2-V1	Arrange Tools and Materials for Basket Making	<ol style="list-style-type: none"> 1. Identify and Arrange Tools and equipment 2. Identify and Organize Materials 	35
OU-IS- BMNM-04-L2-V1	Prepare for Basket Making	<ol style="list-style-type: none"> 1. Collect Raw Materials 2. Perform Pre-treatments of Raw Materials 3. Perform Dyeing 	40
OU-IS- BMNM-05-L2-V1	Make Baskets	<ol style="list-style-type: none"> 1. Follow OSH 2. Practice Basket Making 3. Prepare Handmade Baskets 4. Make Machine-made Baskets 5. Ensure Quality of Baskets 6. Carryout Finishing and Packing 7. Clean and Maintain Tools, Machine and Workplace 	130
OU-IS- BMNM-06-L2-V1	Perform Sales and Marketing of Natural Baskets	<ol style="list-style-type: none"> 1. Carryout Costing and Pricing 2. Follow Marketing Techniques 3. Perform Customer Service Management 	35
Total Hours			300

Generic Units of Competencies

Unit Code and Title	GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace. It specifically includes identifying OHS policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures.	1.1. <u>OHS policies</u> and <u>safe operating procedures</u> are accessed and stated. 1.2. <u>Safety signs and symbols</u> are identified and followed. 1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements.
2. Follow OSH procedure	2.1 <u>Personal protective equipment (PPE)</u> is selected and collected as required. 2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices. 2.3 A clear and tidy workplace is maintained as per workplace standard. 2.4 PPE is maintained to keep them operational and compliant with OHS regulations.
3. Report hazards and risks.	3.1 <u>Hazards</u> and risks are identified, assessed and controlled. 3.2 Incidents arising from hazards and risks are reported to designated authority.
4. Respond to emergencies	4.1 Alarms and warning devices are responded. 4.2 Workplace <u>emergency procedures</u> are followed. 4.3 <u>Contingency measures</u> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures. 4.4 First aid procedures is applied during emergency situations.
5. Maintain personal well-being	5.1 OHS policies and procedures are adhered to. 5.2 OHS awareness programs are participated in as per workplace guidelines and procedures. 5.3 Corrective actions are implemented to correct unsafe condition in the workplace. 5.4 <u>“Fit to work” records</u> are updated and maintained according to workplace requirements.

Range of Variables	
Variables	Range (may include but not limited to):
1. OHS Policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. “Fit to Work” records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OHS policies and safe operating procedures

	1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions
2. Underpinning knowledge	2.1 Define OHS 2.2 OHS Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and uses 2.8 Personal Hygiene Practices 2.9 OHS Awareness
3. Underpinning skills	3.1 Accessing OHS policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, materials and documentation required 5.4 OHS Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-06-L1-V1: Practice Housekeeping Procedure
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to Practice housekeeping procedure.</p> <p>It specifically includes sorting and removing unnecessary items, arranging items, maintaining work area, tools and equipment, following standardized work process and procedure and performing work spontaneously.</p>
Nominal Hours	15 Hours
Elements of Competency	<p>Performance Criteria <u>Bold underlined</u> terms are elaborated in the Range of Variables</p>
1. Sort and remove unnecessary items	<p>1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures</p> <p>1.2 <u>Unnecessary items</u> are removed and disposed of in accordance with company or office procedures</p>
2. Arrange items	<p>2.1 Items are arranged in accordance with company/office housekeeping procedures</p> <p>2.2 Work area is arranged according to job requirements</p> <p>2.3 Activities are prioritized based on instructions.</p> <p>2.4 Items are provided with clear and visible <u>identification marks</u> based on procedure</p> <p>2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions</p>
3. Maintain work area, tools and equipment	<p>3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures</p> <p>3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual</p> <p>3.3 <u>Minor repairs</u> are performed on tools and equipment in accordance with manufacturer's instruction/manual</p> <p>3.4 Defective tools and equipment are reported to immediate supervisor</p>
4. Follow standardized work process and procedure	<p>4.1 Materials for common use are maintained in designated area based on procedures</p> <p>4.2 Work is performed according to standard work procedures. Abnormal incidents are reported to immediate supervisor</p>
5. Perform work spontaneously	<p>5.1 Work is performed as per instruction</p> <p>5.2 Company and office <u>decorum</u> are followed and complied with</p> <p>5.3 Work is performed in accordance with OSH requirements</p>
Range of Variables	

Variable	Range (may include but not limited to):
1. Unnecessary items	1.1 Non-recyclable materials 1.2 Pictures, posters and other materials not related to work activity 1.3 Unserviceable tools and equipment 1.4 Waste materials
2. Identification marks	2.1 Color coding 2.2 Labels 2.3 Tags
3. Minor repairs	3.1 Application of lubricants 3.2 Replacement of parts 3.3 Sharpening of tools 3.4 Tightening of nuts, bolts and screws
4. Decorum	4.1 Behavior 4.2 Company/office rules and regulations 4.3 Company/office uniform
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Sorted and removes unnecessary items 1.2 Arranged items 1.3 Maintained work area, tools and equipment 1.4 Followed standardized work process and procedures 1.5 Performed work spontaneously
2. Underpinning knowledge	2.1 Environmental requirements relative to work safety 2.2 Principles of 5S 2.3 Reading skills required to interpret instructions 2.4 Work process and procedures 2.5 Work-related documentation requirements
3. Underpinning skills	3.1 Arranging items 3.2 Maintaining work area, tools and equipment 3.3 Following standardizing work process
4. Underpinning attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace

5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 Work place Procedure</p> <p>5.2 Materials relevant to the proposed activity</p> <p>5.3 All tools, equipment, material and documentation required.</p> <p>5.4 Relevant specifications or work instructions</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p> <p>6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after Completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GU-05-L1-V1: Deal with Clients/ Customers
Nominal Hours	10 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to deal with clients.</p> <p>It includes response customer with due respect, perform customer service and ensure customer satisfaction</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Response customer with due respect	<p>1.1 Customers required service and needs are responded with due <u>courteous manner</u></p> <p>1.2 Customer's attitude and psychology is recognized</p> <p>1.3 Customers queries are responded with patience</p> <p>1.4 Customers required service and needs are recorded in accordance with workplace procedures</p> <p>1.5 Payment method is explained and agreed with customers</p> <p>1.6 Customers are entertained as per workplace procedures</p>
2. Perform customer service	<p>2.1 Customer's security and confidentiality are ensured as per workplace standard</p> <p>2.2 Customer special needs are identified and ensured in consultation with customer</p> <p>2.3 Workplace health and hygiene are ensured as per workplace standard</p> <p>2.4 Customer service is provided as required</p> <p>2.5 Courtesy kind and sincere services are provided to ensure customers positive impression</p>
3. Ensure customer satisfaction	<p>3.1 Customers comments are requested about service provided</p> <p>3.2 Possible causes of client/customer dissatisfaction are identified, dealt with and recorded</p> <p>3.3 Customer satisfaction is reviewed and evaluated as per workplace standard</p> <p>3.4 Customer service policy is replanted and readjusted based on evaluation</p> <p>3.5 Customers details are recorded for future contact as per workplace standard</p>
Range of variables	
Variables	Range (may include but not limited to):
1. Courteous manner	<p>1.1 Greet customers with brighter smiling face</p> <p>1.2 Polite greetings</p> <p>1.3 Use decent words</p>

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 responded customer with due respect 1.2 performed customer service 1.3 ensured customer satisfaction
2. Underpinning knowledge	2.1. Uniform and personal grooming requirements of the employer and the client 2.2. Occupational Health and safety requirement for the assignment 2.3. Assignment Instructions
3. Underpinning Skills	3.1. Attention to detail when completing client/employer documentation 3.2. Interpersonal and communication skills required in client contact assignments 3.3. Customer service skills required to meet client/customer needs 3.4. Punctuality 3.5. Customer Service 3.6. Telephone Technique 3.7. Problem Solving and Negotiation 3.8. Maintaining Records
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace.
5. Resource Implications	The following resources must be provided: 5.1 Workplace (simulated or actual) 5.2 Different types of hand tools and power tools 5.3 Work books 5.4 Hand tools and power tools operating and maintenance manuals
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning

7. Context of Assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Sector Specific Units of Competencies

Unit Code and Title	SU-CS-01-L2-V1: Work in the Informal Sector
Nominal Hours	20 Hours
Unit Descriptor	<p>This unit covers the skills, knowledge and attitude required in working in the informal sector.</p> <p>It includes describe the organizational structure within the informal sector, identify processes and procedures, identify tools, equipment and materials, identify workplace practices, and organize own workload, and practice OHS.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Describe the organizational structure within the sector	<p>1.1 Scope, nature and <u>major fields</u> of the informal sector are determined</p> <p>1.2 The profile of the informal sector in relation to Bangladesh <u>employment conditions</u> is determined</p> <p>1.3 Trends and technologies relevant to the sector are explained.</p> <p>1.4 Relevant policies and guidelines are identified and interpreted.</p> <p>1.5 <u>Instructions</u> as to procedures in achieving quality are obtained, understood and clarified.</p>
2. Identify processes and procedures	<p>2.1 Informal processes are identified, described and explained.</p> <p>2.2 Work activities are correctly identified.</p> <p>2.3 Adjustments are interpreted.</p>
3. Identify workplace requirements	<p>3.1 <u>Workplace requirements</u> are identified and clarified.</p> <p>3.2 Roles and responsibilities of all personnel are described.</p> <p>3.3 Workplace's practices are identified.</p> <p>3.4 <u>Problem-solving strategies</u> are used to address bottlenecks, inconsistencies and other concerns.</p>
4. Organize own workload	<p>4.1 Own work activities are planned and progress of work is communicated to relevant staff.</p> <p>4.2 Work activities are completed.</p> <p>4.3 Difficulties and bottlenecks are identified, and solutions are put forwarded.</p> <p>4.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Major Fields	<p>1.1 Food and flea markets</p> <p>1.2 Street vendors</p> <p>1.3 laundromat</p>

2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Sector
3. Instructions	3.1 Specifications and requirements 3.2 Standard operating procedures 3.3 Manuals of Instruction 3.4 Operations Manual 3.5 Environmental Guidelines 3.6 Gender and Develop Guidelines
4. Workplace requirements	4.1 Goals and objectives 4.2 Strategic and Operational Plans 4.3 Systems and Processes 4.4 Monitoring and Evaluation 4.5 Reports and Documentation
5. Problem-solving strategies	5.1 Asking questions 5.2 Feedback and Feed forward system 5.3 Reference to Standard Operating Procedures 5.4 Accessing Information 5.5 Reviews 5.6 Brainstorming
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in the informal sector 1.2 satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Scope and major divisions of the informal sector 2.2 Relevant policies and guidelines in the informal sector 2.3 Manuals used in the informal sector 2.4 Relevant terminologies and acronyms 2.5 Workplace practices 2.6 Recording and reporting practices
3. Underpinning skills	3.1 Describing the organization structure 3.2 Identifying informal processes and procedures

	3.3 Identifying tools, equipment and materials 3.4 Identifying workplace practices 3.5 Organizing own workload 3.6 Practicing OHS
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by 6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Occupation Specific Units of Competencies

Unit Code and Title	OU-IS-BMNM-01-L2-EN-V1: INTERPRET BASKET MAKING WITH NATURAL MATERIALS
Unit Descriptor	This unit covers the skills, knowledge and attitude required to Interpret Basket Making with Natural Materials. It specifically includes identifying baskets, interpreting the concepts of basket making with natural materials and listing the job responsibilities basket artisan.
Nominal Hours	25 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify Baskets	1.1 Baskets are identified 1.2 <u>Types of baskets</u> are recognized 1.3 Uses of different baskets are interpreted 1.4 <u>Characteristics of quality baskets</u> are recognized
2. Interpret the Concepts of Basket Making with Natural Materials	2.1 Concepts of <u>natural materials</u> are interpreted 2.2 Popularity of baskets made by natural materials are recognized 2.3 Natural baskets in respect to sustainability are interpreted 2.4 <u>Terminologies</u> used in basket making with natural materials are elaborated
3. List the Job responsibilities of Basket Artisan	3.1 <u>Job responsibilities of basket artisan</u> are recognized and listed 3.1 <u>Qualities of basket artisan</u> are interpreted
Range of Variables	
Variables	Range (may include but not limited to):
1. Types of baskets	1.1 Baskets based on use 1.1.1 Storage Baskets 1.1.2 Laundry Baskets 1.1.3 Market or Shopping Baskets 1.1.4 Harvest Baskets 1.1.5 Picnic Baskets 1.1.6 Bread Baskets 1.1.7 Egg Baskets 1.1.8 Fruits Baskets 1.1.9 Wall Baskets 1.1.10 Plant Baskets 1.1.11 Gift Baskets 1.1.12 Fishing Creels 1.1.13 Sewing Baskets

	<ul style="list-style-type: none"> 1.1.14 Wine Baskets 1.1.15 Pen Baskets 1.2 Basket based on shapes <ul style="list-style-type: none"> 1.2.1 Round Baskets 1.2.2 Oval Baskets 1.2.3 Square or Rectangular Baskets 1.2.4 Shallow Baskets 1.2.5 Lidded Baskets 1.3 Basket based on Weaving Techniques <ul style="list-style-type: none"> 1.3.1 Coiled Baskets 1.3.2 Plaited Baskets 1.3.3 Wicker Baskets 1.3.4 Twined Baskets 1.3.5 Knotted Baskets 1.4 Basket based on Materials <ul style="list-style-type: none"> 1.4.1 Wicker Baskets 1.4.2 Seagrass Baskets 1.4.3 Rattan Baskets 1.4.4 Bamboo Baskets 1.4.5 Fabric Baskets 1.4.6 Palm Leaf Baskets 1.5 Craft and Artisan Baskets <ul style="list-style-type: none"> 1.5.1 Handwoven Art Baskets 1.5.2 Upcycled Baskets
2. Characteristics of quality baskets	<ul style="list-style-type: none"> 2.1 Material Quality 2.2 Craftsmanship 2.3 Design and Structure 2.4 Durability 2.5 Smoothness and Comfort 2.6 Even Coloring 2.7 Flexibility of Use
3. Natural Materials	<ul style="list-style-type: none"> 3.1 Sustainability <ul style="list-style-type: none"> 3.1.1 Renewable Sources 3.1.2 Low Environmental Impact 3.1.3 Biodegradability 3.2 Organic Aesthetics <ul style="list-style-type: none"> 3.2.1 Natural Texture 3.2.2 Color Variations 3.3 Durability <ul style="list-style-type: none"> 3.3.1 Strength 3.3.2 Longevity

	3.4 Cultural and Traditional Importance 3.4.1 Historical Craftsmanship 3.4.2 Cultural Identity
4. Terminologies	4.1 Weaving 4.2 Rattan 4.3 Seagrass 4.4 Coiling 4.5 Plaiting 4.6 Base 4.7 Rim 4.8 Dyeing 4.9 Decorative 4.10 Bordering 4.11 Feather 4.12 Clay 4.13 Hemp 4.14 Molds / Forms 4.15 Sandpaper 4.16 Rubbing 4.17 Pattern 4.18 Twisting 4.19 Drawstring 4.20 Braiding 4.21 Zigzag stitch 4.22 Knot 4.23 Fungus 4.24 Dia 4.25 Threads 4.26 Ply 4.27 Loom 4.28 Singeing 4.29 Dryer
5. Job responsibilities of basket artisan	5.1 Designing Baskets 5.2 Sourcing Materials 5.3 Preparing Materials 5.4 Preparing Baskets 5.5 Finishing Works 5.6 Quality Control 5.7 Maintaining Tools and Workspace 5.8 Client Interaction 5.9 Marketing and Sales

6. Qualities of a basket artisan	6.1 Creativity 6.2 Attention to Detail 6.3 Patience 6.4 Skillful Hands 6.5 Knowledge of Materials 6.6 Problem-Solving Skills 6.7 Strong Work Ethics 6.8 Flexibility and Adaptability 6.9 Communication Skills 6.10 Entrepreneurial Spirit
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 recognized types of baskets 1.2 interpreted natural materials 1.3 recognized characteristics of quality baskets 1.4 interpreted natural materials 1.5 elaborated terminologies in natural basket making 1.6 listed job responsibilities of basket making with natural materials
2. Underpinning knowledge	2.1 Basket 2.2 Natural Materials 2.3 Terminology 2.4 Job responsibilities of basket artisan 2.5 Qualities of basket making artisan
3. Underpinning skills	3.1 Identifying baskets 3.2 Recognizing types of baskets 3.3 Interpreting concepts of natural materials 3.4 Elaborating terminologies for basket making with natural materials 3.5 Listing job responsibilities of basket artisan
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Basket's sample 5.3 Learning materials

	5.4 Relevant materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-IS-BMNM-02-L2-EN-V1: DEVELOP AND FOLLOW BASKET DESIGN
Unit Descriptor	This unit covers the skills, knowledge and attitude required to develop and follow basket design. It specifically includes interpreting design development process, performing basket designing and preparing samples.
Nominal Hours	35 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Interpret Design Development Process	1.1 Research and inspiration for design development are interpreted 1.2 <u>Elements of design</u> are recognized 1.3 <u>Basic designing process</u> are identified
2. Perform Basket Designing	2.1 Theme for basket design are interpreted 2.2 Basket Designing is carried out 2.3 Motif and artworks are developed 2.4 <u>Specification for baskets</u> are made as per design
3. Prepare Samples	3.1 Specification for sample making are collected 3.2 <u>Requirements for sample making</u> are interpreted 3.3 <u>Sample development process</u> are interpreted 3.4 Specification for baskets are studied 3.5 Size for sample making are determined as per buyer's requirements 3.6 <u>Sample</u> is developed as per specification 3.7 Sample quality is checked as per buyer's standard
Range of Variables	
Variables	Range (may include but not limited to):
1. Elements of design	1.1 Line 1.2 Shape 1.3 Form 1.4 Color 1.5 Texture 1.6 Space 1.7 Value 1.8 Pattern 1.9 Balance 1.10 Proportion
2. Basic designing process	2.1 Research and Inspiration 2.2 Concept Development 2.3 Sketching

	2.4 Sampling 2.5 Feedback and Refinement 2.6 Final Design
3. Specification for baskets	3.1 Basket Design/ Sketch 3.2 Materials Types 3.3 Material Preparation 3.4 Materials Shape and Size 3.5 Materials Measurement 3.6 Weaving/ Construction Techniques 3.7 Finishing techniques 3.8 Environmental Considerations 3.9 Quality Control process
4. Requirements for sample making	4.1 Design Validation 4.2 Customer Approval 4.3 Production Testing 4.4 Quality Control 4.5 Cost Efficiency 4.6 Accurate Pricing
5. Sample development process	5.1 Collection of specification 5.2 Raw materials selection and sourcing 5.3 Tools and machinery arrangement 5.4 Sample construction 5.5 Checking final quality 5.6 Finishing and tag setting
6. Sample	6.1 Concept/ Styling/ Development / Proto sample 6.2 Size set sample 6.3 Salesman sample 6.4 Test sample 6.5 Pre-Production Sample 6.6 Production/ Top production Sample 6.7 Shipment sample
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 interpreted research and inspiration for design development 1.2 recognized elements of design 1.3 performed basket designing 1.4 made basket specification 1.5 prepared sample
2. Underpinning knowledge	2.1 Research and inspiration

	2.2 Elements of design 2.3 Designing process 2.4 Specification for basket 2.5 Sample making 2.6 Sample development process 2.7 Sample quality
3. Underpinning skills	3.1 Interpreting design development process 3.2 Recognizing elements of design 3.3 Interpreting theme 3.4 Designing baskets 3.5 Making specification 3.6 Preparing sample 3.7 Checking sample's quality
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Metals for sample making 5.3 Tools and equipment for making sample 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-IS-BMNM-03-L2-EN-V1: ARRANGE TOOLS AND MATERIALS FOR BASKET MAKING
Unit Descriptor	This unit covers the skills, knowledge and attitude required to arrange tools and materials for basket making. It specifically includes identifying and arranging tools and materials and identifying and organizing materials.
Nominal Hours	35 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify and Arrange Tools and equipment	1.1 <u>Tools and equipment for basket making</u> are identified 1.2 Use of each tools are interpreted 1.3 Tools are arranged and used as per workplace standard
2. Identify and Organize Materials	2.1 <u>Raw materials for basket making</u> are identified 2.2 Uses of different raw materials are recognized 2.3 Using techniques of each material are interpreted 2.4 <u>Sources of raw materials</u> are identified 2.5 Raw materials are arranged as per standard procedure 2.6 <u>Packing materials for baskets</u> are identified and arranged as per standard procedure 2.7 Quality of raw materials and packing materials are ensured
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools and equipment for basket making	1.1 Scissors 1.2 Pruning Shears 1.3 Utility Knife/Box Cutter 1.4 Wire Cutters 1.5 Measuring Tape/Ruler 1.6 Calipers 1.7 Awl 1.8 Saw 1.9 Ribbing Gauge 1.10 Basket Mold/Forms 1.11 Clamps 1.12 Sanding Tools 1.13 Splitting Gauge/Knife 1.14 Needles 1.15 Glue Gun 1.16 Brushes 1.17 Beading tools 1.18 Drill 1.19 Dremel tool

	1.20 Snap attach machine 1.21 Weight machine 1.22 Moisture meter 1.23 Industrial Thermometer 1.24 Temperature controller 1.25 Dryer machine 1.26 Fumigation unit 1.27 Hand burner 1.28 Sewing machine
2. Raw materials for basket making	2.1 Jute 2.2 Seagrass/ Elephanta/ Elephant grass / Hogla pata 2.3 Rattan/ Cane 2.4 Willow 2.5 Coir 2.6 Date leaf 2.7 Palm leaf 2.8 Corn Leaf 2.9 Rice straw 2.10 Water hyacinths 2.11 Sweet grass 2.12 Napier grass 2.13 kans grass 2.14 Banana fiber 2.15 Pineapple fiber 2.16 Palm fiber 2.17 Palm sheath 2.18 Paper reed/ Madur Grass 2.19 Bamboo 2.20 Rush and Reed 2.21 Glue/ Adhesive 2.22 Interlining/ Pasting 2.23 Strips 2.24 Natural Rubber / Latex 2.25 Rope 2.26 Fabric 2.27 Old Clothes/Upcycled Fabrics 2.28 Leather or Faux Leather 2.29 Wood 2.30 Dyes 2.31 Paints 2.32 Beads 2.33 Stones 2.34 Thread or Yarn

	2.35 Wire 2.36 Cardboard or Paper board 2.37 Tapes (Masking Tape/Fabric Tape) 2.38 Beeswax/Oil 2.39 Varnish/Lacquer 2.40 Labels
3. Sources of raw materials	3.1 Farmers 3.2 Craft Stores 3.3 Farmers' Markets 3.4 Specialty Shops 3.5 Online Retailers 3.6 E-commerce Platforms 3.7 Wholesale Suppliers 3.8 Local Artisans 3.9 Jute Farms 3.10 Bamboo Plantations 3.11 Coir Producers 3.12 Weavers 3.13 Recycling and Upcycling stores 3.14 Second-hand Stores
4. Packing materials for baskets	4.1 Bubble Wrap 4.2 Foam Sheets 4.3 Packing Peanuts 4.4 Air Pillows 4.5 Corrugated Boxes 4.6 Die-Cut Boxes 4.7 Krafts paper/ Brawn paper 4.8 Tissue Paper 4.9 Natural Fiber Wraps 4.10 Packing Tape 4.11 Strapping Tape 4.12 Labels and Stickers 4.13 Straw 4.14 Cotton or Fabric Scraps 4.15 Ribbons 4.16 Recyclable Materials 4.17 Silica gel / Desiccant bag/ Dry bag 4.18 Hang tag 4.19 Price tag
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified and arranged tools 1.2 interpreted uses of tools 1.3 identified raw materials 1.4 identified sources of raw materials 1.5 identified packing materials 1.6 ensured raw materials and packing materials quality
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Tools for basket making 2.2 Raw materials for baskets 2.3 Using techniques for raw materials for baskets 2.4 Sources of raw materials 2.5 Packing materials 2.6 Quality of raw materials and packing materials
8. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying tools for basket making 3.2 Identifying raw materials for basket making 3.3 Identifying sources of raw materials 3.4 Identifying packing materials 3.5 Ensuring quality of raw materials and packing materials
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Tools for Basket Making 5.3 Raw materials and packing materials for baskets 5.4 Learning materials
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit</p>	

towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-IS-BMNM-04-L2-EN-V1: PREPARE FOR BASKET MAKING
Unit Descriptor	This unit covers the skills, knowledge and attitude required to prepare for basket making. It specifically includes collecting raw materials, performing pre-treatment of raw materials and performing dyeing.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Collect Raw Materials	1.1 Planning for basket making are analyzed 1.2 Required raw materials are listed as per products specification 1.3 Consumption of raw materials are calculated and ordered as per workplace standard 1.4 Raw materials are sourced as per products specification, consumption and booking 1.5 <u>Raw materials checking</u> and storing are performed as per SOP
2. Perform Pre-treatments of Raw Materials	2.1 <u>Pre-treatment of raw materials</u> are interpreted 2.2 <u>Pre-treatment process</u> are recognized 2.3 Pre-treatment is carried out as per standard procedure 2.4 Treated raw materials are checked and stored
3. Perform Dyeing	3.1 <u>Dyeing materials and chemicals</u> are selected and collected 3.2 Raw materials <u>dyeing process</u> are interpreted 3.3 Dyeing process are carried out 3.4 Dyed materials are checked and stored as per workplace standard 3.5 Environmental issues for dyeing are considered as per standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Raw materials checking	1.1 Material Type 1.2 Texture and Flexibility 1.3 Durability and Strength 1.4 Size and Consistency 1.5 Cleanliness and Treatment 1.6 Dryness 1.7 Smell 1.8 Quantity / weight 1.9 Color and Aesthetic Quality

2. Pre-treatment of raw materials	2.1 Drying with sunlight 2.2 Soaking 2.3 Boiling 2.4 Bleaching 2.5 Pest Treatment 2.6 Cleaning and Disinfecting 2.7 Softening and conditioning 2.8 Cutting and shaping 2.9 Sizing 2.10 Dyeing 2.11 Machine Drying 2.12 Smoothing
3. Pre-treatment process	3.1 Random Checking 3.2 Tools and equipment set up 3.3 Pre-treatment 3.4 Checking and segregating 3.5 Re-treatment (if required) 3.6 Storing
4. Dyeing materials and chemicals	4.1 Natural /Vegetable Dyes 4.1.1 Turmeric: Yellow and orange shades 4.1.2 Indigo: Creates blues 4.1.3 Beetroot: Gives red or purple tones 4.1.4 Walnut Husks: For brown or earthy tones 4.1.5 Onion Skins: Yields orange or yellow hues 4.2 Synthetic Dyes 4.2.1 Direct dye 4.2.2 Reactive Dyes 4.3 Fixing agent 4.3.1 Acetic acid 4.3.2 Salt 4.3.3 Soda ash
5. Dyeing process	5.1 Pre-Wash the Materials 5.2 Soak in Mordant (Optional) 5.3 Dye Bath Preparation 5.4 Soak the Material in dye bath 5.5 Rinse properly 5.6 Dry
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 analyzed planning for basket making 1.2 listed raw materials

	1.3 calculated consumption 1.4 sourced raw materials 1.5 performed materials dyeing 1.6 checking and storing raw materials
2. Underpinning knowledge	2.1 Planning for basket making 2.2 Raw materials listing 2.3 Raw materials consumption and booking 2.4 Raw materials checking 2.5 Pre-treatment of raw 2.6 Dyeing
3. Underpinning skills	3.1 Analyzing planning for basket making 3.2 Listing raw materials 3.3 Calculating and ordering raw materials 3.4 Checking raw materials 3.5 Pre-treating raw materials 3.6 Performing dyeing
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Raw materials 5.3 Calculator 5.4 Tools for Pre-treatment of raw materials 5.5 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-IS-BMNM-05-L2-EN-V1: MAKE BASKETS
Unit Descriptor	<p>This unit covers the skills, knowledge and attitude required to make baskets.</p> <p>It specifically includes following OSH, Practicing basket making, preparing handmade baskets, making machine made baskets, ensuring quality of baskets, carrying out finishing and packing, Cleaning and Maintaining Tools, Machine and Workplace.</p>
Nominal Hours	130 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Follow OSH	<p>1.1 <u>Personal Protective Equipment (PPE)</u> is selected, collected and worn as per requirements</p> <p>1.2 Safe work practices are followed as per workplace standard</p>
2. Practice Basket Making	<p>2.1 Pre-production sample is selected and collected</p> <p>2.2 Raw materials are selected and collected as per workplace standard</p> <p>2.3 Basket making are practiced as per sample</p> <p>2.4 <u>Technical matters</u> are considered for making baskets</p>
3. Prepare Handmade Baskets	<p>3.1 Samples are selected and collected</p> <p>3.2 Raw materials are selected and collected from store</p> <p>3.3 <u>Procedures for making handmade baskets</u> are followed</p> <p>3.4 Handmade baskets are prepared as per sample</p>
4. Make Machine-made Baskets	<p>4.1 Samples are selected and collected</p> <p>4.2 Raw materials are selected and collected from store</p> <p>4.3 Tools and machinery are arranged as per requirement</p> <p>4.4 Production line setting is carried out as per workplace standard</p> <p>4.5 <u>Procedures for making machine-made baskets</u> are followed</p> <p>4.6 Machine-made baskets are prepared as per sample</p>
5. Ensure Quality of Baskets	<p>5.1 Quality is interpreted</p> <p>5.2 <u>Quality factors for baskets</u> are recognized</p> <p>5.3 <u>Tolerance from buyers are evaluated</u></p> <p>5.4 <u>Faults</u> are detected in baskets</p> <p>5.5 Faults are rectified if possible as per quality norms and workplace standard</p> <p>5.6 <u>Testing</u> and <u>inspection</u> are carried out</p> <p>5.7 Quality is ensured as per standard procedure</p>
6. Carryout Finishing and Packing	<p>6.1 Basket finishing is interpreted</p> <p>6.2 <u>Basket finishing process</u> are recognized</p>

	6.3 Fumigation is carried out as per standard procedure 6.4 Packing materials are selected and collected 6.5 Packing is performed as per buyer's standard
7. Clean and Maintain Tools, Machine and Workplace	7.1 Tools and equipment are cleaned, maintained and stored as per SOP 7.2 Workplace is cleaned and waste materials are disposed off as per workplace standard
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Face masks 1.2 Apron 1.3 Hand gloves 1.4 Safety glass or goggles 1.5 Finger guard 1.6 Safety Shoe
2. Technical matters	2.1 Pre-Treatment of Materials 2.2 Tool Selection and Maintenance 2.3 Weaving Techniques 2.4 Structural Integrity 2.5 Size and Proportions 2.6 Material drying and moisture control 2.7 Joining and binding 2.8 Finishing techniques 2.9 Design and aesthetic considerations 2.10 Standard production time 2.11 Inline quality checking
3. Procedures for making handmade baskets	3.1 Gather Materials and Tools 3.2 Prepare the Materials 3.3 Create the Base 3.4 Build the Sides 3.5 Shaping the Basket 3.6 Securing 3.7 Inline quality checking 3.8 Drying 3.9 Final Touches 3.10 Finishing 3.11 Moisture check and control 3.12 Packing
4. Procedures for making machine-made baskets	4.1 Material Selection 4.2 Material Preparation 4.3 Machine Setup 4.4 Production line setup

	4.5 Coiling/ Sewing 4.6 Joining and Securing 4.7 Inline quality checking 4.8 Finishing Touches 4.9 Moisture check and control 4.10 Packing
5. Quality factors for baskets	5.1 Material Quality 5.2 Construction Quality 5.3 Design and Aesthetics 5.4 Functionality 5.5 Durability and Strength 5.6 Craftsmanship 5.7 Care Instructions 5.8 Safety
6. Faults	6.1 Material Brittleness or Breakage 6.2 Inconsistent Weave Tension 6.3 Deformation of Shape 6.4 Fraying or Splitting of Fibers 6.5 Inconsistent Size of Materials 6.6 Tight Corners or Curves 6.7 Weak or Loose Basket Base 6.8 Weak Joining and Finishing 6.9 Sharp Edges 6.10 Loose pasting/ adhesive 6.11 Color variation 6.12 Spots/ stains
7. Testing	7.1 Physical testing 7.2 Chemical testing
8. Inspection	8.1 Traditional system 8.2 AQL (Acceptable Quality Level) system
9. Basket finishing process	9.1 Trimming and Tucking 9.2 Sanding 9.3 Singeing 9.4 Applying decorative elements 9.5 Sealing 9.6 Final Shaping 9.7 Drying 9.8 Packing
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 followed OSH 1.2 practiced basket making 1.3 prepared handmade baskets 1.4 perform machine-made baskets 1.5 ensured quality of baskets 1.6 carried out finishing and packing
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 PPE 2.2 Safe work practices 2.3 Technical matters 2.4 Handmade Baskets 2.5 Machine-made Baskets 2.6 Production line set up 2.7 Quality and factors 2.8 Faults 2.9 Testing and inspection 2.10 Basket finishing
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Following OSH 3.2 Practicing basket making 3.3 Preparing handmade baskets 3.4 Making machine-made baskets 3.5 Ensuring quality of baskets 3.6 Carrying out finishing and packing 3.7 Cleaning and maintaining tools, machine and workplace
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 PPE 5.3 Sample 5.4 Tools, equipment for basket making 5.5 Raw materials 5.6 Learning materials
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning

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

Unit Code and Title	OU-IS-BMNM-06-L2-EN-V1: PERFORM SALES AND MARKETING OF NATURAL BASKETS
Unit Descriptor	This unit covers the skills, knowledge and attitude required to perform sales and marketing of natural baskets. It specifically includes carrying out costing and pricing, following marketing techniques, performing customer service management.
Nominal Hours	35 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Carryout Costing and Pricing	1.1 Costing and pricing for baskets are interpreted 1.2 <u>Elements of costing</u> are recognized 1.3 Cost calculation is performed 1.4 Profit margin is determined 1.5 Price calculation for baskets are carried out as per standard procedure
2. Follow Marketing Techniques	2.1 Marketing for baskets are interpreted 2.2 <u>Marketing procedures</u> are analyzed and followed 2.3 <u>Marketing techniques</u> are applied as per workplace standard
3. Perform Customer Service Management	3.1 Sales activities are interpreted 3.2 Baskets sales activities are performed 3.3 <u>Customer service management</u> is carried out
Range of Variables	
Variables	Range (may include but not limited to):
1. Elements of costing	1.1 Materials costs 1.2 Labor costs 1.3 Overhead and administrative costs 1.4 Marketing and sales cost 1.5 Commercial and banking cost 1.6 Testing and Certification cost
2. Marketing procedures	2.1 Market Research 2.2 Branding 2.3 Online Presence 2.4 Content Marketing 2.5 Offline Marketing 2.6 Promotions and Discounts 2.7 Attend trade fairs
3. Marketing techniques	3.1 Physical Marketing 3.2 Social Media Marketing 3.3 Email Marketing

	3.4 Content Marketing 3.5 Influencer Marketing
4. Customer service management	4.1 Clear Product Descriptions 4.2 Personalized Customer Interaction 4.3 Efficient Communication 4.4 Handling Complaints and Returns 4.5 Customer Feedback and Reviews
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 recognized elements of costing 1.2 performed costing 1.3 carried out pricing 1.4 followed marketing techniques 1.5 performed customer service management
2. Underpinning knowledge	2.1 Costing and pricing 2.2 Elements of costing 2.3 Cost calculation 2.4 Profit margin 2.5 Price calculation
3. Underpinning skills	3.1 Carrying out costing and pricing 3.2 Following marketing techniques 3.3 Performing customer service management
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Product's sample/ Specification 5.3 Calculator 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre

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

Development of Competency Standard

The Competency Standards for National Skills Certificate in Basket Making with Natural Materials Occupation, Level- 2 is developed by NSDA on 20, 21, 22 and 27 June 2024.

List of Members

Sl No	Name and Address	Position in the committee
1.	Md. Abdul Aziz Munshi CEO, Informal Sector ISC, Mowchak, Dhaka Mobile: +880 1817022909, Email: isiscbd2015@gmail.com	Member
2.	Tapas Kumar Datta Managing Partner, Suansh, Mohammadpur, Dhaka Mobile: +880 1710393537, Email: tapas.kuasha@gmail.com	Member
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8.	Md. Qumruzzaman Khan Tipo CEO, ALL Trading, Uttara, Dhaka Mobile: +880 1711531775, Email: tipo@alltradingbd.com	Member
9.	Syed Azharul Haque Competency Standard Expert National Skills Development Authority (NSDA) Mobile: +880 1711047815, Email: azharulhaque2008@gmail.com	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Basket Making with Natural Materials, Level-2 is validated by NSDA on 12 November, 2024.

List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	Mirza Nurul Ghani Shovon , Chairman (Informal Sector ISC), Cell:01711263861 Email: isiscbd2015@gmail.com	Chairperson	
2.	Shahnaz Begum Joya , Chief Operating Officer, Stitched Rose, Gulshan, Dhaka Mobile: +880 1715940823, Email: shahnazjoya@gmail.com	Member	
3.	Sabrina Akther , Brand Manager Classical Handmade Products BD Ltd., Motijheel, Dhaka Mobile: 01730645640 Email: sabrina@rugsbd.com	Member	
4.	Md. Abdul Hye , CEO Kawsar Products, Uttarkhan, Dhaka Mobile:01712005368 Email: kawsarproducts@gmail.com	Member	
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10.	Syed Azharul Haque Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh
Chief Adviser's Office

National Skills Development Authority

Level: 10-11, Biniyog Bhaban,
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Email: ec@nsda.gov.bd

Website: www.nsd.gov.bd.

Minutes of the Competency Standard Validation Workshop on “Basket Making with Natural Materials” Occupation.

Chairman	: Mr. Mirza Nurul Ghani Shovon, Chairman, ISISC
Date	: 12 November 2024
Time	: 9:00 am - 5:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman welcomed all those present and started the work of the workshop. During the day-long workshop, the competency standard of Basket Making with Natural Materials was reviewed and finalized in detail. The activities related to the finalized standard through validation workshop are presented below:

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1	Name and level of occupation	Yes		The name of the occupation has been unchanged. Level of this CS was considered Level 2.
2	Nominal Hour	Yes		360 hours
3	Unit of Competency	Yes		Name of the units were validated without any change.
4	Element	Yes		Name of the Elements were validated without any change.
5	Performance Criteria		No.	Relevant performance criteria were updated for changed element and some other elements.
6	Variables		No.	Relevant variables were added, changed and updated.
7	Critical Aspect of Competence		No.	Appropriate changes have been made in the critical aspect of competency as per the change of element and performance criteria.
8	Underpinning knowledge		No.	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No.	Necessary addition, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		

12	Assessment methods	Yes		
13	Others			<ul style="list-style-type: none"> ▪ The nominal hours of the units of competencies have been readjusted for content consideration. ▪ Overall, the occupation has been included in Level-2 according to NSQF (BNQF 1-6).

Through the above activities, the Competency Standard has been finalized and validated as **“Basket Making with Natural Materials” Level-2.**

Chairman
Committee on Standard and
Curriculum Validation,
Chairman – IS ISC