



# **COMPETENCY STANDARD FOR ADVANCED SEWING MACHINE OPERATION (MULTI SKILLS)**

**Level: 3**

**(RMG & Textile Sector)**

**Competency Standard Code: CS-RMGT-ASMO-L3-EN-V1**



জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ বাংলাদেশ  
NATIONAL SKILLS DEVELOPMENT AUTHORITY BANGLADESH

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



## Copyright

---

National Skills Development Authority

Prime Minister's Office

Level: 10-11, Biniyog Bhaban,

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

Email: [ec@nsda.gov.bd](mailto:ec@nsda.gov.bd)

Website: [www.nsda.gov.bd](http://www.nsda.gov.bd).

National Skills Portal: <http://skillsportal.gov.bd>

National Skills Development Authority (NSDA) is the owner of this document. Other interested parties must obtain written permission from NSDA for reproduction of information in any manner, in whole or in part, of this Competency Standard, in English or other language.

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

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

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

## Introduction

---

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

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

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

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

## Overview

---

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

**Competency Standards for National Skill Certificate, Level-3 in  
Advanced Sewing Machine Operation (Multi skills) in RMG and Textile Sector**

**Level Descriptors of NSQF (BNQF 1-6)**

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

## List of Abbreviations

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

Approved by  
28<sup>th</sup> Authority Meeting of NSDA  
Held on 07 September 2023.



## Table of Contents

<b>Copyright .....</b>	<b>i</b>
<b>Introduction .....</b>	<b>ii</b>
<b>Overview .....</b>	<b>iii</b>
<b>Level Descriptors of NSQF (BNQF 1-6).....</b>	<b>iv</b>
<b>List of Abbreviations.....</b>	<b>v</b>
<b>Course Structure.....</b>	<b>1</b>
<b>Units &amp; Elements at Glance.....</b>	<b>2</b>
<b>Generic Units of Competencies.....</b>	<b>6</b>
GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace .....	7
GU006L3V1: Receive and Respond to Workplace Instructions.....	11
GU008L3V1: Work in a Team Environment .....	14
<b>Sector Specific Units of Competencies.....</b>	<b>16</b>
SURT001L2V1: Recognize the RMG Business Scenario.....	17
SURT002L3V1: Perform Measurement and Calculations .....	20
SURT003L3V1: Interpret Sketch and Specifications in Manuals .....	23
<b>Occupation Specific Units of Competencies .....</b>	<b>25</b>
OU-RMGT-ASMO-01-L3-EN-V1: INTERPRET ADVANCED SEWING OPERATION .....	26
OU-RMGT-ASMO-02-L3-EN-V1: PERFORM ADVANCED SINGLE NEEDLE MACHINE OPERATION.....	31
OU-RMGT-ASMO-03-L3-EN-V1: PERFORM ADVANCED OVERLOCK MACHINE OPERATION.....	35
OU-RMGT-ASMO-04-L3-EN-V1: PERFORM FEED OF THE ARM MACHINE OPERATION	38
OU-RMGT-ASMO-05-L3-EN-V1: PERFORM MULTI NEEDLE MACHINE OPERATION ...	41
OU-RMGT-ASMO-06-L3-EN-V1: PERFORM ADVANCED FLATLOCK MACHINE OPERATION.....	44
OU-RMGT-ASMO-07-L3-EN-V1: MAINTAIN QUALITY AND PRODUCTIVITY .....	47
<b>Validation of Competency Standard .....</b>	<b>51</b>



**Competency Standards for National Skill Certificate, Level-3 in  
Advanced Sewing Machine Operation (Multi skills) in RMG and Textile Sector  
Course Structure**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Practices at Workplace	1	15
2.	GU-07-L3-V1	Receive and Respond to Workplace Instructions	3	15
3.	GU-04-L1-V1	Work in a team environment	1	20
Sub Total				50
Sector Specific Units of Competencies				
4.	SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	2	15
5.	SU-RMGT-02-L2-V1	Perform Measurement and Calculations	2	15
6.	SU-RGMT-03-L2-V1	Interpret Sketch and Specifications in Manuals	2	15
Sub Total				45
Occupation Specific Units of Competencies				
7.	OU-RMGT-ASMO-01-L3-V1	Interpret advanced sewing machine operation	3	15
8.	OU-RMGT-ASMO-02-L3-V1	Perform advanced single needle machine operation	3	60
9.	OU-RMGT-ASMO-03-L3-V1	Perform advanced overlock machine operation	3	60
10.	OU-RMGT-ASMO-04-L3-V1	Perform feed of the arm machine operation	3	35
11.	OU-RMGT-ASMO-05-L3-V1	Perform multi needle machine operation	3	40
12.	OU-RMGT-ASMO-06-L3-V1	Perform advanced flatlock machine operation	3	40
13.	OU-RMGT-ASMO-07-L3-V1	Maintain quality and productivity	3	15
Sub Total				265
Total Duration				360

## Units & Elements at Glance

### Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	<ol style="list-style-type: none"> <li>1. Identify OSH policies and procedures</li> <li>2. Follow OSH procedures</li> <li>3. Report hazards and risks</li> <li>4. Respond to emergencies</li> <li>1. Maintain personal well-being</li> </ol>	15
GU006L3V1	Receive and Respond to Workplace Instructions	<ol style="list-style-type: none"> <li>1. Interpret and follow verbal instructions</li> <li>2. Read and interpret workplace documents</li> <li>3. Receive and follow written instructions</li> <li>1. Attend meetings and provide inputs</li> </ol>	15
GU008L3V1	Work in a Team Environment	<ol style="list-style-type: none"> <li>1. Define team role and scope</li> <li>2. Identify individual role and responsibility</li> <li>3. Participate in team discussions</li> <li>1. Work as a team member</li> </ol>	20
<b>Total hours</b>			<b>50</b>

## Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SURT001L2V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> <li>1. Identify basic business communication practices in RMG sector</li> <li>2. Recognize history of RMG industries in Bangladesh</li> <li>3. Identify major departments of RMG industry</li> <li>4. List prime export markets</li> </ol>	15
SURT002L3V1	Perform Measurement and Calculations	<ol style="list-style-type: none"> <li>1. Select measuring devices</li> <li>2. Obtain measurements for apparel</li> <li>3. Perform simple calculations</li> </ol>	15
SURT003L3V1	Interpret Sketch and Specifications in Manuals	<ol style="list-style-type: none"> <li>1. Identify information from manual</li> <li>2. Interpret sketch and specifications</li> </ol>	15
<b>Total hours</b>			<b>45</b>

## Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-RMGT-ASMO-01-L3-V1	Interpret advanced sewing operation	<ol style="list-style-type: none"> <li>1. Identify advanced sewing machine and process</li> <li>2. Identify parts and functions of advanced sewing machine</li> <li>3. Identify attachments of advanced sewing machines</li> </ol>	15
OU-RMGT-ASMO-02-L3-V1	Perform advanced single needle machine operation	<ol style="list-style-type: none"> <li>1. Maintain OSH at workplace</li> <li>2. Prepare for machine operation</li> <li>3. Perform critical processes using advanced single needle machine</li> <li>4. Maintain workplace cleanliness and restore tools</li> </ol>	60
OU-RMGT-ASMO-03-L3-V1	Perform advanced overlock machine operation	<ol style="list-style-type: none"> <li>1. Maintain OSH at workplace</li> <li>2. Prepare for machine operation</li> <li>3. Perform critical processes using advanced overlock machine</li> <li>4. Maintain workplace cleanliness and restore tools</li> </ol>	60
OU-RMGT-ASMO-04-L3-V1	Perform feed of the arm machine operation	<ol style="list-style-type: none"> <li>1. Maintain OSH at workplace</li> <li>2. Prepare for machine operation</li> <li>3. Perform critical processes using feed of the arm machine</li> </ol>	35

		4. Maintain workplace cleanliness and restore tools	
OU-RMGT-ASMO-05-L3-V1	Perform multi needle machine operation	1. Maintain OSH at workplace 2. Prepare for machine operation 3. Perform critical processes using multi needle machine 4. Maintain workplace cleanliness and restore tools	40
OU-RMGT-ASMO-06-L3-V1	Perform advanced flatlock machine operation	1. Maintain OSH at workplace 2. Prepare for machine operation 3. Perform critical processes using advance flat lock machine 4. Maintain workplace cleanliness and restore tools	40
OU-RMGT-ASMO-07-L3-V1	Maintain quality and productivity	1. Maintain quality procedures 2. Maintain standard productivity 3. Carry out basic maintenance of sewing machine	15
<b>Total Hours</b>			<b>265</b>

## **Generic Units of Competencies**



<b>Unit Code and Title</b>	<b>GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to apply occupational safety and health (OSH) procedure in the workplace.</p> <p>It specifically includes identifying OSH policies and procedures, following OSH procedures, reporting hazards and risks, responding to emergencies, and maintaining personal well-being.</p>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Identify OSH policies and procedures	<p>1.1. <b><u>OSH policies</u></b> and <b><u>safe operating procedures</u></b> are accessed and stated</p> <p>1.2. <b><u>Safety signs and symbols</u></b> are identified and followed</p> <p>1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements</p>
2. Follow OSH procedures	<p>2.1 <b><u>Personal protective equipment (PPE)</u></b> is selected and collected as required</p> <p>2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OSH procedures and practices</p> <p>2.3 A clear and tidy workplace is maintained as per workplace standard</p> <p>2.4 PPE is maintained to keep them operational and compliant with OSH regulations</p>
3. Report hazards and risks	<p>3.1 <b><u>Hazards</u></b> and risks are identified, assessed and controlled</p> <p>3.2 Incidents arising from hazards and risks are reported to designated authority</p>
4. Respond to emergencies	<p>4.1 Alarms and warning devices are responded</p> <p>4.2 Workplace <b><u>emergency procedures</u></b> are followed</p> <p>4.3 <b><u>Contingency measures</u></b> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures</p> <p>4.4 First aid procedures is applied during emergency situations</p>

5. Maintain personal well-being	5.1 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures 5.2 Corrective actions are implemented to correct unsafe condition in the workplace 5.3 <b><u>“Fit to work” records</u></b> are updated and maintained according to workplace requirements
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. OSH policies	1.1. Bangladesh standards for OSH 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe operating procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard

6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 evacuation`
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. "Fit to Work" records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OSH 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 OSH 2.2 OSH Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and their uses 2.8 Personal Hygiene Practices 2.9 OSH Awareness
3. Underpinning skills	3.1 Accessing OSH 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, equipment, materials and documentation required 5.4 OSH Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<b>Accreditation Requirements</b> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

<b>Unit Code and Title</b>	<b>GU006L3V1: Receive and Respond to Workplace Instructions</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to receive and respond to workplace instructions.</p> <p>It specifically includes interpreting and following verbal instructions, reading and interpreting workplace documents, receiving and following written instructions and attending meetings and providing inputs.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables Training Components.</p>
1. Interpret and follow verbal Instructions	1.1 Verbal Instructions are interpreted 1.2 Questions are asked to clarify understanding or obtaining more information 1.3 Instructions are followed as per understanding 1.4 Information/ instruction is recorded
2. Read and interpret workplace documents	2.1 <b><u>Written instructions</u></b> are read and interpreted in accordance with <b><u>workplace guidelines</u></b> 2.2 Work <b><u>signage</u></b> are interpreted
3. Receive and follow written instructions	3.1 Written instructions are interpreted 3.2 Routine written instructions are followed in sequence 3.3 Feedback is given to workplace supervisor based on workplace guidelines
4 Attend meetings and provide inputs	4.1 Meetings are attended regularly and on time following well-disseminated agenda 4.2 Proper <b><u>Communication</u></b> methods are used to transmit instructions 4.3 Appropriate non-verbal communication is used 4.4 Inputs are provided consistent with the meeting purpose 4.5 Opinions are expressed without interruption 4.6 Meeting outputs are implemented
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Written instructions	1.1 Supervisor's / Manager's Instructions 1.2 Memoranda 1.3 Rules and Regulations 1.4 Signage 1.5 Approved Work Plan 1.6 External communications

2. Workplace guidelines	2.1. Labor Policies and Guidelines 2.2. Written Instructions 2.3. Operations Manual 2.4. Organizational Manuals 2.5. Quality Assurance Handbook
3. Signage	3.1 On-site direction signs 3.2 Common site warnings 3.3 Location signs 3.4 Traffic signs
4. Communication	4.1 Verbal instructions 4.2 Written instructions 4.3 Online communication
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge of workplace procedures in receiving, interpreting read verbal & written instruction and conduct communication 1.2 satisfying the requirements mentioned in the performance criteria and range of variables
2. Underpinning Knowledge	2.1 Workplace Communication Policies, Standards and Procedures 2.2 Verbal and Non-verbal communication 2.3 Modes of Communication
3. Underpinning Skills	3.1 Receiving verbal instructions 3.2 Interpreting verbal and written information/instruction 3.3 Conveying instructions using verbal and 3.4 Written forms of communication 3.5 Participating in work place meetings and Discussions
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Telephone 5.3 Writing 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 a NSDA accredited assessment centre 7.2 Assessment should be done by an NSDA certified/nominated assessor
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

<b>Unit Code and Title</b>	<b>GU008L3V1: Work in a Team Environment</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required to working in a team environment.</p> <p>It includes defining team role and scope, identifying individual role and responsibility, participating in team discussions and working as a team member.</p>
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Define team role and scope	<p>1.1. Role and objectives of the team are defined</p> <p>1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources</p>
2. Identify individual role and responsibility	<p>2.1 Individual roles and responsibilities of <b><u>team members</u></b> are identified</p> <p>2.2 Reporting relationships among team members are defined and clarified</p> <p>2.3 Reporting relationships external to the team are defined and clarified</p>
3. Participate in team discussions	<p>3.1 Ideas related to team plans are contributed</p> <p>3.2 Recommendations for improving team work are put forward</p>
4. Work as a team member	<p>4.1. Effective forms of communication are used to interact with team members</p> <p>4.2. Communication channels are followed</p> <p>4.3. OHS practices are followed</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Team Members	<p>1.1 Coach/mentor</p> <p>1.2 Supervisor/Manager</p> <p>1.3 Peers/Colleagues</p> <p>1.4 Employee representative</p>
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 demonstrated knowledge in working in a team environment</p> <p>1.2 satisfied the requirements mentioned in the</p>



	Performance Criteria and Range of Variables
2. Underpinning knowledge	2.1 Team Structure, Role and Responsibility 2.2 Individual Members' Roles and Responsibilities 2.3 Communication Flow and Reporting Structures 2.4 Team Planning 2.5 Interpersonal Communication Skills 2.6 Team Meeting Procedures 2.7 OHS Practices
3. Underpinning skills	3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in Workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	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 center 7.2 Assessment should be done by a NSDA certified/nominated assessor
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

## **Sector Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>SURT001L2V1: Recognize the RMG Business Scenario</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge; skills and attitude required for recognize the RMG business scenario.</p> <p>It specifically includes identifying basic business communication practices in RMG sector, recognizing history of RMG industries in Bangladesh, identifying major departments of RMG industry and listing prime export markets.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables.</p>
1. Identify basic business communication practices in RMG sector	<p>1.1 The communication requirements in the RMG sector are recognized in alignment to the role of sector</p> <p>1.2 <b><u>Modes of Communication</u></b> are explained</p> <p>1.3 Communication policies and guidelines are identified and interpreted</p>
2. Recognize history of RMG industries in Bangladesh	<p>2.1 <b><u>Background of RMG</u></b> Industries in Bangladesh is inferred with reference to the past history, present status and expected future trends</p> <p>2.2 Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact</p> <p>2.3 Present and projected future trends and technologies relevant to the sector are summarized</p>
3. Identify major departments of RMG industry	<p>3.1 Scope and nature of <b><u>major departments</u></b> of the RMG sector are identified</p> <p>3.2 Role and responsibilities of individuals are identified in relation to the department and organization as a whole</p> <p>3.3 The <b><u>machines</u></b> used in different departments are identified</p>
4. List prime export markets	<p>4.1 The types of <b><u>prime export markets</u></b> are categorized on the basis of their current and future potential</p> <p>4.2 Export marketing process is interpreted</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Modes of communication	<p>1.1 E-mail</p> <p>1.2 Social Media</p> <p>1.3 Telephonic Conversation</p>

	1.4 Fax 1.5 Meetings 1.6 Video Conference 1.7 Courier
2. Background of RMG	2.1 History of Bangladesh RMG 2.2 Economy of Bangladesh 2.3 SWOT analysis on RMG sector 2.4 Gender dynamics of garments industry in Bangladesh. 2.5 Wages & efficiency in the garments industry 2.6 Compliance
3. Major Departments	1.1 PDS 1.2 Store 1.3 Cutting 1.4 Embellishment 1.5 Sewing 1.6 Washing 1.7 Finishing 1.8 Quality 1.9 Industrial Engineering 1.10 Production Planning and Control 1.11 Maintenance 1.12 Merchandising
4. Machines	4.1 Single needle machine 4.2 Double needle Machine 4.3 Over lock Machine 4.4 Flat lock Machine 4.5 Feed of the arm Machine 4.6 Kansai Multi Needle Machine 4.7 Bar tuck Machine 4.8 Button Hole Machine 4.9 Button Stitch Machine 4.10 Snap Attach Machine
5. Prime export markets	5.1 American market 5.2 European market 5.3 Asian market 5.4 Newly explored market
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified mode Communication 1.2 interpreted production process 1.3 identified prime export markets

2. Underpinning knowledge	2.1 Policies and Guidelines 2.2 History of RMG sector 2.3 Trends in the RMG sector 2.4 Production process 2.5 Different Department in RMG sector 2.6 Own roles and responsibilities 2.7 Types of prime export markets
3. Underpinning skills	3.1. Identifying policies and guidelines in RMG sector 3.2. Interpreting business communication technique 3.3. Interpreting trends of RMG sector 3.4. Identifying departments in RMG sector 3.5. Identifying machines used in different departments
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 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 (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

<b>Unit Code and Title</b>	<b>SURT002L3V1: Perform Measurement and Calculations</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitudes required for perform measurements and calculations.</p> <p>It specially includes the selecting measuring devices, obtaining measurements for apparel and performing simple calculations.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables.</p>
1. Select measuring devices	<p>1.1 Work instructions are confirmed and applied to the job in hand</p> <p>1.2 Materials to be measured are identified as per job specifications</p> <p>1.3 Appropriate <b><u>measuring devices</u></b> are selected based on materials to be measured</p> <p>1.4 Specifications are obtained from relevant <b><u>documents</u></b></p> <p>1.5 Tolerance and clearance limits are identified and adjusted according to the job requirements</p>
2. Obtain measurements for apparel	<p>2.1 Accurate <b><u>measurements</u></b> are obtained in accordance with job requirements</p> <p>2.2 Systems of measurements are identified and measurement conversions done as per requirement</p> <p>2.3 Measurements are confirmed and recorded in the given company format</p>
3. Perform simple calculations	<p>1.1 Simple calculations involving <b><u>basic operations</u></b> are carried out</p> <p>1.2 <b><u>Other operations</u></b> are used to complete tasks</p> <p>1.3 Appropriate formulas for calculating quantities of materials are selected</p> <p>1.4 <b><u>Calculations</u></b> are performed and verified</p> <p>1.5 Material quantities are calculated and shared with team as per requirement</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Measuring device	<p>1.1 Measuring Tape</p> <p>1.2 Steel rule</p> <p>1.3 Calculator</p> <p>1.4 Sets square</p>
2. Documents	2.1 Technical Manuals

	2.2 Specifications 2.3 Sketches 2.4 Charts 2.5 Photographs
3. Measurements	3.1 Length 3.2 Width 3.3 Weight 3.4 Tolerance
4. Basic operations	1.1 Addition 1.2 Subtraction 1.3 Multiplication 1.4 Division
5. Other operations	4.1 Fractions 4.2 Percentages 4.3 Mixed numbers 4.4 Conversions 4.5 Scales
6. Calculations	6.1 Area 6.2 Volume 6.3 Circumference 6.4 CBM 6.5 Volumetric Weight
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 selected measuring devices based on materials to be measured 1.2 obtained measurements as per job requirements 1.3 performed calculations for quantities of materials 1.4 confirmed and recorded measurements as per standard
2. Underpinning knowledge	2.1 Information on measuring devices 2.2 Selection technique of appropriate measuring devices 2.3 Measurement and calculation technique for apparel merchandising 2.4 Techniques of recording measurements 2.5 Way to allowance and Tolerance 2.6 Presentation of data and information 2.7 Instructions to use of measuring devices
3. Underpinning skills	3.1 Identifying measuring devices based on materials to be measured

	3.2 Obtaining specification of measuring devices from relevant document 3.3 Taking measurement according to the job requirements 3.4 Identifying tolerance and clearance limits and adjusting according to the job requirements 3.5 Performing calculations for quantities of materials 3.6 Conforming and recording measurements as per standard
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 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 (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 OSH, and other policies and guidelines 5.5 Relevant specifications and work instructions 5.6 Fire extinguisher 5.7 Uninterrupted power supply
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
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	



<b>Unit Code and Title</b>	<b>SURT003L3V1: Interpret Sketch and Specifications in Manuals</b>
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the knowledge, skills and attitude required for interpret sketches and specifications in manuals.</p> <p>It specially includes identifying information from manual, interpreting sketch and specification.</p>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b></p> <p><b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables.</p>
1. Identify information from manual	1.1. Appropriate <b><u>manuals</u></b> are collected as per sample 1.2. Importance of manuals is recognized 1.3. Required information are collected from manuals
2. Interpret sketch and specifications	2.1 Relevant <b><u>sketch</u></b> and <b><u>specifications</u></b> are identified 2.2 Key terms and abbreviations are identified 2.3 Signs and symbols are identified 2.4 Schedules, dimensions, drawings and specifications are interpreted
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Manuals	1.1 Buyers' specification manual 1.2 Compliance manual 1.3 Maintenance procedure manual 1.4 Periodic maintenance manual 1.5 Quality manual 1.6 Signs and symbols, instruction manuals
2. Sketch	2.1 Technical sketch 2.2 Measurement sketch
3. Specifications	3.1 Product specifications 3.2 Performance specifications 3.3 Method specifications
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. collected information from manual as per sample 1.2. identified sketches and specifications as per sample

2. Underpinning knowledge	2.1 Themes on various types of RMG manuals 2.2 Units of measurement 2.3 Units of conversion 2.4 Rules of sketch, drawings and specifications
3. Underpinning skills	3.1 Recognising importance of manual 3.2 Selecting appropriate manuals as per sample 3.3 Collecting information from manual as per sample 3.4 Interpreting schedules, dimensions, drawings and specifications
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 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 (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 OSH, and other policies and guidelines 5.5 Relevant specifications and work instructions 5.6 Fire extinguisher 5.7 Uninterrupted power supply
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
<b>Accreditation Requirements</b>  Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

## **Occupation Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-01-L3-EN-V1: INTERPRET ADVANCED SEWING OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to interpret advanced sewing operation. It specifically includes identifying advanced sewing machine and process, parts, function and attachments of advanced sewing machine.
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Identify advanced sewing machine and process	1.1 <b><u>Advanced sewing machines</u></b> are identified as per job requirement. 1.2 <b><u>Single needle machine operations</u></b> are identified as per job requirement. 1.3 <b><u>Double needle machine operations</u></b> are identified as per job requirement. 1.4 <b><u>Overlock machine operations</u></b> are identified as per job requirement. 1.5 <b><u>Feed of the arm machine operations</u></b> are identified as per job requirement. 1.6 <b><u>Multi needle machine operations</u></b> are identified as per job requirement. 1.7 <b><u>Flat lock machine operations</u></b> are identified as per job requirement.
2. Identify parts and functions of advanced sewing machine	2.1. <b><u>Single needle machine parts</u></b> are identified. 2.2. <b><u>Overlock machine parts</u></b> are identified. 2.3. <b><u>Feed of the arm machine parts</u></b> are identified. 2.4. <b><u>Multi needle machine parts</u></b> are identified. 2.5. <b><u>Flat lock machine parts</u></b> are identified.
3 Identify attachments of advanced sewing machines	3.1 <b><u>Attachments of advanced sewing machines</u></b> are identified. 3.2 Functions of attachments of advanced sewing machines are described.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Advanced sewing machines	1.1 Single needle lock stitch machine (Under Bed Trimmer) 1.2 Single needle chain stitch machine (Under Bed Trimmer) 1.3 Double needle lock stitch machine 1.4 Double needle chain stitch machine 1.5 Overlock machine 1.6 Flat lock machine 1.7 Feed of the arm machine

	1.8 Multi needle machine
2. Single needle machine operation	2.1 Collar make 2.2 Collar band joint 2.3 Pocket attach/topstitch 2.4 Placket top/ bottom 2.5 Label attachment 2.6 Bottom hem 2.7 Waist band mouth close 2.8 Back neck piping top stitch 2.9 Welt pocket making 2.10 Cuff join/top stitch 2.11 Sleeve Placket join 2.12 Side slit make 2.13 Armhole topstitch 2.14 Zipper joint
3. Double needle machine operation	3.1 Zipper join 3.2 Front pocket opening topstitch 3.3 J stitch 3.4 Flap make 3.5 Front/ back rise top stitch 3.6 Back yoke top stitch
4. Overlock machine operation	4.1 Neck joint 4.2 Sleeve joint 4.3 Side seam 4.4 Back yoke/rise joint 4.5 Waist Belt joint (sportswear) 4.6 Cuff/ Collar joint (Polo shirt)
5. Feed of the arm machine operation	5.1 Back rise/yoke joint 5.2 Side/in seam joint/top stitch 5.3 Armhole topstitch 5.4 Shoulder to shoulder top stitch
6. Multi needle machine operation	6.1 Waist band joint and top stitch 6.2 Box placket make 6.3 Smocking (elastic thread) stitching 6.4 Decoration stitch
7. Flat lock machine operation	7.1 Round sleeve hem 7.2 Bottom hem 7.3 Top stitches of knit items 7.4 Covering stitch
8. Single needle lock stitch machine parts	8.1 Feed dog 8.2 Presser foot 8.3 Needle plate 8.4 Bobbin winder 8.5 Needle guard 8.6 Slide plate

	8.7 Thread take-up lever 8.8 Presser foot lifter 8.9 Tension spring 8.10 Stitch (SPI) regulator 8.11 Back tack lever 8.12 Hand wheel 8.13 Bobbin 8.14 Bobbin case 8.15 Electronic display board
9. Overlock machine parts	9.1 Presser foot 9.2 Needle plate 9.3 Side cover 9.4 Looper cover 9.5 Balance wheel 9.6 Stitch length dial 9.7 Telescopic thread guide 9.8 Lower looper thread tension dial 9.9 Right and left needle thread tension dial
10. Feed of the arm machine parts	10.1 Thread guide 10.2 Thread tensioner 10.3 Thread take-up lever 10.4 Needle 10.5 Feed dog 10.6 Throat plate 10.7 Looper 10.8 Presser foot bar 10.9 Presser foot 10.10 Needle plate 10.11 Machine pulley 10.12 Front cover 10.13 Needle bar 10.14 Upper thread guide
11. Multi needle machine parts	11.1 Thread stands 11.2 Thread guide 11.3 Hand wheel 11.4 Thread tensioner 11.5 Needle clamp 11.6 Tension plate 11.7 Roller 11.8 Looper thread tension guide
12. Flat lock machine parts	12.1 Thread stands 12.2 Thread guides 12.3 Disc type tensioner 12.4 Pressure feed lever

	12.5 Thread take-up lever 12.6 Looper
13. Attachments of advanced sewing machines	13.1 Welted folder 13.2 Double folder 13.3 CL and CR guide 13.4 Plain feed 13.5 Shearing guide 13.6 D-set top stitch feed 13.7 Magnet guide 13.8 T-guide 13.9 Zipper guide 13.10 Invisible guide 13.11 LED/Laser Light
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	1.1 identified advanced sewing machine and process 1.2 identified parts and functions of advanced sewing machine 1.3 identified attachments of advanced sewing machines
2. Underpinning knowledge	2.1 Advanced Sewing Machine operations 2.2 Machine parts 2.3 Sewing machine functions 2.4 Sewing attachments
3. Underpinning skills	3.1 Following OSH 3.2 Identifying advanced sewing machines 3.3 Identifying operations by advanced machines 3.4 Identifying parts of advanced sewing machines 3.5 Explaining functions of different types sewing machines 3.6 Identifying attachments for advanced sewing machines
4. Required attitude	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 the rights of peers and seniors in the workplace 4.6. Communication with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (simulated or actual) 5.2 Advanced sewing machine 5.3 Tools and equipment 5.4 Relevant materials 5.5 Work instruction
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
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	



<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-02-L3-EN-V1: PERFORM ADVANCED SINGLE NEEDLE MACHINE OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to perform advanced single needle machine operation. It specifically includes maintaining OSH at workplace, preparing for machine operation, performing critical processes using advanced single needle machine and maintaining workplace cleanliness and restoring tools.
<b>Nominal Hours</b>	<b>60 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Maintain OSH at workplace	1.1 <b><u>Personal Protective Equipment (PPE)</u></b> is collected and used as per job requirement. 1.2 Occupational Safety and Health (OSH) are followed as per job requirement. 1.3 Machine is cleaned and checked as required.
2. Prepare for machine operation	2.1 <b><u>Tools</u></b> are identified and checked for proper operating condition 2.2 <b><u>Materials</u></b> are collected and checked in accordance with design/style requirement 2.3 Required size and <b><u>type of needle</u></b> is identified in accordance with fabric and job requirements 2.4 Machine threading is completed as per standard procedure 2.5 Machine is started and checked for normal operation 2.6 Necessary adjustments are made as per job requirements
3. Perform critical processes using advanced single needle machine	3.1 Advanced single needle machine is practiced as per standard Operating Procedure (SOP) 3.2 Critical processes of tops and bottoms are identified 3.3 <b><u>Critical processes of tops</u></b> are sewn as per job requirements 3.4 <b><u>Critical processes of bottoms</u></b> are sewn as per job requirements 3.5 Quality of stitch is checked and maintained as per standard. 3.6 <b><u>Unusual condition of machine</u></b> is checked and reported to authority.

4. Maintain workplace cleanliness and restore tools	4.1 Machine is switched off. 4.2 Oil check paper/fabric is placed under the presser foot. 4.3 Tools and equipment are cleaned and restored as per workplace procedure. 4.4 Workplace are cleaned as per standard 4.5 Waste materials are disposed off as per workplace procedure
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Personal protective equipment (PPE)	1.1 Mask 1.2 Eye protecting glasses 1.3 Apron 1.4 Scarf / Cap
2. Tools	2.1 Scissors 2.2 Trimmer 2.3 Stitch opener 2.4 Brush 2.5 Screw driver 2.6 Allen key 2.7 Tweezers / Forceps 2.8 Measurement tape
3. Materials	3.1 Cut panel 3.2 Trims and Accessories 3.3 Approved finish pattern
4. Type of needle	4.1 Ball point 4.2 Sharp point
5. Critical processes of tops	5.1 Band joint 5.2 Bottom hem 5.3 Placket joint 5.4 Cuff joint 5.5 Sleeve joint 5.6 Side seam
6. Critical processes of bottoms	6.1 Waist belt joint 6.2 Waist belt mouth close 6.3 Bottom hem 6.4 Pocket joint
7. Unusual condition of machine	5.1. Unusual machine noise 5.2. Excess oil / lubricant 5.3. Unusual needle/ thread breakage 5.4. Irregular stitch tension
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 maintained OSH at workplace</li> <li>1.2 prepared for machine operation</li> <li>1.3 operated advanced single needle machine and performed critical processes</li> <li>1.4 maintained workplace cleanliness and restored tools</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Tools and materials</li> <li>2.2 Types of needles</li> <li>2.3 Machine threading procedures</li> <li>2.4 Machine adjustments</li> <li>2.5 Fabric</li> <li>2.6 Stitch quality</li> <li>2.7 Sewing components</li> <li>2.8 Unusual operating condition</li> <li>2.9 Waste materials disposing procedure</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Following OSH</li> <li>3.2 Checking machine</li> <li>3.3 Completing threading procedure</li> <li>3.4 Operating single needle lock stitch machine</li> <li>3.5 Maintaining stitches quality</li> <li>3.6 Checking and reporting unusual operating condition</li> <li>3.7 Cleaning workplace and disposing waste materials</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Environmental concerns</li> <li>4.3 Eagerness to learn</li> <li>4.4 Tidiness and timeliness</li> <li>4.5 Respect for rights of peers and seniors in workplace</li> <li>4.6 Communication with peers and seniors in workplace</li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>5.1 Workplace (simulated or actual)</li> <li>5.2 Calculator</li> <li>5.3 Single needle lock stitch machine</li> <li>5.4 Paper</li> <li>5.5 Pen</li> <li>5.6 Learning materials</li> </ul>
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> <li>6.1 Written test</li> <li>6.2 Demonstration</li> <li>6.3 Oral Questioning</li> <li>6.4 Portfolio</li> </ul>

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

<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-03-L3-EN-V1: PERFORM ADVANCED OVERLOCK MACHINE OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to perform advanced overlock machine operation. It specifically includes maintaining OSH at workplace, preparing for machine operation, performing critical processes using advanced overlock machine, maintaining workplace cleanliness and restoring tools.
<b>Nominal Hours</b>	<b>60 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Maintain OSH at workplace	1.1 Personal protective equipment (PPE) is collected and used as per job requirement. 1.2 Occupational safety and health (OSH) are followed as per job requirement. 1.3 Machine is cleaned and checked as required.
2. Prepare for machine operation	2.1. Tools are identified and checked for proper operating condition 2.2. Materials are collected and checked in accordance with design/style requirement 2.3. Required size and type of needle is identified in accordance with fabric and job requirements 2.4. Machine threading is completed as per standard procedure 2.5 Machine is started and checked for normal operation 2.6 Necessary adjustments are made as per job requirements
3. Perform critical processes using advanced over lock machine	3.1 Advanced over lock machine is practiced as per standard Operating Procedure (SOP) 3.2 Critical processes of tops and bottoms are identified 3.3 <b><u>Critical processes of tops</u></b> are sewn as per job requirements 3.4 <b><u>Critical processes of bottoms</u></b> are sewn as per job requirements 3.5 Quality of stitch is checked and maintained as per standard. 3.6 <b><u>Unusual condition of machine</u></b> is checked and reported to authority.
4. Maintain workplace cleanliness and restore tools	4.1 Machine is switched off. 4.2 Oil check paper/fabric is placed under the presser foot. 4.3 Tools and equipment are cleaned and restored as per

	workplace procedure. 4.4 Workplace are cleaned as per standard 4.5 Waste materials are disposed off as per workplace procedure
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Critical processes of tops	1.1 Neck joint 1.2 Sleeve joint 1.3 Side seam 1.4 Cuff/ collar joint
2. Critical processes of bottoms	2.1 Side seam 2.2 In seam 2.3 Front rise 2.4 Back rise
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 maintained OSH at workplace 1.2 prepared for machine operation 1.3 performed critical processes advanced overlock machine 1.4 maintained workplace cleanliness and restored tools
2. Underpinning knowledge	2.1 Tools and materials 2.2 Types of needles 2.3 Machine threading procedures 2.4 Machine adjustments 2.5 Unusual operating condition 2.6 Waste materials disposing procedure
3. Underpinning skills	3.1 Following OSH 3.2 Checking machine 3.3 Completing threading procedure 3.4 Performing overlock machine 3.5 Maintaining quality stitches 3.6 Checking and reporting unusual operating condition
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace

5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Calculator 5.3 Paper 5.4 Pen 5.5 Learning materials
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
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-04-L3-EN-V1: PERFORM FEED OF THE ARM MACHINE OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to perform feed of the arm machine operation. It specifically includes maintaining OSH at workplace, preparing for machine operation, performing Feed of the Arm Machine, maintaining workplace cleanliness and restoring tools
<b>Nominal Hours</b>	<b>35 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Maintain OSH at workplace	1.1 Personal protective equipment (PPE) is collected and used as per job requirement. 1.2 Occupational safety and health (OSH) are followed as per job requirement. 1.3 Machine is cleaned and checked as required.
2. Prepare for machine operation	2.1 Tools are identified and checked for proper operating condition 2.2 Materials are collected and checked in accordance with design/style requirement 2.3 Required size and type of needle is identified in accordance with fabric and job requirements 2.4 Machine threading is completed as per standard 2.5 Machine is started and checked for normal operation 2.6 Necessary adjustments are made as per job requirements
3. Perform critical processes using feed of the arm machine	3.1 Feed of the arm machine is practiced as per standard Operating Procedure (SOP) 3.2 Critical processes of tops and bottoms are identified 3.3 <b><u>Critical processes of tops</u></b> are sewn as per job requirements 3.4 <b><u>Critical processes of bottoms</u></b> are sewn as per job requirements 3.5 Quality of stitch is checked and maintained as per standard. 3.6 <b><u>Unusual condition of machine</u></b> is checked and reported to authority.
4. Maintain workplace cleanliness and restore tools	4.1 Machine is switched off. 4.2 Oil check paper/fabric is placed under the presser foot. 4.3 Tools and equipment are cleaned and restored as per workplace procedure.



	4.4 Workplace are cleaned as per standard 4.5 Waste materials are disposed off as per workplace procedure
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Critical processes of tops	1.1 Side seam of shirt 1.2 Arm hole top stitch 1.3 Shoulder top stitch
2. Critical processes of bottoms	2.1 Side/ in seam top stitch 2.2 Back rise top stitch 2.3 Back yoke top stitch
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 maintained OSH at workplace 1.2 prepared for machine operation 1.3 operated feed of the arm machine and performed critical process 1.4 maintained workplace cleanliness and restored tools
2. Underpinning knowledge	2.1 OSH procedure 2.2 Machine threading procedures 2.3 Machine adjustments 2.4 Unusual operating condition 2.5 Waste materials disposing procedure
3. Underpinning skills	3.1 Checking eye guard and needle guard 3.2 Checking machine parts 3.3 Checking tension and width of the stitches 3.4 Checking machine attachments 3.5 Sewing components 3.6 Maintaining quality 3.7 Maintaining workplace 3.8 Disposing waste materials
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Feed of the arm machine

	5.4 Paper 5.5 Pen 5.6 Pencil 5.7 Learning materials
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
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-05-L3-EN-V1: PERFORM MULTI NEEDLE MACHINE OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to perform multi needle machine operation. It specifically includes maintaining OSH at workplace, preparing for machine operation, performing critical processes using multi needle machine, maintaining workplace cleanliness and restoring tools.
<b>Nominal Hours</b>	<b>40 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Maintain OSH at workplace	1.1 Personal protective equipment (PPE) is collected and used as per job requirement. 1.2 Occupational safety and health (OSH) are followed as per job requirement. 1.3 Machine is cleaned and checked as required.
2. Prepare for machine operation	2.1. Tools are identified and checked for proper operating condition 2.2. Materials are collected and checked in accordance with design/style requirement 2.3. Required size and type of needle is identified in accordance with fabric and job requirements 2.1. Machine threading is completed as per standard 2.2. Machine is started and checked for normal operation 2.3. Necessary adjustments are made as per job requirements
3. Perform critical processes using multi machine	3.1 Multi needle machine is practiced as per standard Operating Procedure (SOP) 3.2 Critical processes of tops and bottoms are identified 3.3 <b><u>Critical processes of tops</u></b> are sewn as per job requirements 3.4 <b><u>Critical processes of bottoms</u></b> are sewn as per job requirements 3.5 Quality of stitch is checked and maintained as per standard. 3.6 <b><u>Unusual condition of machine</u></b> is checked and reported to authority.
4. Maintain workplace cleanliness and restore tools	4.1 Machine is switched off. 4.2 Oil check paper/fabric is placed under the presser foot. 4.3 Tools and equipment are cleaned and restored as per workplace procedure.

	4.4 Workplace are cleaned as per standard 4.5 Waste materials are disposed off as per workplace procedure
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Critical processes of tops	1.1 Placket 1.2 Decorative stitch
2. Critical processes of bottoms	2.1 Waist belt joint 2.2 Decoration stitch
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 maintained OSH at workplace 1.2 prepared for machine operation 1.3 operated Multi Needle Machine and performing critical processes 1.4 maintained workplace cleanliness and restored tools
2. Underpinning knowledge	2.1 OSH procedure 2.2 Tools and materials 2.3 Size and type of needle 2.4 Threading procedure 2.5 Unusual operating condition 2.6 Machine adjustment 2.7 Quality procedures
3. Underpinning skills	3.1 Following OSH 3.2 Checking proper operating condition 3.3 Identifying and checking tools 3.4 Collecting and checking materials 3.5 Completing machine threading 3.6 Checking unusual operating condition 3.7 Sewing fabric using multi needle chain stitch machine 3.8 Maintaining stitch quality 3.9 Maintaining workplace cleanliness
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Personal Protective Equipment (PPE)

	5.3 Multi needle chain stitch machine 5.4 Tools and equipment 5.5 Safety guards 5.6 Paper 5.7 Pen Learning materials
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
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-06-L3-EN-V1: PERFORM ADVANCED FLATLOCK MACHINE OPERATION</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to perform advanced flatlock machine operation. It specifically includes maintaining OSH at workplace, preparing for machine operation, performing critical processes using advanced flat lock Machine, maintaining workplace cleanliness and restoring tools.
<b>Nominal Hours</b>	<b>40 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1 Maintain OSH at workplace	1.1 Personal protective equipment (PPE) is collected and used as per job requirement. 1.2 Occupational safety and health (OSH) are followed as per job requirement. 1.3 Machine is cleaned and checked as required.
2 Prepare for machine operation	2.1. Tools are identified and checked for proper operating condition 2.2. Materials are collected and checked in accordance with design/style requirement 2.3. Required size and type of needle is identified in accordance with fabric and job requirements 2.4. Machine threading is completed as per standard 2.5. Machine is started and checked for normal operation 2.6. Necessary adjustments are made as per job requirements
3. Perform critical processes using advanced Flat lock machine	3.1 Advanced flat lock machine is practiced as per standard Operating Procedure (SOP) 3.2 Critical processes of tops and bottoms are identified 3.3 <b>Critical processes of tops</b> are sewn as per job requirements 3.4 <b><u>Critical processes of bottoms</u></b> are sewn as per job requirements 3.5 Quality of stitch is checked and maintained as per standard. 3.6 <b><u>Unusual condition of machine</u></b> is checked and reported to authority.
4. Maintain workplace cleanliness and restore tools	4.1 Machine is switched off. 4.2 Oil check paper/fabric is placed under the presser foot. 4.3 Tools and equipment are cleaned and restored as per workplace procedure. 4.4 Workplace are cleaned as per standard

	4.5 Waste materials are disposed off as per workplace procedure
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Critical processes of tops	1.1 Sleeve hem 1.2 Shoulder top stitch 1.3 Neck top stitch 1.4 Armhole top stitch 1.5 Side seam top stitch 1.6 Bottom hem
2. Critical processes of bottoms	2.1 Loop make for pant 2.2 Bottom hem of knitted trouser 2.3 Waist belt top stitch of knitted trouser
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 maintained OSH at workplace 1.2 prepared for machine operation 1.3 operated advanced flatlock machine and performing critical processes 1.4 maintained workplace cleanliness and restored tools
2 Underpinning knowledge	2.1 OSH procedures 2.2 Safety guard 2.3 Machine parts and needle 2.4 Threading procedures 2.5 Cleaning procedures
3 Underpinning skills	3.1 Checking and cleaning machine 3.2 Checking eye guard and needle guard 3.3 Checking machine parts 3.4 Checking tension of the stitches 3.5 Sewing garment components 3.6 Maintaining quality 3.7 Checking and reporting unusual condition 3.8 Maintaining workplace cleanliness
4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5 Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials

	5.3 Manuals 5.4 Paper 5.5 Pen Pencil 5.6 Learning materials
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
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	



<b>Unit Code and Title</b>	<b>OU-RMGT-ASMO-07-L3-EN-V1: MAINTAIN QUALITY AND PRODUCTIVITY</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to maintain quality and productivity. It specifically includes maintaining quality procedures, maintaining standard productivity and carrying out basic maintenance of sewing machine.
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1 Maintain quality procedures	1.1 Quality specifications are interpreted and followed 1.2 <b><u>Sewing faults</u></b> are identified 1.3 Faults are rectified as per standard procedure
3 Maintain standard productivity	3.1 Importance of productivity improvement is interpreted 3.2 <b><u>Productivity improvement techniques</u></b> are followed
2 Carryout basic maintenance of sewing machine	2.1 Requirements of <b><u>basic maintenance for sewing machine</u></b> are identified and interpreted 2.2 Basic maintenance is performed as per job requirement 2.3 Machine is cleaned and lubricated as per machine manual. 3.3 manual.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Sewing faults	1.1 Seam puckering 1.2 Broken stitch 1.3 Skipped stitch 1.4 Open seams 1.5 Dropped stitch 1.6 Uneven stitch 1.7 Twisted seam 1.8 Uncut thread 1.9 Oil mark/spot
2. Productivity improvement techniques	2.1 Work study 2.2 5S 2.3 Waste control
3. Basic maintenance for sewing machine	3.1 Machine cleaning 3.2 Needle change 3.3 Thread tension adjustment

	3.4 Oil level checking
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 maintained quality procedures 1.2 maintained standard productivity 1.3 carried out basic maintenance of sewing machine
2. Underpinning knowledge	2.1 Quality specifications 2.2 Sewing faults 2.3 Product quality 2.4 Productivity improvement
3. Underpinning skills	3.1 Performing possible remedies 3.2 Checking and verifying quality product 3.3 Following quality control and quality assurance 3.4 Performing basic maintenance activities 3.5 Following productivity
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Paper 5.4 Pen 5.5 Pencil 5.6 Learning materials
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
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	



## Validation of Competency Standard

The Competency Standards for National Skills Certificate in Advanced Sewing Machine Operation (Multi skills) Occupation Level- 3 is validated by NSDA on 09 August, 2023.

### List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	<b>Mohammad Nasir</b> Chairperson, RTISC (RMG and Textile Sector ISC)	Chairperson	
2.	<b>Md. Zobayer Alam</b> Principal, Dhaka Institute of Fashion & Technology Mirpur, Dhaka Mobile: 01719545661 e-mail: <a href="mailto:zobayer006@gmail.com">zobayer006@gmail.com</a>	Member	
3.	<b>Md. Torikul Islam</b> Deputy General Manager (IE), Kazi Abedin Textile Ltd. (Group QA), Savar, Dhaka Mobile: 01815486599 e-mail: <a href="mailto:toriqulsdl@gmail.com">toriqulsdl@gmail.com</a>	Member	
4.	<b>A Parvez (Labu)</b> Deputy General Manager (CAD & Technical) NZ Group, DOHS Baridhara, Dhaka Mobile: 01757130786 e-mail: <a href="mailto:parvez.cad@nz-bd.com">parvez.cad@nz-bd.com</a>	Member	
5.	<b>Kallyan Broto Das</b> <b>Quality assurance Officer</b> <b>Bangladesh Technical Education Board (BTEB)</b> Mobile: 01711507215 e-mail: kb.das2013@gmail.com	Member	
6.	<b>Md. Maksudur Rahman</b> Centre In-charge BGMEA Training Centre, Konabari, Gazipur Mobile: 01715990575 e-mail: <a href="mailto:maksud_bd82@yahoo.com">maksud_bd82@yahoo.com</a>	Member	
7.	<b>Saidur Rahman</b> Trainer, Institute of Apparel Research & Technology, BKMEA, Narayanganj Mobile: 01786477767 e-mail: <a href="mailto:saidur.bkmea@gmail.com">saidur.bkmea@gmail.com</a>	Member	
8.	<b>Sharif Nowaz</b> Curriculum Development and Training Executive RMG & Textile ISC, Dhaka Mobile: 01733459745 e-mail: <a href="mailto:sharifnowaz@gmail.com">sharifnowaz@gmail.com</a>	Member	

9.	<b>Syed Azharul Haque</b> 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**  
**Prime Minister's Office**  
**National Skills Development Authority**  
Level: 10-11, Biniyog Bhaban,  
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.  
Email: [ec@nsda.gov.bd](mailto:ec@nsda.gov.bd)  
Website: [www.nsda.gov.bd](http://www.nsda.gov.bd)

Minutes of the Competency Standard Validation Workshop on “Advanced Sewing Machine Operation (Multi skills)”

Chairman	: Mr. Mohammed Nasir, Chairman, RTISC
Date	: 09 August 2023
Time	: 9:00 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman inaugurated the workshop by welcoming the expert participants attended in the workshop. He urges the participants to share their expert opinion to make the standard effective, job market responsive and updated one. During the day-long workshop, the competency standard of “Advanced Sewing Machine Operation (Multi skills)” occupation was reviewed, modified and finalized in detail. The following changes and modification were made to validate and finalize the competency standard.

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 kept remain unchanged as “Advanced Sewing Machine Operation (Multi skills)” Level of this CS considered Level 3.
2.	Nominal Hour	Yes		360 hours
3.	Unit of Competency		No	Name of two occupation specific UoC has been changed to ‘Interpret advanced Sewing Operation’ from ‘Demonstrate knowledge on Advanced sewing operation’ and ‘Perform advanced single needle machine operation’ from ‘Perform advanced single needle lock stitch machine operation’
4.	Element		No	Proper refinement of required elements has been achieved by keeping consistent elements.
5.	Performance Criteria		No	Necessary refinement of performance criteria has been achieved.

6.	Variables		No	Appropriate addition, modification and refinement of variables has been done keeping in view the performance criteria.
7.	Critical Aspect of Competence		No	Appropriate changes have been made in the critical aspect of competency as per the change of units.
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		No	Necessary addition, changes and refinements have been made.
12.	Assessment methods	Yes		
13.	Others			<ul style="list-style-type: none"> <li>▪ The nominal hours of the units of competencies have been rescheduled for content consideration.</li> <li>▪ Overall, the occupation has been included in Level-3 according to NSQF (BNQF 1-6).</li> </ul>

Through the above activities, the Competency Standard has been finalized and validated as “**Advanced Sewing Machine Operation (Multi skills)” Level-3.**

Chairman

Committee on Standard and Curriculum Validation

Chairman – RMG & TEXTILE ISC