



COMPETENCY STANDARD FOR FASHION DESIGN AND PRODUCT DEVELOPMENT

Level: 3

(RMG & Textile Sector)

Competency Standard Code: CS-RMGT-FDPD-L3-EN-V1



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

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

This document has been developed by NSDA in association with RMG & 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. **"Fashion Design and Product Development"** is selected as one of the priority occupations of RMG & 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 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-3 in
Fashion Design and Product Development in RMG & Textile Sector**

Level Descriptors of NSQF (BNQF 1-6)

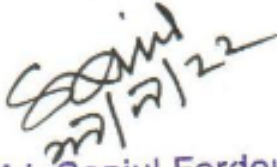
Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate 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
SMV	Standard Minute Value
SPI	Stitch Per Inch

Approval of Competency Standard

Approved By
21st Authority Meeting of NSDA Held on 19.09.2022


Md. Saniul Ferdous
Deputy Director (Admin)
National Skills Development Authority
Prime Minister's Office

Deputy Director (Admin)
and
Officer of Secretarial Duties for Authority Meeting
National Skills Development Authority

Table of Contents

Copyright	i
Introduction.....	ii
Overview	iii
Level Descriptors of NSQF (BNQF 1-6).....	iv
List of Abbreviations	v
Course Structure.....	1
Units & Elements at Glance.....	3
Generic Units of Competencies	6
Unit Code and Title.....	7
GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace..	7
Unit Code and Title.....	11
GU004L2V1: Operate in a Self-Directed Team	11
Unit Code and Title.....	14
GU005L3V1: Carryout Workplace Interaction in English.....	14
Unit Code and Title.....	17
GU006L3V1: Apply Basic IT Skills.....	17
Sector Specific Units of Competencies.....	22
SU-RMGT-001-L2-V1: Recognize the RMG Business Scenario	23
SU-RMGT-002-L3-V1: Perform Measurement and Calculations	26
SU-RMGT-003-L3-V1: Interpret Sketch and Specifications in Manuals	29
Occupation Specific Units of Competencies	31
OU-RMGT-FDPD-01-L3-V1: Interpret Concept of Fashion Design and Product Development	32
OU-RMGT-FDPD-02-L3-V1: Develop Design	35
OU-RMGT-FDPD-03-L3-V1: Create Patterns.....	39
OU-RMGT-FDPD-04-L3-V1: Perform Product Development.....	42
Development of Competency Standard	45
Validation of Competency Standard.....	47

**Competency Standards for National Skill Certificate, Level-3 in
Fashion Design and Product Development in RMG & Textile Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)	
Generic Units of Competencies				
1.	GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure in The Workplace	2	15
2.	GU004L2V1	Operate In a Self-Directed Team	2	15
3.	GU005L3V1	Carryout Workplace Interaction in English	3	15
4.	GU006L3V1	Apply Basic IT Skills	3	20
Sub Total				65
Sector Specific Units of Competencies				
5.	SU-RMGT-001-L2-V1	Recognize The RMG Business Scenario	2	15
6.	SU-RMGT-002-L3-V1	Perform Measurement and Calculations	3	15
7.	SU-RMGT-003-L3-V1	Interpret Sketch and Specifications in Manuals	3	15
Sub Total				45
Occupation Specific Units of Competencies				
8.	OU-RMGT-FDPD-01-L3-V1	Interpret Concept of Fashion Design and Product Development	3	30
9.	OU-RMGT-FDPD-02-L3-V1	Develop Design	3	90
10.	OU-RMGT-FDPD-03-L3-V1	Create Patterns	3	70
11.	OU-RMGT-FDPD-04-L3-V1	Perform Product Development	3	60
Sub Total				250
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"> 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
GU004L2V1	Operate in a Self-Directed Team	<ol style="list-style-type: none"> 1. Identify team goals and processes 2. Communicate and cooperate with team members 3. Work as a team member 4. Solve problems as a team member 	15
GU005L3V1	Carryout Workplace Interaction in English	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette 2. Interpret workplace documents 3. Participate in workplace meetings and discussions 5. Practice professional ethics at work 	15
GU006L3V1	Apply Basic IT Skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools 2. Operate computer 3. Work with word processing software 4. Use spread sheet to create/prepare worksheets 5. Use presentation packages to create/prepare presentation 6. Print the documents 7. Use the internet and access E-mail 	20
Total hours			65

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-RMGT-001-L2-V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> 1. Identify basic business communication practices in RMG sector 2. Recognize history of RMG industries in Bangladesh 3. Identify major departments of RMG industry 4. List prime export markets 	15
SU-RMGT-002-L3-V1	Perform Measurement and Calculations	<ol style="list-style-type: none"> 1. Select measuring devices 2. Obtain measurements for apparel 3. Perform simple calculations 	15
SU-RMGT-003-L3-V1	Interpret Sketch and Specifications in Manuals	<ol style="list-style-type: none"> 1. Identify information from manual 2. Interpret Sketch and specifications 	15
Total hours			45

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-RMGT-FDPD-01-L3-V1	Interpret Concept of Fashion Design and Product Development	<ol style="list-style-type: none"> 1. Interpret fashion design and product development process 2. Identify fashion products and raw materials 	30
OU-RMGT-FDPD-02-L3-V1	Develop Design	<ol style="list-style-type: none"> 1. Prepare for work 2. Create product design 3. Perform surface ornamentation. 4. Create computerized design 5. Develop technical packages 	90
OU-RMGT-FDPD-03-L3-V1	Create Patterns	<ol style="list-style-type: none"> 1. Prepare for work. 2. Prepare block pattern 3. Make production patterns 4. Clean the workplace and store tools 	70
OU-RMGT-FDPD-04-L3-V1	Perform Product Development	<ol style="list-style-type: none"> 1. Prepare for garment development 2. Cut fabrics 3. Follow-up production process 4. Prepare portfolio 5. Clean the workplace and store tools 	60
Total Hours			250

Generic Units of Competencies

Unit Code and Title	GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSA) required to apply occupational safety and health (OSH) procedure in the workplace.</p> <p>It specifically includes identifying OSH policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.</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. Identify OSH policies and procedures.	<p>1.1. <u>OSH policies</u> and <u>safe operating procedures</u> are accessed and stated</p> <p>1.2. <u>Safety signs and symbols</u> 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 procedure	<p>2.1 <u>Personal protective equipment (PPE)</u> 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 <u>Hazards</u> 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 <u>Emergency procedures</u> are followed</p> <p>4.3 <u>Contingency measures</u> 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	<p>5.1 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures</p> <p>5.2 Corrective actions are implemented to correct unsafe condition in the workplace</p>

	5.3 <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. 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
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 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 there 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

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	GU004L2V1: Operate in a Self-Directed Team
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge; skills and attitude required to operate in a self-directed team.</p> <p>It specifically includes identifying team goals and processes, communicating and cooperating with team members, working as a team member and solve problems as a team member.</p>
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components</p>
1. Identify team goals and processes	<p>1.1 <u>Team goals and processes</u> are identified</p> <p>1.2 Roles and responsibilities of team members are identified</p> <p>1.3 Relationships within team and with other work areas are identified</p>
2. Communicate and cooperate with team members	<p>2.1 Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives</p> <p>2.2 Formal and informal forms of communication are used effectively to support team achievement</p> <p>2.3 Diversity is respected and valued in team functioning.</p> <p>2.4 Views and opinions of other team members are understood and reflected accurately</p> <p>2.5 <u>Workplace staff regulation</u> is used correctly to assist communication</p>
3. Work as a team member	<p>3.1 Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team</p> <p>3.2 Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures</p> <p>3.3 Team members support other members as required to ensure team achieves goals and requirements</p> <p>3.4 Agreed reporting lines are followed using standard operating procedures</p>
4. Solve problems as a team member	<p>4.1 Current and potential problems faced by team are identified.</p> <p>4.2 Procedures for avoiding and managing problems are identified.</p> <p>4.3 Problems are solved effectively and in a manner that supports the team.</p>

Range of Variables	
Variable	Range (may include but not limited to):
1. Team goals and processes	1.1 Identifying the problem 1.2 Consider solutions 1.3 Action 1.4 Follow-up
2. Workplace staff regulation	2.1 Organization / company's code of conduct, complaint handling / grievance policies and procedures
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 communicated and worked within a team in an interactive work environment as per workplace standard. 1.2 dealt with a range of communication/ information at one time. 1.3 made constructive contributions in workplace issues 1.4 presented information clearly and effectively in written form 1.5 asked appropriate questions 1.6 provided accurate information
2. Underpinning Knowledge	2.1 Organization requirements for written and electronic communication methods 2.2 Effective verbal communication methods
3. Underpinning Skills	3.1 Organizing information 3.2 Understanding and conveying intended meaning 3.3 Participating in a variety of workplace discussions 3.4 Compiling with Organization's requirements in the use of written and electronic communication methods
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 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 Variety of Information 5.2 Communication tools

	5.3 Simulated workplace
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7 Context of Assessment	<p>7.1 Competency assessment must be done in a NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by an 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 NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GU005L3V1: Carryout Workplace Interaction in English
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to carry out workplace interaction in English.</p> <p>It specifically includes interpreting workplace communication and etiquette; reading and understand workplace documents; participating in workplace meetings and discussions; and practicing professional ethics at workplace.</p>
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components</p>
1. Interpret workplace communication and etiquette	<p>1.1 Workplace code of conducts are interpreted as per organizational guidelines</p> <p>1.2 Appropriate lines of communication are maintained with supervisors and colleagues</p> <p>1.3 Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information</p> <p>1.4 Questions about routine <u>workplace procedures and matters</u> are asked and responded as required</p>
2. Interpret workplace documents	<p>2.1 Workplace documents are interpreted as per standard.</p> <p>2.2 Assistance is taken to aid comprehension when required from peers / supervisors</p> <p>2.3 Visual information / symbols / signage's are understood and followed</p> <p>2.4 Specific and relevant information are accessed from <u>appropriate sources</u></p> <p>2.5 Appropriate medium is used to transfer information and ideas</p>
3. Participate in workplace meetings and discussions	<p>3.1 Team meetings are attended on time and followed meeting procedures and etiquette</p> <p>3.2 Own opinions are expressed and listened to those of others without interruption</p> <p>3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes</p>
4. Practice professional ethics at workplace	<p>4.1 Responsibilities as a team member are demonstrated and kept promises and commitments made to others</p> <p>4.2 Tasks are performed in accordance with workplace procedures</p> <p>4.3 Confidentiality is respected and maintained</p>

	4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided
Range of Variables	
Variable	Range (may include but not limited to):
1. Courteous manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace procedures and matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate sources	3.1 HR Department 3.2 Managers 3.3 Supervisors
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 followed workplace code of conducts is as per organizational guidelines 1.2 maintained workplace documents as per standard 1.3 followed workplace instructions and symbols 1.4 followed and implemented meeting outcomes
2. Underpinning Knowledge	2.1 Workplace communication and etiquette 2.2 Workplace documents, signs and symbols 2.3 meeting procedure and etiquette
3. Underpinning Skills	3.1 Interpreting performance of workplace communication and etiquette 3.2 Interpreting workplace instructions and symbol 3.3 Interpreting workplace code of conducts is as per organizational guidelines 3.4 Interpreting workplace documents as per standard 3.5 Interpreting and implementing meeting outcomes

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. Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2. Required learning materials.
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1. Written Test 6.2. Demonstration 6.3. Oral Questioning
7. Context of Assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an 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	GU006L3V1: Apply Basic IT Skills
Nominal Hours	20 Hours
Unit Descriptor	<p>This unit covers the basic knowledge, skills and attitude required to apply basic IT skills.</p> <p>It specifically includes identifying and using most commonly used IT Tools, operating computer, working with word processing software, using spread sheet to create /prepare worksheets, using presentation packages to create / prepare presentation, printing the documents and using the internet and access e-Mail.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables Training Components.</p>
1. Identify and use most commonly used IT Tools	1.1 Context of IT is interpreted 1.2 Commonly used <u>IT tools</u> are identified 1.3 Safe work practice and OSH Standards are followed
2. Operate computer	2.1 <u>Peripherals</u> are checked and connected with computer as per standard 2.2 Power cords / adapter are connected with computer and power outlets socket safely 2.3 Computer is switched on gently 2.4 PC <u>desktop / GUI settings</u> are arranged and customized as per requirement 2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement 2.6 Properties of files and folders are viewed and searched 2.7 Disks are defragmented, formatted as per requirement
3. Work with word processing software	3.1 Word Processing software is selected and started 3.2 Basic typing technique is demonstrated 3.3 <u>Documents</u> are created as per requirement in personal use and office environment 3.4 <u>Contents</u> are entered 3.5 Documents are <u>formatted</u> 3.6 Paragraph and page settings are completed 3.7 Saving and retrieving technique of a document are interpreted
4. Use spread sheet to create/prepare worksheets	4.1 Spreadsheet are selected and started 4.2 Worksheets are created as per requirement in Personal use and office environment 4.3 Data are entered

	<p>4.4 Functions are used for calculating and editing logical operation</p> <p>4.5 Sheets are formatted as per requirement</p> <p>4.6 Charts are created</p> <p>4.7 Charts/ Sheets are previewed</p>
5. Use presentation packages to create/prepare presentation	<p>5.1 Appropriate presentation software packages are selected and started</p> <p>5.2 Presentation is created as per requirement in personal use and office environment</p> <p>5.3 Image, Illustrations, text, table, symbols and media are entered as per requirements</p> <p>5.4 Presentations are formatted and animated</p> <p>5.5 Presentations are previewed</p>
6. Print the documents	<p>6.1 Printer is connected with computer and power outlet properly</p> <p>6.2 Power is switched on at both the power outlet and printer</p> <p>6.3 Printer is installed and added</p> <p>6.4 Correct printer settings are selected and document is printed</p>
7. Use the internet and access E-Mail	<p>7.1 Appropriate internet browsers are selected</p> <p>7.2 Search engines are used to access information</p> <p>7.3 Video / Information are Shared /downloaded / uploaded from / to web site/social media</p> <p>7.4 Web based resources are used</p> <p>7.5 Email services are identified and selected to create a new email address</p> <p>7.6 Document is prepared, attached and sent to different types of recipients</p> <p>7.7 Email is read, forwarded, replied and deleted as per requirement</p> <p>7.8 Custom email folders are created and manipulated</p> <p>7.9 Email message is printed</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. IT tools	<p>1.1 Phone</p> <p>1.2 Cell Phone</p> <p>1.3 TABs</p> <p>1.4 Radio</p> <p>1.5 Television</p> <p>1.6 Computers</p> <p>1.7 Laptops</p>

	1.8 Notebooks 1.9 Internet 1.10 Software 1.11 Satellite
2. Peripherals	2.1. Monitor 2.2. Keyboard 2.3. Mouse 2.4. Modem 2.5. Scanner 2.6. Printer
3. Desktop / GUI settings	3.1 Icons 3.2 Taskbar 3.3 View 3.4 Resolutions
4. Documents	4.1 Word documents 4.2 Standard CV / Bio-Data with different text & fonts, image and table. 4.3 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 4.4 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
5. Contents	5.1 Illustrations and styles 5.2 Text 5.3 Table 5.4 Symbols 5.5 Header & Footer
6. Formatted	6.1 Bold 6.2 Italic 6.3 Underline 6.4 Font size, colour, 6.5 Change case 6.6 Alignment and intend
7. Functions	7.1. Mathematics 7.2. Logical 7.3. Simple Statistical
8. Browsers	8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web

Evidence Guide

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

1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 created, opened, copied, renamed, deleted and sorted files and folders as per requirement 1.2 completed application software Installations as per standard 1.3 performed simple trouble shooting with Computer 1.4 created email accounts 1.5 used email account for online platforms purpose
2. Underpinning Knowledge	2.1 Basic competent of PC 2.2 IT and IT Tools 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Different type of math and logical functions 2.6 Computer Trouble Shooting 2.7 Techniques to access internet
3. Underpinning Skills	3.1 Identifying and use IT Tools 3.2 Demonstrating typing on word processing software 3.3 Saving and retrieving documents on Word Processing software. 3.4 Demonstrated ability to create email accounts 3.5 Opening an email account and use it for different purpose. 3.6 Configured appropriate printer settings and printed the document 3.7 Used functions for calculating and editing logical operation in spread sheet
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (simulated or actual) 5.2 IT Tools 5.3 Computers with word processing application 5.4 Internet connection 5.5 Presentations

	5.6 Learning manuals
6. Methods of Assessment	6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning
7. Context of Assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an 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.	

Sector Specific Units of Competencies

Unit Code and Title	SU-RMGT-001-L2-V1: Recognize the RMG Business Scenario
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge; skills and attitude required to recognize the RMG business scenario.</p> <p>It specifically includes identifying business communication practices in RMG sector, recognizing history of RMG industries, identifying major departments of RMG industry and listing prime export markets.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> 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 <u>Modes of communication</u> 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 <u>Background of RMG</u> 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 <u>major departments</u> 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 <u>machines</u> used in different departments are identified</p>
4. List prime export markets	<p>4.1 The types of <u>prime export markets</u> are categorized on the basis of their current and future potential</p> <p>4.2 Export marketing process is interpreted</p>
Range of Variables	
Variables	Range (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> <p>1.4 Fax</p>

	1.5 Meetings 1.6 Video Conference 1.7 Courier
2. Background of RMG	2.1 History of Bangladesh RMG 2.2 Economy of Bangladesh 2.3 SWOT analysis on RMG sector 2.4 Gender dynamics of garments industry in Bangladesh. 2.5 Wages & efficiency in the garments industry 2.6 Compliance
3. Major departments	3.1 PDS 3.2 Store 3.3 Cutting 3.4 Embellishment 3.5 Sewing 3.6 Washing 3.7 Finishing 3.8 Quality 3.9 Industrial Engineering 3.10 Production Planning and Control 3.11 Maintenance 3.12 Merchandising
4. Machines	4.1 Single needle machine 4.2 Double needle Machine 4.3 Over lock Machine 4.4 Flat lock Machine 4.5 Feed of the arm Machine 4.6 Kansai Multi Needle Machine 4.7 Bar tuck Machine 4.8 Button Hole Machine 4.9 Button Stitch Machine 4.10 Snap Attach Machine
5. Prime export markets	5.1 American market 5.2 European market 5.3 Asian market 5.4 Newly explored market
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified 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 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
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	SU-RMGT-002-L3-V1: Perform Measurement and Calculations
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to perform measurements and calculations.</p> <p>It specially includes selecting measuring devices, obtaining measurements for apparel and performing simple calculations.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> 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 <u>measuring devices</u> are selected based on materials to be measured</p> <p>1.4 Specifications are obtained from relevant <u>documents</u></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 <u>measurements</u> 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>3.1 Simple calculations involving <u>basic operations</u> are carried out</p> <p>3.2 <u>Other operations</u> are used to complete tasks</p> <p>3.3 Appropriate formulas for calculating quantities of materials are selected</p> <p>3.4 <u>Calculations</u> are performed and verified</p> <p>3.5 Material quantities are calculated and shared with team as per requirement</p>
Range of Variables	
Variables	Range (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 operation	4.1 Addition 4.2 Subtraction 4.3 Multiplication 4.4 Division
5. Other operations	5.1 Fractions 5.2 Percentages 5.3 Mixed numbers 5.4 Conversions 5.5 Scales
6. Calculations	6.1 Area 6.2 Volume 6.3 Circumference 6.4 CBM 6.5 Volumetric Weight
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 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
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	SU-RMGT-003-L3-V1: Interpret Sketch and Specifications in Manuals
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to interpret sketches and specifications in manuals.</p> <p>It specially includes identifying information from manual, and interpreting sketch and specifications.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Identify information from manual	<p>1.1. Appropriate <u>manuals</u> are collected as per sample</p> <p>1.2. Importance of manuals is recognized</p> <p>1.3. Required information are collected from manuals</p>
2. Interpret sketch and specifications	<p>2.1 Relevant <u>sketch</u> and <u>specifications</u> are identified</p> <p>2.2 Key <u>terms and abbreviations</u> are identified</p> <p>2.3 <u>Signs and symbols</u> are identified</p> <p>2.4 Schedules, dimensions, drawings and specifications are interpreted</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Manuals	<p>1.1 Buyers' specification manual</p> <p>1.2 Compliance manual</p> <p>1.3 Maintenance procedure manual</p> <p>1.4 Periodic maintenance manual</p> <p>1.5 Quality manual</p> <p>1.6 Signs and symbols, instruction manuals</p>
2. Sketch	<p>2.1 Technical sketch</p> <p>2.2 Measurement sketch</p>
3. Specifications	<p>3.1 Product specifications</p> <p>3.2 Performance specifications</p> <p>3.3 Method specifications</p>
4. Terms and abbreviations	4.1 Refers to all terms and abbreviations associated with the RMG sector
5. Signs and symbols	5.1 Include all signs and symbols associated with the RMG sector
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	<p>Assessment required evidence that the candidate:</p> <p>1.1. collected information from manual as per sample</p> <p>1.2. identified sketches and specifications as per sample</p>
2. Underpinning knowledge	<p>2.1 Themes on various types of RMG manuals</p> <p>2.2 Units of measurement</p> <p>2.3 Units of conversion</p> <p>2.4 Rules of sketch, drawings and specifications</p>
3. Underpinning skills	<p>3.1 Recognising importance of manual</p> <p>3.2 Selecting appropriate manuals as per sample</p> <p>3.3 Collecting information from manual as per sample</p> <p>3.4 Interpreting schedules, dimensions, drawings and specifications</p>
4. Underpinning attitudes	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p> <p>4.7 Respect for rights of peers and seniors in workplace</p> <p>4.8 Communication with peers and seniors in workplace</p>
5. Resource implications	<p>The following resources must be provided:</p> <p>5.1 Workplace (actual or simulated)</p> <p>5.2 Availability of quality tools and materials required</p> <p>5.3 Information on standard operating procedures (SOP),</p> <p>5.4 Relevant specifications and work instructions</p> <p>5.5 Fire extinguisher</p> <p>5.6 Uninterrupted power supply</p>
6. Methods of assessment	<p>Competency should be assessed by</p> <p>6.1 Demonstration</p> <p>6.2 Oral questioning</p> <p>6.3 Written test</p>
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 NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Occupation Specific Units of Competencies

Unit Code and Title	OU-RMGT-FDPD-01-L3-V1: Interpret Concept of Fashion Design and Product Development
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to interpret concept of fashion design and product development.</p> <p>It specifically includes interpreting fashion design and development process and identifying fashion products and raw materials.</p>
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Interpret fashion design and development process	1.1 Fashion concept is interpreted 1.2 <u>Main influences</u> of fashion are identified and described 1.3 <u>Elements of design</u> are interpreted 1.4 <u>Principles of design</u> are identified and defined 1.5 <u>Fashion design process</u> is identified and explained 1.6 <u>Product development process</u> for converting materials into product is identified and explained
2. Identify fashion products and raw materials	2.1 <u>Fashion products</u> are identified 2.2 <u>Materials</u> used in product development are identified 2.3 Raw materials for products are identified
Range of Variables	
Variables	Range (may include but not limited to):
1. Main influences	1.1 Social 1.2 Technology 1.3 Political 1.4 Economic 1.5 Cultural 1.6 Religious
2. Elements of design	2.1 Line 2.2 Shape 2.3 Form 2.4 Value 2.5 Color 2.6 Texture
3. Principles of design	3.1 Unity 3.2 Emphasis 3.3 Proportion 3.4 Contrast

	3.5 Balance 3.6 Rhythm
4. Fashion design process	4.1 Research 4.2 Design 4.3 Manufacturing
5. Product development process	5.1 Tech pack 5.2 Analysis 5.3 Sample making 5.4 Approval
6. Fashion products	6.1 Wearing position 6.1.1 Tops 6.1.2 Bottom 6.2 Gender 6.2.1 Men's wear 6.2.2 Women's wear 6.3 Children's wear 6.3.1 New born 6.3.2 Infant 6.3.3 Toddler 6.3.4 Kids 6.4 Fashion accessories 6.4.1 Head gears 6.4.2 Ornaments 6.4.3 Belt 6.4.4 Shoe 6.4.5 Hand bag
7. Materials	7.1 Main materials 7.1.1 Fabrics 7.1.2 Braids 7.2 Sub materials 7.2.1 Trims 7.2.2 Accessories
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 fashion design and development process 1.2 identified fashion products and raw materials
2. Underpinning knowledge	2.1 Main influences 2.2 Principles of design 2.3 Fashion trends and styles 2.4 Fashion design process

	2.5 Types of sketches 2.6 Product development process 2.7 Role and responsibilities of product developer are identified and defined
3. Underpinning skills	3.1 Identifying and explaining fashion design process 3.2 Identifying and explaining product development process 3.3 Identifying raw materials for products
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 Sketches 5.3 Materials 5.4 Projector 5.5 Stationary 5.6 Learning manual
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 NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMGT-FDPD-02-L3-V1: Develop Design
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to develop design</p> <p>It specifically includes preparing for work, creating product design, performing surface ornamentation, creating computerized design and developing technical packages.</p>
Nominal Hours	90 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 <u>Design materials</u> are selected and collected 1.2 Client's profile is prepared as required 1.3 Trends are analyzed as per market demand 1.4 Theme is selected as per trends analysis
2. Create product design	2.1 <u>Story board</u> is prepared as per selected theme 2.2 Color forecasting is checked as per job requirement 2.3 Color is extracted as per story board 2.4 Motif is designed as per job requirement 2.5 Rendering and repetition is performed 2.6 Design development sheet is prepared as per story board 2.7 Product range is planned as per design development sheet 2.8 Final design is illustrated as per product range
3. Perform surface ornamentation	3.1 Surface ornamentation is interpreted 3.2 <u>Ornamentation</u> is identified 3.3 Surface ornamentation is performed as per job specification
4. Create computerized design	4.1 Computerized designing process is interpreted 4.2 Motif and final design are converted to digital format 4.3 <u>Designing software</u> is used as per job requirement 4.4 <u>Design modification</u> is performed as required 4.5 Design is saved as per standard procedure
5. Develop technical packages	5.1 <u>Technical package</u> is interpreted 5.2 Flat sketch is developed 5.3 Measurement chart is prepared 5.4 <u>Material details</u> are added as per design 5.5 <u>Technical details</u> are added as per design 5.6 Technical package is finalized as per standard procedure
Range of Variables	
Variables	Range (may include but not limited to):

1. Design materials	1.1 Paper 1.2 Pencil 1.3 Eraser 1.4 Sharpener 1.5 Water color brush 1.6 Color palette 1.7 Water mug 1.8 Pencil color set 1.9 Oil pastel 1.10 Water color 1.11 Poster color
2. Story board	2.1 Inspiration board 2.2 Mood board
3. Ornamentation	3.1 Block 3.2 Batik 3.3 Screen print 3.4 Texture 3.5 Hand paint 3.6 Embroidery
4. Designing software	4.1 Illustrator 4.2 Photoshop
5. Design modification	5.1 Motif development and repetition 5.2 Fabric rendering 5.3 Basic designing
6. Technical package	6.1 Sketches or photographs 6.2 Fabric details 6.3 Trims and accessories details 6.4 Embellishments details 6.5 Technical details 6.6 Measurement and size chart 6.7 Testing requirement
7. Material details	7.1 Fabric information 7.2 Trims and accessories
8. Technical details	8.1 Stitch type 8.2 Seam type 8.3 SPI 8.4 Print/ embroidery details 8.5 Washing standard 8.6 Manufacturing guide 8.7 Finishing and packing guide
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 Created product design 1.2 Performed surface ornamentation 1.3 Created computerized design 1.4 Developed technical packages
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Design materials 2.2 Client's profile 2.3 Markets trend and theme 2.4 Story board and color forecasting 2.5 Motif design 2.6 Rendering procedure 2.7 Design development sheet 2.8 Product range 2.9 Technical sketch sheets 2.10 Designing software 2.11 Measurement sheets 2.12 Sketching and drawing 2.13 Ornamentation 2.14 Trims and accessories
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing client's profile 3.2 Analyzing market trends 3.3 Preparing story board 3.4 Checking color forecasting 3.5 Preparing design development sheet 3.6 Illustrating final design 3.7 Performing surface ornamentation 3.8 Using designing software 3.9 Preparing measurement chart 3.10 Developing technical packages
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 Personal protective equipment (PPE) 5.3 Tools and equipment 5.4 Materials 5.5 Technical sketch sheets 5.6 Measurement sheets

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

Unit Code and Title	OU-RMGT-FDPD-03-L3-V1: Create Patterns
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to create patterns.</p> <p>It specifically includes preparing for work, preparing block pattern, making production patterns and cleaning the workplace and store tools.</p>
Nominal Hours	70 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 <u>Pattern tools</u> are selected and collected as per job requirement 1.2 <u>Pattern materials</u> are selected and collected as per job requirement 1.3 Technical package is analyzed
2. Prepare block pattern	2.1 <u>Garments parts and points</u> are identified 2.2 Human figure and measurement are analyzed 2.3 Pattern blocks are prepared as per measurement chart 2.4 Pattern blocks are checked and verified as per measurement chart
3. Make production patterns	3.1 Sewing allowance is added as per stitch and seam 3.2 Cut information is added as per styling 3.3 Cut marks are added as per job requirement 3.4 <u>Grain line</u> is marked as per job requirement
4. Clean the workplace and store tools	4.1 Workplace is cleaned as per workplace standard 4.2 Tools are stored as per standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Pattern tools	1.1 Measuring tape 1.2 Set square 1.3 Curve scale 1.4 Shape scale 1.5 French curve 1.6 Steel ruler 1.7 Tracing wheel 1.8 Scissors 1.9 Notcher
2. Pattern materials	2.1 Pattern board 2.2 Brown paper 2.3 Masking tape

	2.4 Both side tape 2.5 Stationary
3. Garments parts and points	3.1 Tops 3.1.1 Front part 3.1.2 Back part 3.1.3 Sleeve 3.1.4 Yoke 3.1.5 Pocket 3.1.6 Placket 3.1.7 Collar 3.1.8 Cuff 3.2 Bottoms 3.2.1 Waist belt 3.2.2 Belt loop 3.2.3 Front and back leg panel 3.2.4 Pocket 3.2.5 Flap 3.3 Points 3.3.1 High point shoulder (HPS) 3.3.2 Shoulder tip 3.3.3 Arm pit 3.3.4 Crotch point 3.3.5 Arm hole 3.3.6 Chest 3.3.7 Waist 3.3.8 Hip 3.3.9 Center front 3.3.10 Center back 3.3.11 Front rise 3.3.12 Back rise 3.3.13 Inseam
4. Grain line	4.1 Horizontal 4.2 Vertical 4.3 Bias
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 prepared block pattern 1.2 make production patterns
2. Underpinning knowledge	2.1 Pattern tools 2.2 Pattern materials 2.3 Technical package 2.4 Garments parts and points

	2.5 Block patterns 2.6 Human figure 2.7 Measurement sheet 2.8 Sewing allowance 2.9 Grain line
3. Underpinning skills	3.1 Analyzing technical packages 3.2 Analyzing human figure and measurement 3.3 Preparing pattern blocks 3.4 Checking and verifying pattern blocks 3.5 Adding sewing allowance and cut information 3.6 Marking grain line
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 Personal protective equipment (PPE) 5.3 Tools and equipment 5.4 Materials 5.5 Technical sketch sheets 5.6 Measurement sheets
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 NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-RMGT-FDPD-04-L3-V1: Perform Product Development
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to perform product development.</p> <p>It specifically includes preparing for garment development, cutting fabrics, following up production process, preparing portfolio and cleaning the workplace.</p>
Nominal Hours	60 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare for garment development	<p>1.1 <u>Construction process</u> of garment is identified and explained</p> <p>1.2 Job specifications and instructions are read and interpreted</p> <p>1.3 <u>Sewing machine</u> is identified and selected as per job specification</p> <p>1.4 Tools, equipment and materials are identified and selected as per job requirement</p>
2. Cut fabrics	<p>2.1 Fabrics are selected and collected as per job requirements</p> <p>2.2 Fabric is marked using production pattern</p> <p>2.3 Fabric is cut as per marking line</p> <p>2.4 Cut panel is numbered and bundled as per standard procedure</p> <p>2.5 Bundle is transferred to sewing section</p>
3. Follow-up production process	<p>3.1 Operation breakdown is prepared as per styling</p> <p>3.2 Sewing operation is monitored</p> <p>3.3 <u>Finishing work</u> is performed as per job requirement</p> <p>3.4 Measurement is checked as per measurement chart</p> <p>3.5 Fit test is performed</p> <p>3.6 Measurement report is prepared and submitted</p>
4. Prepare portfolio	<p>4.1 <u>Portfolio</u> is interpreted</p> <p>4.2 Photoshoot is carried out</p> <p>4.3 Portfolio is prepared</p>
5. Clean the workplace	<p>5.1 Workplace is cleaned as per workplace standard</p> <p>5.2 Tools are stored as per standard procedure</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Construction process	<p>1.1 Sketches</p> <p>1.2 Basic block patterns</p> <p>1.3 Working patterns</p>

	1.4 Sample making 1.5 Fit to model 1.6 Adjustments 1.7 Sample approval 1.8 Costing 1.9 Grading 1.10 Cutting 1.11 Sewing 1.12 Finishing 1.13 Packing
2. Sewing machine	2.1 Single needle 2.2 Overlock 2.3 Button hole 2.4 Button stitch
3. Finishing work	3.1 Thread trimming 3.2 Ironing 3.3 Folding 3.4 Packing
4. Portfolio	4.1 Story writeup 4.2 Story board 4.3 Color board 4.4 Client profile 4.5 Range planning 4.6 Digital motif 4.7 Final design 4.8 Product photographs 4.9 Designers profile
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 prepared for garment development 1.2 cut fabrics 1.3 followed production process 1.4 prepared portfolio
2. Underpinning knowledge	2.1 Construction process 2.2 Sewing machines 2.3 Pattern designs 2.4 Pattern making procedure 2.5 Fabric cutting process 2.6 Tools, equipment and materials

3. Underpinning skills	3.1 Identifying construction process of garment 3.2 Reading and interpreting job specifications 3.3 Selecting appropriate sewing machine for job 3.4 Identifying tools, equipment and materials 3.5 Performing pattern making as per job specifications 3.6 Carrying out fabric cutting as per job specifications
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 Job specifications 5.3 Pattern designs 5.4 Projector 5.5 Stationary 5.6 Learning manual
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 NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Development of Competency Standard

The Competency Standards for National Skills Certificate in Fashion Design and Product Development, Level - 3 is developed by SEIP.

List of Members

Sl No	Name and Address	Position in the committee
1.	Ashikur Rahman Tuhin, Director, ISC & BGMEA	Chairperson
2.	Shahjahan Begum Khuku, Senior Instructor (Fashion Garments)	Member
3.	Md. Mizanur Rahman, Assistant Professor, Shanto Marium University of Creativity Technology	Member
4.	Selina Chowdhury, Livelihood Skills Development Specialist, UNDP-SWAPNA	Member
5.	Md. Zobayer Alam, Head of Department, Institute of Science Trade & Technology	Member
6.	Syed Nasir Ershad, AEPD, SEIP	Member
7.	Mr. Md. Ahsan Habib, TVET Specialist, SEIP	Member
8.	Mr. Mohiuzzaman, Course Specialist, SEIP	Member
9.	Ananda Falia, Assistant Controller, BTEB	Member
10.	David King, Team Leader, British Council- SD-03	Member
11.	Dr. Wazed Ali, Deputy Team Leader, British Council- SD-03	Member
12.	Syed Azharul Haque, National Subject Matter Consultant- RMG Sector, British Council- SD-03	Member
13.	Md. Amir Hossain, Assistant Consultant- RMG Sector, British Council- SD03	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Fashion Design and Product Development, Level- 3 is validated by NSDA 24th August 2022.

List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	Mr. Mohammad Nasir, Chairperson, RTISC	Chairperson	
2.	Md. Atik Bin Habib, Lecturer, Fashion Design and apparel engineering, National Institute of Textile Engineering and Research (NITER), Cell: 01676333717, Email: atikbinhabib@yahoo.com	Member	
3.	Sarwar Kaynad, Designer, Ha-meem Group, Cell: 01786456572, Email: sknaid238@gmail.com	Member	
4.	Umme Salma Ferdousi, Lecturer (Textile Engineering), Cell: 01750697072, Email: ferdousi.skhan@gmail.com	Member	
5.	Mr. Syed Azharul Haque, CEO, Skills Zone, Cell: +88 01711047815, Email: azharulhaque2008@gmail.com	Member	
6.	Md. Abul Kalam Azad, Chief Designer, Rongin Poshak, Cell: 01712587411, Email: ak.azad198421@gmail.com	Member	
7.	Shipra Mondol, Proprietor, Parineeta Fashion, Cell: 01742789031, Email: shipramondal020487@gmail.com	Member	
8.	Arifa Afrin Urmi, Proprietor, Ontopur (Online Shop), Cell: 01756962403, Email: urme.afrindul1@gmail.com	Member	
9.	Mr. Md. Sharif Nowaz, Executive (Curriculum Development & training) RTISC, Cell: +88 01733459745, Email: sharifnowaz@gmail.com	Member	
10.	Mahubub ul Huda, Specialist-3, NSDA, Cell: 01735490491 Email: huda73@gmail.com	Member	
11.	Md. Amir Hossain, Process Expert, NSDA, Mobile: +88 01631670445, Email: razib.consultant@yahoo.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
 Website: www.nsda.gov.bd

Minutes of the Competency Standard Validation Workshop on “Fashion Design, Product Development and Entrepreneurship”

Chairman	: Mr. Mohammad Nasir, RTISC
Date	: 24 th August 2022
Time	: 9:00 am - 5:00 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 “Fashion Design and Product Development” 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		No	The name of the occupation is proposed “Fashion Design and Product Development” instead of “Fashion Design, Product Development and Entrepreneurship”
2.	Nominal Hour	Yes		360 hours
3.	Unit of Competency		No	Following changes are made: <ul style="list-style-type: none"> Proposed unit “Interpret Concept of Fashion Design and Product Development” instead of “Understand Basics of Fashion Design and Product Development” Proposed unit “Develop Design” Proposed unit “Create Pattern” instead of “Design and Create Product Pattern” Deleted unit “Develop production house and Establish retail outlet”
4.	Element		No	<ul style="list-style-type: none"> Total 09 elements are edited 04 element is added or deleted
5.	Performance Criteria		No	Total 11 performance criteria edited and finetuned as per elements
6.	Variables		No	07 new variables are added
7.	Critical Aspect of Competence		No	Necessary changes have been made in the critical aspect of competency according to above changes.

8.	Underpinning knowledge		No	Necessary changes have been made in the underpinning knowledge according to above changes.
9.	Underpinning Skills		No	Necessary addition, changes and finetuning 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 rescheduled for content consideration. • Overall, the occupation has been included in Level-3 according to NSQF (BNQF 1-6).

Through the above activities, the Competency Standard has been finalized and validated as “**Fashion Design and Product Development, Level-3**”

Chairman

Committee on Standard and Curriculum Validation

Chairman – RMG & TEXTILE ISC