



# **COMPETENCY STANDARD FOR PROCUREMENT MANAGEMENT**

**Level: 3**

**(Logistics Sector)**

**Competency Standard Code: CS-LS-PM-L3-EN-V1**



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



## Copyright

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This Competency Standard for Procurement Management 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 Logistics 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

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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. "**Procurement Management**" is selected as one of the priority occupations of Informal Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification 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

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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 Procurement Management in Logistics Sector

### Level Descriptors of (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
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 33th Authority Meeting of NSDA  
Held on 06 May 2024



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**Competency Standards for National Skill Certificate, Level-3 in  
Procurement Management in Logistics Sector**

**Course Structure**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2.	GU-04-L1-V1	Work in a Team Environment	2	20
3.	GU-01-L3-V1	Apply Basic IT Skills	2	20
Sub Total				55
Sector Specific Units of Competencies				
4.	SU-LS-01-L1-V1	Work in the Logistics Sector	2	20
Sub Total				20
Occupation Specific Units of Competencies				
5.	OU-LS-PM-01-L3-V1	Interpret Procurement Management	3	50
6.	OU-LS-PM-02-L3-V1	Plan Procurement	3	40
7.	OU-LS-PM-03-L3-V1	Carryout Sourcing	3	40
8.	OU-LS-PM-04-L3-V1	Perform Negotiation	3	45
9.	OU-LS-PM-05-L3-V1	Execute Purchasing	3	35
10.	OU-LS-PM-06-L3-V1	Manage Inventory and Logistics	3	45
11.	OU-LS-PM-07-L3-V1	Manage suppliers	3	30
Sub Total				285
Total Duration				360

## Units & Elements at Glance

### Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L1-V1	Apply Occupational Safety and Health (OSH) procedure In the Workplace	<ol style="list-style-type: none"> <li>1. Identify OSH policies and procedures</li> <li>2. Follow OSH procedure</li> <li>3. Report hazards and risks</li> <li>4. Respond to emergencies</li> <li>5. Maintain personal well-being</li> </ol>	15
GU-04-L1-V1	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>4. Work in a team member</li> </ol>	20
GU-01-L3-V1	Apply Basic IT Skills	<ol style="list-style-type: none"> <li>1 Identify and use most commonly used IT tools</li> <li>2 Operate Computer</li> <li>3 Work with word processing Software</li> <li>4 Use spread sheet packages to create /prepare worksheets</li> <li>5 Use presentation packages to create / prepare presentation</li> <li>6 Print the documents</li> <li>7 Use the Internet and Access E-Mail</li> </ol>	20
<b>Total hours</b>			<b>55</b>

## Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-LS-01-L1-V1	Work in the Logistics Sector	<ol style="list-style-type: none"><li>1. Describe the organizational structure within the sector</li><li>2. Identify processes and procedures</li><li>3. Identify workplace requirements</li><li>4. Organize own workload</li></ol>	20
<b>Total hours</b>			<b>20</b>

## Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-LS-PM-01-L4-V1	Interpret Procurement Management	<ol style="list-style-type: none"> <li>1. Recognize Supply Chain Management</li> <li>2. Define Procurement Management</li> <li>3. List the job responsibilities of procurement personnel</li> </ol>	50
OU-LS-PM-02-L4-V1	Plan Procurement	<ol style="list-style-type: none"> <li>1. Interpret procurement planning</li> <li>2. Collaborate with demand planning</li> <li>3. Collaborate with Sales and Operation Planning (S&amp;OP)</li> <li>4. Perform supply planning</li> </ol>	40
OU-LS-PM-03-L4-V1	Carryout Sourcing	<ol style="list-style-type: none"> <li>1. Interpret sourcing management</li> <li>2. Analyse supply market</li> <li>3. Follow supplier selection criteria</li> <li>4. Perform Contract Management</li> </ol>	40
OU-LS-PM-04-L4-V1	Perform Negotiation	<ol style="list-style-type: none"> <li>1. Carryout Negotiation</li> <li>2. Negotiate contract terms</li> </ol>	45
OU-LS-PM-05-L4-V1	Execute Purchasing	<ol style="list-style-type: none"> <li>1. Interpret Purchasing execution</li> <li>2. Perform Contract Management</li> </ol>	35
OU-LS-PM-06-L4-V1	Manage Inventory and Logistics	<ol style="list-style-type: none"> <li>1. Interpret Inventory Management</li> <li>2. Optimize Inventory</li> <li>3. Manage Inbound Logistics</li> </ol>	45
OU-LS-PM-07-L4-V1	Manage suppliers	<ol style="list-style-type: none"> <li>1. Interpret supplier Management</li> <li>2. Maintain supplier relationship</li> <li>3. Evaluate supplier</li> </ol>	30
<b>Total Hours</b>			<b>285</b>

## **Generic Units of Competencies**

<b>Unit Code and Title</b>	<b>GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace</b>
<b>Unit Descriptor</b>	<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 OHS policies and procedures, following OSH procedure, 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>  <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>OHS 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 procedure	<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 OHS 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 OHS 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	<p>5.1 OHS policies and procedures are adhered to.</p> <p>5.2 OHS awareness programs are participated in as per workplace guidelines and procedures.</p> <p>5.3 Corrective actions are implemented to correct unsafe condition in the workplace.</p>



	5.4 <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. OHS Policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. “Fit to Work” records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
<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 stated OHS policies and safe operating procedures</li> <li>1.2 followed safety signs and symbols</li> <li>1.3 used personal protective equipment (PPE)</li> <li>1.4 maintained workplace clear and tidy</li> <li>1.5 assessed and Controlled hazards</li> <li>1.6 followed emergency procedures</li> <li>1.7 followed contingency measures</li> <li>1.8 implemented corrective actions</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Define OHS</li> <li>2.2 OHS Workplace Policies and Procedures</li> <li>2.3 Work Safety Procedures</li> <li>2.4 Emergency Procedures</li> <li>2.5 Hazard control procedure</li> <li>2.6 Different types of Hazards</li> <li>2.7 PPE and uses</li> <li>2.8 Personal Hygiene Practices</li> <li>2.9 OHS Awareness</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Accessing OHS policies</li> <li>3.2 Handling of PPE</li> <li>3.3 Handling cleaning tools and equipment</li> <li>3.4 Writing report</li> <li>3.5 Responding to emergency procedures</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Sincere and honest to duties</li> <li>4.3 Promptness in carrying out activities</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect of peers and seniors in workplace</li> <li>4.8 Communicate with peers and seniors in workplace</li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>5.1 Workplace</li> <li>5.2 Equipment and outfits appropriate in applying safety measures</li> <li>5.3 Tools, materials and documentation required</li> <li>5.4 OHS Policies and Procedures</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	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>

**Accreditation Requirements**

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

<b>Unit Code and Title</b>	<b>GU-04-L1-V1: Work in a Team Environment</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes (KSAs) required to work in a team environment. It includes defining team role and scope, identifying individual role and responsibility, participating in team discussions and working as a team member.
<b>Nominal Hours</b>	<b>20 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. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <b><u>team members</u></b> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	3.1 Ideas related to team plans are contributed 3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1 Effective forms of communication are used to interact with team members 4.2 Communication channels are followed 4.3 OHS practices are followed
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Team Members	1.1 Coach/mentor 1.2 Supervisor/Manager 1.3 Peers/Colleagues 1.4 Employee representative
<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 demonstrated knowledge in working in a team environment. 1.2 satisfied the requirements mentioned in the

	1.3 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. 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 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 centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

### **Accreditation Requirements**

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<b>Unit Code and Title</b>	<b>GU-01-L3-V1: Apply Basic IT Skills</b>
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the 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 packages to create /prepare worksheets, using presentation packages to create / prepare presentation, Print the documents and Use the Internet and Access E-Mail.</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. Identify and use most commonly used IT Tools	<p>1.1 Context of IT is interpreted</p> <p>1.2 Commonly used <b><u>IT tools</u></b> are identified</p> <p>1.3 Safe work practice and OSH Standards are followed</p>
2. Operate Computer.	<p>2.1 <b><u>Peripherals</u></b> are checked and connected with computer as per standard</p> <p>2.2 Power cords / adapter are connected with computer and power outlets socket safely.</p> <p>2.3 Computer is switched on gently.</p> <p>2.4 PC <b><u>desktop / GUI</u></b> settings are arranged and customized as per requirement.</p> <p>2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement.</p> <p>2.6 Properties of files and folders are viewed and searched.</p> <p>2.7 Disks are defragmented, formatted as per requirement.</p>
3. Work with word processing software.	<p>3.1 Word Processing software is selected and started</p> <p>3.2 Basic typing technique is demonstrated</p> <p>3.3 <b><u>Documents</u></b> are created as per requirement in personal use and office environment</p> <p>3.4 <b><u>Contents</u></b> are entered.</p> <p>3.5 Documents are <b><u>formatted</u></b>.</p> <p>3.6 Paragraph and page settings are completed</p> <p>3.7 Saving and retrieving technique of a document are interpreted</p>
4. Use spread sheet packages to create /prepare worksheets	<p>4.1 Spread sheet packages are selected and started.</p> <p>4.2 Worksheets are created as per requirement in Personal use and office environment.</p> <p>4.3 Data are entered</p> <p>4.4 <b><u>Functions</u></b> are used for calculating and editing logical operation</p>

	4.5 <b><u>Sheets</u></b> are formatted as per requirement. 4.6 <b><u>Charts</u></b> are created. 4.7 Charts/ Sheets are previewed
5. Use presentation packages to create / prepare presentation	5.1 Appropriate presentation software packages are selected and started 5.2 Presentation are created as per requirement in personal use and office environment 5.3 Image, Illustrations, text, table, symbols and media are entered as per requirements. 5.4 Presentations are formatted and animated. 5.5 Presentations are previewed.
6. Print the documents	6.1 Printer is connected with computer and power outlet properly. 6.2 Power is switched on at both the power outlet and printer. 6.3 Printer is installed and added. 6.4 Correct printer settings are selected and document is printed.
7. Use the Internet and Access E-Mail	7.1 Appropriate internet browsers are selected 7.2 Search engines are used to access information 7.3 Video / Information are Shared /downloaded / uploaded from / to web site/social media. 7.4 Web based resources are used 7.5 Email services are identified and selected to create a new email address 7.6 Document is prepared, attached and sent to different types of recipient. 7.7 Email is read, forwarded, replied and deleted as per requirement. 7.8 Custom email folders are created and manipulated. 7.9 Email message is printed.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Peripherals	1.1 Monitor 1.2 Keyboard 1.3 Mouse 1.4 Modem 1.5 Scanner 1.6 Printer
2. Desktop / GUI settings	2.1 Icons 2.2 Taskbar 2.3 View 2.4 Resolutions

3. Documents	3.1 Word documents 3.2 Standard CV / Bio-Data with different text & fonts, image and table. 3.3 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 3.4 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
4. Contents	4.1 Illustrations and styles 4.2 Text 4.3 Table 4.4 Symbols 4.5 Header & Footer
5. Formatted.	5.1 Bold 5.2 Italic 5.3 Underline 5.4 Font size, colour, 5.5 Change case 5.6 Alignment and intend
6. Functions	6.1 Mathematics 6.2 Logical 6.3 Simple Statistical
7. IT tools	7.1 Phone 7.2 Cell Phone 7.3 TABs 7.4 Radio 7.5 Television 7.6 Computers 7.7 Laptops 7.8 Notebooks 7.9 Internet 7.10 Software 7.11 Satellite
8. Browsers	8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web
<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	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Followed OSH Standard and Safe Work Procedures.</li> <li>1.2 Created, opened, copied, renamed, deleted and sorted files and folders as per requirement.</li> <li>1.3 Completed application software Installations properly</li> <li>1.4 Performed simple trouble shooting with Computer</li> <li>1.5 Demonstrated typing on word processing software, save and retrieve documents</li> <li>1.6 Used functions for calculating and editing logical operation in spread sheet.</li> <li>1.7 Configured appropriate printer settings and printed the document.</li> <li>1.8 Demonstrated ability to create email accounts.</li> <li>1.9 Demonstrated ability to use email account for different online purpose</li> </ul>
2. Underpinning Knowledge	<ul style="list-style-type: none"> <li>2.1 Basic competent of PC</li> <li>2.2 IT and IT Tools</li> <li>2.3 Different type of software and application packages</li> <li>2.4 Use of word processor, spread sheet and presentation software</li> <li>2.5 Different type of math and logical functions</li> <li>2.6 Computer Trouble Shooting</li> <li>2.7 Techniques to access internet</li> </ul>
3. Underpinning Skills	<ul style="list-style-type: none"> <li>3.1 Identifying and use IT Tools</li> <li>3.2 Demonstrating simple trouble shooting with Computer</li> <li>3.3 Demonstrating typing on word processing software</li> <li>3.4 Saving and retrieving documents on Word Processing software.</li> <li>3.5 Demonstrated ability to create email accounts</li> <li>3.6 Opening an email account and use it for different purpose.</li> <li>3.7 Configured appropriate printer settings and printed the document</li> <li>3.8 Used functions for calculating and editing logical operation in spread sheet</li> </ul>
4. Underpinning Attitudes	<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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 Workplace (simulated or actual)</li> <li>5.2 IT Tools</li> <li>5.3 Computers with word processing application</li> <li>5.4 Internet connection</li> <li>5.5 Presentations</li> <li>5.6 Learning manuals</li> </ul>
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 Written test</li> <li>6.2 Demonstration</li> <li>6.3 Oral questioning</li> </ul>
7. Context of Assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in a training centre or in an actual or simulated work place after Completion of the training module.</li> <li>7.2 Assessment should be done by a certified assessor</li> </ul>
<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 any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

## **Sector Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>SU-LS-01-L1-V1: Work in the Logistics Sector</b>
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to work in the logistics sector.</p> <p>It includes describing the organizational structure within the sector, identifying processes and procedures, identifying workplace requirements and organizing own workload.</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. Describe the organizational structure within the sector	<p>1.1 Scope, nature and <b><u>major fields</u></b> of the logistics sector are determined</p> <p>1.2 The profile of the logistics sector in relation to Bangladesh <b><u>employment conditions</u></b> is determined</p> <p>1.3 Trends and technologies relevant to the sector are explained.</p> <p>1.4 Relevant policies and guidelines are identified and interpreted.</p> <p>1.5 <b><u>Instructions</u></b> as to procedures in achieving quality are obtained, understood and clarified.</p>
2. Identify processes and procedures	<p>2.1 Processes are identified, described and explained.</p> <p>2.2 Work activities are correctly identified.</p> <p>2.3 Adjustments are interpreted.</p>
3. Identify workplace requirements	<p>3.1 <b><u>Workplace requirements</u></b> are identified and clarified.</p> <p>3.2 Roles and responsibilities of all personnel are described.</p> <p>3.3 Workplace's practices are identified.</p> <p>3.4 <b><u>Problem-solving strategies</u></b> are used to address bottlenecks, inconsistencies and other concerns.</p>
4. Organize own workload	<p>4.1 Own work activities are planned and progress of work is communicated to relevant staff.</p> <p>4.2 Work activities are completed.</p> <p>4.3 Difficulties and bottlenecks are identified, and solutions are put forwarded.</p> <p>4.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):

1. Major Fields	1.1 Supply chain organization 1.2 Transportation 1.3 Shipping line 1.4 Courier service 1.5 Clearing and forwarding agency 1.6 Bonded warehouse 1.7 Port and Inland Container Depot (ICD) 1.8 Customs 1.9 Freight forwarding company 1.10 E-commerce fulfillment organization
2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Sector
3. Instructions	3.1 Specifications and requirements 3.2 Standard Operating Procedures (SOP) 3.3 Manuals of Instruction 3.4 Operations Manual 3.5 Environmental Guidelines 3.6 Gender Guidelines 3.7 Safety Guideline
4. Workplace requirements	4.1 Goals and objectives 4.2 Strategic and Operational Plans 4.3 Systems and Processes 4.4 Monitoring and Evaluation 4.5 Reports and Documentation
5. Problem-solving strategies	5.1 Asking questions 5.2 Feedback and Feed forward system 5.3 Reference to Standard Operating Procedures 5.4 Accessing Information 5.5 Reviews 5.6 Brainstorming
<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 in working in the Logistics sector

	1.2	satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 2.2 2.3 2.4 2.5 2.6	Scope and major divisions of the Logistics sector Relevant policies and guidelines in the Logistics sector Manuals used in the Logistics sector Relevant terminologies and acronyms Workplace practices Recording and reporting practices
3. Underpinning skills	3.1 3.2 3.3 3.4 3.5 3.6	Describing the organization structure Identifying Logistics processes and procedures Identifying tools, equipment and materials Identifying workplace practices Organizing own workload Practicing OHS
4. Underpinning attitudes	4.1 4.2 4.3 4.4 4.5	Commitment to occupational health and safety Environmental concerns Eagerness to learn Tidiness and timeliness Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 5.2 5.3 5.4 5.5	Pens Telephone Computer Writing materials Online communication
6. Methods of assessment	Competency should be assessed by 6.1 6.2 6.3	Demonstration Oral questioning Written test
7. Context of assessment	7.1 7.2	Competency assessment must be done in NSDA accredited assessment centre Assessment should be done by a NSDA certified/nominated assessor

### **Accreditation Requirements**

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

## **Occupation Specific Units of Competencies**

<b>Unit Code and Title</b>	<b>OU-LS-PM-01-L3-EN-V1: Interpret Procurement Management</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to interpret procurement management. It specifically includes recognizing supply chain management, defining procurement management and listing the job responsibilities of procurement personnel.
<b>Nominal Hours</b>	<b>50 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. Recognize Supply Chain Management	1.1. Supply chain management is defined 1.2. <b><u>Functions of supply chain</u></b> are interpreted 1.3. Relationship between supply chain and procurement is recognized 1.4. <b><u>Advantages of supply chain management</u></b> are interpreted 1.5. <b><u>Challenges of supply chain management</u></b> are listed as per workplace standard
2. Define Procurement Management	2.1 Procurement Management is defined 2.2 <b><u>Types of procurement</u></b> is identified 2.3 <b><u>Terminology</u></b> of Procurement Management are interpreted 2.4 <b><u>Importance of Procurement Management</u></b> are interpreted 2.5 <b><u>Methods of Procurement Management</u></b> are elaborated
3. List the job responsibilities of procurement personnel	3.1 <b><u>Job responsibilities of procurement personnel</u></b> are recognized as per workplace standard 3.2 Job responsibilities of procurement personnel are listed
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Functions of supply chain	1.1 Planning 1.2 Sourcing and Procurement 1.3 Manufacturing 1.4 Delivery 1.5 Reverse logistics
2. Advantages of supply chain management	2.1 Coordination and collaboration with stakeholders 2.2 Quality control 2.3 Proper time management 2.4 Optimize inventory 2.5 Cost effectiveness



	2.6 Profit Maximization 2.7 Risk mitigation 2.8 Improved cash flow 2.9 Increased shareholder value 2.10 Information management
3. Challenges of supply chain management	3.1 Unexpected delays 3.2 Fund Crisis (Currency, Cash Flow, Bank arrangement) 3.3 End to end transport management 3.4 Managing cross functional team 3.5 Accurate demand forecasting 3.6 Port and Customs management 3.7 Managing third party vendor's/ service providers 3.8 Digital/ technology advancement
4. Types of procurement	4.1 Public procurement 4.2 Private procurement 4.3 Public- Private Partnership (PPP) procurement
5. Terminology	5.1 Request for Information (RFI) 5.2 Request for Quotation (RFQ) 5.3 Request for Proposal (RFP) 5.4 Comparative Statement (CS) 5.5 Purchase Order (PO)/ Work Order (WO) 5.6 Letter of Credit (L/C) 5.7 Telegraphic Transfer (TT) 5.8 Uniform Customs and Practice (UCP) 5.9 Clearing and Forwarding (C&F) 5.10 Freight Forwarding 5.11 Non-Vessel Operating Common Carrier (NVOCC) 5.12 Full Container Load (FCL) 5.13 Less than Container Load (LCL) 5.14 Full Truck Load (FTL) 5.15 Less than Truck Load (LTL) 5.16 First in First Out (FIFO) 5.17 Last in First Out (LIFO) 5.18 On Time in Full (OTIF) 5.19 Bill of Lading (BL) 5.20 Airway Bill (AWB) 5.21 Truck Receipt/ Challan (TR or TC) 5.22 Delivery Order (DO) 5.23 Enterprise Resource Planning (ERP) 5.24 Materials Requirement Planning (MRP)

	5.25 Manufacturing Resource Planning (MRP II) 5.26 INCOTERMS 5.27 Three Months Rolling Forecast (3MRF) 5.28 Lead Time 5.29 Safety Stock 5.30 Trend Analysis 5.31 ABC Analysis 5.32 High, Medium, Low (HML) Inventory 5.33 Fast, Slow and Non-moving (FSN) Inventory 5.34 Minimum Order Quantity (MOQ) 5.35 Economic Order Quantity (EOQ) 5.36 Shelf life 5.37 Key Performance Indicator (KPI) 5.38 Standard Operating Procedure (SOP)
6. Importance of Procurement Management	6.1 Customer Satisfaction 6.2 Cost Optimization 6.3 Quality Assurance 6.4 Risk Management 6.5 Supplier Relationship Management (SRM) 6.6 Compliance and Ethics 6.7 Strategic Alignment 6.8 Resource Optimization 6.9 Innovation and Sustainability
7. Methods of Procurement Management	7.1 Framework Agreements 7.2 Single-Source Procurement (Sole Sourcing) 7.3 Open Tendering 7.4 Selective Tendering 7.5 Request for Proposals (RFP) 7.6 Request for Quotations (RFQ)
8. Job responsibilities of procurement personnel	8.1 Procurement Planning and Strategy development 8.2 Sourcing and Supplier Management 8.3 Negotiation and Contract Management 8.4 Requirement Processing and Order Management 8.5 Cost Management and Budgeting 8.6 Compliance and Risk Management 8.7 Supplier Diversity and Sustainability 8.8 Continuous Improvement and Process Optimization 8.9 Supply and payment monitoring
<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 recognized supply chain management</li> <li>1.2 defined procurement management</li> <li>1.3 interpreted terminology of procurement management</li> <li>1.4 listed job responsibilities of procurement management</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Supply Chain Management</li> <li>2.2 Advantages and challenges of supply chain</li> <li>2.3 Procurement Management</li> <li>2.4 Methods of Procurement Management</li> <li>2.5 Terminology</li> <li>2.6 Job responsibilities of procurement personnel</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Recognizing supply chain management</li> <li>3.2 Defining Procurement Management</li> <li>3.3 Listing job responsibilities of procurement personnel</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Sincere and honest to duties</li> <li>4.3 Promptness in carrying out activities</li> <li>4.4 Eagerness to learn</li> <li>4.5 Tidiness and timeliness</li> <li>4.6 Respect of peers and seniors in workplace</li> <li>4.7 Communicate with peers and seniors in workplace</li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>1.1 Workplace (simulated or actual)</li> <li>1.2 Relevant materials</li> <li>1.3 Paper, pen</li> <li>1.4 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> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>

### **Accreditation Requirements**

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<b>Unit Code and Title</b>	<b>OU-LS-PM-02-L3-EN-V1: Plan Procurement</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to plan procurement. It specifically includes interpreting procurement planning, collaborating with demand planning, collaborating with sales and operation planning and performing supply planning.
<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. Interpret procurement planning	1.1 Procurement planning is interpreted 1.2 <b><u>Components of procurement planning</u></b> are recognized 1.3 <b><u>Steps of procurement planning</u></b> are identified
2. Collaborate with demand planning	2.1 <b><u>Demand planning</u></b> is interpreted 2.2 Demand is collected from demand planning team or end user 2.3 Demand planning data is reconciled 2.4 Collaboration with demand planning team or end user is carried out
3. Collaborate with Sales and Operation Planning (S&OP)	3.1 <b><u>Sales and operation planning</u></b> is interpreted 3.2 <b><u>Steps of sales and operation planning</u></b> is recognized 3.3 Collaboration with sales and operation is carried out
4. Perform supply planning	4.1 Supply planning is interpreted 4.2 <b><u>Materials/ products</u></b> requirement planning is reviewed 4.3 Existing inventory is reviewed and confirmed 4.4 <b><u>Supplier</u></b> is selected as per supply criteria 4.5 Supplier is communicated as per workplace standard 4.6 Collaboration with <b><u>stakeholders</u></b> are performed
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Components of procurement planning	1.1 Goods and services specification 1.2 Demand planning 1.3 Coordination with stakeholders 1.4 Resource planning 1.5 Procurement scheduling 1.6 Budgeting and estimation

	1.7 Assumptions and constraints 1.8 Legal jurisdiction 1.9 Commercial/payment terms 1.10 Risk management 1.11 Supplier pre-qualification 1.12 Environmental issues
2. Steps of procurement planning	2.1 Review needs and requirements 2.2 Set the procurement timeline 2.3 Define the assessment criteria 2.4 Set the supplier management strategy 2.5 Analyze risk management 2.6 Set costs and payment methods
3. Demand planning	3.1 Historical Data Analysis 3.2 Market Analysis 3.3 Customer Segmentation 3.4 Collaborative Planning 3.5 Forecasting Methods 3.6 Seasonal Adjustment 3.7 Measuring Forecast Accuracy
4. Sales and operation planning	4.1 Demand Planning 4.2 Manufacturing Planning 4.3 Supply Planning 4.4 Inventory Planning 4.5 Financial Planning 4.6 Collaborative Decision-Making 4.7 Performance Measurement and Reporting
5. Steps of sales and operation planning	5.1 Product review 5.2 Demand review 5.3 Supply review 5.4 Finance review 5.5 Execute S&OP
6. Materials/ products	6.1 Raw materials 6.2 Packing materials 6.3 Finished Goods 6.4 Commodities 6.5 Perishable Goods 6.6 Non-perishable Goods 6.7 Dangerous goods (DG) 6.8 Capital machinery and spare parts 6.9 Services

7. Supplier	7.1 Strategic Suppliers 7.2 Commodity Suppliers 7.3 Specialized Suppliers 7.4 Local Suppliers 7.5 Global Suppliers 7.6 Direct Suppliers 7.7 Indirect Suppliers
8. Stakeholders	8.1 Internal stakeholder 8.2 External stakeholder
<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 interpreted procurement planning 1.2 collaborated with demand planning 1.3 collaborated with sales and operation planning 1.4 performed supply planning
2. Underpinning knowledge	2.1 Procurement planning 2.2 Demand planning 2.3 Sales and operation planning 2.4 Supply planning 2.5 Supplier
3. Underpinning skills	3.1 Interpreting procurement planning 3.2 Collaborating with demand planning 3.3 Collaborating with S&OP 3.4 Performing supply planning
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 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6 Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning

7. Context of assessment	<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 BNQF. 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-LS-PM-03-L3-EN-V1: Carryout Sourcing</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to carry out sourcing. It specifically includes interpreting sourcing management, analyzing supply market, following supplier selection criteria and performing contract management.
<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. Interpret sourcing management	1.1 Sourcing management is interpreted 1.2 <b><u>Materials and supplier sourcing process</u></b> is identified
2. Analyze supply market	2.1 Supply market is interpreted 2.2 <b><u>Participants in supply market</u></b> are identified 2.3 Requirements are verified with market availability 2.4 Supply market risk analysis is carried out 2.5 Supply market is analyzed as per <b><u>specific criteria</u></b>
3. Follow supplier selection criteria	3.1 <b><u>Supplier selection criteria</u></b> are interpreted 3.2 <b><u>Supplier selection methods</u></b> are recognized 3.3 Supplier selection criteria are followed as per workplace standard
4. Perform Contract Management	4.1 Contract management is interpreted 4.2 <b><u>Types of contracts</u></b> are recognized 4.3 <b><u>Terms and conditions of contract</u></b> are identified 4.4 Contract management is carried out as per workplace standard
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Materials and supplier sourcing process	1.1 Identify materials/ products or service 1.2 Materials specification and sampling 1.3 Supplier Identification 1.4 Supplier Prequalification 1.5 Request for Information (RFI) 1.6 Request for Proposal (RFP) 1.7 Request for quotation (RFQ) 1.8 Request for Tender (RFT) 1.9 Supplier Evaluation and Selection
2. Participants in supply market	2.1 Suppliers 2.2 Buyers 2.3 Intermediaries 2.4 Service providers
3. Specific criteria	3.1 Market size



	3.2 Market capacity 3.3 Market price 3.4 Market Trend 3.5 Technology 3.6 Location 3.7 Sustainability 3.8 Seasonality 3.9 Eco friendly sourcing 3.10 Safety aspects
4. Supplier selection criteria	4.1 Quality assurance 4.2 Price/Cost management 4.3 Facility inspection 4.4 Reliability and On-time Delivery 4.5 Financial Stability 4.6 Capacity and Scalability 4.7 Ethics and integrity 4.8 Technical Expertise and Innovation 4.9 Compliance Management 4.10 Risk and Safety Management 4.11 Communication and Responsiveness 4.12 Supplier Reputation and References
5. Supplier selection methods	5.1 FACE to FACE analysis 5.2 SWOT analysis 5.3 Weighted Scoring Model
6. Types of contracts	6.1 Frame/ Call-off contract 6.2 Arms-length contract 6.3 Purchase contract 6.4 Sales contract 6.5 Service contract 6.6 Short term contract 6.7 Long term contract 6.8 Spot purchase 6.9 Regular trading 6.10 Partnership contract 6.11 Joint venture contract
7. Terms and conditions of contract	7.1 Identification of Parties 7.2 Scope of Work 7.3 Description of Goods or Services 7.4 Price and Payment Terms 7.5 Delivery and Acceptance 7.6 Intellectual Property Rights 7.7 Confidentiality and Non-Disclosure 7.8 Indemnification and Liability

	7.9 Dispute Resolution 7.10 Term and Termination 7.11 Applicable laws 7.12 Miscellaneous Provisions
<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 interpreted sourcing management 1.2 identified participants in supply market 1.3 analyzed supply market 1.4 followed supplier selection criteria and method 1.5 performed contract management
2. Underpinning knowledge	2.1 Sourcing management 2.2 Materials and supplier sourcing process 2.3 Supply market 2.4 Supplier selection criteria 2.5 Contract management
3. Underpinning skills	3.1 Interpreting sourcing management 3.2 Analyzing supply market 3.3 Following supplying selection criteria 3.4 Performing contract management
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5 Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning

7 Context of assessment	<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 BNQF. 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-LS-PM-04-L3-EN-V1: Perform Negotiation</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to perform negotiation. It specifically includes carrying out negotiation and negotiating contract terms.
<b>Nominal Hours</b>	<b>45 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. Carryout Negotiation	1.1 Negotiation is interpreted 1.2 <b><u>Key principles of negotiation</u></b> are recognized 1.3 <b><u>Types of negotiation</u></b> are recognized 1.4 <b><u>Stages of negotiation</u></b> are identified 1.5 Negotiation is performed with suppliers as per workplace standard
2. Negotiate contract terms	3.1 Contract terms are identified 3.2 <b><u>Steps of effective negotiation</u></b> are followed 3.3 Contract is negotiated as per workplace standard
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Key principles of negotiation	1.1 Preparation is Key 1.2 Build Rapport and Trust 1.3 Focus on Interests, Not Positions 1.4 Be Willing to Make Concessions 1.5 Remain Adaptable and Open-Minded
2. Types of negotiation	2.1 Distributive Negotiation (Win-Lose) 2.2 Integrative Negotiation (Win-Win)
3. Stages of negotiation	3.1 Preparation and planning 3.2 Definition of ground rules 3.3 Clarification and justification 3.4 Bargaining and problem-solving 3.5 Best Alternative to a Negotiated Agreement (BATNA) 3.6 Closure and implementation
4. Steps of effective negotiation	4.1 Prepare Thoroughly 4.2 Identify Key Issues 4.3 Establish Objectives

	4.4 Build Rapport 4.5 Focus on Interests, Not Positions 4.6 Propose Solutions 4.7 Use Objective Criteria 4.8 Seek Win-Win Solutions 4.9 Document Agreements 4.10 Close the Deal
<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 identified types and stages of negotiation 1.2 carried out negotiation 1.3 identified contract terms 1.4 negotiated contract terms
2 Underpinning knowledge	2.1 Negotiation 2.2 Principles, types and stages 2.3 Contract terms 2.4 Steps of effective negotiation
3 Underpinning skills	3.1 Carrying out negotiation 3.2 Negotiating contract terms
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 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

**Accreditation Requirements**

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

<b>Unit Code and Title</b>	<b>OU-LS-PM-05-L3-EN-V1: Execute Purchasing</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to execute purchasing. It specifically includes interpreting purchasing execution and performing contract management.
<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. Interpret Purchasing execution	1.1 Purchasing is interpreted 1.2 <b><u>Purchase requisition/ indent</u></b> is received 1.3 Requirements are assessed and reviewed as per workplace standard 1.4 <b><u>Purchase/work order management process</u></b> is carried out 1.5 <b><u>Import Process</u></b> is carried out
2. Perform Contract Management	2.1 Contract management is interpreted 2.2 Contract is executed 2.3 Documentation is maintained as per workplace standard
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Purchase requisition/ indent	1.1 Item name 1.2 Type of purchase 1.3 Specification 1.4 Unit of Measure (UoM) 1.5 Current stock 1.6 Required Quantity 1.7 Delivery date 1.8 Delivery place 1.9 Special requirement/ remarks
2. Purchase/ work order management process	2.1 RFQ 2.2 Offer collection & evaluation 2.3 Comparative Statement (CS) 2.4 CS Approval 2.5 Purchase Order/Work Order generation 2.6 Obtain quality and quantity check report from receiving end 2.7 Goods Receive Note (GRN) / Material Received Report (MRR) 2.8 Return and Replacement 2.9 Invoice/payment Processing

3. Import Process	3.1 Pro-forma Invoice (PI)/ Indent Collection 3.2 Insurance cover note 3.3 Payment processing (L/C, TT) 3.4 Forwarder/ Carrier selection (if required) 3.5 Pre-shipment inspection 3.6 Shipment follow up (Trucking/ onboarding) 3.7 Collect original shipping document and insurance cargo policy 3.8 Appoint C&F agent 3.9 Forward bank endorsed documents to C&F agent 3.10 Obtain import permission (where necessary) 3.11 Customs Clearance 3.12 Inland transportation 3.13 Documentation
<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 interpreted purchasing execution 1.2 carried out order management process 1.3 carried out commercial process 1.4 interpreted contract management 1.5 performed contract management
2 Underpinning knowledge	2.1 Purchasing 2.2 Purchase requisition 2.3 Order management 2.4 Commercial process 2.5 Contract management 2.6 Documentation
3 Underpinning skills	3.1 Interpreting purchasing 3.2 Carrying out order management 3.3 Carrying out commercial process 3.4 Interpreting contract management 3.5 Maintaining documentation
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 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6 Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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 BNQF. 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-LS-PM-06-L3-EN-V1: Manage Inventory and Logistics</b>
<b>Unit Descriptor</b>	This unit covers the skills, knowledge and attitude required to manage inventory and logistics. It specifically includes interpreting inventory management, optimizing inventory and managing inbound logistics.
<b>Nominal Hours</b>	<b>45 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. Interpret Inventory Management	1.1 Inventory management is interpreted 1.2 <b><u>Types of inventory</u></b> are listed 1.3 <b><u>Steps of inventory management</u></b> are recognized
2. Optimize Inventory	2.1 Inventory optimization is interpreted 2.2 <b><u>Techniques of inventory control</u></b> are illustrated 2.3 Inventory is optimized
3. Manage Inbound Logistics	3.1 Inbound logistics are interpreted 3.2 <b><u>Key activities of inbound logistics</u></b> are recognized 3.3 Inbound logistics are managed as per workplace standard
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Types of inventory	1.1 Raw Materials 1.2 Packing materials 1.3 Work-In-Process (WIP) 1.4 Finished Goods 1.5 Project management materials 1.6 Repair and Maintenance items
2. Steps of inventory management	2.1 Inventory Planning and Forecasting 2.2 Setting Inventory Levels 2.3 Supplier Management 2.4 Inventory Tracking and Control 2.5 Stock Analysis 2.6 Inventory Replenishment 2.7 Inventory Auditing and Cycle Counting 2.8 Demand Planning and Adjustments 2.9 Performance Measurement and Analysis
3. Techniques of inventory control	3.1 ABC analysis 3.2 Just in Time (JIT) 3.3 Reorder point 3.4 Last In, First Out (LIFO) 3.5 First In, First Out (FIFO) 3.6 Rack Tracking

	3.7 RFID 3.8 Batch tracking / Batch Identification Number (BIN) card 3.9 Safety stock
4. Key activities of inbound logistics	4.1 Materials delivery schedule 4.2 Pre-shipment inspection 4.3 Transportation 4.4 Materials receiving 4.5 Warehousing and Storage 4.6 Supplier Management
<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 interpreted inventory management 1.2 optimized inventory 1.3 managed inbound logistics
2. Underpinning knowledge	2.1 Inventory management 2.2 Types of inventory 2.3 Inventory optimization 2.4 Techniques of inventory control 2.5 Inbound logistics
3. Underpinning skills	3.1 Interpreting inventory management 3.2 Listing the types of inventory 3.3 Interpreting inventory optimization 3.4 Managing inbound logistics
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 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning

7. Context of assessment	<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 BNQF. 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-LS-PM-07-L3-EN-V1: Manage suppliers</b>
<b>Unit Descriptor</b>	<p>This unit covers the skills, knowledge and attitude required to manage suppliers.</p> <p>It specifically includes interpreting supplier management, maintaining supplier relationship and evaluating supplier performance.</p>
<b>Nominal Hours</b>	<b>30 Hours</b>
<b>Elements of Competency</b>	<p><b>Performance Criteria</b>  <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables</p>
1. Interpret supplier Management	<p>1.1 Supplier management is interpreted</p> <p>1.2 Suppliers are identified</p> <p>1.3 <b><u>Importance of supplier management</u></b> are illustrated</p> <p>1.4 <b><u>Supplier sourcing methods</u></b> are interpreted</p> <p>1.5 <b><u>Supplier management process</u></b> are recognized</p>
2. Maintain supplier relationship	<p>2.1 Supplier relationship is interpreted</p> <p>2.2 <b><u>4C's of supplier relationship</u></b> is recognized</p> <p>2.3 <b><u>Ways to maintain supplier relationship</u></b> are followed</p> <p>2.4 Supplier relationship is maintained as per workplace standard</p>
3. Evaluate supplier performance	<p>3.1 Supplier performance is interpreted</p> <p>3.2 <b><u>Criteria for supplier performance evaluation</u></b> is recognized</p> <p>3.3 Supplier performance is evaluated as per workplace standard</p> <p>3.4 Documentation is maintained and preserved for further use</p>
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Importance of supplier management	<p>1.1 Quality Control</p> <p>1.2 Supply Chain Reliability</p> <p>1.3 Cost Optimization</p> <p>1.4 Innovation and Collaboration</p> <p>1.5 Risk Management</p> <p>1.6 Ethical and Social Responsibility</p> <p>1.7 Supply references</p>
2. Supplier sourcing methods	<p>2.1 Wait and see</p> <p>2.2 Seek and find</p> <p>2.3 Through search engine</p>
3. Supplier management process	<p>3.1 Identifying suppliers</p> <p>3.2 Evaluating suppliers</p> <p>3.3 Collaborating suppliers</p>

	3.4 Monitoring suppliers
4. 4C's of supplier relationship	4.1 Communication 4.2 Coordination 4.3 Collaboration 4.4 Co-operation
5. Ways to maintain supplier relationship	5.1 Clear Communication 5.2 Build Trust and Respect 5.3 Supplier Performance Evaluation 5.4 Develop Long-Term Partnerships 5.5 Negotiate Fair Terms and Conditions 5.6 Supplier Development and Support 5.7 Share Information and Insights 5.8 Resolve Issues Promptly and Fairly 5.9 Recognize and Reward Performance 5.10 Regular Engagement and Relationship Building 5.11 Payment as per agreed terms 5.12 Ethical treatment
6. Criteria for supplier performance evaluation	6.1 Quality Consistency 6.2 Price 6.3 On-time delivery 6.4 Responsiveness 6.5 Service 6.6 Sustainable 6.7 Reliability 6.8 Relationship management
<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 interpreted supplier management 1.2 maintained supplier relationship 1.3 recognized criteria for supplier performance evaluation 1.4 evaluated supplier performance
2. Underpinning knowledge	2.1 Supplier 2.2 Supplier management 2.3 Supplier relationship 2.4 Ways to maintain supplier relationship 2.5 Supplier performance 2.6 Documentation
3 Underpinning skills	3.1 Interpreting supplier management 3.2 Recognizing supplier management process 3.3 Maintaining supplier relationship

	3.4 Recognizing criteria for supplier performance evaluation 3.5 Evaluating supplier performance
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 Relevant materials 5.3 Paper, pen 5.4 Learning materials
6 Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	





## Development of Competency Standard

The Competency Standards for National Skills Certificate in Procurement Management Occupation, Level- 3 is developed by NSDA 25, 27, 28 and 31 March 2024.

### List of Members

Sl No	Name and Address	Position in the committee
1.	<b>Afsar Hossain</b> COO & Chief Consultant, Trans Trade International Vice President, Bangladesh Supply Chain Management Society, Gulshan-1, Dhaka Mobile: +8801713339651 Email: afsar.consultant@gmail.com	Member
2.	<b>Md. Walid Hossain</b> Head of Supply Chain, Yunusco (BD) Limited, AEPZ, Narayangonj, Mobile: +8801710884942 Email: walid.scp@gmail.com	Member
3.	<b>Sk. Shamimul Quader</b> Head of Procurement Rahimafrooz Storage Power Business, Tejgaon, Dhaka Mobile: +88 01716284696, Email:quadersh1@gmail.com	Member
4.	<b>Md. Mehedi Hasan</b> Sr. Manager, Supply Chain D&D Chemicals & S-3 Sisters (Pvt.) Ltd., Uttara, Dhaka Mobile: +88 01713459548, Email: mehedi.scm@gmail.com	Member
5.	<b>Md. Mahmudul Hasan Mazumder</b> Deputy Manager Procurement, Siam City Cement Bangladesh, Dhaka, Mobile: +88 01912433249 Email: hhasan198@gmail.com	Member
6.	<b>Asfee</b> Senior Executive, Supply Chain and Logistics Division Nitol Motors Ltd. Dhaka Mobile: 01708495474 Email: asfeasfee1991@gmail.com	Member
7.	<b>Sohana Irin</b> Executive, Supply Chain and Logistics Division Nitol Motors Ltd. Dhaka Mobile: 01726876728 Email: sohanairin@gmail.com	Member
8.	<b>Syed Azharul Haque</b> Competency Standard Expert National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member



## Validation of Competency Standard

The Competency Standards for National Skills Certificate in Procurement Management, Level-3 is validated by NSDA 21 April 2024.

### List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	<b>Mr. Abdul Matlub Ahmed</b> Chairperson Logistics ISC	Chairperson	
2.	<b>Md. Abdul Awal,</b> Head of Group Supply Chain Management AkijBashir Group, Banani, Dhaka Mobile: +8801613042373 Email: awal@akijbashir.com	Member	
3.	<b>Md. Mizanur Rahman</b> Executive Director, Group Supply Chain Management, TEAM Group, Uttara, Dhaka Mobile: +8801819210971 Email: mizanur.enc@gmail.com	Member	
4.	<b>Md. Saiful Islam</b> Head Supply Chain Novartis (Bangladesh) Limited Mobile: +880 1755540983 Email: shaheensaiful@gmail.com	Member	
5.	<b>Md. Walid Hossain</b> Assistant General Manager (Supply Chain), Yunusco (BD) Limited, AEPZ, Narayanganj Mobile: +8801710884942 Email: walid.scp@gmail.com	Member	
6.	<b>Afsar Hossain</b> COO, Trans Trade International Vice President Bangladesh Supply Chain Management Society, Gulshan-1, Dhaka Mobile: +8801713339651 Email: afsar.consultant@gmail.com	Member	
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9.	<b>Md. Jahidul Alam</b> Senior Manager, Supply chain & Logistics Nitol Motors Ltd. Mobile: 01755536371 e-mail: saikat.pdi@gmail.com	Member	
10.	<b>Syed Azharul Haque</b> Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member	



## References:

<https://www.scribd.com/document/100396746/Course-Outline-Procurement-and-Logistics-Management-2012-Training-Course>  
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<https://www.bracu.ac.bd/academics/institutes-and-schools/institute-governance-studies/mpsm>



## 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 “Procurement Management” Level-3

Chairperson	: Mr. Abdul Matlub Ahmed
Date	: 21 April, 2024
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 “Procurement Management” 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 remains same as ‘Procurement Management’. Level of this CS was considered Level 3.
2.	Nominal Hour	Yes		360 hours
3.	Unit of Competency	Yes		<ul style="list-style-type: none"> <li>Name of the units were validated without any change.</li> </ul>
4.	Element	Yes		<ul style="list-style-type: none"> <li>Name of the elements were validated without any change.</li> </ul>
5.	Performance Criteria		No	Relevant performance criteria were updated for changed element and some other elements.
6.	Variables		No	Relevant variables were added, changed and updated.
7.	Critical Aspect of Competence		No	Appropriate changes have been made in the critical aspect of competency as per the change of element and performance criteria.
8.	Underpinning knowledge		No	Necessary addition, changings and refinements have been made.
9.	Underpinning Skills		No	Necessary addition, changes and refinements have been made.
10.	Attitude	Yes		
11.	Resources	Yes		
12.	Assessment methods	Yes		
13.	Others			<ul style="list-style-type: none"> <li>The nominal hours of the units of competencies have been rescheduled for content consideration.</li> </ul>

				<ul style="list-style-type: none"> <li>Overall, the occupation has been included in Level-3 according to (BNQF 1-6).</li> </ul>
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Through the above activities, the Competency Standard has been finalized and validated as **“Procurement Management, Level-3”**

Chairperson  
Committee on Standard and Curriculum Validation  
Logistics ISC