



Competency Standard (CS)

Sorting & Packing – Ceramic Products

Level-2

Ceramic Sector

Competency Standard Code: CS-CER-SPCP-L2-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 **Sorting & Packing-Ceramic Products** 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.

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 skill 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. " **Sorting & Packing - Ceramic Products** " is selected as one of the priority occupations of **Ceramic** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils, employer associations and employers.

Generally, a competency standard LEorms curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the Bangladesh National Qualification Framework (BNQF) 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 parts 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 occupation specific experts, academicians, representatives from NSDA and ISC to identify the competencies required of an occupation in **Ceramice Sector**.

Competency standards describe the knowledge, skills and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasising 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 guides

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 parts 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 – 2 in Sorting & Packing - Ceramic Products, Ceramic Sector

Level Descriptors of Skills Sector, BNQF Level 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 LEormation 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 LEormation. 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 LEormation 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

NSDA	- National Skills Development Authority
CS	- Competency Standard
SCVC	- Standard and Curriculum Validation Committee
ISC	- Industry Skills Council
CBLM	- Competency Based Learning Material
UoC	- Unit of Competency
PPE	- Personal Protective Equipment
OSH	- Occupational Safety and Health
CBC	- Competency Based Curriculum
CER	- Ceramics Sector
BNQF	- Bangladesh National Qualification Framework
SPCP	- Sorting and Packing-Ceramic Product
STP	- Skills Training Provider
SOP	- Standard Operating Procedure
UoC	- Unit of Competency
4 IR	- 4th Industrial Revolution

Approved by
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**Competency Standards for National Skill Certificate – 2 in
Sorting & Packing - Ceramic Products
Course Structure**

SL	Unit Code and Title		UoC Level	Nominal Hours
Generic Units of Competency				40
1.	GU-01-L1-V1	Perform Computations Using Basic Mathematical Concepts	1	15
2.	GU-02-L1-V1	Apply OSH Procedure in the Workplace	1	15
3.	GU-06-L1-V1	Practice House Keeping Procedure	1	10
Sector Specific Units of Competency				40
4.	SU- CER -01-L1-V1	Interpret Activities of Ceramic Industry in Bangladesh	1	20
5.	SU- CER -02-L1-V1	Use Measuring and Checking Tools and Instruments	1	20
Occupation Specific Units of Competency				220
6.	OU-CER-SPCP-01-L2-V1	Check Quality of Ceramic Product Before Packing	2	90
7.	OU-CER- SPCP-02-L2-V1	Check Products' Carton	2	40
8.	OU-CER- SPCP-03-L2-V1	Perform Packing Manually	2	90
Total Nominal Hours				300

Units & Elements at a Glance:

Generic Units of Competency (40 hours)

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU-01-L1-V1	Perform Computations. Using Basic Mathematical Concepts	1. Identify calculation requirements in the workplace 2. Select appropriate mathematical methods for the calculation. 1. Use tool/instrument to perform calculations.	15
GU-02-L1-V1	Apply Occupational Safety and Health (OHS) Procedure in the Workplace	1. Identify OSH policies and procedures 2. Follow OSH procedure 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being.	15
GU-06-L1-V1	Practice House Keeping Procedure	1. Sort and remove unnecessary items 2. Arrange items 3. Maintain work area, tools and equipment 4. Follow standardized work process and procedure 5. Perform work spontaneously.	10

Sector Specific Units of Competency (40 Hours)

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SU-CER-01-L1-V1	Interpret Fundamentals to work in the Ceramic Sector	1. Interpret job roles and responsibilities 2. Identify and observe OSH in the manufacturing industries 3. Plan work activities 4. Work with others.	20
SU-CER-02-L1-V1	Use Measuring and Checking Tools and Instruments	1. Prepare for work 2. Select the job to be measured and checked 3. Select measuring and checking tools and instruments 4. Take and check measurements 5. Measurements are recorded and communicated 6. Clean and store measuring and checking instruments.	20

Occupation Specific Units of Competency (220 Hours)

Code	Unit of Competency	Elements of Competency	Hours
OU-CER-SPCP-01-L2-V1	Check quality of ceramic product before packing	1. Follow OSH practices 2. Prepare ware and decal 3. Apply decal on raw products 4. Apply decal with ambush powder on raw products 5. Rectify routine problems 6. Clean and maintain work area, tools and equipment.	90
OU-CER- SPCP - 03-L2-V1	Check Products' Carton	1. Prepare for work 2. Identify defect 3. Perform sorting and grading 4. Maintain workplace, tools and Equipment.	40
OU-CER- SPCP - 04-L2-V1	Perform Packing Manually	1. Follow OSH practices 2. Prepare for work 3. Perform packing of products 4. Clean and maintain work area, tools and equipment.	90

Generic Units of Competency

Unit Code and Title	GU-01-L1-V1: Perform Computations Using Basic Mathematical Concepts
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to perform computations using basic mathematical concepts in the workplace. It specifically includes the tasks of identifying calculation requirements in the workplace, selecting appropriate mathematical method/concept for the calculation and using appropriate instruments tools to perform calculation.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Identify calculation requirements in the workplace	1.1 Job requirements are identified; 1.2 <u>Measurements</u> are selected in accordance with job requirement; 1.3 Calculation requirements are identified from <u>workplace Information.</u>
2. Select appropriate mathematical methods for the calculation.	2.1 Mathematical methods are identified; 2.2 <u>Appropriate method</u> is selected to carry out the calculation requirements; 2.3 Tolerance and clearance limits are identified and adjusted according to the job requirements.
3. Use tool/instrument to perform calculations	3.1 Work instructions are confirmed and applied to the job in hand; 3.2 Materials to be measured are identified as per job specification; 3.3 Appropriate <u>tool/ instrument</u> is selected based on materials to be measured.
Range of Variables	
Variable	Range (may include but not limited to)
1. Measurements	1.1 Length 1.2 Width 1.3 Weight 1.4 Volume 1.5 Tolerance
2. workplace Information	2.1 Job Order 2.2 Design 2.3 Working drawing 2.4 Verbal instructions 2.5 Written Instruction
3. Appropriate method	3.1 Addition 3.2 Subtraction 3.3 Division 3.4 Multiplication 3.5 Conversion

	3.6 Percentage and ratio calculation
4. Tool/ Instrument	4.1 Calculator 4.2 Scale 4.3 Measuring tape 4.4 Marker
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 calculation requirements from workplace LEormation 1.2 Selected appropriate method to carry out the calculation requirements 1.3 Selected measurements 1.4 Selected appropriate methods 1.5 Used tool/instrument 1.6 Added numbers 1.7 Subtracted numbers 1.8 Multiplied numbers. 1.9 Divided numbers. 1.10 Completed calculations using appropriate tools/instruments
2. Underpinning Knowledge	2.1. Numerical concept 2.2. Basic mathematical methods such as addition, subtraction, m ultiplication and division and percentage. 2.3. Mathematical language, symbols and terminology. 2.4. Measuring units
3. Underpinning Skills	3.1 Interpreting numerical concept 3.2 Interpreting mathematical methods such as addition, subtracti on, multiplication and division and percentage. 3.3 Interpreting mathematical language, symbols and terminology. 3.4 Interpreting measuring units.
4. Underpinning Attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for rights of peers and seniors in workplace 4.6. Communication with peers and seniors in workplace
5. Resource Implications	5.1. Work place 5.2. Materials relevant to the proposed activity 5.3. All tools, equipment, material and documentation required. 5.4. Relevant specifications or work instructions
6. Methods of Assessment	Assessment methods may include but not limited to: 6.1. Written Test

	6.2. Demonstration 6.3. Oral Questioning 6.4. Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

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

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

Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OHS policies and safe operating procedures 1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 responded to emergencies 1.8 maintained personal well-being.
2. Underpinning knowledge	2.1 Define OHS 2.2 OHS Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and there uses 2.8 Personal Hygiene Practices 2.9 OHS Awareness.
3. Underpinning skills	3.1 Accessing OHS policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures.
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace.
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, materials and documentation required 5.4 OHS Policies and Procedures.
6. Methods of assessment	Assessment methods 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 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-06-L1-V1: Practice House Keeping Procedure
Unit Descriptor	This unit covers the knowledge, skills and attitude required to Practice housekeeping procedure. It specifically includes sorting and removing unnecessary items, arranging items, maintaining work area, tools and equipment, following standardized work process and procedure and performing work spontaneously.
Nominal Hours	10 Hours
Elements of Competency	Performance Criteria <u>Bold underlined</u> terms are elaborated in the Range of Variables
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures; 1.2 <u>Unnecessary items</u> are removed and disposed of in accordance with company or office procedures.
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures; 2.2 Work area is arranged according to job requirements; 2.3 Activities are prioritized based on instructions; 2.4 Items are provided with clear and visible <u>identification marks</u> based on procedure; 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions.
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures; 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual; 3.3 <u>Minor repairs</u> are performed on tools and equipment in accordance with manufacturer's instruction/manual; 3.4 Defective tools and equipment are reported to immediate supervisor.
4. Follow standardized work process and procedure	4.1 Materials for common use are maintained in designated area based on procedures; 4.2 Work is performed according to standard work procedures. Abnormal incidents are reported to immediate supervisor.
5. Perform work spontaneously	5.1 Work is performed as per instruction; 5.2 Company and office <u>decorum</u> are followed and complied with; 5.3 Work is performed in accordance with OSH requirements.
Range of Variables	
Variable	Range (may include but not limited to):

1. Unnecessary items	1.1 Non-recyclable materials 1.2 Pictures, posters and other materials not related to work activity 1.3 Unserviceable tools and equipment 1.4 Waste materials
2. Identification marks	2.1 Color coding 2.2 Labels 2.3 Tags
3. Minor repairs	3.1 Application of lubricants 3.2 Replacement of parts 3.3 Sharpening of tools 3.4 Tightening of nuts, bolts and screws
4. Decorum	4.1 Behavior 4.2 Company/office rules and regulations 4.3 Company/office uniform
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Sorted and removes unnecessary items 1.2 Arranged items 1.3 Maintained work area, tools and equipment 1.4 Followed standardized work process and procedures 1.5 Performed work spontaneously.
2. Underpinning knowledge	2.1 Environmental requirements relative to work safety 2.2 Principles of 5S 2.3 Reading skills required to interpret instructions 2.4 Work process and procedures 2.5 Work-related documentation requirements.
3. Underpinning skills	3.1 Arranging items 3.2 Maintaining work area, tools and equipment 3.3 Following standardizing work process
4. Underpinning attitude	1.1 Commitment to occupational health and safety 1.2 Promptness in carrying out activities 1.3 Sincere and honest to duties 1.4 Environmental concerns 1.5 Eagerness to learn 1.6 Tidiness and timeliness 1.7 Respect for rights of peers and seniors in workplace 1.8 Communication with peers and seniors in workplace.

2. Resource implications	The following resources must be provided: 5.1 work place procedure 5.2 materials relevant to the proposed activity 5.3 all tools, equipment, material and documentation required. 5.4 relevant specifications or work instructions.
6. Methods of assessment	Methods of assessment may include but not limited to: 3.1 written test 3.2 demonstration 3.3 oral questioning 3.4 portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by NSDA certified assessor.
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Sector Specific Units of Competency

Unit Code and Title	SU-CER-01-L1-V1: Interpret Activities of Ceramic Industry in Bangladesh
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to interpret activities of ceramic industry in Bangladesh It specifically includes the tasks of interpreting job roles and responsibilities, identifying and observing OSH in the manufacturing industries, planning work activities and working with others.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Interpret job roles and responsibilities	1.1 Job roles and responsibilities in the manufacturing industry are interpreted; 1.2 Relationship within the manufacturing industry employees is identified.
2. Identify and observe OSH in the manufacturing industries	2.1. OSH in the manufacturing industries is identified and observed; 2.2. Safe work practices are followed when using equipment in the work environment.
3. Plan work activities	3.1 Common goals, objectives and tasks are interpreted and clarified with appropriate persons; 3.2 Individual tasks are determined and agreed on according to workplace environment.
4. Work with others	4.1 <u>Effective interpersonal skills</u> are applied to interact with others and to contribute to activities and objectives; 4.2 Assigned tasks are performed in accordance with job requirements, specifications and workplace environment; 4.3 <u>Work requirements</u> are confirmed with colleagues.
Range of Variables	
Variable	Range (may include but not limited to):
1. Effective interpersonal skills	1.1 Basic listening and speaking skills, use terminology and jargon 1.2 Communication and receiving feedback 1.3 Interpretation of instructions 1.4 Basic principles of effective communication
2. Work requirements	2.1 Work requirements as directed in verbal or written in specifications or procedures
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	1. 1 Followed job role accordance with industries requirement 1. 2 Developed relationship with industries fellow 1. 3 Identified different types of Hazards 1. 4 Used PPE 1. 5 Applied effective interpersonal skills to achieve the goals of industry.

2. Underpinning Knowledge	2.1 Key duties/responsibilities of Manufacturing technician 2.2 Responsibilities of Supervisors 2.3 Responsibilities of Employers 2.4 Responsibilities of Workers 2.5 Common Hazards 2.6 Ways to reduce the risk 2.7 Common goals of the manufacturing Industry.
3. Underpinning Skills	3.1 Improving Employee Employer Relationships 3.2 Creating a Positive Relationship with Employees 3.3 Observing OHS in manufacturing industry 3.4 Identifying OHS policies and procedures 3.5 Following personal work safety practices 3.6 Reporting hazards and risks 3.7 Responding to emergency procedures 3.8 Maintaining physical well-being in the workplace.
4. Required 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 5.2 Tools and equipment appropriate to workplace 5.3 Materials relevant to the proposed activity 5.4 Equipment and outfits appropriate in applying safety measures 5.5 OHS Policies and Procedures.
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	SU-CER-02-L1-V1: Use Measuring and Checking Tools and Instruments
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to use measuring and checking tools and instruments. It includes the tasks of preparing with OSH practices, selecting the job, selecting measuring and checking tools and instruments, taking and checking measurements, recording measurements, cleaning and storing measuring and checking instruments.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the range of variables
1. Prepare for work	1.1 Safe work practices are observed and <u>Personal Protective Equipment (PPE)</u> worn as required for the work performed; 1.2 <u>Hazards</u> are identified and risks are minimized and controlled; 1.3 <u>Measuring and checking tools and instruments</u> are selected and collected for use.
2. Select the job to be measured and checked	2.1 Jobs to be measured are identified; 2.2 Jobs to be checked are identified; 2.3 <u>Documents</u> and specifications are interpreted.
3. Select measuring and checking tools and instruments	3.1 Measuring and checking instrument are selected according to job requirements; 3.2 Tolerance and/or clearance, limits are interpreted from the drawing.
4. Take and check measurements	4.1 Measuring and checking instruments are calibrated to ensure accurate reading/measurement; 4.2 <u>Routine adjustments</u> are done as required; 4.3 <u>Measurements</u> are taken precisely/accurately as per supplied drawing or manual; 4.4 Measurements are checked against job requirement.
5. Record and communicate measurement	5.1 Measurements are recorded on form/drawings/sketches as per company procedures; 5.2 Recorded measurements are interpreted and communicated to supervisor.
6. Clean and store measuring and checking instruments	6.1 Measuring and checking instruments are cleaned; 6.2 Measuring instruments are stored as per industry procedure.
Range of Variables	
Variable	Range (May include but not limited to)
1. Personal Protective Equipment (PPE)	1.1 Safety shoes 1.2 Safety belt 1.3 Goggles 1.4 Hand gloves 1.5 Safety helmet

	1.6 Overall apron 1.7 Safety Mask 1.8 Ear plug
2. Hazards	2.1 Physical hazard 2.2 Chemical hazard 2.3 Electrical and mechanical hazard 2.4 Biological hazard 2.5 Ergonomic hazard 2.6 Mental hazard
3. Measuring and checking tools and instruments	3.1 Measuring tools ▪ Measuring tape ▪ Slide/Vernier Calipers ▪ Steel Rules ▪ Micrometer 3.2 Checking tools ▪ inside calipers ▪ outside calipers ▪ Filler gauge 3.3 Measuring instruments ▪ Pressure gauge ▪ Gloss meter ▪ Sprit level ▪ Weighing scale
4. Documents	4.1 Drawings 4.2 Sketches 4.3 Technical manuals 4.4 Specifications 4.5 Written instructions
5. Routine adjustment	5.1 Calibration 5.2 Simple zeroing 5.3 Scale adjustment 5.4 Reference adjustment
6. Measurements	6.1 Measuring length 6.2 Angle 6.3 Clearances 6.4 Time 6.5 Temperature 6.6 Glossing
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 osh practices 1.2 identified the proper graduated measuring instrument 1.3 took measurement

	1.4 recorded measurement 1.5 interpreted written inspection.
2. Underpinning knowledge	2.1 Relevant OSH. 2.2 Principles of using different measuring instruments. 2.3 Workplace standard. 2.4 List and use of measuring and checking tools and instruments 2.5 Sequence of using the instruments. 2.6 Maintaining rules of instruments. 2.7 Methods of using instruments 2.8 Calibration of instrument.
3. Underpinning skill	3.1 Practicing workplace safety 3.2 Using PPE 3.3 Using instruments 3.4 interpreting and following data sheet, instruction and manuals, technical drawing 3.5 Performing measurement 3.6 Keeping record and report 3.7 Calibrating of instrument.
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace.
5. Resource implications	5.1 Adequate workplaces 5.2 Materials for proposed activities 5.3 Measuring and checking tools and instruments appropriate to propose activities 5.4 Information and documentation 5.5 Manual, Codes, Standards and reference materials.
6. Methods of assessment	Assessment methods may include but not limited to: 6.1 Demonstration 6.2 Oral questioning 6.3 Written test 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by NSDA certified 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.

Occupation Specific Units of Competency

Unit Code and Title	OU-CER-SPCP-01-L1-V1: Check Quality of Ceramic Products Before Packing
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to check quality of ceramic products before packing. It includes preparing for work, identifying defect, performing sorting and grading, performing grinding, performing auto grinding operation and maintaining workplace, tools and equipment.
Nominal Hours	90 Hours
Elements of Competency	Performance Criteria <u>Bold & Italicized</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) is observed and followed as per workplace procedur; 1.2 <u>Personal Protective Equipment (PPE)</u> for are selected and worn as per job requirements; 1.3 Personal hygiene is maintained considering organizat ional and job requirement; 1.4 Products are inspected for identifying <u>defect;</u> 1.5 Collect necessary measuring tools for inspection; 1.6 Ensure the inspection area is clean, well-lit, and organized to avoid any confusion.
2. Identify defect	2.1 <u>Defect identification</u> procedures are determined; 2.2 Product defects are identified by applying different inspection techniques; 2.3 Defected products are separated and stored as per SOP (Standard Operating Procedure) of the industry.
3. Perform sorting and grading	3.1 Product <u>grading</u> is performed according to the industry procedure; 3.2 Product are sorted base on <u>parameter</u> as per workplace specification.
4. Perform grinding	4.1 Grinding wheel is used base on defect requirement; 4.2 Emery paper size is selected as per defect; 4.3 Perform grinding on defects as per requirement; 4.4 Emery paper is used in defected place; 4.5 After grinding dust is removed; 4.6 Glaze shine is applied as per industry standard.
5. Perform auto grinding operation	5.1 Foot grinding machine belt (diamond) is set according to the products size; 5.2 Ceramic products are placed on belt to smooth the foot surface; 5.3 Products are inspected as per industry requirement.

6. Maintain workplace, tools and equipment	6.1 Workshop are cleaned in accordance with workplace and environmental procedures; 6.2 Waste materials are disposed according to environmental procedures; 6.3 Tools and equipment are stored as per manufacturer's recommendation in appropriate location.
Range of Variables	
Variable	Range (may include but not limited to:)
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Gloves 1.3 Apron 1.4 Safety shoe 1.5 Safety glass
2. Defect identification	2.1 Visual 2.2 Automatic machine
3. Defect	3.1 Dust 3.2 Bending 3.3 GD 3.4 Surface lamination 3.5 Side lamination 3.6 Color contamination 3.7 Powder contamination 3.8 Pinhole 3.9 Chipping 3.10 Bubble 3.11 Iron contamination 3.12 Water drop 3.13 Blister 3.14 Body crack 3.15 Glaze crack 3.16 Surface crack 3.17 Cooling crack 3.18 Over polish 3.19 Under polish 3.20 Dull polish 3.21 Scratch
4. Grading	4.1 A grade 4.2 B grade 4.3 C grade 4.4 Fully broken/rejection

5. Parameter	5.1 Grade 5.2 Item Code 5.3 Calibere 5.4 Shade 5.5 Batch No. 5.6 Operator No.
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 evidences that the candidate: 1.1 inspected products to identify defect 1.2 performed grading of product 1.3 separated defected products 1.4 sorted the product based on parameter 1.4 performed sorting of product 1.5 disposed waste material.
2. Underpinning knowledge	2.1 Suitable dress code for ceramic packing 2.2 Defect identification process 2.3 Relevant defect of product 2.4 Procedures of grading and sorting ceramic product 2.5 Parameter of sorting ceramic product 2.6 Safety precaution in handling product 2.7 Measurement process 2.8 Relevant item code 2.9 Comprehend products, shape and model no.
3. Underpinning skills	3.1 Ensuring safety precaution in handling ceramics 3.2 Inspecting product for defect identification 3.3 Performing grading and sorting ceramic products 3.4 Separating defected products 3.5 Disposing waste material.
4. Required attitudes	4.1 Commitment to occupational safety and health 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Materials, consumables to perform activities.

6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio.
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by NSDA certified assessor.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code Title	OU-CER-SPCP-02-L2-V1: Check Products' Carton
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to check products carton. It includes preparing for work, checking carton quality and maintaining workplace.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria
	<u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) is observed and followed as per workplace procedure; 1.2 <u>Personal Protective Equipment (PPE)</u> are selected and worn as per job requirements; 1.3 Personal hygiene is maintained considering organizational and job requirement; 1.4 <u>Tools</u> are selected and collected as per job requirement; 1.5 Tools and materials are prepared as per job requirement; 1.6 Carton <u>parameter</u> for checking is determined; according to the industry specification; 1.7 <u>Carton category</u> is selected.
2. Check carton quality	2.1 Cartons are collected from stock; 2.2 Carton is checked based on products body and size; 2.3 Carton is checked for any visible damage on the carton; 2.4 Cartons are checked to make sure the flaps are intact and properly sealed; 2.5 Cartons are measured to ensure they fit the products correctly and enough space without excess movement; 2.6 Accepted carton are transfer to store; 2.7 Rejected carton are stored in designated place.
3. Maintain workplace	3.1 Tools and equipment are cleaned and stored as per workplace procedures; 3.2 Faulty equipment are tagged and reported in accordance with workplace procedures; 3.3 Waste materials are disposed in accordance with workplace and environmental standard.
Range of Variables	
Variable	Range (may include but not limited to:)

1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Gloves 1.3 Satety shoe 1.4 Apron 1.5 Airplug
2. Measuring Tools	2.1 Vernier caliper 2.2 Measuring tape 2.3 Filler gauge
3. Parameter	3.1 Size 3.4 Printing - ▪ ISO number and logo ▪ BSTI number and logo ▪ Ceramic products quantity ▪ Tile catagory
4. Carton category	4.1 Product Size base 4.2 Grade base 4.3 Body base
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 evidences that the candidate: 1.1 determined carton checking parameter 1.2 selected carton category 1.3 checked carton quality 1.4 cleaned workplace, tools and equipment.
2. Underpinning knowledge	2.1 Relevant measurement 2.2 Usages of tools 2.3 Carton checking parameter 2.4 Categories of carton for ceramic products 2.5 Carton defects.
3. Underpinning skills	3.1 Determining carton checking parameter 3.2 Selecting carton categories 3.3 Checking carton quality based on parameter 3.4 Tagging faulty tools.

4. Required attitudes	4.1 Commitment to occupational safety and health 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools, equipment and physical facilities appropriate to perform activities 5.3 Materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio.
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by NSDA certified assessor.

Accreditation Requirements

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

Unit Title	OU-CER- SPCP-03-L2-V1: Perform Packing manually
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform packing manually. It includes following OSH Practices, preparing for packing, performing packing of products and maintaining work area, tools and equipment.
Nominal Hours	90 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH Practices	1.1 Occupational Safety and Health (OSH) are observed and followed as per workplace procedure; 1.2 <u>Personal Protective Equipment (PPE)</u> are selected and worn as per job requirements; 1.3 Personal hygiene is maintained considering organizational and job requirement.
2. Prepare for packing	2.1 <u>Tools and material</u> need to be used are selected; 2.2 Carton and <u>product support</u> materials are collected considering the item, size and <u>grade</u> of the ceramic products; 2.3 Gum tap, <u>Sticker and material</u> are collected as per product requirement; 2.4 Warning and model sticker is tagged on product; 2.5 Color sticker is tagged on carton.
3. Perform packing of products	3.1 <u>Product features</u> are sealed on the carton; 3.2 Supports are set in products as per industry specification; 3.3 Flat-packs are set in the carton according to the products requirement; 3.4 Ceramic products are set in cartons according to industry specifications; 3.5 Inner cartons are set in master carton according to the products requirement; 3.6 Product gaps are filled with additional padding to minimize movement during transport; 3.7 <u>Protective cushioning material</u> are used to prevent from scratching each other, if packing multiple products in one carton.

4. Clean and maintain work area, tools and equipment	4.1 Tools and equipment are cleaned and stored as per workplace procedure; 4.2 Faulty equipment are tagged and reported in accordance with workplace procedures; 4.3 Waste materials are disposed off in accordance with workplace and environmental standard.
Range of Variables	
Variable	Range (may include but not limited to:)
1. Personal Protective equipment (PPE)	1.1 Mask 1.2 Gloves 1.3 Apron 1.4 Safety shoe 1.5 Cap
2. Tools	2.1 Measurement tape 2.2 Wrench 2.3 Screwdriver
3. Material	3.1 Masking tape 3.2 U clip 3.3 Reducer coupling 3.4 Waste cotton 3.5 PP belt 3.6 Gum pot 3.7 Gum tape
4. Product Support	4.1 Wastage Paper 4.2 Hay 4.3 Wastage plastic
5. Grade	5.1 A grade 5.2 B grade 5.3 C grade
6. Features of the products	6.1 Size 6.2 Model number 6.3 Batch No. 6.4 Shade No.
7. Stickers and materials	7.1 Color 7.2 Warning 7.3 Model 7.4 Gum tape 7.5 Masking tape 7.6 Ware information 7.7 Shipment mark 7.8 Inner

8. Protective cushioning material	8.1 Foam sheets 8.2 Bubble wrap 8.3 Corrugated dividers 8.4 Cardboard separators 8.5 Paper padding 8.6 Plastic film
9. Other activities	9.1 Inspect Products 9.2 Layering 9.3 Seal Cartons 9.4 Labeling 9.5 Final Inspection 9.6 Storage in ware house
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 evidences that the candidate: 1.1 packed set products 1.2 used protective cushioning material to prevent them from scratching 1.3 placed product and accessories in carton maintaining safety precaution 1.4 used gum tap to seal the products packet.
2. Underpinning knowledge	2.1 Types of products grade, size and item 2.2 Feature of products 2.3 Packing procedure of products 2.4 Carton categories base grade, item and size 2.5 Related sticker and material 2.6 Usages of product supports and its placement process 2.7 Types of sticker place in packing 2.8 Relevant information for each sticker 2.9 Relevant accessories 2.10 Packing procedure of inner carton. 2.11 Material 2.12 Product support 2.13 Shipping mark.

3. Underpinning skills	3.1 Selecting carton considering grade, item and size 3.2 Performing set products packing 3.3 Placing ware, accessories and final inspection card in inner carton 3.4 Setting bottom support 3.5 Placing product and accessories inside carton 3.6 Tidying up carton 3.7 Selecting required sticker 3.8 Tagging sticker on product, inner carton and master carton 3.9 Placing several stickers in relevant place 3.10 Applying techniques to seal products feature on carton 3.11 Using gum tape to seal products packet 3.12 Inspecting work code, date and shipment code.
4. Required attitudes	4.1 Commitment to occupational safety and health 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Respect for rights of peers and seniors at workplace 4.8 Communication with peers and seniors at workplace.
5. Resource implication	The following resources must be provided: 5.1 workplace (actual or simulated) 5.2 tools, equipment and physical facilities appropriate to perform activities 5.3 materials, consumables to perform activities.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 written test 6.2 demonstration 6.3 oral questioning 6.4 portfolio.
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre; 7.2 Assessment should be done by NSDA certified 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.	

References:

1. Competency Standard on Packing-Products, BTEB

Development of Competency Standard

The Competency Standards for National Skills Certificate Level-2 in Sorting & Packing – Ceramic Products is developed by NSDA on 15 October, 2024.

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Validation of Competency Standard

The Competency Standards for National Skills Certificate Level-2 in Soring & Packing – Ceramic Products is Validated by NSDA on 11 November, 2024.

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