



COMPETENCY STANDARD

FOR

Wood Coating

Level: 2

(Furniture Sector)

Code: CS-FUR-WC-L2-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 Wood coating 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 validated by NSDA in association with Furniture Sector, industry representatives, academia, related specialist, trainer, and related employee.

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

Introduction

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

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

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National Qualification Framework (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 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 Furniture 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 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 components of a unit of competency, including:

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

Competency Standards for National Skill Certificate, Level-2 in Wood Coating of Furniture Sector

Level Descriptors of NSQF (BNQF 1-6)

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

List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency
ISO	International Organization for Standardization
MSDS	Material Safety Data Sheet
OSH	Occupational Safety and Health
CAD	Course Accreditation Document
BNQF	Bangladesh National Qualification Framework
CBLM	Competency Based Learning Materials
CBC	Competency Based Curriculum

Approved by

---the Executive Committee (EC) Meeting of NSDA

Held on -----

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

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**Competency Standards for National Skill Certificate, Level- 2, in
Wood Coating of Furniture Sector**

Course Structure

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-01-L1-V1	Apply Occupational Health & Safety (OSH) practices at workplace	1	15
2.	GU-02-L1-V1	Perform computations using basic mathematical concepts	1	15
Sub Total				30
Sector Specific Units of Competencies				
3.	SU-FUR-01-L1-V1	Use Measuring Tools and Equipment	1	20
4.	SU-FUR-02-L1-V1	Prepare wood for work	1	30
Sub Total				50
Occupation Specific Units of Competencies				
5.	OU-FUR-WC-01-L2-V1	Use Hand Tools and Power Tools	2	20
6.	OU-FUR-WC-02-L2-V1	Interpret Varnish & Wood keeper materials	2	40
7.	OU-FUR-WC-03-L2-V1	Prepare surface for Varnish & Wood Keeper	2	60
8.	OU-FUR-WC-04-L2-V1	Perform primer for Varnish and Wood keeper	2	40
9.	OU-FUR-WC-05-L2-V1	Perform Varnish / Polish on wooden surface	2	60
10.	OU-FUR-WC-06-L2-V1	Perform Wood keeper on the wooden surface	2	60
Sub Total				280
Total Duration				360

Units & Elements at Glance

Generic Competencies (30 Hours)

Code	Unit of Competency	Elements of competency	Duration (Hours)
GU-01-L1-V1	Apply Occupational Health & Safety (OSH) practices at workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures. 2. Follow OSH procedure. 3. Report hazards and risks 4. Respond to emergencies. 5. Maintain personal wellbeing. 	15
GU-02-L1-V1	Perform computations using basic mathematical concept	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace. 2. Select appropriate mathematical methods for the calculation. 3. Use tool/instrument to perform calculations. 	15
			30

Sector Specific Units of Competencies (40 Hours)

Code	Unit of Competency	Elements of competency	Duration (Hours)
SU-FUR-01-L1-V1	Use Measuring Tools and Equipment	<ol style="list-style-type: none"> 1. Select measuring instruments 2. Carry out measurements and calculation 3. Maintain measuring instruments 	20
SU-FUR-02-L1-V1	Prepare wood for work	<ol style="list-style-type: none"> 1. Select wood and wood substitutes 2. Prepare work piece 3. Store wood/ and wood substitutes 	20

Occupation Specific Units of Competencies (240 Hours)

Code	Unit of competency	Elements of competency	Duration (hours)
OU-FUR-WC-01-L1-V1	Use Hand Tools and Power Tools	<ol style="list-style-type: none"> 1. Identify tools. 2. Using hand tools 3. Using power tools 4. Perform basic preventive maintenance. <p>Maintain workplace and store tools equipment</p>	20

OU-FUR-WC-02-L2-V1	Interpret Varnish & Wood keeper materials	<ol style="list-style-type: none"> 1. Identify basic varnish material 2. Perform basic measurement and calculation 3. Identify specific colour 4. Clean and store tools and equipment 	40
OU-FUR-WC-03-L2-V1	Prepare surface for Varnish & Wood Keeper	<ol style="list-style-type: none"> 1. Prepare for work 2. Prepare surface for varnish & Wood keeper 3. Apply and remove masking. 4. Clean and store tools and equipment 	60
OU-FUR-WC-04-L2-V1	Perform primer for Varnish and Wood keeper	<ol style="list-style-type: none"> 1. Prepare primer materials. 2. Perform primer 3. Clean and store tools and equipment 	40
OU-FUR-WC-05-L2-V1	Perform Varnish / Polish on wooden surface	<ol style="list-style-type: none"> 1. Prepare varnish material 2. Perform varnish material 3. Clean and maintain equipment and work area 	60
OU-FUR-WC-06-L2-V1	Perform Wood keeper (Wood Coating) on wooden surface	<ol style="list-style-type: none"> 1. Prepare colour for wood keeper. 2. Apply Colour for wood keeper 3. Prepare wood keeper 4. Perform wood keeper 5. Clean and maintain equipment and work area 	60
Sub Total			240
Total			360

Generic Units of Competencies

Unit Code and Title	GU-01-L2-V1: Apply Occupational Health & Safety (OSH) practices at 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 the task of 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>OSH 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 OSH 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 are applied during emergency situations
5. Maintain personal well-being	5.1 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures. 5.2 Corrective actions are implemented to correct unsafe condition in the workplace 5.3 <u>“Fit to work” records</u> are updated and maintained according to workplace requirements
Range of Variables	

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

Evidence Guide

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

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OSH policies and safe operating procedures 1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions
2. Underpinning knowledge	2.1 Define OSH 2.2 OSH Workplace Policies and Procedures 2.3 Work safety procedures 2.4 Emergency procedures 2.5 Hazard control procedure 2.6 Different types of hazards 2.7 PPE and there uses 2.8 Personal hygiene practices 2.9 OSH awareness
3. Underpinning skills	3.1 Accessing OSH policies 3.2 Using of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, equipment, materials and documentation required 5.4 OSH Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning

7. Context of assessment	<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>
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Accreditation Requirements

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

Unit Code and Title	GU-02-L1-V1: Perform Computations Using Basic Mathematical Concepts
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit of competency requires the knowledge, skills and attitude to perform computations using basic mathematical concepts in the workplace.</p> <p>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.</p>
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Identify calculation requirements in the workplace	<p>1.1 Job requirements are identified</p> <p>1.2 <u>Measurements</u> are selected in accordance with job requirement</p> <p>1.3 Calculation requirements are identified from <u>workplace information</u></p>
2. Select appropriate mathematical methods for the calculation.	<p>2.1 Mathematical methods are identified</p> <p>2.2 <u>Appropriate method</u> is selected to carry out the calculation requirements</p> <p>2.3 Tolerance and clearance limits are identified and adjusted according to the job requirements</p>
3. Use tool/instrument to perform calculations	<p>3.1 Work instructions are confirmed and applied to the job in hand</p> <p>3.2 Materials to be measured are identified as per job specification</p> <p>3.3 Appropriate <u>tool/ instrument</u> is selected based on materials to be measured</p>
Range of Variables	
Variable	Range (may include but not limited to)
1. Measurements	<p>1.1 Length</p> <p>1.2 Width</p>

	<ul style="list-style-type: none"> 1.3 Weight 1.4 Tolerance
2. workplace information	<ul style="list-style-type: none"> 2.1 Job Order 2.2 Design 2.3 Working drawing 2.4 Verbal instructions 2.5 Written Instruction
3. Appropriate method	<ul style="list-style-type: none"> 3.1 Addition 3.2 Subtraction 3.3 Division 3.4 Multiplication 3.5 Conversion 3.6 Percentage and ratio calculation
4. Tool/ Instrument	<ul style="list-style-type: none"> 4.1 Calculator 4.2 Scale 4.3 Measuring tape 4.4 Marker
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified calculation requirements from workplace information 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	<ul style="list-style-type: none"> 2.1. Numerical concept 2.2. Basic mathematical methods such as addition, subtraction, multiplication and division and percentage. 2.3. Mathematical language, symbols, and terminology. 2.4. Measuring units
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Interpret numerical concept 3.2 Interpret mathematical methods such as addition, subtraction, multiplication and division and percentage. 3.3 Interpret mathematical language, symbols and terminology. 3.4 Interpret measuring units

4. Underpinning Attitudes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 6.1. Written Test 6.2. Demonstration 6.3. Oral Questioning 6.4. Portfolio
7. Context of Assessment	<ul style="list-style-type: none"> 7.1. Competency assessment must be done in a NSDA accredited assessment center 7.2. Assessment should be done by an NSDA certified/ nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NSQF/BNQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

The sector specific competencies

Unit Code and Title	SU-FUR-01-L1-V1: Use Measuring Tools and Equipment
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to use measuring instruments. It specifically includes the tasks of selecting measuring instruments, carrying out measurements and calculation and maintaining measuring instruments.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Select measuring instruments	1.1 Object or component to be measured is identified. 1.2 Correct specifications are obtained from relevant source 1.3 Required <u>measuring instruments</u> is selected in accordance with job requirements. 1.4 Measuring instruments are calibrated as per standard if necessary;
2. Carry out measurements and calculation	2.1 Accurate measurements are obtained in accordance with job requirement. 2.2 <u>Basic calculation</u> needed to complete work tasks are performed. 2.3 Calculations involving fractions, percentages and mixed numbers are used to complete workplace tasks. 2.4 Numerical calculation is checked and corrected for accuracy in accordance with job requirement. 2.5 Instruments are read according to the limit of accuracy;
3. Maintain measuring instruments	3.1 Measuring instruments are checked for damage prior to storage. 3.2 Measuring instruments are cleaned before and after using.
Range of Variables	
Variable	Range (may include but not limited to):
1. Measuring instruments	1.1 Measuring tape 1.2 Callipers (inside-outside) 1.3 Vernier Callipers 1.4 Thickness gauge 1.5 Torque gauge 1.6 Try square 1.7 Bevel Square 1.8 Rafter Square 1.9 Protractor 1.10 Spirit Level

	<ul style="list-style-type: none"> 1.11 Steel rule 1.12 Moisture Meter 1.13 Thermometer 1.14 T square
2. Basic calculation	<ul style="list-style-type: none"> 2.1 Volume 2.2 Area 2.3 Displacement 2.4 Circumference 2.5 Diameter 2.6 Radius 2.7 Length 2.8 Thickness 2.9 Outside diameter 2.10 Taper
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 selected measuring instruments 1.2 carried-out measurements and calculations 1.3 maintained measuring instruments.
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Types of measuring tools and equipment. 2.2 Measuring instruments and its use. 2.3 Formula for volume, area, perimeter and other geometric figures.
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Caring and handling measuring instruments. 3.2 Calibrating and using measuring instruments. 3.3 Performing calculation by addition, subtraction, multiplication and division. 3.4 Visualizing objects and shapes. 3.5 Interpreting formula for volume, area, perimeter and other geometric figures.
4. Required attitudes	<ul style="list-style-type: none"> 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 and consumables needed 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 a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	SU-FUR-03-L2-V1: Prepare Wood for Work
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to prepare wood for work. It specifically includes the tasks of selecting wood and wood substitutes, preparing work piece and preserving wood.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Select wood and wood substitutes	1.1 Occupational Safety and Health (OSH) procedures are maintained throughout the works. 1.2 <u>Wood</u> and <u>wood substitutes</u> are selected according to the requirement of works. 1.3 Quality of wood/wood substitutes are checked as per work specification.
2. Prepare work piece	2.1 Dimension of work piece is checked according to works specification.

	<p>2.2 Damaged and unnecessary portion of wood/wood substitutes is trimmed as per workplace procedures using <u>hand tools</u> and <u>power tools</u>.</p> <p>2.3 Prepared wood/wood substitutes are stored as per workplace procedures.</p>
3. Store wood and wooden board	<p>3.1 Wood/wood substitutes are prepared for storing;</p> <p>3.2 Wood/wood substitutes is stored according to workplace procedure.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Wood	<p>1.1 Teak</p> <p>1.2 Garjon</p> <p>1.3 Mahogany</p> <p>1.4 Mango</p> <p>1.5 Gamari</p> <p>1.6 Korai</p> <p>1.7 Oak</p> <p>1.8 Beech</p> <p>1.9 Teak Chambul</p> <p>1.10 Chapalish</p> <p>1.11 Pine wood</p>
2. Wood substitutes	<p>2.1 Particle board/ Wood-tex board</p> <p>2.2 Plain MDF board</p> <p>2.3 HDF board</p> <p>2.4 Veneer board</p> <p>2.5 Plywood</p> <p>2.6 Formica</p> <p>2.7 Laminating board</p> <p>2.8 Glass Sheet</p> <p>2.9 PVC Board</p> <p>2.10 WPVC Board</p> <p>2.11 HPL Board</p> <p>2.12 Acrylic Board</p>
3. Hand tools	<p>3.1 Measuring tape</p> <p>3.2 Ruler</p> <p>3.3 Try square.</p> <p>3.4 Rafter Square</p> <p>3.5 Hand saw</p> <p>3.6 Pencil</p> <p>3.7 Moisture meter</p> <p>3.8 Vice</p> <p>3.9 C-Clamp</p>

4. Power tools	4.1 Hand circular saw
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 maintained safety throughout the work 1.2 identified wood and wood substitute 1.3 prepared and preserved wood and wood substitute
2. Underpinning knowledge	2.1 Types of wood and wood substitutes. 2.2 Use of wood and wood substitutes 2.3 Quality criteria of wood and wood substitute 2.4 Wood and wood substitute preservation process. 2.5 Work and wood substitute place procedure.
3. Underpinning skills	3.1 Using safety requirement. 3.2 Identifying wood and wood substitute for specified work. 3.3 Use of hand and power tools. 3.4 Applying techniques of preserving wood and wood substitute. 3.5 Interpreting work specifications.
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 Environmental concerns. 4.5 Eagerness to learn. 4.6 Tidiness and timeliness. 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 and consumables needed 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 a NSDA certified/nominated assessor

Accreditation Requirements

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

The Occupational Specific Competencies

Unit Code and Title	OU-FUR-WC-01-L2-V1: Use Tools and Equipment
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to use hand tools and portable power tools. It specifically includes the tasks of preparing for works, tools and equipment, applying tools and equipment and maintaining tools and power tools.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for works	1.1 Occupational Safety and Health (OSH) requirements, are observed 1.2 <u>PPE</u> are collected and worn as per requirement 1.3 Tasks are identified. 1.4 All safety procedures in using tools are observed.
2. Prepare tools and equipment	2.1 <u>Tools and Equipment</u> are identified and selected in accordance with the task requirements 2.2 Tools and equipment are checked for proper operation and safety 2.3 Unsafe or faulty tools are identified and marked for repair
3. Use tools and equipment	3.1 User's manuals of tools and equipment are read and interpreted 3.2 Tools and equipment are used according to tasks 3.3 Malfunctions, unplanned or unusual events are reported to the supervisor.
4. Maintain tools and equipment	4.1 Tools and equipment are checked for damage prior to storage. 4.2 Tools and equipment's are cleaned before and after using. 4.3 Power tools are maintained using relevant lubrications as per manufacturer's instructions. 4.4 Hand tools and power tools are stored in the designated area.
Range of Variables	
Variable	Range (may include but not limited to:)
1. Tools and Equipment	1.1 Anti-cutter 1.2 Brush 1.3 Roller 1.4 Blower 1.5 Sanding machine 1.6 Grinder 1.7 Wood planner 1.8 Moisture meter 1.9 IR Thermometer

	<ul style="list-style-type: none"> 1.10 Humidity meter 1.11 Dew point meter 1.12 WFT meter 1.13 Scrapper 1.14 Spray gun
2. PPE	<ul style="list-style-type: none"> 2.1 Helmet/ Scarf 2.2 Hand gloves 2.3 Dust mask 2.4 Apron 2.5 Safety shoe 2.6 Ear plug 2.7 Safety goggles
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent, and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 demonstrated safe working practices 1.2 used hand tools and portable power tools 1.3 maintained and stored hand tools and power tools.
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Safety requirements in handling tools. 2.2 Function, operation, common faults of tools 2.3 Maintenance of tools. 2.4 Storage of tools. 2.5 User's manuals
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Safe handling of tools 3.2 Using and maintaining hand tools and portable power tools.
4. Required attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 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	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment center</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	
Unit Code and Title	OU-FUR-WC-02-L2-V1: Interpret Varnish & Wood keeper materials
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of identifying basic varnish material, performing basic measurement and calculation, identifying specific colour, cleaning and storing tools and equipment</p>
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria
	<u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify varnish material	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 <u>Varnish materials</u> are identified as per job requirements.</p> <p>1.3 Properties of basic coating materials are explained</p> <p>1.4 Application procedure of basic coating materials are interpreted</p> <p>1.5 Materials specifications are read and interpreted</p> <p>1.6 Materials quality are checked as per specification</p>
2. Perform basic measurement and calculation	<p>2.1 Tools, equipment and materials are collected as per requirement</p> <p>2.2 Measuring unit to be used are determined as per workplace requirement</p> <p>2.3 Appropriate <u>measuring instruments</u> are selected <u>as per</u> requirement</p> <p>2.4 Calculation is performed using Standard procedure</p>

3. Identify specific colour	3.1 Colours of wood coating are interpreted 3.2 Colours are identified as per job requirement 3.3 Colours are collected as per job requirement 3.4 Mixing ratio of colours are maintained 3.5 Unexpected situations are responded with rules and regulation
4. Clean and store tools and equipment	4.1 Unused materials are stored or recycled as required. 4.2 Tools and equipment are cleaned and stored as per workplace standard 4.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 4.4 Waste materials are disposed as per SOP.
Range of Variables	
Variable	Range (may include but not limited to:)
1. Varnish material	1.1 Putty (water based, XY clear putty, Wax etc.) 1.2 Wood Filler 1.3 Thinner (NC thinner, PU thinner, Spirit etc.) 1.4 Wood Keeper 1.5 Dye Stain (Walnut, Teak, Mahogany etc.) 1.6 Dye powder (Color) 1.7 Gala 1.8 Karfa 1.9 Chalk powder 1.10 Fresh powder 1.11 Teak powder 1.12 Zinc Oxide Powder 1.13 Ella Soil powder 1.14 Red oxide powder 1.15 Brown powder 1.16 Wood Bleach 1.17 Shidur powder 1.18 Vhusha-kali powder 1.19 Mahogany powder 1.20 Cotton 1.21 Masking tape 1.22 Cloth (Polish cloth, marking cloth, Jute, filter cloth) 1.23 Sanding paper (0P, 1P, 80P, 120P, 240P,320P etc.)
2. Measuring instruments	2.1 Measuring cup 2.2 Measuring tape 2.3 Weighing Scale

3. Colour	<ul style="list-style-type: none"> 3.1 Teak 3.2 Mahogany 3.3 Walnut 3.4 Rosewood 3.5 Black 3.6 Yellow 3.7 Natural Wood Colour etc.
4. Unexpected situations	<ul style="list-style-type: none"> 4.1 Faulty & defective materials 4.2 Injury to personnel 4.3 Measuring fault 4.4 Chemical mixing ratio
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identified varnish & wood keeper material 1.2 Identified color for varnish & wood keeper 1.3 Cleaned and maintained tools and equipment
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 OSH 2.2 Basic Varnish materials 2.3 Properties of Varnish materials 2.4 Materials specifications 2.5 Measuring instruments and calculations 2.6 Colours 2.7 Unexpected situations
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying Varnish material 3.2 Identifying different color 3.3 Using measuring instrument 3.4 Computing measuring calculation 3.5 Checking materials quality. 3.6 Cleaning and storing tools, equipment, and materials as per instruction.
4. Required attitudes	<ul style="list-style-type: none"> 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. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-03-L2-V1: Prepare Surface for Varnish & Wood Keeper
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials. It specifically includes the tasks of preparing for work, preparing surface for varnish & wood keeper, applying and removing masking, cleaning and storing tools and equipment.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 PPE are worn and used as per nature of the job. 1.2 <u>Hand tools and power tools</u> are collected as per job requirement. 1.3 <u>Preparation Materials</u> are collected as per job requirement

2. Prepare surface for varnish & wood keeper	2.1 Surfaces are inspected for quality requirement 2.2 Foreign materials are identified on the surface. 2.3 Surfaces are cleaned thoroughly to make it free from foreign materials. 2.4 Patchworks are performed on defected surface if required. 2.5 Bleaching on the surface are performed if required 2.6 Surfaces are sanded smoothly & cleaned as per set standard.
3. Use and remove Maskin tape	3.1 Maskin tape are collected 3.2 Maskin tape are fixed up on designated area if required 3.3 Maskin tape are removed after completing the job 3.4 Designated area is checked and cleaned as required.
4. Clean and store tools and equipment	4.1 Unused materials are stored or recycled as required. 4.2 Tools and equipment are cleaned and stored as per workplace standard 4.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 4.4 Waste materials are disposed as per standard
Range of Variables	
Variable	Range (may include but not limited to:)
1. Hand tools and power tools	1.1 Sanding machine 1.2 Scraper 1.3 Spatula/ stirring stick. 1.4 Putty knife 1.5 Brush 1.6 Blower 1.7 Mixing container
2. Preparation Materials	2.1 Putty (water based, XY clear putty, Wax etc.) 2.2 Clean Cloth or Rag (Marking cloth) 2.3 Sanding paper (0P, 1P, 80P, 120P, 240P etc.)
3. Surfaces	3.1 Solid Wood 3.2 Ply wood 3.3 Woodtex/ Veneer particle board 3.4 Veneer MDF board
4. Quality requirement	4.1 Cleanliness 4.2 Smoothness 4.3 Moisture content of the surface 4.4 Environmental conditions

5. Foreign materials	5.1 Oil 5.2 Grease 5.3 Sticker 5.4 Dust 5.5 Dirt 5.6 Nail 5.7 Glue 5.8 Debris 5.9 Other contaminants
6. Standard	6.1 Smoothness 6.2 Absence of imperfection 6.3 Dent/hole free 6.4 Dust free
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 Performed smooth sanding 1.2 Inspected surface as per quality requirement 1.3 Identified & removed foreign materials from surface 1.4 Performed patchwork on defected areas. 1.5 Cleaned and maintained tools and equipment
2. Underpinning knowledge	2.1 Hand tools and power tools 2.2 Sand paper 2.3 Quality surface 2.4 Foreign materials on surface 2.5 Maskin & remove Maskin tape 2.6 Surface defect and patchwork
3. Underpinning skills	3.1 Selecting tools, equipment and materials. 3.2 Inspecting quality surface 3.3 Identifying foreign materials 3.4 Applying putty 3.5 Using hand tools and power tools 3.6 Fixing up masking tape and removing from designated area 3.7 Performing patchwork on defected areas
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. Contexts of assessment	7.1 Competency assessment must be done in NSDA accredited assessment center. 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-04-L2-V1: Perform primer for Varnish and Wood keeper
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials. It specifically includes the tasks of preparing primer materials, performing primer, cleaning and storing tools and equipment.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare primer materials	1.1 Selected <u>Primer materials</u> are weighed as per ratio 1.2 Materials are mixed as per instruction for Varnish 1.3 Mixture is checked for application
2. Perform primer coat	2.1 Prepared surface is selected and collected 2.2 Primer is applied on the prepared surface 2.3 Surface is allowed to dry as per requirement. 2.4 Primer coating is checked as per set <u>standard.</u> 2.5 Additional primer coat is applied if required

3. Clean and store tools and equipment	<p>3.1 Unused materials are stored or recycled as required.</p> <p>3.2 Tools and equipment are cleaned and stored as per workplace standard.</p> <p>3.3 Faulty and defective tools are tagged and reported in accordance with workplace practices.</p> <p>3.4 Waste materials are disposed as per standard</p>
Range of Variables	
Variable	Range (may include but not limited to:)
1. Primer materials	<p>1.1 Putty (water based, XY clear putty, Wax etc.)</p> <p>1.2 Thinner (Spirit, NC thinner, PU thinner etc.)</p> <p>1.3 Wood Filler</p> <p>1.4 Gala</p> <p>1.5 Dye powder (Color)</p> <p>1.6 Chalk powder</p> <p>1.7 Fresh powder</p> <p>1.8 Zinc Oxide Powder</p> <p>1.9 Ella Soil</p> <p>1.10 Clean Cloth (Polish cloth, marking cloth, Jute etc.)</p> <p>1.11 Sanding paper (80P, 120P, 240P etc.)</p> <p>1.12 Mixing pot</p>
2. Standard	<p>2.1 Proper drying</p> <p>2.2 Smooth sanding</p> <p>2.3 Absence of imperfection</p> <p>2.4 Compatibility with Subsequent Coatings</p>
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <p>1.1 Performed weighing and mixing of primer materials</p> <p>1.2 Performed primer for varnish and wood keeper application</p> <p>1.3 Cleaned and maintained tools and equipment</p>
2. Underpinning knowledge	<p>2.1 Materials of primer</p> <p>2.2 Weighing and mixing of material</p> <p>2.3 Primer</p> <p>2.4 Standard primer application</p>
3. Underpinning skills	<p>3.1 Mixing primer materials</p> <p>3.2 Applying primer</p> <p>3.3 Sanding of primer</p>
4. Required attitudes	<p>4.1 Commitment to occupational safety and health.</p> <p>4.2 Promptness in carrying out activities.</p> <p>4.3 Sincere and honest to duties.</p> <p>4.4 Eagerness to learn.</p>

	<p>4.5 Tidiness and timeliness.</p> <p>4.6 Environmental concerns.</p> <p>4.7 Respect for rights of peers and seniors at workplace.</p> <p>4.8 Communication with peers and seniors at workplace.</p>
5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)</p> <p>5.2 tools, equipment and physical facilities appropriate to perform activities.</p> <p>5.3 materials, consumables to perform activities.</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment center</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-05-L2-V1: Perform Varnish / Polish on wooden surface
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of preparing varnish material, performing varnish material, cleaning and storing tools and equipment.</p>
Nominal Hours	60 Hours
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare varnish material	<p>1.1 Varnish Materials are collected as per job requirement.</p> <p>1.2 Materials are weighed & mixed as per instruction.</p> <p>1.3 Mixture is checked for application</p>

2. Perform varnish coat	<p>2.1 Prepared varnish is applied on the surface.</p> <p>2.2 Surface is allowed to dry as per requirement.</p> <p>2.3 Varnish coat is checked as per specification.</p> <p>2.4 Additional varnish coat is applied if required</p>
3. Clean and store tools and equipment	<p>3.1 Unused materials are stored or recycled as required.</p> <p>3.2 Tools and equipment are cleaned and stored as per workplace standard.</p> <p>3.3 Faulty and defective tools are tagged and reported in accordance with workplace practices.</p> <p>3.4 Waste materials are disposed as per standard</p>
Range of Variables	
Variable	Range (may include but not limited to:)
1. Specification	<p>1.1 Drying time</p> <p>1.2 Uniform finish</p> <p>1.3 Coverage</p> <p>1.4 Perfection (Wiping marks, Uniformity, drips etc.)</p> <p>1.5 Compatibility</p>
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 Selected appropriate varnish</p> <p>1.2 Performed varnish on prepared surface</p> <p>1.3 Maintained consistency as per recommendation</p>
2. Underpinning knowledge	<p>2.1 Varnish material</p> <p>2.2 Mixing varnish material</p> <p>2.3 Preparation of varnish</p> <p>2.4 Application of varnish</p>
3. Underpinning skills	<p>3.1 Mixing varnish material</p> <p>3.2 Applying varnish on surface</p> <p>3.3 Checking proper drying of surface</p> <p>3.4 Recoating ability</p>
4. Required attitudes	<p>4.1 Commitment to occupational safety and health.</p> <p>4.2 Promptness in carrying out activities.</p> <p>4.3 Sincere and honest to duties.</p> <p>4.4 Eagerness to learn.</p> <p>4.5 Tidiness and timeliness.</p> <p>4.6 Environmental concerns.</p> <p>4.7 Respect for rights of peers and seniors at workplace.</p> <p>4.8 Communication with peers and seniors at workplace.</p>

5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)</p> <p>5.2 tools, equipment, and physical facilities appropriate to perform activities.</p> <p>5.3 materials, consumables to perform activities.</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7. Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment center.</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Unit Code and Title	OU-FUR-WC-06-L2-V1: Perform Wood keeper on the wooden surface
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Interpret wood coating materials.</p> <p>It specifically includes the tasks of: preparing colour for wood keeper, applying colour for wood keeper, preparing wood keeper, performing wood keeper, cleaning and storing tools and equipment</p>
Nominal Hours	60 Hours
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare colour for wood keeper	<p>1.1 <u>Colors (stainer) & ingredients</u> are selected as required.</p> <p>1.2 Colors & Ingredients are weighed & mixed as per ratio.</p> <p>1.3 Mixture (Shade tone) is checked for application.</p>
2. Apply Colour for wood keeper	<p>2.1 Mixture is applied on the prepared surface</p> <p>2.2 Surface is allowed to dry as per requirement.</p> <p>2.3 Colour is checked as per requirement</p> <p>2.4 Additional colour is applied if required</p>

3. Prepare wood keeper	3.1 Wood keeper materials are identified and collected 3.2 Wood keeper materials are weighed & mixed as per instruction. 3.3 Wood keeper is prepared as per instruction 3.4 Mixture is checked for application
4. Perform Wood keeper	4.1 Prepared Wood Keeper is applied on the surface. 4.2 Surface is allowed to dry as per requirement. 4.3 Wood Keeper coating is checked as per set standard 4.4 Additional Coat is applied if required
5. Clean and store tools and equipment	5.1 Unused materials are stored or recycled as required. 5.2 Tools and equipment are cleaned and stored as per workplace standard. 5.3 Faulty and defective tools are tagged and reported in accordance with workplace practices. 5.4 Waste materials are disposed as per standard
Range of Variables	
Variable	Range (may include but not limited to:)
1. Colors (Stainer) & ingredients	1.1 American Walnut 1.2 Asian Teak 1.3 European Mahogany 1.4 Red Mahogany 1.5 Ebony Black 1.6 Blue, Orange, Green etc. 1.7 Swiss yellow 1.8 Australian rosewood 1.9 African walnut 1.10 Antique walnut 1.11 Tropical teak 1.12 Thinner
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 Selected appropriate color for wood keeper 1.2 Performed wood keeper on prepared surface 1.3 Maintained consistency as per recommendation
2. Underpinning knowledge	2.1 Color material and matching 2.2 Wood keeper material 2.3 Preparation of wood keeper 2.4 Application of wood keeper
3. Underpinning skills	3.1 Mixing wood keeper material 3.2 Applying wood keeper on surface 3.3 Checking proper drying of surface 3.4 Recoating ability
4.Required attitudes	4.1 Commitment to occupational safety and health. 4.2 Promptness in carrying out activities.

	<p>4.3 Sincere and honest to duties.</p> <p>4.4 Eagerness to learn.</p> <p>4.5 Tidiness and timeliness.</p> <p>4.6 Environmental concerns.</p> <p>4.7 Respect for rights of peers and seniors at workplace.</p> <p>4.8 Communication with peers and seniors at workplace.</p>
5.Resource implication	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)</p> <p>5.2 tools, equipment and physical facilities appropriate to perform activities.</p> <p>5.3 materials, consumables to perform activities.</p>
6.Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 written test</p> <p>6.2 demonstration</p> <p>6.3 oral questioning</p> <p>6.4 portfolio.</p>
7.Contexts of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment center</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

Development of Competency Standard

The Competency Standards for National Skills Certificate Level-02 in Wood Coating is developed by NSDA on 17–20 July 2023.

List of members:

Sl. No.	Name and Address	Position in the Committee	Signature
1.	Mr. Md. Solaiman Mia Principal Trainer, Berger PTI Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +880 1313498497 E-mail: solaiman@bergerbd.com	Member	
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3.	Md Omar Sharif Chemist SB Wood Coating, R&D Berger Paint Bangladesh Limited Dhaka Factory, Savar, Dhaka Cell: +8801322916412 E-mail: omar.sharif@bergerbd.com	Member	
4.	Mr. Md. Anwarul Haque Head of Institute, Akhtar Furniture Academy Ford Nagar, Singair, Manikgonj Cell: +8801799949901 E-mail: afa.anowarul@gmail.com	Member	
5.	Mr. Md. Abdus Sobahan (Muktar) Manager, Akhtar Furniture Limited Ford Nagar, Singair, Manikganj Cell: +8801847192072	Member	
6.	Mr. Md. Bahauddin (Prince) Area Manager (Sales & Marketing) Asia Coating Pvt. Ltd Cell: +8801730341252 E-mail: bahauddin.prince@asia-coatings.com	Member	
7.	Mr. Rakib Ur Rahman Chowdhury Manager Business Development – WC Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801713158595 E-mail: rakibur@bergerbd.com	Member	
8.	A.M. Zahirul Islam Specialist--4(CS, CBC, CBLM & Assessment) National Skills Development Authority (NSDA) Cell: +880 1740920809 Email: zahir.nsd@gmail.com	Member	

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Wood Coating, Level- 2 is validated by NSDA 16 August 2023.

List of Members of SCVC

Sl. No.	Name and Address	Position in the committee	Signature
1.	Mr. A Karim Majumder Managing Director, Nadia Furniture Ltd. Singair, Manikganj Cell: +8801819-241830, Email: karim@nadiafurniture.com	Chairperson	
2.	Mr. Md. Solaiman Mia Principal Trainer, Berger PTI Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801313498497 E-mail: solaiman@bergerbd.com	Member	
3.	Mr. Kalyan Brata Das Quality Assurance Officer Bangladesh Technical Education Board Agargaon, Sher-e-Bangla Nagar, Dhaka Cell: +8801711507215 E-mail: kb.das2013@gmail.com	Member	
4.	Mr. Md. Anwarul Haque Head of Institute, Akhtar Furniture Academy Ford Nagar, Singair, Manikganj Cell: +8801799949901 E-mail: afa.anowarul@gmail.com	Member	
5.	Mr. Md. Bahauddin (Prince) Area Manager (Sales & Marketing) Asia Coating Pvt. Ltd Cell: +8801730341252 E-mail: bahauddin.prince@asia-coatings.com	Member	
6.	Mr. Md. Sohel Rana Senior Supervisor, Akhtar Furniture Limited Ford Nagar, Singair, Manikganj Cell: +8801705951304 E-mail: ranas8486@gmail.com	Member	
7.	Mr. Rakib Ur Rahman Chowdhury Manager Business Development – WC Berger Paint Bangladesh Limited 273-276 Tejgaon Industrial Area, Dhaka Cell: +8801713158595 E-mail: rakibur@bergerbd.com	Member	
8.	A.M. Zahirul Islam Specialist--4(CS, CBC, CBLM & Assessment) National Skills Development Authority (NSDA) Cell: +880 1740920809 Email: zahir.nsga@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh
Prime Minister's Office
National Skills Development Authority
Level: 10-11, Biniyog Bhaban,
E-6 / B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh.
Email: ec@nsda.gov.bd Website: www.nstda.gov.bd.

Minutes of the Competency Standard Validation Workshop on “**Wood Coatings, L-2**”.

Chairman	Mr. A Karim Majumder, Chairman, Furniture sector ISC
Date	: 16 August, 2023
Time	: 9:00 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman welcomed all those present and started the work of the workshop. During the day-long workshop, the competency standard of **Wood Coating, L-2** was reviewed and finalized in detail. The activities related to the finalized standard through validation workshop are presented below:

SL 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		
2	Nominal Hour	Yes		
3	Unit of Competency	Yes		
4	Element		No	Appropriate changes (action verb and suitable terminology) have been made in the relevant field of industry.
5	Performance Criteria		No	Relevant performance criteria were updated and reorganized as per necessity of the current technology.
3	Variables		No	As the requirement of industry, we have changed some variables and also added new variable
3	Critical aspect of Competency		No	Appropriate changes have been made in the critical aspect of competency as per the change of units.
3	Underpinning knowledge		No	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No	Necessary added, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		
12	Assessment Methods	Yes		

Through the above activities, the Competency Standard has been finalized and validated as “**Wood Coating, Level-2**”

Chairman
Standard and Curriculum Validation Committee,
Chairman - FSISC