



COMPETENCY STANDARD FOR TAILORING AND DRESS MAKING

Level: 2

(Informal Sector)

Competency Standard Code: CS-INF-TDM-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 Tailoring and Dress Making is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with Informal 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. "**Tailoring and Dress Making**" is selected as one of the priority occupations of Informal Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

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

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

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

Overview

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

**Competency Standards for National Skill Certificate, Level-2 in
Tailoring and Dress making in Informal Sector**

Level Descriptors of NSQF (BNQF 1-6)

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

List of Abbreviations

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

Approved by

---th 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
Tailoring and Dress Making in Informal Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)
Generic Units of Competencies			
1.	GC002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	15
2.	GU013L2V1	Practice Housekeeping Procedure	10
3.	GU019L1V1	Deal with Clients	10
Sub Total			35
Sector Specific Units of Competencies			
1.	SUCS001L2V1	Work in the Informal Sector	20
Sub Total			20
Occupation Specific Units of Competencies			
1.	OU-INF-TDM-01-L2-V1	Operate Sewing Machine	40
2.	OU-INF-TDM-02-L2-V1	Perform Hand Stitch	15
3.	OU-INF-TDM-03-L2-V1	Perform Measurement and Calculations	15
4.	OU-INF-TDM-04-L2-V1	Make Salwar	30
5.	OU-INF-TDM-05-L2-V1	Make Kameez	60
6.	OU-INF-TDM-06-L2-V1	Make Baby Frock	40
7.	OU-INF-TDM-07-L2-V1	Make Petticoat	30
8.	OU-INF-TDM-08-L2-V1	Make Blouse	75
Sub Total			305
Total Duration			360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GC002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures. 2. Follow OSH procedure 3. Report hazards and risks. 4. Respond to emergencies 5. Maintain personal well-being 	15
GU013L2V1	Practice Housekeeping Procedure	<ol style="list-style-type: none"> 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
GU019L1V1	Deal with Clients	<ol style="list-style-type: none"> 1. Response customer with due respect 2. Perform customer service 3. Ensure customer satisfaction 	10
Total hours			35

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SUCS001L2V1	Work in the Informal Sector	<ol style="list-style-type: none">1. Describe the organizational structure within the sector2. Identify processes and procedures3. Identify workplace requirements4. Organize own workload	20
Total hours			20

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-INF-TDM-01-L2-V1	Operate Sewing Machine	<ol style="list-style-type: none"> 1. Prepare for sewing 2. Identify sewing machine parts and accessories 3. Operate single needle machine 4. Operate over lock machine 5. Store tools and clean the workplace 	40
OU-INF-TDM-02-L2-V1	Perform Hand Stitch	<ol style="list-style-type: none"> 1. Prepare for hand stitch 2. Carryout hand stitch 3. Store tools and clean the workplace 	15
OU-INF-TDM-03-L2-V1	Perform Measurement and Calculations	<ol style="list-style-type: none"> 1. Identify & check measuring instruments 2. Carry out measurements 3. Interpret simple calculations 	15
OU-INF-TDM-04-L2-V1	Make Salwar	<ol style="list-style-type: none"> 1. Prepare for salwar making 2. Cut fabrics 3. Sew salwar 4. Clean the workplace and store tools 	30
OU-INF-TDM-05-L2-V1	Make Kameez	<ol style="list-style-type: none"> 1. Prepare for Kameez making 2. Cut fabrics 3. Sew kameez 4. Clean the workplace and store tools 	60
OU-INF-TDM-06-L2-V1	Make Baby Frock	<ol style="list-style-type: none"> 1. Prepare for baby frock making 2. Cut fabrics 3. Sew baby frock 4. Clean the workplace and store tools 	40
OU-INF-TDM-07-L2-V1	Make Petticoat	<ol style="list-style-type: none"> 1. Prepare for petticoat making 2. Cut fabrics 3. Sew petticoat 4. Clean the workplace and store tools 	30
OU-INF-TDM-08-L2-V1	Make Blouse	<ol style="list-style-type: none"> 1. Prepare for blouse making 2. Cut fabrics 3. Sew blouse 4. Clean the workplace and store tools 	75
Total Hours			305

Generic Units of Competencies

Unit Code and Title	GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace. It specifically includes identifying OHS policies and procedures, following OSH procedure, reporting 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 OHS 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

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 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	<ul style="list-style-type: none"> 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	<p>Competency should be assessed by:</p> <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 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	GU013L2V1: Practice House Keeping Procedure
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to Practice housekeeping procedure.</p> <p>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.</p>
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	<p>1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures</p> <p>1.2 <u>Unnecessary items</u> are removed and disposed of in accordance with company or office procedures</p>
2. Arrange items	<p>2.1 Items are arranged in accordance with company/office housekeeping procedures</p> <p>2.2 Work area is arranged according to job requirements</p> <p>2.3 Activities are prioritized based on instructions.</p> <p>2.4 Items are provided with clear and visible <u>identification marks</u> based on procedure</p> <p>2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions</p>
3. Maintain work area, tools and equipment	<p>3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures</p> <p>3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual</p> <p>3.3 <u>Minor repairs</u> are performed on tools and equipment in accordance with manufacturer's instruction/manual</p> <p>3.4 Defective tools and equipment are reported to immediate supervisor</p>
4. Follow standardized work process and procedure	<p>4.1 Materials for common use are maintained in designated area based on procedures</p> <p>4.2 Work is performed according to standard work procedures. Abnormal incidents are reported to immediate supervisor</p>
5. Perform work spontaneously	<p>5.1 Work is performed as per instruction</p> <p>5.2 Company and office <u>decorum</u> are followed and complied with</p> <p>5.3 Work is performed in accordance with OSH requirements</p>
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	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	<p>The following resources must be provided:</p> <p>5.1 Work place Procedure</p> <p>5.2 Materials relevant to the proposed activity</p> <p>5.3 All tools, equipment, material and documentation required.</p> <p>5.4 Relevant specifications or work instructions</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. Context of assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after Completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified 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	GU019L1V1: Deal with Clients/ Customers
Nominal Hours	10 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to deal with clients. It includes response customer with due respect, perform customer service and ensure customer satisfaction
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Response customer with due respect	1.1 Customers required service and needs are responded with due <u>courteous manner</u> 1.2 Customer's attitude and psychology is recognized 1.3 Customers queries are responded with patience 1.4 Customers required service and needs are recorded in accordance with workplace procedures 1.5 Payment method is explained and agreed with customers 1.6 Customers are entertained as per workplace procedures
2. Perform customer service	2.1 Customer's security and confidentiality are ensured as per workplace standard 2.2 Customer special needs are identified and ensured in consultation with customer 2.3 Workplace health and hygiene are ensured as per workplace standard 2.4 Customer service is provided as required 2.5 Courtesy kind and sincere services are provided to ensure customers positive impression
3. Ensure customer satisfaction	3.1 Customers comments are requested about service provided 3.2 Possible causes of client/customer dissatisfaction are identified, dealt with and recorded 3.3 Customer satisfaction is reviewed and evaluated as per workplace standard 3.4 Customer service policy is replanted and readjusted based on evaluation 3.5 Customers details are recorded for future contact as per workplace standard
Range of variables	
Variables	Range (may include but not limited to):
1. Courteous manner	1.1 Greet customers with brighter smiling face 1.2 Polite greetings 1.3 Use decent words

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 responded customer with due respect 1.2 performed customer service 1.3 ensured customer satisfaction
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1. Uniform and personal grooming requirements of the employer and the client 2.2. Occupational Health and safety requirement for the assignment 2.3. Assignment Instructions
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1. Attention to detail when completing client/employer documentation 3.2. Interpersonal and communication skills required in client contact assignments 3.3. Customer service skills required to meet client/customer needs 3.4. Punctuality 3.5. Customer Service 3.6. Telephone Technique 3.7. Problem Solving and Negotiation 3.8. Maintaining Records
4. Underpinning Attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Different types of hand tools and power tools 5.3 Work books 5.4 Hand tools and power tools operating and maintenance manuals
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral questioning

7. Context of Assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified assessor</p>
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Accreditation Requirements

Training Providers must be accredited by 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Sector Specific Units of Competencies

Unit Code and Title	SUCS001L2V1: Work in the Informal Sector
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the skills, knowledge and attitude required in working in the informal sector. It includes describe the organizational structure within the informal sector, identify processes and procedures, identify tools, equipment and materials, identify workplace practices, and organize own workload, and practice OHS.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Describe the organizational structure within the sector	1.1 Scope, nature and <u>major fields</u> of the informal sector are determined 1.2 The profile of the informal sector in relation to Bangladesh <u>employment conditions</u> is determined 1.3 Trends and technologies relevant to the sector are explained. 1.4 Relevant policies and guidelines are identified and interpreted. 1.5 <u>Instructions</u> as to procedures in achieving quality are obtained, understood and clarified.
2. Identify processes and procedures	2.1 Informal processes are identified, described and explained. 2.2 Work activities are correctly identified. 2.3 Adjustments are interpreted.
3. Identify workplace requirements	4.1 <u>Workplace requirements</u> are identified and clarified. 4.2 Roles and responsibilities of all personnel are described. 4.3 Workplace's practices are identified. 4.4 <u>Problem-solving strategies</u> are used to address bottlenecks, inconsistencies and other concerns.
4. Organize own workload	5.1 Own work activities are planned and progress of work is communicated to relevant staff. 5.2 Work activities are completed. 5.3 Difficulties and bottlenecks are identified, and solutions are put forwarded. 5.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.
Range of Variables	
Variables	Range (may include but not limited to):
1. Major Fields	1.1 Food and flea markets 1.2 Street vendors

	1.3 laundromat
2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Sector
3. Instructions	3.1 Specifications and requirements 3.2 Standard operating procedures 3.3 Manuals of Instruction 3.4 Operations Manual 3.5 Environmental Guidelines 3.6 Gender and Develop Guidelines
4. Workplace requirements	4.1 Goals and objectives 4.2 Strategic and Operational Plans 4.3 Systems and Processes 4.4 Monitoring and Evaluation 4.5 Reports and Documentation
5. Problem-solving strategies	5.1 Asking questions 5.2 Feedback and Feed forward system 5.3 Reference to Standard Operating Procedures 5.4 Accessing Information 5.5 Reviews 5.6 Brainstorming
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 demonstrated knowledge in working in the informal sector 1.2 satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Scope and major divisions of the informal sector 2.2 Relevant policies and guidelines in the informal sector 2.3 Manuals used in the informal sector 2.4 Relevant terminologies and acronyms 2.5 Workplace practices 2.6 Recording and reporting practices

3. Underpinning skills	3.1 Describing the organization structure 3.2 Identifying informal processes and procedures 3.3 Identifying tools, equipment and materials 3.4 Identifying workplace practices 3.5 Organizing own workload 3.6 Practicing OHS
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 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by 6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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 NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Occupation Specific Units of Competencies

Unit Code and Title	OU-INF-TDM-01-L2-V1: Operate Sewing Machine
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to operate sewing machine.</p> <p>It specifically includes preparing for sewing, identifying sewing machine parts and accessories, operating single needle machine, operating overlock machine and storing tools and cleaning the workplace.</p>
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1 Prepare for sewing	<p>1.1 <u>Personal Protective Equipment (PPE)</u> is used as per job requirements</p> <p>1.2 <u>Safety guards</u> are checked as per job requirements</p> <p>1.3 <u>Tools and materials</u> are identified as per job requirement</p> <p>1.4 Machine is cleaned as per workplace procedures</p>
2 Identify sewing machine parts and accessories	<p>2.1 <u>Sewing machine parts</u> are identified</p> <p>2.2 <u>Machine accessories</u> are identified as per job requirement</p> <p>2.3 Machine accessories are used as per job requirement</p>
3 Operate single needle machine	<p>3.1 <u>Single needle machine</u> is started and checked for operation</p> <p>3.2 <u>Adjustments</u> are made to conform to sewing requirements</p> <p>3.3 <u>Fabrics</u> are <u>sewed</u> using single needle machine as per sewing requirements</p> <p>3.4 <u>Unusual operating conditions</u> during operation are noted and reported as per workplace standard</p>
4 Operate over lock machine	<p>4.1 Over lock machine is started and checked for normal operation</p> <p>4.2 Threading is performed as per overlocking requirements</p> <p>4.3 Adjustments are made to conform to sewing requirements</p> <p>4.4 Fabrics are sewed using over lock machine as per sewing requirement</p> <p>4.5 Unusual operating conditions during operation are noted and reported as per workplace standard</p>
5 Store tools and clean the workplace	<p>5.1 Workplace is cleaned as per workplace standard</p> <p>5.2 Tools and accessories are cleaned and stored as per standard procedures</p> <p>5.3 Waste materials are disposed as per workplace standard procedure</p> <p>5.4 Machines are cleaned and covered</p>
Range of Variables	

Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Safety shoes 1.3 Apron 1.4 Hand gloves 1.5 Scarf
2. Safety guards	2.1 Needle guard 2.2 Belt guard 2.3 Motor guard 2.4 Eye guard
3. Tools and materials	Tools 3.1 Scissors 3.2 Flat screw driver 3.3 Philip's screw driver 3.4 Pliers 3.5 Adjustable wrench 3.6 Spanners 3.7 L-key 3.8 Cleaning brush 3.9 Thread cutter 3.10 Stitch opener 3.11 Ruler/ scale 3.12 Gimlet 3.13 Measuring tape Materials 3.14 Fabric 3.15 Thread 3.16 Button 3.17 Label 3.18 Zipper 3.19 Interlining 3.20 Elastic 3.21 Velcro 3.22 Chalk/ marking pencil 3.23 Brown paper 3.24 Hook 3.25 Draw string
4. Sewing machine parts	4.1 Hand wheel 4.2 Tension post 4.3 Thread take-up lever 4.4 Stitch regulator 4.5 Pressure foot 4.6 Pressure bar

	4.7 Needle bar 4.8 Feed dog 4.9 Needle plate 4.10 Rotary hook 4.11 Back tack lever 4.12 Knee lifter
5. Machine accessories	5.1 Plain pressure feed 5.2 Compensating pressure foot 5.3 Zipper guide 5.4 Hemming guide 5.5 Piping pressure foot
6. Single needle machine	6.1 Lock stitch machine 6.1.1 Manual 6.1.2 Power operated 6.2 Chain stitch machine
7. Adjustments	7.1 Thread tension 7.2 Stitch per inch (SPI)
8. Fabrics	8.1 Cotton 8.2 Tetoron cotton (TC) 8.3 Polyester 8.4 Silk 8.5 Linen 8.6 Rayon 8.7 Georget
9. Sewed	9.1 Straight line 9.2 Round 9.3 Zigzag 9.4 Curve line 9.5 Square line 9.6 Parallel line 9.7 Hem 9.8 Seam 9.9 Lap seam 9.10 Safety stitch 9.11 Top stitch 9.12 Tack stitch
10. Unusual operating condition	10.1 Unusual machine noise 10.2 Excess oil/ lubricant 10.3 Unusual needle breakage 10.4 Irregular stitch tension
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for sewing 1.2 identified sewing parts and accessories 1.3 operated single needle machine 1.4 operated over lock machine 1.5 stored tools and clean the workplace
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Major parts of sewing machine 2.2 Function of major parts of sewing machine 2.3 Sewing machine accessories and functions 2.4 Overlocking 2.5 Types of stitch 2.6 Stitch per inch (SPI) 2.7 Tools and materials 2.8 Threading procedure 2.9 Hem 2.10 Seam 2.11 Machine lubrication
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Communicating in the workplace 3.4 Maintaining housekeeping procedure 3.5 Planning for own work 3.6 Working with others
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 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	<ul style="list-style-type: none"> 5.1. Workplace (simulated or actual) 5.2. Relevant materials 5.3. Tools and sewing machine 5.4. Sewing machine spare parts 5.5. Machine accessories 5.6. Fabrics 5.7. Thread
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 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	OU-INF-TDM-02-L2-V1: Perform Hand Stitch
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform hand stitch. It specifically includes preparing for hand stitch, carrying out hand stitch and storing tools and clean the workplace.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for hand stitch	1.1 <u>Personal protective equipment (PPE)</u> is collected and worn as per job requirement 1.2 <u>Tools and materials</u> are collected as per requirements
2. Carryout hand stitch	2.1 <u>Hand stitches</u> are identified 2.2 Hand stitches are carried out as per requirements 2.3 <u>Stitch defects</u> are identified and rectified as per requirements
3. Store tools and clean the workplace	3.1 Workplace is cleaned as per workplace standard 3.2 Tools are cleaned and stored as per standard procedures 3.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal protective equipment	1.1 Apron 1.2 Face mask 1.3 Finger guard 1.4 Hair net
2. Tools and materials	Tools 2.1 Scissors 2.2 Wooden frame 2.3 Stitch opener 2.4 Trimmer 2.5 Ruler Materials 2.6 Thread 2.7 Fabrics 2.7.1 Cotton 2.7.2 Linen 2.7.3 Georgette 2.8 Needle 2.9 Hooks

	2.10 Buttons 2.11 Snap buttons 2.12 Trims 2.13 Tailoring chalk 2.14 Pencil
3. Hand stitches	3.1 Single stitch 3.2 Double parallel stitch 3.3 Zigzag stitch 3.4 Hook attach 3.5 Hook hole stitch 3.6 Hemming 3.7 Blind stitch 3.8 Button hole stitch 3.9 Button attach stitch 3.10 Hand tack 3.11 Snap button stitch 3.12 Trims attachment 3.13 Ripu stitch
4. Stitch defects	4.1 Puckering 4.2 Un-even stitch 4.3 False stitch 4.4 In sequence stitch 4.5 Thread knot
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 prepared for hand stitch 1.2 carried out hand stitch 1.3 stored tools and clean the workplace
2. Underpinning knowledge	2.1 Types of hand stitches 2.2 Hand stitching procedure 2.3 Trims and accessories 2.4 Tools for hand stitching
3. Underpinning skills	3.1 Collecting tools and materials 3.2 Carried out hand stitches 3.3 Identified and rectified stitch defects 3.4 Cleaning workplace and tools
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 Respect of peers and seniors in workplace 4.6 Communicate with peers and seniors in workplace

5. Resource implications	5.1. Tools and materials 5.2. Fabrics 5.3. Needle 5.4. Safety guards 5.5. Paper 5.6. Pen
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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-INF-TDM-03-L2-V1: Perform Measurement and Calculations
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to perform measurement and calculations.</p> <p>It specifically includes identifying & checking measuring instruments, carrying out measurements and carrying out simple calculations.</p>
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify & check measuring instruments	<p>1.1. Work instructions are confirmed and applied</p> <p>1.2. Materials to be measured are identified and classified</p> <p>1.3. Appropriate <u>measuring tools and devices</u> are selected based on materials to be measured</p> <p>1.4. Specifications are obtained from relevant <u>documents</u></p>
2. Carry out measurements	<p>2.1 Tolerance and clearances limits are identified according to job requirements</p> <p>2.2 Allowances are identified as per job requirement</p> <p>2.3 Accurate <u>measurements</u> are obtained in accordance with job requirements</p> <p>2.4 Systems of measurements are identified and measurement conversions are done as per requirement</p> <p>2.5 Measurements are confirmed and recorded in the given company format</p>
3. Carry out simple calculations	<p>3.1 Simple calculations involving <u>basic operations</u> are carried out</p> <p>3.2 Appropriate formulas for calculating quantities of materials are selected</p> <p>3.3 <u>Calculations</u> are performed and verified</p> <p>3.4 Material quantities are calculated and shared with team as per requirement</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Measuring tools and devices	<p>1.1 Measuring Tape</p> <p>1.2 Ruler</p> <p>1.3 Calculator</p> <p>1.4 Sets square</p> <p>1.5 T-square</p>
2. Documents	<p>2.1 Specifications</p> <p>2.2 Sketches</p>

	2.3 Measurement charts
3. Measurements	3.1 Length 3.2 Width 3.3 Diagonal 3.4 Tolerance 3.5 Clearance
4. Basic operation	4.1 Addition 4.2 Subtraction 4.3 Multiplication 4.4 Division 4.5 Fractions
5. Calculations	5.1 Area 5.2 Volume 5.3 Circumference 5.4 Unit conversion
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 identified & checked measuring instruments 1.2 carried out measurements 1.3 interpreted simple calculations 1.4 maintained measuring devices
2. Underpinning knowledge	2.1 Measuring tools and devices 2.2 Units of measurement 2.3 Unit of conversion 2.4 Techniques of recording measurements 2.5 Allowances 2.6 Tolerances 2.7 Clearances
3. Underpinning skills	3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Communicating in the workplace 3.4 Maintaining housekeeping procedure 3.5 Planning for own work 3.6 Working with others 3.7 Interpreting specification of measuring devices from relevant document 3.8 Interpreting procedure of taking measurement according to the job requirements
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

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 5.1. Personal Protective Equipment (PPE) 5.2. Tools and equipment 5.3. Measuring devices
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OU-INF-TDM-04-L2-V1: Make Salwar
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to make salwar. It specifically includes preparing for salwar, cutting fabrics, sewing salwar and cleaning the workplace and storing tools.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for salwar making	1.1 <u>Personal protective equipment (PPE)</u> is collected and used 1.2 <u>Customers' requirements</u> are determined in consultation with the customer 1.3 <u>Special requirements</u> of the clients are requested and ensured with design requirements 1.4 <u>Body measurements</u> are taken and ensured with clients 1.5 Body measurements are recorded as per workplace procedure 1.6 Amount of fabric is calculated as per measurement 1.7 <u>Fabrics</u> are collected as per customer requirements
2. Cut fabrics	2.1 Fabrics <u>preparation</u> is performed as per job requirement 2.2 Fabrics are laid and pinned as required 2.3 Fabrics are marked as per measurement 2.4 Fabrics are cut as per marking 2.5 Cutting components are checked and bundled
3. Sew salwar	3.1 Sewing machine is cleaned as per workplace standard 3.2 Thread tension and SPI are adjusted as per job requirement 3.3 Trail run of machine is performed to check for proper functioning 3.4 Cut fabrics and <u>materials</u> are collected 3.5 Salwar is sewed as per design and measurements 3.6 Overlocking is performed as required 3.7 Sewing <u>defects</u> are checked and rectified as per standard procedure 3.8 <u>Finishing work</u> is performed as per standard procedure
4. Clean the workplace and store tools	4.1 Workplace is cleaned as per workplace standard 4.2 Tools are cleaned and stored as per standard procedures 4.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	

Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Finger guard 1.2 Apron 1.3 Scarf
2. Customer's requirements	2.1 Salwar with hip part 2.2 Salwar without hip part 2.3 Dhuti salwar 2.4 Kabli salwar 2.5 Churidar salwar 2.6 Pant cutting salwar 2.7 Palazzo salwar
3. Special requirements	3.1 Pocket 3.2 Bottom layer 3.3 Waist band 3.4 Pocket bag 3.5 Lace 3.6 Button 3.7 Piping
4. Body measurement	4.1 Length 4.2 Hip 4.3 Around thigh 4.4 Leg opening
5. Fabrics	5.1 Polyester 5.2 Poplin 5.3 Silk 5.4 TC/ PC (65/ 35) 5.5 Andi 5.6 Voile 5.7 Linen
6. Preparation	6.1 Washing 6.2 Drying 6.3 Ironing
7. Materials	7.1 Thread 7.2 Elastic 7.3 Interlining 7.4 Snap button
8. Defects	8.1 Loose stitch 8.2 Puckering 8.3 Broken stitch 8.4 False stitch 8.5 Floating stitch 8.6 Uneven stitch 8.7 Grease/ oil spot

9. Finishing work	<ul style="list-style-type: none"> 9.1 Ironing 9.2 Folding 9.3 Hanging 9.4 Packaging
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 prepared for salwar making 1.2 cut fabrics 1.3 sewed salwar 1.4 cleaned the workplace and stored tools
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Body measurements 2.2 Lengthwise grain 2.3 Crosswise grain 2.4 Fabric preparation procedure 2.5 Stitch per inch (SPI) 2.6 Threading procedure 2.7 Sewing defects 2.8 Causes of sewing defects 2.9 Rectifies of sewing defects
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Handling client's 3.4 Communicating in the workplace 3.5 Maintaining housekeeping procedure 3.6 Planning for own work 3.7 Working with others 3.8 Applying body measurement techniques 3.9 Calculating amount of fabric
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 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	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Safety guards 5.4 Tools and sewing machine 5.5 Sewing machine spare parts 5.6 Overlock machine and spare parts

	5.7 Machine accessories 5.8 Fabrics 5.9 Thread
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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-INF-TDM-05-L2-V1: Make Kameez
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to make kameez. It specifically includes preparing for kameez, cutting fabrics, sewing kameez and cleaning the workplace and storing tools.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for kameez making	1.1 <u>Personal protective equipment (PPE)</u> is collected and used 1.2 <u>Customers' requirements</u> are determined in consultation with the customer 1.3 <u>Special requirements</u> of the clients are requested and ensured with design requirements 1.4 <u>Body measurements</u> are taken and ensured with clients 1.5 Body measurements are recorded as per workplace procedure 1.6 Amount of fabric is calculated as per measurement 1.7 <u>Fabrics</u> are collected as per customer requirements
2. Cut fabrics	2.1 Fabrics <u>preparation</u> is performed as per job requirement 2.2 Fabrics are laid and pinned as required 2.3 Fabrics are marked as per measurement 2.4 Fabrics are cut as per marking 2.5 Cutting components are checked and bundled
3. Sew kameez	3.1 Sewing machine is cleaned as per workplace standard 3.2 Thread tension and SPI are adjusted as per job requirement 3.3 Trail run of machine is performed to check for proper functioning 3.4 Cut fabrics and <u>materials</u> are collected 3.5 Kameez is sewed as per measurements following standard operating procedure 3.6 Trims are attached as per design requirements 3.7 Overlocking is performed as required 3.8 Sewing <u>defects</u> are checked and rectified as per standard procedure 3.9 <u>Finishing work</u> is performed as per standard procedure
4. Clean the workplace and store tools	4.1 Workplace is cleaned as per workplace standard 4.2 Tools are cleaned and stored as per standard procedures

	4.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Finger guard 1.2 Apron 1.3 Scarf
2. Customer's requirements	2.1 Single panel kameez 2.2 Six panel kameez 2.3 Kaptan kameez 2.4 Round kameez 2.5 Bend collar kameez
3. Special requirements	3.1 Pocket 3.2 Bottom layer 3.3 Zipper 3.4 Design neck 3.5 Lace
4. Body measurement	4.1 Length 4.2 Chest 4.3 Waist 4.4 Hip 4.5 Shoulder 4.6 Sleeve length 4.7 Sleeve opening 4.8 Bottom width/ bottom around 4.9 Neck depth
5. Fabrics	5.1 Polyester 5.2 Poplin 5.3 Silk 5.4 TC/ PC (65/ 35) 5.5 Voile 5.6 Linen 5.7 Georget
6. Preparation	6.1 Washing 6.2 Drying 6.3 Ironing
7. Materials	7.1 Thread 7.2 Elastic 7.3 Interlining 7.4 Snap button 7.5 Trims 7.6 Zipper

	7.7 Draw string
8. Defects	8.1 Loose stitch 8.2 Puckering 8.3 Broken stitch 8.4 False stitch 8.5 Floating stitch 8.6 Uneven stitch 8.7 Grease/ oil spot
9. Finishing work	9.1 Ironing 9.2 Folding 9.3 Hanging 9.4 Packaging
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 prepared for Kameez making 1.2 cut fabrics 1.3 sewed Kameez 1.4 cleaned the workplace and store tools
2. Underpinning knowledge	2.1 Different types of kameez 2.2 Body measurements 2.3 Lengthwise grain 2.4 Crosswise grain 2.5 Fabric preparation procedure 2.6 Stitch per inch (SPI) 2.7 Threading procedure 2.8 Trims and accessories used in kameez 2.9 Sewing defects 2.10 Causes of sewing defects
3. Underpinning skills	3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Handling client's 3.4 Communicating in the workplace 3.5 Maintaining housekeeping procedure 3.6 Planning for own work 3.7 Working with others 3.8 Applying body measurement techniques 3.9 Calculating amount of fabric
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 (simulated or actual) 5.2 Relevant materials 5.3 Safety guards 5.4 Tools and sewing machine 5.5 Sewing machine spare parts 5.6 Overlock machine and spare parts 5.7 Machine accessories 5.8 Fabrics 5.9 Thread
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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-INF-TDM-06-L2-V1: Make Baby Frock
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to make baby frock.</p> <p>It specifically includes preparing for baby frock making, cutting fabrics, sewing baby frock and cleaning the workplace and storing tools.</p>
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for baby frock making	<p>1.1 <u>Personal protective equipment (PPE)</u> is collected and used</p> <p>1.2 <u>Customer's requirements</u> are determined in consultation with the customer</p> <p>1.3 <u>Special requirements</u> of the clients are requested and ensured with design requirements</p> <p>1.4 <u>Body measurements</u> are taken and ensured with clients</p> <p>1.5 Body measurements are recorded as per workplace procedure</p> <p>1.6 Amount of fabric is calculated as per measurement</p> <p>1.7 <u>Fabrics</u> are collected as per customer requirements</p>
2. Cut fabrics	<p>2.1 Fabrics <u>preparation</u> is performed as per job requirement</p> <p>2.2 Fabrics are laid and pinned as required</p> <p>2.3 Fabrics are marked as per measurement</p> <p>2.4 Fabrics are cut as per marking</p> <p>2.5 Cutting <u>components</u> are checked and bundled</p>
3. Sew baby frock	<p>3.1 Sewing machine is cleaned as per workplace standard</p> <p>3.2 Thread tension and SPI are adjusted as per job requirement</p> <p>3.3 Trail run of machine is performed to check for proper functioning</p> <p>3.4 Cut fabrics and <u>materials</u> are collected</p> <p>3.5 Baby frock is sewed as per measurements following standard operating procedure</p> <p>3.6 Trims are attached as per design requirements</p> <p>3.7 Overlocking is performed as required</p> <p>3.8 Sewing <u>defects</u> are checked and rectified as per standard procedure</p> <p>3.9 Finishing work is performed as per standard procedure</p>
4. Clean the workplace and store tools	<p>4.1 Workplace is cleaned as per workplace standard</p> <p>4.2 Tools are cleaned and stored as per standard procedures</p>

	4.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal protective equipment (PPE)	1.1 Apron 1.2 Face mask 1.3 Scarf
2. Customer's requirements	2.1 Round yoke frock 2.2 Square yoke frock 2.3 Frock with collar 2.4 Frock without collar 2.5 Frock with sleeve 2.6 Frock without sleeve
3. Special requirements	3.1 Bottom layer 3.2 Waist band 3.3 Flap 3.4 Placket 3.5 Collar 3.6 Yoke 3.7 Lace 3.8 Piping
4. Body measurements	4.1 Length 4.2 Half body length 4.3 Chest 4.4 Waist 4.5 Shoulder 4.6 Sleeve length 4.7 Sleeve opening
5. Fabrics	5.1 Polyester 5.2 Silk 5.3 TC/ PC 5.4 Andi 5.5 Flannel (Falalen) 5.6 Voile 5.7 Linen 5.8 Georget
6. Preparation	6.1 Washing 6.2 Drying 6.3 Ironing
7. Components	7.1 Back parts 7.2 Front parts 7.3 Sleeve

	7.4 Bottom layer 7.5 Frill
8. Materials	8.1 Thread 8.2 Interlining 8.3 Lace 8.4 Trims 8.5 Button 8.6 Zipper
9. Defects	9.1 Loose stitch 9.2 Puckering 9.3 Broken stitch 9.4 False stitch 9.5 Floating stitch 9.6 Uneven stitch 9.7 Grease/ oil spot
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 determined customer requirements 1.2 taken body measurement 1.3 calculated amount of fabric 1.4 marked fabrics as per measurement 1.5 cut fabrics 1.6 adjusted thread tension and SPI 1.7 sewed baby frock as per measurement 1.8 attached trims 1.9 checked and rectified defects
2. Underpinning knowledge	2.1 Different types of baby frock 2.2 Body measurements 2.3 Lengthwise grain 2.4 Crosswise grain 2.5 Fabric preparation procedure 2.6 Stitch per inch (SPI) 2.7 Threading procedure 2.8 Trims and accessories used in baby frock 2.9 Sewing defects 2.10 Causes and rectification of sewing defects
3. Underpinning skills	3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Handling client's 3.4 Communicating in the workplace 3.5 Maintaining housekeeping procedure 3.6 Planning for own work

	3.7 Working with others 3.8 Applying body measurement techniques 3.1 Calculating amount of fabric
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 (simulated or actual) 5.2 Relevant materials 5.3 Safety guards 5.4 Tools and sewing machine 5.5 Sewing machine spare parts 5.6 Overlock machine and spare parts 5.7 Machine accessories 5.8 Fabrics 5.9 Thread
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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-INF-TDM-07-L2-V1: Make Petticoat
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to make petticoat.</p> <p>It specifically includes preparing for petticoat making, cutting fabrics, sewing petticoat and cleaning the workplace and storing tools.</p>
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for petticoat making	<p>1.1 <u>Personal protective equipment (PPE)</u> is collected and used</p> <p>1.2 <u>Customers' requirements</u> are determined in consultation with the customer</p> <p>1.3 Special requirements of the clients are requested and ensured with design requirements</p> <p>1.4 <u>Body measurements</u> are taken and ensured with clients</p> <p>1.5 Body measurements are recorded as per workplace procedure</p> <p>1.6 Amount of fabric is calculated as per measurement</p> <p>1.7 <u>Fabrics</u> are collected as per customer requirements</p>
2. Cut fabrics	<p>2.1 Fabrics <u>preparation</u> is performed as per job requirement</p> <p>2.2 Fabrics are laid and pinned as required</p> <p>2.3 Fabrics are marked as per measurement</p> <p>2.4 Fabrics are cut as per marking</p> <p>2.5 Cutting <u>components</u> are checked and bundled</p>
3. Sew petticoat	<p>3.1 Sewing machine is cleaned as per workplace standard</p> <p>3.2 Thread tension and SPI are adjusted as per job requirement</p> <p>3.3 Trail run of machine is performed to check for proper functioning</p> <p>3.4 Cut fabrics and <u>materials</u> are collected</p> <p>3.5 Petticoat is sewed as per design and measurements following standard operating procedure</p> <p>3.6 Overlocking is performed as required</p> <p>3.7 Sewing <u>defects</u> are checked and rectified as per standard procedure</p> <p>3.8 Finishing work is performed as per standard procedure</p>
4. Clean the workplace and store tools	<p>4.1 Workplace is cleaned as per workplace standard</p> <p>4.2 Tools are cleaned and stored as per standard procedures</p>

	4.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal protective equipment (PPE)	1.1 Apron 1.2 Face mask 1.3 Scarf
2. Customer requirements	2.1 Six panel 2.2 Round
3. Body measurement	3.1 Length 3.2 Waist
4. Fabrics	4.1 Poplin 4.2 Voile 4.3 Silk
5. Preparation	5.1 Washing 5.2 Drying 5.3 Ironing
6. Components	6.1 Waist band 6.2 Side panel 6.3 Middle panel
7. Materials	7.1 Thread 7.2 Draw string 7.3 Lace
8. Defects	8.1 Loose stitch 8.2 Puckering 8.3 Broken stitch 8.4 False stitch 8.5 Floating stitch 8.6 Uneven stitch 8.7 Grease/ oil spot
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 determined customer requirements 1.2 taken body measurement 1.3 calculated amount of fabric 1.4 marked fabrics as per measurement 1.5 cut fabrics 1.6 adjusted thread tension and SPI 1.7 sewed petticoat as per measurement 1.8 checked and rectified defects

2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Different types of petticoats 2.2 Body measurements 2.3 Grainline 2.4 Fabric preparation procedure 2.5 Stitch per inch (SPI) 2.6 Threading procedure 2.7 Sewing defects 2.8 Causes and rectification of sewing defects
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Handling client's 3.4 Communicating in the workplace 3.5 Maintaining housekeeping procedure 3.6 Planning for own work 3.7 Working with others 3.8 Applying body measurement techniques 3.9 Calculating amount of fabric
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 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	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Tools and sewing machine 5.4 Sewing machine spare parts
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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

Unit Code and Title	OU-INF-TDM-08-L2-V1: Make Blouse
Unit Descriptor	<p>This unit covers the knowledge, skills, and attitudes required to make blouse.</p> <p>It specifically includes preparing for blouse making, cutting fabrics, sewing blouse and cleaning workplace and storing tools.</p>
Nominal Hours	75 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Prepare for blouse making	<p>1.1 <u>Personal protective equipment (PPE)</u> is collected and used</p> <p>1.2 <u>Customers' requirements</u> are determined in consultation with the customer</p> <p>1.3 Special requirements of the clients are requested and ensured with design requirements</p> <p>1.4 <u>Body measurements</u> are taken and ensured with clients</p> <p>1.5 Body measurements are recorded as per workplace procedure</p> <p>1.6 Amount of fabric is calculated as per measurement</p> <p>1.7 <u>Fabrics</u> are collected as per customer requirements</p>
2. Cut fabrics	<p>2.1 Fabrics <u>preparation</u> is performed as per job requirement</p> <p>2.2 Fabrics are laid and pinned as required</p> <p>2.3 Fabrics are marked as per measurement</p> <p>2.4 Fabrics are cut as per marking</p> <p>2.5 Cutting <u>components</u> are checked and bundled</p>
3. Sew blouse	<p>3.1 Sewing machine is cleaned as per workplace standard</p> <p>3.2 Thread tension and SPI are adjusted as per job requirement</p> <p>3.3 Trail run of machine is performed to check for proper functioning</p> <p>3.4 Cut fabrics and <u>materials</u> are collected</p> <p>3.5 Blouse is sewed as per measurements and following standard operating procedure</p> <p>3.6 Overlocking is performed as required</p> <p>3.7 Trims are attached as per job requirement</p> <p>3.8 Sewing <u>defects</u> are checked and rectified as per standard procedure</p> <p>3.9 Finishing work is performed as per standard procedure</p>
4. Clean the workplace and store tools	<p>4.1 Workplace is cleaned as per workplace standard</p> <p>4.2 Tools are cleaned and stored as per standard procedures</p>

	4.3 Waste materials are disposed as per workplace standard procedure
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal protective equipment (PPE)	1.1 Apron 1.2 Face mask 1.3 Scarf
2. Customer's requirements	2.1 Full sleeve blouse 2.2 Half sleeve blouses 2.3 Sleeve less blouse 2.4 Three quarter blouses 2.5 Half choli blouses 2.6 Bra cut blouse 2.7 High neck blouse
3. Body measurements	3.1 Length 3.2 Chest 3.3 Waist 3.4 Shoulder 3.5 Sleeve length 3.6 Sleeve opening 3.7 Neck depth 3.8 Waist band
4. Fabrics	4.1 Poplin 4.2 Voile 4.3 Silk 4.4 Georgette
5. Preparation	5.1 Washing 5.2 Drying 5.3 Ironing
6. Components	6.1 Front part (upper and lower) 6.2 Back part 6.3 Sleeve
7. Materials	7.1 Thread 7.2 Buttons 7.3 Hooks 7.4 Trims 7.5 Lace 7.6 Interlining 7.7 Lining
8. Defects	8.1 Loose stitch 8.2 Puckering 8.3 Broken stitch

	8.4 False stitch 8.5 Floating stitch 8.6 Uneven stitch 8.7 Grease/ oil spot
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: <ol style="list-style-type: none"> 1.1 determined customer requirements 1.2 taken body measurement 1.3 calculated amount of fabric 1.4 marked fabrics as per measurement 1.5 cut fabrics 1.6 adjusted thread tension and SPI 1.7 sewed blouse as per measurement 1.8 checked and rectified defects
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1 Common types of blouses 2.2 Body measurements 2.3 Grainline 2.4 Fabric preparation procedure 2.5 Stitch per inch (SPI) 2.6 Threading procedure 2.7 Sewing defects 2.8 Causes and rectification of sewing defects
3. Underpinning skills	<ol style="list-style-type: none"> 3.1 Following occupational safety and health (OHS) 3.2 Handling tools and materials 3.3 Handling client's 3.4 Communicating in the workplace 3.5 Maintaining housekeeping procedure 3.6 Planning for own work 3.7 Working with others 3.8 Applying body measurement techniques 3.9 Calculating amount of fabric
4. Required attitude	<ol style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 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	<ol style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Relevant materials 5.3 Safety guards

	5.4 Tools and sewing machine 5.5 Sewing machine and spare parts 5.6 Machine accessories
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<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 in Occupation, Level- 2 is developed by NSDA 7-10 August 2022.

List of Members

SI No	Name and Address	Position in the committee	Signature
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Validation of Competency Standard

The Competency Standards for National Skills Certificate in Tailoring and Dress Making, Level-2 is validated by NSDA 20-22 September 2022.

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