



# COMPETENCY STANDARD FOR CARPENTRY

Level: 2

(Furniture Sector)

Competency Standard Code: CS-FS-Crp-L2-EN-V1



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



## Copyright

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National Skills Development Authority  
Prime Minister's Office  
Level: 10-11, Biniyog Bhaban,  
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.  
Email: [ec@nsda.gov.bd](mailto:ec@nsda.gov.bd)  
Website: [www.nstda.gov.bd](http://www.nstda.gov.bd).  
National Skills Portal: <http://skillsportal.gov.bd>

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This Competency Standard for **Carpentry** 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

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

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. **Carpentry** 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

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

The purpose of a competency standards is to:

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

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in 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 Carpentry 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
PPE	Personal Protective Equipment
SOP	Standard Operating Procedures





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  
Carpentry of Furniture Sector**

**Course Structure**

<b>SL No</b>	<b>Unit code and Title</b>		<b>UOC Level</b>	<b>Nominal (hours)</b>
<b>Generic Units of Competencies</b>				
1.	GU-08-L2-V1	Work in a Team Environment	2	20
<b>Sub Total</b>				<b>20</b>
<b>Sector Specific Units of Competencies</b>				
2.	SU-FUR-04-L2-V1	Work in the Furniture Sector	2	20
3.	SU-FUR-05-L2-V1	Participate in Environmentally Sustainable Work Practices	2	20
<b>Sub Total</b>				<b>40</b>
<b>Occupation Specific Units of Competencies</b>				
4.	OU-FUR-Crp-07-L2-V1	Use Basic Power Tools	2	30
5.	OU-FUR-Crp-08-L2-V1	Make Wooden Joint by Power tools	2	40
6.	OU-FUR-Crp-09-L2-V1	Apply Laminated Sheets on Furniture by Hand	2	20
7.	OU-FUR-Crp-10-L2-V1	Make Advanced Wooden Joint by Hand	2	60
8.	OU-FUR-Crp-11-L2-V1	Make Wooden Joint Using Machine	2	30
9.	OU-FUR-Crp-12-L2-V1	Assemble Furniture Components	2	30
<b>Sub Total</b>				<b>210</b>
<b>Total Duration</b>				<b>270</b>

## Units & Elements at Glance

### Generic Units of Competencies

<b>Code</b>	<b>Unit of competency</b>	<b>Elements of competency</b>	<b>Duration (hours)</b>
GU-08-L2-V1	Work in a Team Environment	<ol style="list-style-type: none"><li>1. Define team role and scope</li><li>2. Identify individual role and responsibility</li><li>3. Participate in team discussions</li><li>4. Work as a team member</li></ol>	20
<b>Total hours</b>			<b>20</b>

## Sector Specific Units of Competencies

<b>Code</b>	<b>Unit of competency</b>	<b>Elements of competency</b>	<b>Duration (hours)</b>
SU-CON-04-L2-V1	Work in the Furniture Sector	<ol style="list-style-type: none"> <li>1. Identify job roles and responsibilities</li> <li>2. Identify and observe OSH</li> <li>3. Plan work activities</li> <li>4. Work with others</li> </ol>	20
SU-CON-05-L2-V1	Participate in Environmentally Sustainable Work Practices	<ol style="list-style-type: none"> <li>1. Identify environmental practices</li> <li>2. Collaborate with co-workers</li> <li>3. Perform environmental awareness related to wood works</li> </ol>	20
<b>Total hours</b>			<b>40</b>

## Occupation Specific Units of Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-FUR-Crp-07-L2-V1	Use Basic Wood Working Machines	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare power tools</li> <li>3. Operate power tools</li> <li>4. Maintain power tools</li> </ol>	30
OU-FUR-Crp-08-L2-V1	Make Wooden Joint by Power Tools	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare materials</li> <li>3. Join wood</li> <li>4. Clean and maintain tools and equipment</li> </ol>	40
OU-FUR-Crp-09-L2-V1	Apply Laminated Sheets on Furniture by Hand	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Prepare materials</li> <li>3. fit and finish laminates</li> <li>4. Maintain workplace</li> </ol>	20
OU-FUR-Crp-10-L3-V1	Make Advanced Wooden Joint by Hand	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Make wooden joint</li> <li>3. Maintain workplace</li> </ol>	60
OU-FUR-Crp-11-L3-V1	Make Wooden Joint Using Machine	<ol style="list-style-type: none"> <li>1. Prepare for work</li> <li>2. Make joint</li> <li>3. Maintain equipment and workplace</li> </ol>	30
OU-FUR-Crp-12-L2-V1	Assemble Furniture Components	<ol style="list-style-type: none"> <li>1. Plan and prepare for work</li> <li>2. Assemble furniture components</li> <li>3. Maintain workplace and equipment</li> </ol>	30
<b>Total Hours</b>			<b>210</b>



# **Generic Units of Competencies**

<b>Unit Code and Title</b>	<b>GU-08-L2-V1: Work in a Team Environment</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to work in a team environment. It specifically includes the task of defining team role and scope, identifying individual role and responsibility, participating in team discussions and working as a team member.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <b><u>team members</u></b> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	3.1 Ideas related to team plans are contributed 3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1 Effective forms of communication are used to interact with team members 4.2 Communication channels are followed 4.3 OHS practices are followed
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Team Members	1.1 Coach/mentor 1.2 Supervisor/Manager 1.3 Peers/Colleagues 1.4 Employee representative
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment. 1.2 satisfied the requirements mentioned in the 1.3 Performance Criteria and Range of Variables

2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Team structure, role and responsibility</li> <li>2.2 Individual members' roles and responsibilities</li> <li>2.3 Communication flow and reporting structures</li> <li>2.4 Team planning</li> <li>2.5 Interpersonal communication skills</li> <li>2.6 Team meeting procedures</li> <li>2.7 OHS practices</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Identifying the role and responsibility of the team</li> <li>3.2 Identifying roles and responsibilities of individual members</li> <li>3.3 Participating in team discussions</li> <li>3.4 Working as a team member</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Sincere and honest to duties</li> <li>4.3 Promptness in carrying out activities</li> <li>4.4 Environmental concerns</li> <li>4.5 Eagerness to learn</li> <li>4.6 Tidiness and timeliness</li> <li>4.7 Respect of peers and seniors in workplace</li> <li>4.8 Communicate with peers and seniors in workplace</li> </ul>
5. Resource implications	<ul style="list-style-type: none"> <li>5.1 workplace (actual or simulated)</li> <li>5.2 Pens</li> <li>5.3 Telephone</li> <li>5.4 Computer</li> <li>5.5 Writing materials</li> <li>5.6 Online communication</li> </ul>
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> <li>6.1 Written test</li> <li>6.2 Demonstration</li> <li>6.3 Oral questioning</li> </ul>
7. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>

**Accreditation Requirements**

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.

## **The Sector Specific Competencies**

<b>Unit Code and Title</b>	<b>SU-FUR-04-L2-V1: Work in the Furniture Sector</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to work in the furniture sector. It specifically includes the tasks of identifying job roles and responsibilities, identifying and observing OSH, planning work activities and working with others.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Identify job roles and responsibilities	1.1 Job roles and responsibilities are identified. 1.2 Relationships within the furniture industry employees are identified.
2. Identify and observe OSH	2.1 <b><u>Occupational Safety and Health (OSH)</u></b> is identified and observed. 2.2 Safe work practices are followed when using equipment in the work environment.
3. Plan work activities	3.1 Common goals, objectives and tasks are identified and clarified with appropriate persons. 3.2 Individual tasks are determined and agreed on in accordance with workplace environment.
4. Work with others	4.1 <b><u>Effective interpersonal skills</u></b> are applied to interact with others and to contribute activities and objectives. 4.2 Assigned tasks are performed in accordance with job requirements, specifications and workplace environment. 4.3 Work requirements are confirmed with colleagues.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Occupational Safety and Health (OSH)	1.1 Personal Protective Equipment (PPE): 1.1.1 Apron 1.1.2 Helmet 1.1.3 Hand gloves 1.1.4 Goggles 1.1.5 Safety shoes 1.1.6 Mask 1.1.7 Face Shield

	1.1.8 Ear-protector
2. Effective interpersonal skills	2.1 Basic listening and speaking skills 2.2 Use of terminology and jargon 2.3 Communicating and receiving feedback 2.4 Interpretation of instructions
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 identified job roles and responsibilities 1.2 demonstrated working in the furniture sector.
2. Underpinning knowledge	2.1 Safety rules and procedure. 2.2 Working with others. 2.3 Communicate with others
3. Underpinning skills	3.1 Reading skills required to interpret work instruction and numerical skills. 3.2 Communicating skills. 3.3 Problem solving in emergency situation.
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	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

<b>Unit Code and Title</b>	<b>SU-FUR-06-L3-V1: Participate in Environmentally Sustainable Work Practices</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to participate in environmentally sustainable work practices. It specifically includes the tasks of identifying environmental practices, collaborating with co-workers and performing environmental awareness related to wood works.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Identify environmental practices	1.1 Environmental practices in wood working workplace are identified. 1.2 Environmental practices for wood working are practiced.
2. Collaborate with co-workers	2.1 <b><u>Collaborative actions</u></b> and attitudes related to sustainable environmental practices are identified. 2.2 Collaborating with co-workers to deliver desired output is practiced as per industry requirements.
3. Perform environmental awareness related to wood works	3.1 <b><u>Environmental issues</u></b> and concerns are identified and discussed. 3.2 Environmental issues and concerns are practiced following workplace requirements.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Collaborative actions	1.1 Working with others 1.2 Understanding others 1.3 Workmanship
2. Environmental issues	2.1 Use of timber, hazardous materials 2.2 Waste disposal 2.3 Use of chemical related to furniture sector
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidences that the candidate: 1.1 demonstrated work values related to environmentally sustainable practices 1.2 identified environmental issues.



2. Underpinning knowledge	<p>2.1 Safety requirements in the workplace.</p> <p>2.2 Working with others.</p> <p>2.3 Environmental issues and concerns.</p> <p>2.4 Collaborative actions.</p>
3. Underpinning skills	<p>3.1 Reading skills required to interpret work instruction and numerical skills.</p> <p>3.2 Collaborating with co-workers.</p> <p>3.3 Problem solving in emergency situation.</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 Environmental concerns.</p> <p>4.5 Eagerness to learn.</p> <p>4.6 Tidiness and timeliness.</p> <p>4.7 Respect for rights of peers and seniors 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 and consumables needed 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. 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>

### **Accreditation Requirements**

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## **The Occupational Specific Competencies**

<b>Unit Code and Title</b>	<b>OU-FUR-Crp-07-L2-V1: Use Basic Wood Working Machines</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to use basic wood working machines. It specifically includes the tasks of preparing for work, preparing, applying and maintaining wood working machines.
<b>Nominal Hours</b>	<b>30 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) requirements, are observed\ 1.2 Tasks are identified. 1.3 <b><u>wood working machines</u></b> are identified and selected in accordance with the task requirements.
2. Prepare wood working machines	2.1 Basic wood working machines are checked for proper operation and safety. 2.2 Unsafe or faulty tools are identified and marked for repair
3. Operate wood working machines	3.1 Basic wood working machines are operated according to tasks undertaken. 3.2 All safety procedures in using basic wood working machines are ensured and maintained;
4. Maintain wood working machines	4.1 Basic wood working machines are checked for usability; 4.2 Basic wood working machines are cleaned before and after using. 4.3 Basic wood working machines are maintained using relevant lubrications. 4.4 Maintenance work of wood working machines are performed;
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to:)
1. Basic wood working machines	1.1 Bench Drill Machine 1.2 Circular saw 1.3 Jointer planner machine 1.4 Thickness planner machine 1.5 Mortise machine
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	

1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <p>1.1 demonstrated safe work practices  1.2 used wood working machines as per standard requirements  1.3 maintained wood working machines</p>
2. Underpinning knowledge	<p>2.1 Safety requirements for wood working machines  2.2 Function, operation, common faults.  2.3 Processes, operations, systems.  2.4 Maintenance of wood working machines</p>
3. Underpinning skills	<p>3.1 Reading skills required to interpret work instruction and numerical skills.  3.2 Using wood working machines  3.3 Maintaining wood working machines  3.4 Solving problems in emergency situation.</p>
4. Required attitudes	<p>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.</p>
5. Resource implication	<p>The following resources must be provided:</p> <p>5.1 workplace (actual or simulated)  5.2 tools, equipment and physical facilities appropriate to perform activities  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  6.2 demonstration  6.3 oral questioning  6.4 portfolio.</p>
7. Contexts of assessment	<p>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**

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

<b>Unit Code and Title</b>	<b>OU-FUR-Crp-08-L2-V1: Make Wooden Joint by Machines</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to make wooden joint by machines. It specifically includes the tasks of preparing for work, preparing materials, jointing wood and maintaining tools and equipment.
<b>Nominal Hours</b>	<b>40 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed</p> <p>1.2 Work instructions are used</p> <p>1.3 Work sequence is planned in accordance with job requirement.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Suitable work area is selected for the task.</p> <p>1.6 <b><u>Hand tools</u></b> are identified and checked for safe and effective operation.</p>
2. Prepare materials	<p>2.1 Woods are selected and checked for <b><u>defects</u></b> following work instruction.</p> <p>2.2 Suitable joining processes are selected and prepared.</p> <p>2.3 Woods are prepared for joining and laid out.</p>
3. Join wood	<p>3.1 Woods are measured, marked and cut size.</p> <p>3.2 <b><u>Machines</u></b> are used in accordance with workplace procedures.</p> <p>3.3 Adhesives are applied as per standard;</p> <p>3.4 Final trim and finishing are completed to specifications.</p> <p>3.5 Work is checked against required quality standards.</p>
4. Clean and maintain tools and equipment	<p>4.1 Work area is cleaned in accordance with workplace procedures.</p> <p>4.2 Tools and equipment are cleaned and maintained.</p> <p>4.3 Faulty equipment is tagged and reported in accordance with workplace practices.</p> <p>4.4 Off-cuts and unused materials are collected and stored for re-use or disposal following workplace procedures.</p> <p>4.5 Waste and <b><u>scrap materials</u></b> are dealt with following workplace procedures.</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (may include but not limited to:)</b>
1. Tools	1.1 Measuring tapes

	<ul style="list-style-type: none"> <li>1.2 Hammers</li> <li>1.3 Mallets</li> <li>1.4 Tri-Squares</li> <li>1.5 Bevel squares</li> <li>1.6 Dowel jigs</li> <li>1.7 Clamps</li> </ul>
2. Machines	<ul style="list-style-type: none"> <li>2.1 Bench Drill Machine</li> <li>2.2 Circular saw</li> <li>2.3 Jointer planer machine</li> <li>2.4 Thickness planer machine</li> <li>2.5 Mortise machine</li> </ul>
3. Scrap materials	<ul style="list-style-type: none"> <li>3.1 Off cut wood</li> <li>3.2 Adhesives</li> <li>3.3 Abrasives and cleaning materials</li> </ul>
<p><b>Evidence Guide</b></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"> <li>1.1 applied safe operations required for equipment, products and materials</li> <li>1.2 followed work instructions, operating procedures and inspection practices</li> <li>1.3 Performed joining works using machines</li> <li>1.4 minimized wastage of resources.</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Types, characteristics (including cupping, expansion, twisting, bowing, spring and grain direction), uses and limitations of woods.</li> <li>2.2 Interpretation of furniture design.</li> <li>2.3 Joining techniques and their effects on woods.</li> <li>2.4 Use of hand tools, machines and materials</li> <li>2.5 Workflow in relation to joining works.</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Using tools, machines and materials.</li> <li>3.2 Marking joining line and cutting.</li> <li>3.3 Joining wood.</li> <li>3.4 Using adhesive and fastener.</li> </ul>

4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Eagerness to learn.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Environmental concerns.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 workplace (actual or simulated)</li> <li>5.2 tools, equipment and physical facilities appropriate to perform activities</li> <li>5.3 materials, consumables to perform activities.</li> </ul>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written test</li> <li>6.2 demonstration</li> <li>6.3 oral questioning</li> <li>6.4 portfolio.</li> </ul>
7. Contexts of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

<b>Unit Code and Title</b>	<b>OU-FUR-Crp-09-L2-V1: Apply Laminated Sheets on Furniture by Hand</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to apply laminated sheets on furniture by hand. It specifically includes the tasks of preparing for work and materials, fitting and finishing laminates and maintaining equipment.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for work	<p>1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work.</p> <p>1.2 Work instructions are used to determine job requirements</p> <p>1.3 Application sequence is planned in accordance with job requirement.</p> <p>1.4 Procedures are determined for checking quality at each stage of the process.</p> <p>1.5 Work area is selected for the task.</p> <p>1.6 Tools and equipment are identified and checked for safe and effective operation.</p>
2. Prepare materials	<p>2.1 Surfaces are prepared for laminating;</p> <p>2.2 <b><u>Materials</u></b> are selected and checked;</p> <p>2.3 Laminates are prepared for application and laid out;</p> <p>2.4 Joining processes are selected and prepared as per job requirement;</p>
3. fit and finish laminates	<p>3.1 <b><u>Tools and equipment</u></b> are used;</p> <p>3.2 Laminates are measured, marked and cut to size.</p> <p>3.3 Adhesives are applied as per standard;</p> <p>3.4 Laminates are rolled hammered as per work procedure;</p> <p>3.5 Final trim and finishing are completed;</p> <p>3.6 Work is checked against required quality standards;</p>
4. Maintain workplace	<p>4.1 Work area is cleaned;</p> <p>4.2 Tools and equipment are cleaned</p> <p>4.3 Faulty equipment is tagged and reported in accordance with workplace practices.</p> <p>4.4 Off-cuts and unused materials are collected and stored for re-use or disposal following workplace procedures.</p> <p>4.5 Waste and scrap materials are dealt with following workplace procedures.</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to:)



1. Materials	<ul style="list-style-type: none"> <li>1.1 Wood</li> <li>1.2 Particle board</li> <li>1.3 Wood tex</li> <li>1.4 Medium Density Fibre (MDF) Board</li> <li>1.5 High Density Fibre (HDF) Board</li> <li>1.6 Adhesives and cleaning materials</li> <li>1.7 Formica</li> <li>1.8 Veneer board</li> <li>1.9 Lamination paper</li> <li>1.10 Veneer strip</li> </ul>
2. Tools and equipment	<ul style="list-style-type: none"> <li>2.1 Pencil</li> <li>2.2 Measuring tapes</li> <li>2.3 Tri-Squares</li> <li>2.4 T square</li> <li>2.5 Hand saws</li> <li>2.6 Wooden files</li> <li>2.7 Laminate trimmers and cutters</li> <li>2.8 Adhesive spray gun,</li> <li>2.9 Brushes</li> <li>2.10 Scrapers</li> <li>2.11 Dryer</li> </ul>
<p><b>Evidence Guide</b></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"> <li>1.1 applied safe handling requirements for equipment, products and materials,</li> <li>1.2 followed work instructions, operating procedures and inspection practices to: <ul style="list-style-type: none"> <li>1.2.1 minimize the risk of injury to self or others</li> <li>1.2.2 prevent damage to goods, equipment and products</li> <li>1.2.3 maintain required work output and product quality</li> </ul> </li> <li>1.3 applied and finished laminates to at least three (3) different surfaces, including at least two (2) requiring laminate edging and with at least two (2) laminate joints in one or more surfaces</li> <li>1.4 applied adhesive using three (3) different methods – spray, brush and scraper</li> <li>1.5 used mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements</li> <li>1.6 minimize wastage of resources, including materials, time and money</li> </ul>

	1.7 work with others and in a team by recognizing dependencies and using cooperative approaches to optimize work flow and productivity.
1. Underpinning knowledge	1.1 Types, characteristics, uses and limitations of laminates. 1.2 Interpretation of furniture design. 1.3 Preparation of drawing 1.4 Procedure of fit and finish laminates
2. Underpinning skills	2.1 Using tools, equipment and materials. 2.2 Marking laminating line and cutting. 2.3 Laminating sheets. 2.4 Using adhesive and fastener.
3. Required attitudes	3.1 Commitment to occupational safety and health. 3.2 Promptness in carrying out activities. 3.3 Sincere and honest to duties. 3.4 Eagerness to learn. 3.5 Tidiness and timeliness. 3.6 Environmental concerns. 3.7 Respect for rights of peers and seniors at workplace. 3.8 Communication with peers and seniors at workplace.
4. Resource implication	The following resources must be provided: 4.1 workplace (actual or simulated) 4.2 tools, equipment and physical facilities appropriate to perform activities 4.3 materials, consumables to perform activities.
5. Methods of assessment	Methods of assessment may include but not limited to: 5.1 written test 5.2 demonstration 5.3 oral questioning 5.4 portfolio.
6. Contexts of assessment	6.1 Competency assessment must be done in NSDA accredited assessment centre 6.2 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

<b>Unit Code and Title</b>	<b>OU-FUR-Crp-10-L3-V1: Make Advanced Wooden Joint by Hand</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to make advanced wooden joint by hand. It specifically includes the tasks of preparing for work, making and finishing joint, and maintaining equipment.
<b>Nominal Hours</b>	<b>60 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work. 1.2 Tools and materials are identified and checked for safe and effective operation. 1.3 Product purpose and <b><u>joint</u></b> type are identified from workplace documentation. 1.4 Tools, adhesives and fasteners are selected to match the joint type.
2. Make wooden joint	2.1 Cutting and joining lines are marked out to suit joint type. 2.2 Measurements and calculations are checked for accuracy to ensure quality outcomes. 2.3 <b><u>Wood</u></b> is joined in accordance with job requirements. 2.4 Fasteners and adhesives are used to make joints firm as required. 2.5 Finished joint is checked against <b><u>quality requirements</u></b> .
3. Maintain workplace	3.1 Unused materials are stored or recycled as required. 3.2 <b><u>Tools and equipment</u></b> are cleaned and stored; 3.3 Work area is cleaned and rubbish disposed as per workplace procedures. 3.4 Workplace documentation and reports are completed.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (may include but not limited to:)</b>
1. Joints	1.1 Two pin tenon and mortise joint 1.2 Secret miter dovetail joint 1.3 Finger joint 1.4 Scurf joint 1.5 Half-Lap dovetail 1.6 Secret miter 1.7 Glass panel joint

2. Wood	<ul style="list-style-type: none"> <li>2.1 Teak</li> <li>2.2 Garjon</li> <li>2.3 Mahogany</li> <li>2.4 Mango</li> <li>2.5 Gamari</li> <li>2.6 Korai</li> <li>2.7 Oak</li> <li>2.8 Teak Chambul</li> <li>2.9 Chapalish</li> <li>2.10 Pine wood</li> <li>2.11 Beech</li> </ul>
3. Quality requirements	<ul style="list-style-type: none"> <li>3.1 Alignment</li> <li>3.2 Neatness</li> <li>3.3 Tightness</li> <li>3.4 Firmness and acceptable tolerances</li> </ul>
4. Tools and equipment	<ul style="list-style-type: none"> <li>4.1 Chisels</li> <li>4.2 Mallets</li> <li>4.3 Mortise gauges</li> <li>4.4 Vernier calipers</li> <li>4.5 Vices</li> <li>4.6 Dovetail saws</li> <li>4.7 Tenon saws</li> <li>4.8 Planner</li> <li>4.9 Files</li> <li>4.10 Hand drills</li> <li>4.11 Tri-Square</li> <li>4.12 Bavel square</li> <li>4.13 Hammer</li> </ul>
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	<p>Assessment required evidences that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Selected and collected tools, materials</li> <li>1.2 Performed wooden joint</li> <li>1.3 Checked quality of joint</li> <li>1.4 Maintain workplace</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Workflow in relation to the furniture items being made or repaired.</li> <li>2.2 Types of advanced wooden joint</li> <li>2.3 Procedure of advanced wooden joint</li> <li>2.4 Checking procedure and quality of joint</li> </ul>

3. Underpinning skills	3.1 Ability to marking and cutting for wooden joints 3.2 Ability to making complex joints 3.3 Ability to checking quality of joints
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 centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

<b>Unit Code and Title</b>	<b>OU-FUR-Crp-11-L3-V1: Make Wooden Joint Using Machine</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to make wooden joint using machine. It specifically includes the tasks of preparing for work, making joint and finishing operation and maintaining equipment.
<b>Nominal Hours</b>	<b>30 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare for work	1.1 Occupational Safety and Health (OSH) requirements, are observed throughout the work. 1.2 Tools, materials are identified and checked for safe and effective operation 1.3 Machines are identified and checked for safe and effective operation 1.4 Product purpose and joint type are identified from workplace documentation. 1.5 Hardware and fasteners are selected to match the joint
1. Make joint	1.1 Cutting and joining lines are marked out 1.2 Measurements and calculations are checked for accuracy 1.3 Woods are prepared for making joint using <b><u>machines</u></b> 1.4 <b><u>Woods</u></b> is joined in accordance with workplace requirements. 1.5 Hardware and adhesives are used to make joints firm as required. 1.6 Finished joint is checked;
2. Maintain equipment and workplace	2.1 Unused materials are stored or recycled as required. 2.2 Work area is cleaned and rubbish disposed of in accordance with workplace guidelines. 2.3 Workplace documentation and / or reports are completed as required.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to:)
1. Joints	1.1 Two pin tenon and mortise joint 1.2 Secret miter dovetail joint 1.3 Finger joint 1.4 Scurf joint 1.5 Half-Lap dovetail 1.6 Secret miter 1.7 Glass panel joint

2. Machines	<ul style="list-style-type: none"> <li>2.1 Bench Drill Machine</li> <li>2.2 Circular saw</li> <li>2.3 Jointer planner machine</li> <li>2.4 Thickness planner machine</li> <li>2.5 Mortise machine</li> </ul>
3. Woods	<ul style="list-style-type: none"> <li>3.1 Teak</li> <li>3.2 Garjon</li> <li>3.3 Mahogany</li> <li>3.4 Mango</li> <li>3.5 Gamari</li> <li>3.6 Korai</li> <li>3.7 Oak</li> <li>3.8 Teak Chambul</li> <li>3.9 Chapalish</li> <li>3.10 Pine</li> <li>3.11 Beech</li> </ul>
<p><b>Evidence Guide</b></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"> <li>1.1 applied safe handling requirements for equipment, products and materials,</li> <li>1.2 made timber joints using machines</li> <li>1.3 minimized wastage of resources, including materials, time and money</li> <li>1.4 worked with others as a team member</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Safety and precautions of machinery</li> <li>2.2 Workflow of joint preparation</li> <li>2.3 Procedure of joints</li> <li>2.4 Maintenances machines</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Working with as a team member.</li> <li>3.2 Using pre-checking and inspection techniques to anticipate installation problems, avoid reworking and avoid wastage.</li> <li>3.3 Selecting related machines to perform the task.</li> <li>3.4 Using selected machine to make wooden joint as per design.</li> </ul>

4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Eagerness to learn.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Environmental concerns.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 workplace (actual or simulated)</li> <li>5.2 tools, equipment and physical facilities appropriate to perform activities</li> <li>5.3 materials, consumables to perform activities.</li> </ul>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> <li>6.1 written test</li> <li>6.2 demonstration</li> <li>6.3 oral questioning</li> <li>6.4 portfolio.</li> </ul>
7. Contexts of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited assessment centre</li> <li>7.2 Assessment should be done by a NSDA certified/nominated assessor</li> </ul>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	



<b>Unit Code and Title</b>	<b>OU-FUR-Crp-12-L2-V1: Assemble Furniture Components</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to assemble furniture components. It specifically includes the tasks of planning and preparing for work, assembling furniture components and finishing assembly and store equipment.
<b>Nominal Hours</b>	<b>30 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold &amp; Underlined</u></b> terms are elaborated in the Range of Variables
1. Plan and prepare for work	1.1 Occupational Safety and Health (OSH) requirements, are observed 1.2 Assemble design and critical production specifications are read and interpreted 1.3 Quality assurance requirements are recognised and adhered 1.4 Tools, equipment and materials are selected with job requirements. 1.5 Hardware and accessories are identified.
2. Assemble furniture components	2.1 Tools, equipment and materials are laid out to assemble <b><u>furniture components.</u></b> 2.2 Components are checked against specification prior to assembly and out of specification items are rejected. 2.3 Components are assembled and checked against specification 2.4 Components are fitted. 2.5 Hardware and decorative accessories are applied to specification. 2.6 Product quality is checked against plans at identified checkpoints.
3. Maintain workplace and equipment	3.1 Unused materials are stored or recycled as required. 3.2 Tools and equipment are cleaned and stored. 3.3 Faulty equipment is tagged and reported in accordance with workplace practices. 3.4 Workplace documentation and reports are completed.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (may include but not limited to:)</b>
1. Furniture components	1.1 Shutter 1.2 Head board 1.3 Foot board 1.4 Side rail 1.5 Top

	<ul style="list-style-type: none"> <li>1.6 Bottom</li> <li>1.7 Side</li> <li>1.8 Partition</li> <li>1.9 Self</li> <li>1.10 Drawer</li> <li>1.11 Leg</li> <li>1.12 Back</li> <li>1.13 Panel</li> </ul>
<p><b>Evidence Guide</b></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"> <li>1.1 interpreted work order and locate relevant information</li> <li>1.2 applied safe handling requirements for equipment, products and materials</li> <li>1.3 minimized wastage of resources, including materials, time and money</li> <li>1.4 worked with others as a team member</li> </ul>
2. Underpinning knowledge	<ul style="list-style-type: none"> <li>2.1 Assemble method of furniture components.</li> <li>2.2 Workflow in relation to furniture production.</li> </ul>
3. Underpinning skills	<ul style="list-style-type: none"> <li>3.1 Collect and organize information related to work orders, basic plans and safety procedures.</li> <li>3.2 Working with others as a team member</li> <li>3.3 Using mathematical ideas and techniques to correctly complete measurements and calculate area</li> <li>3.4 Using pre-checking and inspection techniques</li> <li>3.5 Using the limited workplace technology related to the selection and application problems, avoid reworking and avoid wastage.</li> </ul>
4. Required attitudes	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational safety and health.</li> <li>4.2 Promptness in carrying out activities.</li> <li>4.3 Sincere and honest to duties.</li> <li>4.4 Eagerness to learn.</li> <li>4.5 Tidiness and timeliness.</li> <li>4.6 Environmental concerns.</li> <li>4.7 Respect for rights of peers and seniors at workplace.</li> <li>4.8 Communication with peers and seniors at workplace.</li> </ul>

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 centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p><b>Accreditation Requirements</b></p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF/BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA</p>	

## Development of Competency Standard

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The Competency Standards for National Skills Certificate in Carpentry, Level-1, 2 and 3 is developed by NSDA on 20-24 November 2022.

### List of Members

Sl No	Name and Address	Position in the committee
1.	Md Joshim Uddin Gazi, Carpenter, US Embassy, Dhaka	Member
2.	Nasir Uddin Ahamed, Supdt. Instructor, DAERS, Carpentry Shop, BUET, Dhaka	Member
3.	Md. Obaidul Haque, Ex GM (Production), OTOBI Ltd. Dhaka	Member
4.	Md. Mohiuddin, Trainer Carpentry, UCEP TVET Institute, Dhaka	Member
5.	Md. Zillur Rahman Khan, Instructor (Civil), Dhaka Polytechnic Institute	Member
6.	Md Abdur Razzaque, Specialist-1, NSDA, Dhaka	Member



## Validation of Competency Standard

The Competency Standards for National Skills Certificate in Carpentry, Level- 1, 2 and 3 is validated by NSDA 28-29 December 2022.

### List of Members of SCVC

Sl No	Name and Address	Position in the committee	Signature
1.	A Karim Majumder, Managing Director, Nadia Furniture Ltd. Singair, Manikganj, Mobile: 01819-241830, Email: karim@nadiafurniture.com	Chairperson	
2.	Md Joshim Uddin Gazi, Carpenter, US Embassy, Dhaka, Mobile: 017126-59663, Email: joshimuddingazi@gmail.com	Member	
3.	Md. Obaidul Haque, Ex GM (Production), OTOBI Ltd. Dhaka, Mobile: 018181-20736, Email: obaidulhaque1967@gmail.com	Member	
4.	Md. Zillur Rahman Khan, Instructor (Civil), Dhaka Polytechnic Institute, Mobile: 01711-158084, Email: zillurznf99@gmail.com	Member	
5.	Md Anowarul Haque, Head of Institute, Akhtar Furniture Academy, Singair, Manikganj, Mobile: 01799-949901, Email: afa.anowarul@gmail.com	Member	
6.	Kazi Md Monirul Islam, DGM (Production), Nadia Furniture, Singair, Manikganj, Mobile: 01871-006809, Email: kazimonir.nfl@gmail.com	Member	
7.	Md Abdur Razzaque, Specialist-1, NSDA, Dhaka, Mobile: 01742-734313, Email: razzaque159@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](mailto:ec@nsda.gov.bd)  
Website: [www.nsda.gov.bd](http://www.nsda.gov.bd)

Minutes of the Competency Standard Validation Workshop on “Carpentry, Level-2” Occupation.

Chairman	: Chairman, FSISC,
Date	: 28-29 December 2022
Time	: 9:30 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman inaugurated the workshop by welcoming the expert participants attended in the workshop. He urges the participants to share their expert opinion to make the standard effective, job market responsive and updated one. During the day-long workshop, the competency standard of “Carpentry, Level-2” occupation was reviewed, modified and finalized in detail.

The following changes and modification were made to validate and finalize the competency standard.

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1.	Name and level of occupation	Yes		
2.	Nominal Hour	Yes		360 hours
3.	Unit of Competency		No.	<ul style="list-style-type: none"><li>Out 7 UoC, name of 1 UoC have changed and nominal also changed</li></ul>
4.	Element		No.	<ul style="list-style-type: none"><li>Total 05 elements are edited</li><li>01 element is added or deleted</li></ul>
5.	Performance Criteria		No.	<ul style="list-style-type: none"><li>Total 12 performance criteria edited and finetuned as per elements</li></ul>
6.	Variables		No.	<ul style="list-style-type: none"><li>20 new variables are added</li></ul>
7.	Critical Aspect of Competence		No.	<ul style="list-style-type: none"><li>Necessary changes have been made in the critical aspect of competency according to above changes.</li></ul>
8.	Underpinning knowledge		No.	<ul style="list-style-type: none"><li>Necessary changes have been made in the underpinning knowledge according to above changes.</li></ul>
9.	Underpinning Skills		No.	<ul style="list-style-type: none"><li>Necessary addition, changes and fine tuning have been made.</li></ul>
10.	Attitude	Yes		
11.	Resources	Yes		
12.	Assessment methods	Yes		

13.	Others			<ul style="list-style-type: none"> <li>• The nominal hours of the units of competencies have been rescheduled for content consideration.</li> <li>• Overall, the occupation has been included in Level-3 according to NSQF (BNQF 1-6).</li> </ul>
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Through the above activities, the Competency Standard has been finalized and validated as **“Carpentry, Level-2.**



**Chairman**

Committee on Standard and Curriculum

Validation,

Chairman – FSISC