



# COMPETENCY STANDARD

## Graphic Design

Level: 03

(ICT Sector)

Competency Standard Code: CS-ICT-GD-L3-EN-V1



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



## Copyright

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This Competency Standard for **Graphic Design** 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 ICT Sector ISC, 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. "**Graphic Design**" is selected as one of the priority occupations of ICT 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 (BNQF) and will be listed on the NSDA's online portal.

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

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

## Overview

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

The purpose of a competency standards is to:

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

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in ICT 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 Skills Certificate – Level-3 in Graphic Design in ICT 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

<b>General</b>	
NSDA	National Skills Development Authority
BMET	Bureau of Manpower Employment and Training
ILO	International Labor Organization
ISC	Industry Skills Council
NPVC	National Pre-Vocation Certificate
NSQF	National Skills Qualifications Framework
PPP	Public Private Partnership
SCVC	Standards and Curriculum Validation Committee
SEIP	Skills for Employment Investment Program
STP	Skills Training Provider
UoC	Unit of Competency
<b>Occupation Specific</b>	
GUI	Graphical User Interface
ESD	Electro-static Discharge
ICT	Information Communication Technology (ICT)
KPI	Key Performance Indicator
LCD	Liquid Crystal Display
OSH	Occupational safety and health
PPE	Personal protective equipment
RAM	Random Access Memory
USB	Universal serial bus
GD	Graphic Design

## **Approval of Competency Standard**

Approved by  
... Executive Committee (EC) Meeting of NSDA  
Held on ... June 20...

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 –III in  
Graphic Design in ICT Sector**

## Course Structure

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
<b>Generic Units of Competencies</b>				<b>35</b>
1	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2	GU-02-L2-V1	Carry Out Workplace Interaction	2	20
<b>Sector Specific Units of Competencies</b>				<b>70</b>
1	SU-ICT-06-L2-V1	Operate a Personal Computer and Use Application Programs	2	15
2	SU-ICT-07-L2-V1	Operate Office Application Software	2	25
3	SU-ICT-08-L3-V1	Access Information using Internet and Electronic Mail	3	15
4	SU-ICT-04-L3-V1	Comply to Ethical Standards in IT Workplace	3	15
<b>Occupation Specific Units of Competencies</b>				<b>255</b>
1	OU-ICT-GD-01-L3-V1	Apply Graphic Design Concepts and Guidelines	3	35
2	OU-ICT-GD-02-L3-V1	Create Professional Designs using Illustration Software.	3	60
3	OU-ICT-GD-03-L3-V1	Separate and Compose Images	3	60
4	OU-ICT-GD-04-L3-V1	Create Mock Up and Print	3	40
5	OU-ICT-GD-05-L3-V1	Develop Materials for Output	3	60
<b>Total Nominal Learning Hours</b>				<b>360</b>

# Units & Elements at Glance

## Generic Units of Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	<ol style="list-style-type: none"><li>1. Identify, control and report OSH hazards</li><li>2. Conduct work safely</li><li>3. Follow emergency response procedures</li><li>4. Maintain and improve health and safety in the workplace</li></ol>	15
GU-02-L2-V1	Carry out workplace interaction	<ol style="list-style-type: none"><li>1. Interpret workplace communication and etiquette</li><li>2. Read and Understand Workplace Documents</li><li>3. Participate in workplace meetings and discussions</li><li>4. Practice professional ethics at workplace</li></ol>	20

## Sector Specific Units of Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SU-ICT-06-L2-V1	Operate a Personal Computer and Use Application programs	<ol style="list-style-type: none"> <li>1. Start computer</li> <li>2. Access basic system information</li> <li>3. Work with files and folders</li> <li>4. Use application programs</li> <li>5. Print documents</li> <li>6. Shut down computer</li> </ol>	15
SU-ICT-07-L2-V1	Operate Office Application Software	<ol style="list-style-type: none"> <li>1. Operate computer</li> <li>2. Install application software</li> <li>3. Use word processor to prepare/create documents</li> <li>4. Use spreadsheet to create /prepare worksheets</li> <li>5. Use presentation software to create / prepare presentation</li> <li>6. Print a document</li> </ol>	25
SU-ICT-08-L3-V1	Access Information using Internet and Electronic Mail	<ol style="list-style-type: none"> <li>1. Access resources from internet</li> <li>2. Use and manage electronic mail</li> <li>3. Use audio/video tools for information transfer</li> </ol>	15
SU-ICT-04-L3-V1	Comply to Ethical Standards in IT Workplace	<ol style="list-style-type: none"> <li>1. Uphold the requirements of clients</li> <li>2. Deliver quality products and services</li> <li>3. Maintain professionalism at workplace</li> <li>4. Maintain workplace code of conduct.</li> </ol>	15

## Occupation Specific Units of Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OU-ICT-GD-01-L3-V1	Apply Graphic Design Concepts and Guidelines	<ol style="list-style-type: none"> <li>1. Interpret fundamentals of graphic design</li> <li>2. Work with image</li> <li>3. Identify image standards</li> <li>4. Create basic designs</li> <li>5. Identify career opportunities in the graphic design sector</li> <li>6. Interpret Online Market places</li> </ol>	35
OU-ICT-GD-02-L3-V1	Create Professional Designs Using Illustration Software.	<ol style="list-style-type: none"> <li>1. Prepare for design work</li> <li>2. Create Design</li> <li>3. Review and Finalize design works</li> </ol>	60
OU-ICT-GD-03-L3-V1	Separate and Compose Images	<ol style="list-style-type: none"> <li>1. Separate Images</li> <li>2. Create a composition</li> <li>3. Retouch Image</li> <li>4. Apply color correction</li> <li>5. Apply Effect</li> <li>6. Evaluate own work</li> </ol>	60
OU-ICT-GD-04-L3-V1	Create Mock Up and Print	<ol style="list-style-type: none"> <li>1. Prepare the work environment</li> <li>2. Create mock up</li> <li>3. Print draft</li> </ol>	40
OU-ICT-GD-05-L3-V1	Develop Materials for Output	<ol style="list-style-type: none"> <li>1. Verify design work</li> <li>2. Prepare output template</li> <li>3. Prepare for final output</li> </ol>	60

## **Generic Units of Competencies**

<b>Unit Code and Title</b>	<b>GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to Apply Occupational Safety and Health (OSH) Procedure in the Workplace. It specifically includes identifying, control and report OSH hazards, conducting work safely, following emergency response procedures and maintaining and improve health and safety in the workplace.
<b>Nominal Hours</b>	<b>15 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 Training Components
1. Identify, control and report OSH hazards	<p>1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work</p> <p>1.2 <b><u>Hazards</u></b> and unacceptable performance are identified and corrective action is taken within the level of responsibility</p> <p>1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures</p> <p>1.4 Safety Signs and symbols are identified and followed</p>
2. Conduct work safely	<p>2.1 OSH practices are applied in the workplace</p> <p>2.2 Appropriate <b><u>Personal Protective Equipment (PPE)</u></b> is selected and worn</p> <p>2.3 Personal hygiene is maintained.</p>
3. Follow emergency response procedures	<p>3.1 Emergency situations are identified and reported according to workplace reporting requirements</p> <p>3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures</p> <p>3.3 <b><u>Workplace procedures</u></b> for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities</p>
4. Maintain and improve health and safety in the workplace	<p>4.1 Risks are identified and appropriate control measures are implemented in the work area</p> <p>4.2 Recommendations arising from risk assessments are implemented within level of responsibility</p> <p>4.3 Opportunities for improving OSH performance are identified and raised with relevant personnel</p> <p>4.4 Safety records according to <b><u>company policies</u></b> are maintained</p>
<b>Range of Variables</b>	



<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Hazards	1.1 OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards 1.2 Working with and near moving equipment/load shifting equipment 1.3 Broken or damaged equipment or materials
2. Personal Protective Equipment (PPE)	2.1 Goggles 2.2 Ear muffs 2.3 Ear plugs 2.4 Gloves 2.5 Clothing 2.6 Apron 2.7 Helmet 2.8 Boots
3. Workplace procedures	3.1 OSH system and related documentation including policies and procedures 3.2 Standard Operating Procedures (SOPs) 3.3 Information on hazards and the work process, hazard alerts, safety signs and symbols 3.4 Labels 4. Material Safety Data Sheets (MSDSs) and manufacturers' advice
4. Company policies	4.1 Job-related Standard Operating Procedures (SOPs) 4.2 OSH-specific procedures. 4.3 Examples of OSH procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified, controlled and reported osh hazards 1.2 followed work safety 1.3 followed emergency response procedures. 1.4 maintained and improved health and safety in the workplace

2. Underpinning knowledge	<p>Trainee with acquire knowledge of:</p> <ul style="list-style-type: none"> <li>2.1 Personal protective equipment - Hand gloves, safety shoes, safety goggles, masks, apron,</li> <li>2.2 Identification of tools and equipment</li> <li>2.3 Hazardous events</li> <li>2.4 Tools, equipment, machinery and relevant accessories</li> <li>2.5 Communication</li> <li>2.6 Job roles, responsibilities and compliance</li> <li>2.7 Workplace laws</li> </ul>
3. Underpinning skill	<ul style="list-style-type: none"> <li>3.1 Using appropriate PPE</li> <li>3.2 Identifying tools and equipment</li> <li>3.3 Taking safety precautions and responding to different hazardous situations</li> <li>3.4 Operating and using tools, equipment, machinery and accessories properly as per SOP (Company Standards)</li> <li>3.5 Communicating with peers and supervisors</li> <li>3.6 Applying OSH practices in the workplace</li> </ul>
4. Required attitude	<ul style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</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 for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers and seniors in workplace</li> </ul>
5. Resource implication	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.</li> <li>5.2 Required learning materials.</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. Context of assessment	<ul style="list-style-type: none"> <li>7.1 Competency assessment must be done in NSDA accredited center.</li> <li>7.2 Assessment should be done by 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 National Skills Qualification (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>GU-02-L2-V1: Carryout Workplace Interaction</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to carry out workplace interaction. It specifically includes interpreting workplace communication and etiquette, reading and understand workplace documents, participating in workplace meetings and discussions and practicing professional ethics at workplace.
<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 Training Components
1. Interpret workplace communication and etiquette	<p>1.1 Workplace code of conducts are interpreted as per organizational guidelines</p> <p>1.2 Appropriate lines of communication are maintained with supervisors and colleagues</p> <p>1.3 Workplace interactions are conducted in a <b><u>courteous manner</u></b> to gather and convey information</p> <p>1.4 Questions about routine <b><u>workplace procedures and matters</u></b> are asked and responded as required</p>
2. Read and Understand Workplace Documents	<p>2.1 Workplace documents are interpreted as per standard.</p> <p>2.2 Assistance is taken to aid comprehension when required from peers / supervisors</p> <p>2.3 Visual information / symbols / signage's are understood and followed</p> <p>2.4 Specific and relevant information are accessed from <b><u>appropriate sources</u></b></p> <p>2.5 Appropriate medium is used to transfer information and ideas</p>
3. Participate in workplace meetings and discussions	<p>3.1 Team meetings are attended on time and followed meeting procedures and etiquette</p> <p>3.2 Own opinions are expressed and listened to those of others without interruption</p> <p>3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes</p>

4. Practice professional ethics at workplace	4.1 Responsibilities as a team member are demonstrated and kept promises and commitments made to others 4.2 Tasks are performed in accordance with workplace procedures 4.3 Confidentiality is respected and maintained 4.4 Situations and actions considered inappropriate or which present a conflict of interest are avoided
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (may include but not limited to):
1. Courteous Manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace Procedures and Matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate Sources	3.1 HR Department 3.2 Managers 3.3 Supervisors
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 followed workplace code of conducts is as per organizational guidelines 1.2 interpreted workplace documents as per standard 1.3 interpreted workplace instructions and symbols 1.4 interpreted and implemented meeting outcomes
2. Underpinning Knowledge	Trainee will acquire knowledge of: 2.1 Workplace communication and etiquette 2.2 Workplace documents, signs and symbols 2.3 meeting procedure and etiquette

3. Underpinning Skills	3.1 Demonstrating performance of workplace communication and etiquette 3.2 Following workplace instructions and symbol 3.3 Following workplace code of conducts is as per organizational guidelines 3.4 Interpreting workplace documents as per standard 3.5 Interpreting and implementing meeting outcomes
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by 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 National Skills Qualification (NSQF). Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	



## **Sector Specific Unit of Competencies**



<b>Unit Code and Title</b>	<b>SU-ICT-06-L2-V1: Operate a Personal Computer and Use Applications programs</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to operate a personal computer and use applications programs. It specifically includes starting computer, accessing basic system information, working with files and folders, using application programs, printing documents and shutting down computer.
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables Training Components
1. Start computer	<p>1.1 Safe workplace practices are observed according to IT workplace guideline.</p> <p>1.2 Computer is checked for proper connection position and usability.</p> <p>1.3 <b><u>Peripheral devices</u></b> are checked for correct connection, position and usability.</p> <p>1.4 Power of computer and other peripheral devices are switched on.</p>
2. Access basic system information	<p>2.1 User name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens are inserted.</p> <p>2.2 PC desktop environment/Graphical User Interface_(GUI) settings is arranged and customized.</p> <p>2.3 The <b><u>operating system</u></b> information is identified.</p> <p>2.4 System configuration and application versions in operation are navigated.</p>
3. Work with files and folders	<p>3.1 Desktop environment is customized.</p> <p>3.2 Basic directory and sub-directories are created and named.</p> <p>3.3 Attributes of directories are identified.</p> <p>3.4 Files for user and organization requirements are created and organized</p> <p>3.5 Data are entered into the desired office application in accordance with work requirements</p> <p>3.6 Files are copied and saved to available <b><u>data storage devices.</u></b></p>
4. Use application programs	<p>4.1 Calculator program is used</p> <p>4.2 Notepad is used</p> <p>4.3 WordPad is used</p> <p>4.4 Snipping Tool is applied</p> <p>4.5 Paint is used</p> <p>4.6 Sticky Note is used</p>

5. Print documents	5.1 Printer settings, if required, are entered into the program 5.2 Default printer is changed where necessary 5.3 Print preview option is accessed to effect printing of documents 5.4 Document print output is adjusted where necessary 5.5 Printout is taken
6. Shut down computer	6.1 All opened files/documents are exited. 6.2 All opened <b>application programs</b> are logged out in accordance with standard application procedure. 6.3 Personal computer is shut down in accordance with standard shut down procedure. 6.4 The computer and other peripherals are switched off and switched off power supply in accordance with standard procedure.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Peripheral devices	1.1 Input Devices 1.1.1 keyboard, MIDI keyboard 1.1.2 mouse 1.1.3 touch screen 1.1.4 Digitizer tablet 1.1.5 joystick 1.1.6 scanner 1.1.7 digital camera 1.1.8 video camera 1.1.9 microphone 1.2 Output Devices 1.2.1 monitor 1.2.2 projector 1.2.3 TV screen 1.2.4 printer 1.2.5 plotter 1.2.6 speakers 1.3 Both input/output 1.3.1 external hard drives 1.3.2 USB drives 1.3.3 media card readers 1.3.4 digital camcorders 1.3.5 digital mixers 1.3.6 MIDI equipment
2. Operating system	2.1 Microsoft Windows 2.2 Apple Mac OS 2.3 Ubuntu Linux 2.4 Google android 2.5 iOS
3. Data storage devices	3.1 Random Access Memory (RAM) 3.2 Hard disk 3.3 CD/DVD

	<p>3.4 Flash drive</p> <p>3.5 External hard disk</p>
<p><b>Evidence Guide</b></p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 Arranged, customized and manipulated PC desktop environment/graphical user interface (GUI) settings.</p> <p>1.2 Selected, opened and closed desktop icons to access application programs</p> <p>1.3 Entered data into the desired office application in accordance with work requirements</p> <p>1.4 Entered print command to effect printing of documents</p>
2. Underpinning knowledge	<p>2.1 Basic software</p> <p>2.2 Computer functions</p> <p>2.3 Creating and opening documents</p> <p>2.4 Formatting documents</p> <p>2.5 Inserting tables and images</p> <p>2.6 Saving, printing and closing documents</p> <p>2.7 Mail merge function</p> <p>2.8 Basic keyboarding skills</p> <p>2.9 Methods and procedure in switching on and off the computer and other peripherals</p> <p>2.10 Selection, opening and closing procedures of desktop icons to access application programs</p> <p>2.11 Method of creating and organizing files for user and organization requirements</p> <p>2.12 Data input techniques in accordance with standard typing procedure and office application</p> <p>2.13 Printing procedure and commands</p>
3. Underpinning skill	<p>3.1 Switching on power of computer and other peripheral devices</p> <p>3.2 Arranging, customizing and manipulating PC desktop environment/graphical user interface (GUI) settings</p> <p>3.3 Selecting, opening and closing desktop icons to access application programs</p> <p>3.4 Creating and organizing Files for user and organization requirements</p> <p>3.5 Entering data into the desired office application in accordance with work requirements</p> <p>3.6 Entering print command to effect printing of documents</p> <p>3.7 Switching off the computer and other peripherals and unplugging power supply in accordance with standard procedure</p>

4. Required 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 implication	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by 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. 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-ICT-07-L2-V1: Operate Office Application Software</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitude required to operate office application software. It specifically includes operating computer, installing application software, using word processor to prepare/create documents, using spread sheet to create /prepare worksheets, using presentation software to create / prepare presentation, and printing a document.
<b>Nominal Hours</b>	<b>25 hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variable Training Components
1. Operate computer	<p>1.1 Safe workplace practices are observed according to IT workplace guideline.</p> <p>1.2 Desktop <b><u>Peripherals</u></b> are checked and connected with computer properly.</p> <p>1.3 Computer is switched on.</p> <p>1.4 Computer <b><u>desktop / GUI settings</u></b> are arranged and customized as per requirement.</p> <p>1.5 Files and folders <b><u>manipulation</u></b> are performed as per requirement.</p> <p>1.6 Properties of files and folders are viewed and searched.</p> <p>1.7 Disks are defragmented, formatted as per requirement.</p>
2. Install application software	<p>2.1 Installation requirements of software are identified and listed.</p> <p>2.2 Software sources and CD key/ password are assured.</p> <p>2.3 <b><u>Appropriate Software</u></b> are collected and selected as per requirement.</p> <p>2.4 Software installation is started.</p> <p>2.5 Customization is done as per requirement.</p> <p>2.6 Steps of installation are followed as per installation Instructions.</p> <p>2.7 Installations are completed properly.</p> <p>2.8 Correctness of Installation is checked.</p>
3. Use word processor to prepare/create documents	<p>3.1 Appropriate <b><u>word processor</u></b> is Selected and started.</p> <p>3.2 Documents are created as per requirement in Personal use and office environment.</p> <p>3.3 Contents are entered.</p> <p>3.4 Documents are formatted.</p> <p>3.5 Paragraph and page settings are completed.</p> <p>3.6 Document is saved.</p>
4. Use spreadsheet to create /prepare worksheets	<p>4.1 <b><u>Spreadsheet applications</u></b> are selected and started.</p> <p>4.2 Worksheets are created as per requirement in Personal use and office environment.</p> <p>4.3 Data are entered</p> <p>4.4 Functions are used for calculating and editing logical operation</p> <p>4.5 Sheets are formatted as per requirement.</p> <p>4.6 Charts are created.</p>

	4.7 Charts/ Sheets are saved.
5. Use presentation software to create / prepare presentation	6.1 Appropriate <b>presentation applications</b> are selected and started 6.2 Presentation are created as per requirement in personal use and office environment 6.3 Image, Illustrations, text, table, symbols and Media are entered as per requirements. 6.4 Presentations are formatted and animated. 6.5 Presentations are viewed and saved.
6. Print a document	7.1 Printer is connected with computer. 7.2 Power is switched on at both the power outlet and printer. 7.3 Printer is installed and added. 7.4 Paper of proper size is put into printer. 7.5 Correct printer setting is selected 7.6 Document is previewed and printed. 7.7 Print from the printer spool is viewed or cancelled and unsaved data is saved as per requirements. 7.8 Opened software is closed. 7.9 Devices are shut down.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range ( May include but not limited to: )</b>
1. Peripherals	1.1 Monitor 1.2 Keyboard 1.3 Mouse 1.4 Modem 1.5 Scanner 1.6 Printer
2. Desktop settings	2.1 Icons 2.2 Taskbar 2.3 View 2.4 Resolutions
3. Manipulation	3.1 Creating 3.2 Opening 3.3 Copying 3.4 Renaming 3.5 Deleting 3.6 Sorting
4. Appropriate Software	4.1 MS office or Open office but limited to 4.2 Word processor software. 4.3 Spread sheet software. 4.4 Presentation software.
5. Word processor	5.1 MS Word processor 5.2 Open office Org 5.3 Google docs 5.4 Word perfect 5.5 Libreoffice
6. Spread sheet applications	6.1 MS Excel 6.2 Google Sheets 6.3 Apple Numbers by Apple

7. Presentation application	7.1 MS PowerPoint 7.2 Google Slides 7.3 Prezi
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 installed operating system 1.2 manipulated files and folders as per requirement 1.3 installed application software 1.4 used functions in spread sheet. 1.5 applied animations into presentation slide. 1.6 printed document.
2. Underpinning knowledge	2.1 Desktop items 2.2 Type of Bangla keyboard layout 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Type of printers 2.6 Type of charts, Impotence of chart 2.7 Different type of math and logical functions.
3. Underpinning skill	3.1 Starting computer 3.2 Installing Operating system 3.3 Managing desktop item 3.4 Manipulating Files and folders as per requirement 3.5 Installing application software 3.6 Running application software 3.7 Creating and saving document with word processing application. 3.8 Using functions in spread sheet. 3.9 Applying animations into presentation slide. 3.10 Printing document.
4. Required 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, sub-ordinates and seniors in workplace
5. Resource implication	Following Resources must be provided 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	6.1 Demonstration 6.2 Oral questioning 6.3 Written test 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by NSDA certified/

	nominated assessor
<b>Accreditation Requirements</b> Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under National Skills Qualification (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>SU-ICT-08-L3-V1: Access Information using Internet and Electronic Mail.</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitude required to access information using internet and electronic mail. It specifically includes accessing resources from internet, using and managing electronic mail, and using audio/video tools for information transfer.
<b>Nominal Hours</b>	<b>15 hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and underlined</u></b> terms are elaborated in the Range of Variable.
1. Access resources from internet	<p>1.1 Appropriate internet <b><u>browsers</u></b> are selected and installed.</p> <p>1.2 Internet browser is opened and web address / URL is written/selected in /from address bar to access <b><u>information.</u></b></p> <p>1.3 <b><u>Search engines</u></b> are used to access information</p> <p>1.4 Video / Information are Shared /downloaded / uploaded from / to web site/<b><u>social media.</u></b></p> <p>1.5 <b><u>Web based resources</u></b> are used.</p> <p>1.6 Netiquette' (or web etiquette) principles are searched and followed.</p>
2. Use and manage electronic mail	<p>2.1. <b><u>Email services</u></b> are identified and selected to create a new email address</p> <p>2.2. Email account is created.</p> <p>2.3. Document is prepared, attached and sent to different types of recipient.</p> <p>2.4. Email is read, forwarded, replied and deleted as per requirement.</p> <p>2.5. Custom email folders are created and manipulated.</p> <p>2.6. Email message is printed.</p>
3. Use audio/video tools for information transfer	<p>3.1 Audio and video tools are identified</p> <p>3.2 Apps using audio/video tools are identified</p> <p>3.3 Information is transferred with apps using audio/video tools</p>
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (May include but not limited to:)
1. Browsers	<p>1.1 Mozilla Firefox</p> <p>1.2 Google chrome</p> <p>1.3 Internet explorer</p> <p>1.4 Opera</p>
2. Information	<p>2.1. Text information</p> <p>2.2. Graphics</p> <p>2.3. Video</p>
3. Search engines	<p>3.1. Google</p> <p>3.2. Yahoo</p> <p>3.3. AltaVista</p> <p>3.4. Msn</p> <p>3.5. Bing</p>

4.Social media.	4.1 Face book 4.2 Twitter 4.3 LinkedIn 4.4 YouTube
5. Web based services	5.1 Drive 5.2 Calendar 5.3 Map 5.4 Translator 5.5 Docs 5.6 search
6. Email services	6.1 Free mail services –Gmail, Yahoo, Hotmail 6.2 Web mail services.
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Video / Information are downloaded / uploaded from / to web site 1.2 Documents are prepared, attached and sent to different types of recipient.
2. Underpinning knowledge	2.1. Internet 2.2. www 2.3. web site 2.4. web address 2.5. URL 2.6. Web browsers 2.7. Search engines 2.8. Information 2.9. Social media 2.10. Web based services 2.11. Folder manipulation
3. Underpinning skill	3.1 Accessing and sharing resources from internet 3.2 Downloading /uploading file, documents and video from /to web sites 3.3 Sending and receiving mail through mail service. 3.4 Using audio/video tools to share information.
4. Required 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, sub-ordinates and seniors in workplace
5. Resource implication	Following Resources must be provided- 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation

	6.3 Written test 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by NSDA certified/nominated assessor
<p><b>Accreditation Requirements</b>  Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under National Skills Qualification (NSQF). 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-ICT-04-L3-V1: Comply to Ethical Standards in IT Workplace</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to comply to ethical standards in IT workplace. It specifically includes upholding the requirements of clients, delivering quality products and services, maintaining professionalism at workplace and maintaining workplace code of conduct.
<b>Nominal Hours</b>	<b>15 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables
1. Uphold the requirements of clients	1.1 Clients' requirements are identified. 1.2 Confidentiality of information is maintained in accordance with workplace policies / organizational policies/ national legislation. 1.3 Potential conflicts of interest are identified and involved parties of potential conflicts are notified. 1.4 Proprietary rights of client/customer is asserted.
2. Deliver quality products and services	2.1. Products and services are provided according to the clients' requirements. 2.2. Work is completed as per standards. 2.3. Quality processes are implemented when developing products and services.
3. Maintain professionalism at workplace	3.1 Work processes are delivered as per standards. 3.2 Skills, knowledge and qualifications are presented in a professional manner. 3.3 Services and products developed by self and others are delivered as per workplace standard. 3.4 Unbiased and objective information are provided to clients. 3.5 Realistic estimates for time, cost and delivery of outputs are presented during negotiation.
4. Maintain workplace code of conduct.	4.1 Workplace code of conduct are interpreted 4.2 Workplace code of conduct is followed.
<b>Range of variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	

<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1 asserted proprietary rights of client/customer.</li> <li>1.2 completed work to industry and international standards.</li> <li>1.3 implemented quality processes when developing products and services.</li> <li>1.4 delivered services and products developed by self and others.</li> <li>1.5 provided unbiased and objective information to clients.</li> <li>1.6 followed workplace code of conduct.</li> </ol>
<p>2. Underpinning knowledge</p>	<ol style="list-style-type: none"> <li>2.1. Corporate code of confidentiality of information</li> <li>2.2. organizational policies, national legislation and workplace policies in relation to IT sector</li> <li>2.3. Law and regulations pertaining to proprietary rights</li> <li>2.4. Quality processes for products and services</li> <li>2.5. Procedure of provided to client information</li> <li>2.6. Method of estimating for time, cost and delivery products and services</li> <li>2.7. Workplace code of conduct in IT sector</li> </ol>
<p>3. Underpinning Skills</p>	<ol style="list-style-type: none"> <li>3.1. Upholding confidentiality of information in accordance with organizational policies, national legislation and workplace policies</li> <li>3.2. Asserting proprietary rights of client/customer</li> <li>3.3. Completing work in accordance with industry and international standards</li> <li>3.4. Implementing quality processes when developing products and services</li> <li>3.5. Delivering correctly services and products developed by self and others</li> <li>3.6. Providing unbiased and objective information are to clients.</li> <li>3.7. Presenting realistic estimates for time, cost and delivery of outputs during negotiation</li> <li>3.8. Following workplace code of conduct</li> </ol>
<p>4. Underpinning Attitudes</p>	<ol style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</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 for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers and seniors in workplace.</li> </ol>
<p>5. Resource Implications</p>	<p>The following resources must be provided:</p> <ol style="list-style-type: none"> <li>5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.</li> <li>5.2 Required learning materials.</li> </ol>

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 center.</p> <p>7.2 Assessment should be done by 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. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

## **Occupation Specific Unit of Competencies**

<b>Unit Code and Title</b>	<b>OU-ICT-GD-01-L3-V1: Apply Graphic Design Concepts and Guidelines</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to apply graphic design concepts and guidelines. It specifically includes interpreting fundamentals of graphic design, working with image, identifying image standards, creating basic designs, identifying career opportunities in the graphic design sector, and interpreting online market places.
<b>Nominal Hours</b>	<b>35 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables
1. Interpret fundamentals of graphic design	1.1 <b><u>Types of graphic design</u></b> are comprehended. 1.2 Uses of graphic design are identified. 1.3 <b><u>Structure of graphics</u></b> are interpreted. 1.4 <b><u>Software for graphic design</u></b> is identified. 1.5 Basic design guidelines are Interpreted. 1.6 Design brief is interpreted.
2. Work with image	2.1. Appropriate Image modification software is identified and opened. 2.2. Image sources are identified. 2.3. Images are successfully Imported from appropriate source. 2.4. Image separation tools are identified and applied. 2.5. Separated image is saved.
3. Identify image standards	3.1 Image properties are identified. 3.2 Image resolution are identified and interpreted. 3.3 Image format are identified and selected.
4. Create basic designs	4.1 <b><u>Required designs</u></b> are specified. 4.2 Appropriate shape and size are identified. 4.3 Content area is defined. 4.4 <b><u>Contents</u></b> are inserted and composed. 4.5 <b><u>Shapes</u></b> are modified as per requirements. 4.6 Typographical design is applied as per requirements. 4.7 Font attributes are applied as per requirements. 4.8 Design and color are applied as per requirements. 4.9 Design is saved in appropriate <b><u>file format</u></b> .
5. Identify career opportunities in the graphic design sector	5.1 Local and international graphic design and Desktop Publishing (DTP) houses are identified. 5.2 Positions/jobs in the graphic design sector are identified. 5.3 Hands on graphics arts designer are identified. 5.4 Graphic design and DTP houses are visited on site and through the internet.
6. Interpret Online Market places	6.1 Source of carrier <b><u>opportunities</u></b> are identified. 6.2 Account opening procedure is interpreted. 6.3 Standard profile structure is outlined. 6.4 Bidding procedure for the jobs are interpreted.



	6.5 Design submission procedure is interpreted. 6.6 Payment collection methods are identified.
<b>Range of Variables</b>	
<b>Variables</b>	<b>Range</b> (may include but not limited to):
1. Types of graphic design	1.1 Vector 1.2 Raster 1.3 Bitmap
2. Structure of graphics	2.1 Vector based 2.2 Bitmap based
3. Software for graphic design	3.1 Adobe Photoshop 3.2 Adobe illustrator 3.3 Adobe in design 3.4 Corel draw
4. Required designs	4.1 Business card 4.2 ID card 4.3 Letterhead 4.4 Logo/ Monogram 4.5 Cash memo/ Invoice Form 4.6 Money receipt 4.7 Banner 4.8 Flyer / leaflet 4.9 National Flag
5. Contents	5.1 Text 5.2 Image 5.3 Vector 5.4 Logo
6. Shape	6.1 Square 6.2 Rectangle 6.3 Ellipses 6.4 Polygon
7. File format	7.1 .ai 7.2 .eps 7.3 .pdf 7.4 .jpeg 7.5 .png 7.6 .gif
8. Opportunities	8.1 Exhibitions 8.2 Floor talks at galleries 8.3 Competitions 8.4 Master classes 8.5 Trade fairs, expositions 8.6 Websites
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	

<p>1. Critical aspects of competency</p>	<p>Assessment required evidence that the candidate:</p> <p>1.1 identified the basic design guidelines in graphic designing.  1.2 identified and used relevant journals, magazines, catalogues and other media when developing graphic design.</p>
<p>2. Underpinning knowledge</p>	<p>2.1 Opportunities to improve technical skills in basic design  2.2 Capabilities to develop technical skills in basic design using materials, tools and equipment  2.3 Types of journals, magazines, catalogues and other media relevant to stimulate technical and professional development in basic design guidelines  2.4 Methods of develop basic design ideas  2.5 Interpretation of basic design guidelines  2.6 Opportunities to develop own practice and keep informed about current design trends Ram (memory) installation procedure  2.7 Peripherals installation  2.8 Bios and CMOS setting modification</p>
<p>3. Underpinning Skills</p>	<p>3.1 Demonstrating opportunities to continuously improve technical skills in basic design through identification, practice, feedback, discussion and evaluation.  3.2 Demonstrating capabilities to develop technical skills in basic design with materials, tools and equipment  3.3 Identifying and using relevant journals, magazines, catalogues and other media to stimulate technical and professional development in basic design guidelines.  3.4 Exhibiting working with others to develop basic design ideas  3.5 Demonstrating ability to gain experience in a range of genres and interpreting basic design guidelines  3.6 Identifying and using opportunities to develop own practice and keeping informed about current design trends serving as guidelines.</p>
<p>4. Required attitude</p>	<p>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</p>
<p>5. Resource Implication</p>	<p>The following resources must be provided:</p> <p>5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.  5.2 Required learning materials.</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 center.</p> <p>7.2 Assessment should be done by 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. 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-ICT-GD-02-L3-V1: Create Professional Designs using Illustration Software.</b>
<b>Unit Descriptor</b>	This unit of competency covers the knowledge, skills and attitude to create professional designs using Illustration software. It specifically includes preparing for design work, creating Design, and reviewing and Finalizing design works.
<b>Nominal Hours</b>	<b>60 hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variable
1. Prepare for design work	1.1. Required <b><u>Professional Design</u></b> work are selected. 1.2. Appropriate Tools, Palette and arrange them as needed are identified. 1.3. Ruler/ <b><u>unit</u></b> /Grids/Guides/Smart Guides as per requirement are set 1.4. Key Drawing / Design Layout are prepared 1.5. <b><u>Marks</u></b> are interpreted. 1.6. Layer lock is applied
2. Create Design	2.1 <b><u>Contents</u></b> are inserted. 2.2 Color/Design/Pattern is applied. 2.3 Pathfinder to create complex Objects are used. 2.4 <b><u>Font Attributes</u></b> are applied as per requirement. 2.5 Zoom In-Out and Panning are used. 2.6 Design for further use is saved.
3. Review and Finalize design works	4.1 Artwork and Preview is used. 4.2 Layer Hide-Unhide option is used. 4.3 Appropriate marks are used. 4.4 Outline and Group Created. 4.5 appropriate <b><u>File Format</u></b> Saved. 4.6 The image to <b><u>recipient</u></b> is transferred.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (May include but not limited to: )
1. Professional Design	1.1 Brochure 1.2 Invitation Card 1.3 Envelop 1.4 Folder 1.5 Poster 1.6 Complex Logo

2. Unit	3.1 Inch 3.2 Centimetre 3.3 Millimetre 3.4 Pixel 1.7 Picas
3. Marks	2.1. Crop marks 2.2. Cutting 2.3. Creasing
4. Contents	4.1. Text 4.2. Image 4.3. Vector 4.4. Logo
5. Font Attributes	5.1 Font Face 5.2 Font Style 5.3 Font Size 5.4 Alignment 5.5 Case 5.6 Indent 5.7 Leading 5.8 Tracking 5.9 Baseline Shift 5.10 Expand 5.11 Condensed 5.12 Tab Setting
6. File Format	6.1. .ai 6.2. .eps 6.3. .pdf 6.4. .jpeg 6.5. .gif 6.6. .png
7. Recipient	7.1 Client 7.2 Supervisor 7.3 Trainer 7.4 Assessor
<p><b>Evidence Guide</b></p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate</p> <ol style="list-style-type: none"> <li>1.1 prepared key drawing / design layout</li> <li>1.2 set marks to design</li> <li>1.3 applied layer lock</li> <li>1.4 created outline and made group</li> <li>1.5 save in appropriate file format</li> </ol>
2. Underpinning knowledge	<ol style="list-style-type: none"> <li>2.1. Different Tools and Palette</li> <li>2.2. Ruler/Unit/Grids/Guides/Smart Guides</li> <li>2.3. Key Drawing / Design Layout</li> <li>2.4. Various Marks</li> <li>2.5. Layer lock</li> <li>2.6. Types of Contents</li> <li>2.7. Colour/Design/Pattern</li> <li>2.8. Pathfinder</li> <li>2.9. Font Attributes</li> <li>2.10. Zoom In-Out and Panning</li> <li>2.11. Saving the Design for further use</li> <li>2.12. Artwork and Preview</li> <li>2.13. Layer Hide-Unhide option</li> <li>2.14. Outline and Group</li> <li>2.15. Different types of File Format</li> <li>2.16. Image Transferring Option</li> </ol>
3. Underpinning skill	<ol style="list-style-type: none"> <li>3.1. Arranging Tools and Palette</li> <li>3.2. Setting ruler/<i>unit</i>/Grids/Guides/Smart Guides</li> <li>3.3. Preparing Key Drawing / Design Layout</li> <li>3.4. Setting Various Marks</li> <li>3.5. Applying Layer lock</li> <li>3.6. Inserting Contents</li> <li>3.7. Applying Colour/Design/Pattern</li> <li>3.8. Using Pathfinder to create complex Objects</li> <li>3.9. Applying Font Attributes</li> <li>3.10. Using Zoom In-Out and Panning</li> <li>3.11. Saving the Design for further use</li> <li>3.12. Using Artwork and Preview</li> <li>3.13. Using Layer Hide-Unhide option</li> <li>3.14. Creating Outline and Group</li> <li>3.15. Saving File in different Format</li> <li>3.16. Transferring image to recipient</li> </ol>

4. Required 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, sub-ordinates and seniors in workplace
5. Resource implication	Following resources must be provided – 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6. Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test 6.4 Portfolio 6.5 Log book
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited center. 7.2 Assessment should be done by 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-ICT-GD-03-L3-V1: Separate and Compose Images</b>
<b>Unit Descriptor</b>	This unit of competency specifies the knowledge, skills and attitude to develop technical and conceptual skills required to separate and compose images. It specifically includes separating images, creating a composition, retouching image, applying color correction, applying effects, and evaluating own work.
<b>Nominal Hours</b>	<b>60 hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and underlined</u></b> terms are elaborated in the Range of Variable.
1. Separate Images	1.1 Image is selected 1.2 <b><u>Required tool</u></b> is selected 1.3 Clipping path is created 1.4 Image is separated from background
2. Create a composition	2.1 New document is created 2.2 Images are pasted for <b><u>edit</u></b> 2.3 Layers are created and selected. 2.4 Images are edited and arranged.
3. Retouch Image	3.1 Appropriate <b><u>retouch tools</u></b> are identified 3.2 Tools are calibrated as required 3.3 Layers are created and preserved 3.4 Retouch tools are used as per requirement 3.5 Images are corrected and saved in appropriate <b><u>file format</u></b>
4. Apply color Correction	4.1 <b><u>Color correction methods</u></b> are identified 4.2 Appropriate <b><u>image mode</u></b> is selected 4.3 Color correction methods are used 4.4 Image enhancement is compared with the original one 4.5 Design is saved in appropriate file format 4.6 Final image is transferred to recipient
5. Apply Effects	5.1 Identify appropriate <b><u>effect options</u></b> 5.2 Proper image mode is selected 5.3 Effects are applied to images/ layer as per requirements 5.4 Effects are compared and adjusted 5.5 Image is saved in appropriate file format 5.6 Image is transferred to recipient
6. Evaluate own work	6.1 Constructive criticism from others is applied to improve own works. 6.2 Own works are evaluated against planned Strategy for own practice.



<b>Range of Variables</b>	
<b>Variable</b>	<b>Range</b> (May include but not limited to)
1. Required tool	1.1 Magic wand 1.2 Lasso tool 1.3 Pen tool
2. Edit	2.1 Transform 2.2 Transparency 2.3 Gradients 2.4 Strokes 2.5 Adjustment 2.6 Crop 2.7 Filter 2.8 outline 2.9 Blending option
3. Retouch tools	3.1 Healing brush tool 3.2 Spot Healing 3.3 Patch Tool 3.4 Clone Stamp Tool
4. File format	4.1 .psd 4.2 .jpeg 4.3 .png 4.4 .tiff 4.5 .gif
5. Colour correction methods	5.1 Brightness and Contrast 5.2 Hue and Saturation 5.3 Level 5.4 Curve 5.5 Selective colour 5.6 Variations 5.7 Photo Filter
6. Image mode	6.1 RGB 6.2 CMYK 6.3 Grey scale 6.4 LAB Colour 6.5 Index Colour
7. Effect options	7.1 Filter 7.2 Blending Options 7.3 Plugins

**Evidence Guide**

The evidence must be authentic, valid, sufficient, reliable, consistent & 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 created clipping path 1.2 created and selected layers 1.3 used retouch tools as per requirement 1.4 used color correction methods 1.5 applied effects to image/layers
2. Underpinning knowledge	2.1. Image sources 2.2. Type of image format 2.3. Type of image separation tools 2.4. Image quality and resolution 2.5. Image size 2.6. Image layer 2.7. Image composition 2.8. Image Editing 2.9. Photoshop work area
3. Underpinning skill	3.1. Creating clipping path 3.2. Separating image from background 3.3. Creating and selecting layers 3.4. Editing and arranging images 3.5. Using retouch tools as per requirement 3.6. Using color correction methods 3.7. Comparing image enhancement with the original one 3.8. Applying effects to image/layers 3.9. Comparing and adjusting effects
4. Required 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, sub-ordinates and seniors in workplace
5. Resource implication	The following resources must be provided 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
6 Methods of assessment	6.1 Demonstration with oral questioning 6.2 Direct observation 6.3 Written test

	6.4 Portfolio
7 Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited center.</p> <p>7.2 Assessment should be done by 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 National Skills Qualification (NSQF). 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-ICT-GD-04-L3-V1: Create Mock Up and print</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to create mock up and print. It specifically includes preparing the work environment, Creating mock up, and printing draft.
<b>Nominal Hours</b>	<b>40 Hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <b><u>Bold and Underlined</u></b> terms are elaborated in the Range of Variables
1. Prepare the work environment	1.1 Design details of the <b><u>graphic design project</u></b> are reviewed to identify preference setting requirements. 1.2 View magnification is set for ease of working with the <b><u>graphics application.</u></b>
2. Create mock up	2.1 Product shots are collected/taken. 2.2 A separate layer is prepared. 2.3 Screen layer is made. 2.4 Housekeeping/organizing work is done. 2.5 Mock up is completed and saved.
3. Print draft	3.1 Printer is selected 3.2 Print preview option is accessed 3.3 Document is adjusted where necessary 3.4 Printout is taken
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (may include but not limited to):</b>
1. Graphic design project	1.1 Stationary 1.2 Collaterals 1.3 Flyers and leaflets 1.4 Brochure, catalogue 1.5 Book design, magazine 1.6 Poster, Banner, Festoon, Bunting, Dangler, shelf talker, kiosk 1.7 Billboard, signage 1.8 Packaging, label, sticker 1.9 Advertisement: Press, Outdoor, Web 1.10 T-shirt Graphics 1.11 Vehicle graphics
2. Graphics application	2.1 Adobe Illustrator CS-3 2.2 CorelDraw X4 2.3 In Design CS-2 2.4 Quark Xpress -7 2.5 Adobe Photoshop Elements 2.6 Photo studio 2.7 Cyber link Photo Director 2.8 Correl Paint shop Pro

	2.9 Xara 2.10 Serif Photo Plus
<b>Evidence Guide</b>	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 made screen layer 1.2 completed mockup 1.3 adjusted document from print preview
2. Underpinning Knowledge	2.1 Design details of the graphics design project 2.2 View magnification 2.3 Product shot 2.4 Screen layer 2.5 Housekeeping/organizing work 2.6 Mockup
3. Underpinning Skills	3.1 Setting view magnification 3.2 Collecting/taking product shot 3.3 Making screen layer 3.4 Doing housekeeping/organizing work 3.5 Completing mockup 3.6 Adjusting document from print preview 3.7 Taking print of mock up
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Relevant tools, Equipment, software and facilities needed to perform the activities. 5.2 Required learning materials.
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 center.</p> <p>7.2 Assessment should be done by NSDA certified/ nominated assessor</p>
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**Accreditation Requirements**

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<b>Unit Code and Title</b>	<b>OU-ICT-GD-05-L3-V1: Develop materials for output</b>
<b>Unit Descriptor</b>	This unit covers the knowledge, skills and attitudes required to develop materials for output. It specifically includes verifying design work, preparing template, and preparing for final output
<b>Nominal Hours</b>	<b>60 hours</b>
<b>Elements of Competency</b>	<b>Performance Criteria</b> <u>Underlined Strong</u> terms are elaborated in the Range of Variable
1. Verify design work	1.1 Design work is opened in <u>relevant Software</u> . 1.2 Design is verified against the design brief. 1.3 Design is adjusted as required.
2. Prepare output template	2.1 <u>Design output</u> is interpreted. 2.2 Template for the output is created. 2.3 <u>Contents</u> are set accordingly. 2.4 <u>Printing Marks</u> are set. 2.5 Output Templates are saved.
3. Prepare for final output	3.1 Text are outlined to objects. 3.2 Design Objects are grouped. 3.3 Colors are separated according to output. 3.4 Final designs are saved.
<b>Range of Variables</b>	
<b>Variable</b>	<b>Range (May include but not limited to: )</b>
1. Relevant Software	1.1 Adobe Photoshop 1.2 Adobe Illustrator 1.3 Adobe InDesign 1.4 CorelDraw 1.5 Quark Xpress
2. Design output	2.1 Stationary 2.2 Collaterals 2.3 Flyers and leaflets 2.4 Brochure, catalogue 2.5 Book design, magazine 2.6 Poster, Banner, Festoon etc.
3. Contents	3.1 Text 3.2 Image 3.3 Vector 3.4 Smart Object

4. Printing Marks	4.1 Crop Marks (trim marks) 4.2 Bleed Marks 4.3 Registration Marks 4.4 Color bars (densitometer scales) 4.5 Star target
<b>Evidence Guide</b> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> <li>1.1 verified design against the design brief</li> <li>1.2 set printing marks</li> <li>1.3 separated colors according to output</li> </ol>
2. Underpinning Knowledge	<ol style="list-style-type: none"> <li>2.1 Design brief</li> <li>2.2 Printing marks</li> <li>2.3 Output</li> <li>2.4 Outline</li> <li>2.5 Color separation</li> </ol>
3. Underpinning Skills	<ol style="list-style-type: none"> <li>3.1 Verifying design against the design brief</li> <li>3.2 Adjusting design as required</li> <li>3.3 Creating template for the output</li> <li>3.4 Setting contents accordingly</li> <li>3.5 Setting printing Marks are</li> <li>3.6 Outlining text to objects</li> <li>3.7 Grouping design objects</li> <li>3.8 Separating colors according to output</li> </ol>
4. Required Attitudes	<ol style="list-style-type: none"> <li>4.1 Commitment to occupational health and safety</li> <li>4.2 Promptness in carrying out activities</li> <li>4.3 Sincere and honest to duties</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 for rights of peers and seniors in workplace</li> <li>4.8 Communication with peers and seniors in workplace</li> </ol>
5. Resource Implications	The following resources must be provided: <ol style="list-style-type: none"> <li>5.1 Relevant tools, Equipment, software and facilities needed to perform the activities.</li> <li>5.2 Required learning materials.</li> </ol>
6. Methods of Assessment	Methods of assessment may include but not limited to: <ol 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> </ol>



7. Context of Assessment	<p>7.1 Competency assessment must be done in NSDA accredited center.</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor</p>
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**Accreditation Requirements**

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## Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC)

The Competency Standards for National Skills Certificate in **Graphic Design, NTVQF Level -3** Qualification is validated by SCVC on 12 January 2020 and approved by NSDA.

### Respectable members of the SCVC:

Graphic Design , Level - III		
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