



COMPETENCY STANDARD

FOR

Productivity Improvement Techniques for Workers

Level: 3

(RMG & Textile Sector)

Competency Standard Code: CS-RMGT-PITW-L3-EN-V1



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

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This Competency Standard for Productivity Improvement Techniques for Workers 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 RMG & Textile 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

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. "Productivity Improvement Techniques for Workers" is selected as one of the priority occupations of RMG & Textile 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 Informal Sector.

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

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

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

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

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence 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
Productivity Improvement Techniques for Workers in
RMG & Textile 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

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
SMV	Standard Minute Value
PPE	Personal Protective Equipment
OSH	Occupational Safety and Health
RMG	Ready-made Garment
SWOT	Strength Weakness Opportunities Threat

Approval of Competency Standard

Approved By
21st Authority Meeting of NSDA Held on 19.09.2022


Md. Saniul Ferdous
Deputy Director (Admin)
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Deputy Director (Admin)
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Officer of Secretarial Duties for Authority Meeting
National Skills Development Authority

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**Competency Standards for National Skill Certificate level-3 in
Productivity Improvement Techniques for Workers in RMG & Textile Sector
Course Structure**

SL	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic units of Competencies				50
1.	GU-04-L2-V1	Apply Occupational Safety and Health (OSH) Practices at Workplace	1	20
2.	GU-08-L2-V1	Work in a Team Environment	1	15
3.	GU-15-L2-V1	Demonstrate Interpersonal and Communication Skills	2	15
Sector Specific units of Competencies				35
4.	SU-RMGT-01-L1-V1	Recognize the RMG Business Scenario	1	10
5.	SU-RMGT-02-L2-V1	Perform Measurement and Calculations	2	15
6.	SU-RMGT-03-L2-V1	Interpret Sketch and Specifications in Manuals	2	10
Occupation Specific units of Competencies				275
7.	OU-RMGT-PITW-01-L3-V1	Interpret Production and Productivity	2	30
8.	OU-RMGT-PITW-02-L3-V1	Demonstrate Sewing Machine and Layout	3	40
9.	OU-RMGT-PITW-03-L3-V1	Use Productivity Tools and Techniques	3	70
10.	OU-RMGT-PITW-04-L3-V1	Follow Work Study	3	70
11.	OU-RMGT-PITW-05-L3-V1	Maintain quality of product	3	65
Total Nominal Learning Hours				360

Units & Elements at Glance

Generic units of Competencies

Code	Unit of competency	Elements of competency	Nominal hours
GU-04-L2-V1	Apply Occupational Safety and Health (OSH) Practices at Workplace	1. Identify, control and report OSH hazards 2. Conduct work safely 3. Follow emergency response procedures 4. Maintain and improve health and safety in the workplace	20
GU-08-L2-V1	Work in a team environment	1. Identify team goals and processes 2. Communicate and cooperate with team members 3. Work as a team member 4. Solve problems as a team member	15
GU-15-L2-V1	Demonstrate Interpersonal and Communication Skills	1. Apply interpersonal skills at the workplace 2. interpret and communicate information and ideas 3. Prepare and present reports and workplace documents	15
Total Hours			50

Sector specific units of Competencies

Code	Unit of competency	Elements of competency	Nominal hours
SU-RMGT-01-L1-V1	Recognize the RMG Business Scenario	1. Identify Basic Business Communication Practices in RMG sector 2. Recognize history of RMG industries in Bangladesh 3. Identify major departments of RMG industry 4. List prime Export Markets	10
SU-RMGT-02-L2-V1	Perform Measurement and Calculations	1. Select measuring devices 2. Obtain measurement for apparel 3. Perform simple calculations	15
SU-RMGT-03-L2-V1	Interpret Sketch and Specifications in Manuals	1. Identify information from manual 2. Interpret sketch and specifications	10
Total hours			35

Occupation specific units of competencies

Code	Unit of competency	Elements of competency	Nominal hours
OU-RMGT-PITW-01-L3-V1	Interpret Production and Productivity	1. Describe production and productivity 2. Classify productivity 3. Recognize use of materials	30
OU-RMGT-PITW-02-L3-V1	Demonstrate Sewing Machine and Layout	1. Explain operation bulletin 2. Describe functions of sewing machine parts and attachments 3. Identify layout 4. Carryout machine safety and basic maintenance	40
OU-RMGT-PITW-03-L3-V1	Use Productivity Tools and Techniques	1. Apply productivity improvement techniques 2. Calculate production capacity 3. Calculate production target 4. Calculate production efficiency	70
OU-RMGT-PITW-04-L3-V1	Follow Work Study	1. Follow standard method 2. Follow standard motion 3. Follow time study	70
OU-RMGT-PITW-05-L3-V1	Maintain quality of product	1. Follow quality standards 2. Identify and rectify defects	65
Total hours			275

Generic Units of Competencies

Unit Code and Title	GU-04-L2-V1: Apply Occupational Safety and Health (OSH) Practices at Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to apply occupational safety and health (OSH) practices at workplace. It specifically includes identifying, controlling and reporting OSH hazards, conducting work safety, following emergency response procedures and maintaining and improving health and safety in the workplace.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>(Bold & Underlined</u> terms are elaborated in the Range of Variables)
1. Identify, control and report OSH hazards	1.1 Work area is routinely checked for Occupational Safety and Health (OSH) hazards prior to commencing and during work. 1.2 <u>Hazards</u> are identified and corrective action is taken within the level of responsibility. 1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures. 1.4 <u>Safety signs and symbols</u> are identified and followed. 1.5 <u>Preventive Control Measures</u> are identified in accordance with OSH work standards.
2. Conduct work safely	2.1 OSH practices are applied in the workplace. 2.2 <u>Personal Protective Equipment (PPE)</u> are used.
3. Follow emergency response procedures	3.1 Emergency situations are identified and reported according to workplace requirements. 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures. 3.3 <u>Workplace procedures</u> for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.
4. Maintain and improve health and safety in the workplace	4.1 Risks are identified and appropriate control measures are implemented in the workplace. 4.2 Recommendations arising from risk assessments are implemented within level of responsibility. 4.3 Safety records are maintained according to <u>company policies</u> .
Range of Variables	
Variables	Range (may include but not limited to):

1. Hazards	1.1. OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances. 1.2. Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 1.3. Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 1.4. Ergonomics Hazards 1.5. Physiological factors – monotony, personal relationship, work out cycle 1.6. Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris 1.7. Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work) 1.8. Working with and near moving equipment / load shifting equipment. 1.9. Broken or damaged equipment or materials.
2. Safety signs and symbols	2.1. Direction signs (exit, emergency exit, etc.) 2.2. First aid signs 2.3. Danger Tags 2.4. Hazard signs 2.5. Safety tags 2.6. Warning signs
3. Personal Protective Equipment (PPE)	3.1. Apron 3.2. Safety Helmet 3.3. Goggles 3.4. Ear muffs 3.5. Ear plugs 3.6. Gloves 3.7. Clothing 3.8. Safety Boots 3.9. Face Protection (Musk & Shield) 3.10. Scarf 3.11. Hair Net/cap/bonnet 3.12. Hard hat
4 Preventive Control Measures	4.1. Eliminate the hazard (i.e., get rid of the dangerous machine) 4.2. Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 4.3. Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 4.4. Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signage, rotation/shifting work schedule) 4.5. Use engineering controls to reduce the risk (i.e. use safety guards to machine)

	4.6. Use personal protective equipment 4.7. Safety, Health and Work Environment Evaluation 4.8. Periodic and/or special medical examinations of workers
5. Workplace Procedures	5.1. Fire fighting 5.2. Medical and first aid 5.3. Evacuation 5.4. Material Safety Data Sheets (MSDSs) and manufacturers' advice
6. Company policies	6.1. Job related Standard Operating Procedures (SOPs). 6.2. Occupational Health and Safety (OSH) specific procedures. Examples of OSH procedures include – consultation and participation, emergency response to specific hazards, incident investigation, risk assessment, reporting arrangement and issue resolution procedures.
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 used personal protective equipment (PPE). 1.2 identified hazards. 1.3 took corrective action of different hazards. 1.4 took corrective action for emergency procedure. 1.5 reported emergency situation to the supervisor / manager. 1.6 satisfied requirements mentioned in the performance criteria and range of variables.
2. Underpinning knowledge	2.1 OSH Workplace Policies and Procedures. 2.2 Work safety procedures. 2.3 Fire and emergency procedures. 2.4 Types of Hazards (Biological, Chemical and Physical) and their effects. 2.5 PPE types and uses. 2.6 Personal hygiene practices. 2.7 OSH awareness. 2.8 Steps of hazard identification. 2.9 Principles of hazards control. 2.10 Employer's role. 2.11 Supervisor's responsibilities.
3. Underpinning skills	3.1 Identifying OSH policies and procedures. 3.2 Following personal work safety practices. 3.3 Reporting hazards and risks. 3.4 Responding to emergency procedures. 3.5 Maintaining physical well-being in the workplace. 3.6 Identify tools and equipment related to OSH. 3.7 Improving OSH performance.

4. Required attitudes	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Environmental concerns 4.7 Communicate with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (actual or simulated). 5.2 Tools and equipment appropriate to workplace. 5.3 Materials relevant to the proposed activity. 5.4 All tools, equipment, material and documentation required. 5.5 Relevant specifications or work instructions.
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.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-08-L2-V1: Work in a Team Environment
Unit descriptor	This unit covers the knowledge, skills and attitudes required to work in a team environment. It specifically includes identifying team goals and processes, communicating and cooperating with team members, working as a team member and solving problems as a team member.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria (Bold & Underlined terms are elaborated in the Range of Variables)
1. Identify team goals and processes	1.1 Team goals and collaborative decision-making processes are identified. 1.2 Role and common goals of the team are defined from available <u>sources of information.</u> 1.3 Team structure, responsibilities and reporting relations are identified from team discussions and other external sources.
2. Communicate and cooperate with team members	2.1 Communication and negotiation skills are applied and maintained in all relevant situations. 2.2 Constructive contributions are made to <u>workplace discussions</u> on such issues as production, quality and safety. 2.3 Goals/ objectives and action plans undertaken in the workplace are communicated promptly. 2.4 Information regarding problems and issues are organized coherently to ensure clear and effective communication. 2.5 Dialogue is initiated with appropriate personnel. 2.6 Communication problems and issues are raised 2.7 Barriers to communication are identified and resolved
3. Work as a team member	3.1. Effective forms of communication are used to interact with <u>team members</u> in discussing team activities and objectives. 3.2. Mutual respect, empathy and active collaboration are demonstrated 3.3. Communication channels are followed as per <u>workplace context.</u>
4. Solve problems as a team member	4.1. Current and potential problems faced by team are identified 4.2. Problems are investigated and analyzed 4.3. Potential solutions of problem are identified 4.4. Recommendations about possible solutions are developed, documented, ranked and presented to team members for decision
Range of Variables	
Variables	Range (may include but not limited to):
1. Sources of	1.1 Organizational structures

information	1.2 Operations Manuals 1.3 Job description 1.4 Standard operating procedures
2. Workplace discussions	2.1. Coordination meetings 2.2. Toolbox discussion 2.3. Peer-to-peer discussion
3. Team members	3.1. Coach / members 3.2. Supervisor / manager 3.3. Peers / colleagues 3.4. Other members /Employee representative of the organization.
4. Workplace context	4.1 National Laws and Statutes 4.2 Standard Operating Procedures 4.3 Workplace Rules and Regulations
Evidence guides The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the unit of competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment. 1.2 satisfied the requirements mentioned in the performance criteria and range of variables.
2. Underpinning knowledge	2.1 Sources of information define 2.2 Team structure, role, and responsibility. 2.3 Individual member's roles and responsibilities. 2.4 Effective verbal communication methods 2.5 Communication flow and reporting structures. 2.6 Interpersonal communication skills. 2.7 Organization requirements for written and electronic communication methods 2.8 Communication problems and issues 2.9 Barriers in communication 2.10 Team planning. 2.11 Team meeting procedures. 2.12 Workplace etiquette 2.13 Industry maintenance, service and helpdesk practices, processes and procedures 2.14 Industry standard diagnostic tools 2.15 Malfunctions and resolutions
3. Underpinning skill	3.1 Organizing sources of information 3.2 Identifying the role and responsibility of the team. 3.3 Identifying roles and responsibilities of individual members. 3.4 Identifying effective verbal communication methods 3.5 Identifying communication flow and reporting structure. 3.6 Identifying interpersonal communication skills 3.7 Complying with organization requirements for the use of written and electronic communication methods 3.8 Negotiation and communication skills

	3.9 Participating in team discussion. 3.10 Working as a team member. 3.11 Participating in a variety of workplace discussions 3.12 Effective clarifying and probing skills 3.13 Identifying issues 3.14 Identifying current industry standard diagnostic tools 3.15 Describing common malfunctions and resolutions. 3.16 Determining the root cause of a routine malfunction
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 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 Relevant materials and equipment. 5.3 Relevant specifications or work instructions
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.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-15-L2-V1: Demonstrate Interpersonal and Communication Skills
Unit Descriptor	This unit covers the knowledge, skills and attitude required to demonstrate interpersonal and communication skills. It specifically includes applying interpersonal skills at the workplace, understanding and communicating information and ideas, preparing and presenting reports and documents.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria (<u>Bold & Underlined</u> terms are elaborated in the Range of Variables.)
1. Apply interpersonal skills at the workplace	1.1 <u>Workplace interpersonal skills</u> are interpreted. 1.2 The impacts of interpersonal skills are described. 1.3 Interpersonal skills are performed in accordance with workplace procedures. 1.4 <u>Ways of improving interpersonal skills</u> are identified and followed.
2. Interpret and communicate information and ideas	2.1 <u>Communication tools and equipment</u> are operated, and faults are identified and reported. 2.2 Consultative processes is used to collect and convey information. 2.3 Information systems is used to store, retrieve and update information. 2.4 Information data and information are analyzed and interpreted. 2.5 Information is communicated with individuals and groups.
3. Prepare and present reports and workplace documents	3.1 <u>Workplace documents</u> are interpreted. 3.2 Appropriate format for document is used to meet workplace requirements. 3.3 Document is drafted in accordance with workplace procedures. 3.4 Document is edited and presented in a final version appropriate to task.
Range of Variables	
Variable	Range (may include but not limited to)
1. Workplace Interpersonal skills	1.1 Effective communication 1.2 Cooperation 1.3 Giving and receiving feedback, feed-forward and professional criticism 1.4 Pressure handling 1.5 Time management 1.6 Acceptance of diversity 1.7 Supporting and encouraging others 1.8 Inclusiveness 1.9 Problem solving 1.10 Negotiation 1.11 Conflict management

2. Ways of improving interpersonal skills	2.1 Cultivate a positive outlook 2.2 Ask trusted friends or colleagues for constructive criticism 2.3 Control emotions 2.4 Observe other positive interpersonal interactions 2.5 Practice active listening 2.6 Seek out opportunities to build relationships 2.7 Practice empathy
3. Communication tools and equipment	3.1 Telephone 3.2 Internet 3.3 Mobile Phone 3.4 Fax machines 3.5 Two-way radio
4. Workplace documents	4.1 Business Letters 4.2 Business Reports 4.3 Transactional Documents 4.4 Memos 4.5 Forms 4.5.1 Memorandum 4.5.2 Requisitioning Form 4.5.3 Personnel Form 4.5.4 Safety Report Form
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1.Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 interpreted interpersonal skills 1.2 communicated information and ideas 1.3 prepared and presented workplace documents
2.Underpinning Knowledge	2.1. Interpersonal skills 2.2. Impacts of interpersonal skills 2.3. Consultative processes 2.4. Workplace documents
3.Underpinning Skills	3.1 Demonstrating interpersonal skills 3.2 Collecting workplace information 3.3 Analyzing information and ideas 3.4 Preparing workplace documents 3.5 Presenting workplace documents
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 to rights of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace

5.Resource Implications	5.1. Work place Procedure 5.2. Materials relevant to the proposed activity 5.3. All tools, equipment, material and documentation required. 5.4. Relevant specifications or work instructions
6.Methods of Assessment	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.
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.	

Sector Specific Units of Competencies

Unit Code and Title	SU-RMGT-01-L1-V1: Recognize the RMG Business Scenario
Unit Descriptor	This unit covers the knowledge; skills and attitude required for recognize the RMG business scenario. It specifically includes identifying basic business communication in RMG sector, recognizing history of RMG industries in Bangladesh, identifying major departments of RMG industry and listing prime export markets.
Nominal Hours	10 Hours
Elements of Competency	Performance Criteria (<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)
1. Identify basic business communication practices in RMG Sector	1.1 The communication requirements in the RMG sector are recognized in alignment to the role of sector. 1.2 <u>Modes of Communication</u> are explained. 1.3 Communication policies and guidelines are identified and interpreted.
2. Recognize history of RMG Industries in Bangladesh	2.1. <u>Background of RMG</u> Industries in Bangladesh is inferred with reference to the past history, present status and expected future trends. 2.2. Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact. 2.3. Present and projected future trends and technologies relevant to the sector are summarized.
3. Identify major departments of RMG Industry	3.1. Scope and nature of <u>major departments</u> of the RMG sector are identified. 3.2. Role and responsibilities of individuals are identified in relation to the department and organization as a whole. 3.3. The <u>machines</u> used in different departments are identified.
4. List prime export markets	4.1. The types of <u>prime export markets</u> are categorized on the basis of their current and future potential. 4.2. Export marketing process is interpreted.
Range of Variables	
Variable	Range (may include but not limited to):
1. Modes of Communication	1.1 E-mail 1.2 Social Media 1.3 Telephonic Conversation 1.4 Fax 1.5 Meetings 1.6 Video Conference 1.7 Courier

2. Background of RMG	2.1 History of Bangladesh RMG 2.2 Economy of Bangladesh 2.3 SWOT analysis on RMG sector 2.4 Gender dynamics of garments industry in Bangladesh. 2.5 Wages & efficiency in the garments industry 2.6 Compliance
3. Major Departments	3.1. PDS 3.2. Store 3.3. Cutting 3.4. Embellishment 3.5. Sewing 3.6. Washing 3.7. Finishing 3.8. Quality 3.9. Industrial Engineering 3.10. Production Planning and Control 3.11. Maintenance 3.12. Merchandising
4. Machines	4.1 Single needle machine 4.2 Double needle Machine 4.3 Over lock Machine 4.4 Flat lock Machine 4.5 Feed of the arm Machine 4.6 Kansai Multi Needle Machine 4.7 Bar tuck Machine 4.8 Button Hole Machine 4.9 Button Stitch Machine 4.10 Snap Attach Machine
5. Prime export markets	5.1 American market 5.2 European market 5.3 Asian market 5.4 Newly explored market
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified mode communication 1.2 interpreted production process 1.3 identified prime export markets
2. Underpinning knowledge	2.1 Policies and Guidelines 2.2 History of RMG sector 2.3 Trends in the RMG sector 2.4 Production process 2.5 Different Department in RMG sector 2.6 Own roles and responsibilities

	2.7 Types of prime export markets
3. Underpinning skills	3.1. Identifying policies and guidelines in RMG sector 3.2. Interpreting business communication technique 3.3. Interpreting trends of RMG sector 3.4. Identifying departments in RMG sector 3.5. Identifying machines used in different departments
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1. Tools, equipment and physical facilities appropriate to perform activities. 5.2. Materials, consumables to perform activities.
6. Methods of Assessment	6.1. Written test 6.2. Oral questioning 6.3. Demonstration
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.	

Unit Code and Title	SU-RMGT-02-L2-V1: Perform Measurement and Calculations
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to perform measurements and calculations. It specially includes selecting measuring devices, obtaining measurements for apparel and performing simple calculations.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria (<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)
1. Select measuring devices	1.1. Work instructions are confirmed and applied to the job in hand. 1.2. Materials to be measured are identified as per job specifications. 1.3. Appropriate <u>measuring devices</u> are selected based on materials to be measured. 1.4. Specifications are obtained from relevant <u>documents</u> . 1.5. Tolerance and clearance limits are identified and adjusted according to the job requirements.
2. Obtain measurements for apparel	2.1. Accurate <u>measurements</u> are obtained in accordance with job requirements. 2.2. Systems of measurements are identified and measurement conversions done as per requirement. 2.3. Measurements are confirmed and recorded in the given company format.
3. Perform simple calculations	3.1. Simple calculations involving <u>basic operations</u> are carried out. 3.2. <u>Other operations</u> are used to complete tasks. 3.3. Appropriate formulas for calculating quantities of materials are selected. 3.4. <u>Calculations</u> are performed and verified. 3.5. Material quantities are calculated and shared with team as per requirement.
Range of Variables	
Variables	Range (may include but not limited to):
1. Measuring devices	1.1. Measuring Tape 1.2. Steel rule 1.3. Calculator 1.4. Sets square
2. Documents	2.1. Technical Manuals 2.2. Specifications 2.3. Sketches 2.4. Charts 2.5. Photographs

3. Measurements	3.1. Length 3.2. Width 3.3. Weight 3.4. Tolerance
4. Basic operation	4.1. Addition 4.2. Subtraction 4.3. Multiplication 4.4. Division
5. Other operations	5.1. Fractions 5.2. Percentages 5.3. Mixed numbers 5.4. Conversions 5.5. Scales
6. Calculations	6.1. Area 6.2. Volume 6.3. Circumference 6.4. CBM 6.5. Volumetric Weight
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Selected measuring devices based on materials to be measured 1.2 Obtained measurements as per job requirements 1.3 Performed calculations for quantities of materials 1.4 Confirmed and recorded measurements as per standard
2. Underpinning knowledge	2.1 Information on measuring devices 2.2 Selection technique of appropriate measuring devices 2.3 Measurement and calculation technique for apparel merchandising 2.4 Techniques of recording measurements 2.5 Way to allowance and Tolerance 2.6 Presentation of data and information 2.7 Instructions to use of measuring devices
3. Underpinning skills	3.1 Identifying measuring devices based on materials to be measured 3.2 Obtaining specification of measuring devices from relevant document 3.3 Taking measurement according to the job requirements 3.4 Identifying tolerance and clearance limits and adjusting according to the job requirements 3.5 Performing calculations for quantities of materials 3.6 Conforming and recording measurements as per standard

4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1. Tools, equipment and physical facilities appropriate to perform activities. 5.2. Materials, consumables to perform activities.
6. Methods of assessment	6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited 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.	

Unit Code and Title	SU-RMGT-03-L2-V1: Interpret Sketch and Specifications in Manuals
Unit Descriptor	This unit covers the knowledge, skills and attitude required to interpret sketches and specifications in manuals. It specially includes identifying information from manual and interpreting sketch and specifications.
Nominal Hours	10 Hours
Elements of Competency	Performance Criteria (<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)
1. Identify information from manual	1.1. Appropriate <u>manuals</u> are collected as per sample. 1.2. Importance of manuals is recognized. 1.3. Required information are collected from manuals.
2. Interpret Sketch and specifications	2.1. Relevant <u>sketch</u> and <u>specifications</u> are identified. 2.2. Key <u>terms and abbreviations</u> are identified. 2.3. <u>Signs and symbols</u> are identified. 2.4. Schedules, dimensions, drawings and specifications are interpreted.
Range of Variables	
Variables	Range (may include but not limited to):
1. Manuals	1.1 Buyers specification manual 1.2 Compliance manual 1.3 Maintenance procedure manual 1.4 Periodic maintenance manual 1.5 Quality manual 1.6 Signs and symbols, instruction manuals
2. Sketch	2.1 Technical sketch 2.2 Measurement sketch
3. Specifications	3.1 Product specifications 3.2 Performance specifications 3.3 Method specifications
4. Terms and abbreviations	4.1 Refers to all terms and abbreviations associated with the RMG sector
5. Signs and symbols	5.1 Include all signs and symbols associated with the RMG sector
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. Collected information from manual as per sample 1.2. Identified sketches and specifications as per sample
2. Underpinning knowledge	2.1 Themes on various types of RMG manuals 2.2 Units of measurement 2.3 Units of conversion 2.4 Rules of sketch, drawings and specifications

3. Underpinning skills	3.1 Recognising importance of manual 3.2 Selecting appropriate manuals as per sample 3.3 Collecting information from manual as per sample 3.4 Interpreting schedules, dimensions, drawings and specifications
4. Underpinning attitudes	4.1 Commitment to occupational health and safety practices 4.2 Communication with peers, sub-ordinates and seniors in workplace. 4.3 Promptness in carrying out activities. 4.4 Tidiness and punctual. 4.5 Sincere and honest to duties 4.6 Responsible during emergencies
5. Resource implications	5.1 Tools, equipment and physical facilities appropriate to perform activities. 5.2 Materials, consumables to perform activities.
6. Methods of assessment	6.1 Demonstration 6.2 Written test 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.
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.	

Occupation Specific Units of Competencies

Unit Code and Title	OU-RMGT-PITW-01-L3-V1: Interpret Production and Productivity
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to interpret production and productivity. It specifically includes describing production and productivity, classifying productivity and recognizing use of materials.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria (<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)
1. Describe production and productivity	1.1 Production and productivity is defined 1.2 Difference between production and productivity is described 1.3 Importance of productivity improvement is described 1.4 <u>Key steps</u> towards improving productivity are described
2. Classify productivity	2.1. Types of <u>productivity</u> are identified as per job requirement. 2.2. Types of productivity is described. 2.3. Productivity factors are explained as per job requirement.
3. Recognize use of materials	3.1 <u>Materials</u> are identified as per job requirement. 3.2 Materials are listed as required. 3.3 Materials are arranged as per job requirement.
Range of Variables	
Variables	Range (may include but not limited to):
1. Key steps	1.1. Receiving information from relevant departments 1.2. Productivity improvement measures for all operations 1.3. Identification of most critical operation 1.4. Line balancing 1.5. Methods for improving productivity 1.6. Implementation of machine automation 1.7. Setting goals for improvement 1.8. Implementation of incentives for workers 1.9. Measure improvements

2. Productivity	2.1. Labor 2.2. Materials 2.3. Machine 2.4. Capital
3. Materials	Fabrics Trims and accessories
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1. explained production and productivity 1.2. classified productivity 1.3. recognized use of materials
2. Underpinning knowledge	2.1. production and productivity 2.2. Productivity improvement 2.3. Key steps to improving productivity 2.4. Type of productivity 2.5. Factor of productivity 2.6. Materials (fabrics, trims and accessories)
3. Underpinning skills	3.1. Explaining principal concept of production and productivity 3.2. Describing key steps toward improving productivity 3.3. Identifying types of productivity 3.4. Arranging materials 3.5. Listing materials
4. Underpinning Attitudes	4.1. Commitment to occupational health and safety 4.2. Environmental concerns 4.3. Eagerness to learn 4.4. Tidiness and timeliness 4.5. Respect for the rights of peers and seniors in the workplace 4.6. Communication with peers and seniors in the workplace
5. Resource implications	5.1. Workplace (simulated or actual) 5.2. Tools and equipment 5.3. Relevant materials 5.4. Work instruction
6. Methods of assessment	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.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMGT-PITW-02-L3-V1: Demonstrate Sewing Machine and Layout
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to demonstrate sewing machine and layout. It specifically includes explaining operation bulletin, describing functions of sewing machine parts and attachments, identifying layout and carryout machine safety and basic maintenance.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>(Bold and Underlined)</u> terms are elaborated in the Range of Variables)
1. Explain operation bulletin	1.1 <u>Operation bulletin</u> is identified as per job requirement. 1.2 Operation breakdown is explained as per sample
2. Describe functions of sewing machine parts and attachments	2.1. Functions of <u>major parts of sewing machine</u> are identified as per job requirement. 2.2. Types of <u>sewing machine attachments</u> are identified as per job requirement. 2.3. Operation and application of different types of sewing machine attachments are described.
3. Identify layout	3.1 Machine layout is defined. 3.2 <u>Layout types</u> are identified and described 3.3 Importance of layout is explained
4. Carryout machine safety and basic maintenance	4.1 <u>Sewing Machine safety guards</u> are identified 4.2 <u>Types of maintenance</u> is identified as per job requirement. 4.3 <u>Sewing machine maintenance tools and equipment</u> is identified. 4.4 <u>Basic maintenance</u> is performed as per job requirement.
Range of Variables	
Variables	Range (may include but not limited to):
1. Operation bulletin	1.1 Design 1.2 Pattern 1.3 SMV 1.4 Manpower 1.5 Machine 1.6 Attachment 1.7 Capacity 1.8 Efficiency
2. Major parts of sewing machine	2.1 Feed dog 2.2 Tension post assembly 2.3 Bobbin case and spool 2.4 Thread guide 2.5 Pressure adjusting screw 2.6 Pressure foot lever

	2.7 Hand wheel 2.8 Knee lifter 2.9 Pressure foot 2.10 Under bed thread trimmer 2.11 Motor and V-belt 2.12 Needle
3.Sewing machine attachments	3.1 Feed 3.2 Guide 3.3 Folders 3.4 Binders 3.5 Roller
4.Layout types	4.1 Straight 4.2 Side by side machine 4.3 U-shaped line 4.4 Modular line
5.Sewing Machine safety guards	5.1 Motor guard 5.2 Eye guard 5.3 Pulley guard 5.4 Needle guard 5.5 Finger guard
6.Types of maintenance	6.1 Preventive maintenance 6.2 Corrective maintenance
7.Sewing machine maintenance tools and equipment	7.1 Screw driver 7.2 Pliers 7.3 Wrench 7.4 Forceps 7.5 L-key 7.6 Hammer 7.7 Air gun
8.Basic maintenance	8.1 Regular cleaning 8.2 Feed dog timing 8.3 Rotary hook timing 8.4 Pressure foot adjustment 8.5 Thread tension adjustment
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified operation breakdown 1.2 described functions of major parts and attachments of sewing machine 1.3 identified layout 1.4 carried out machine safety and basic maintenance

2. Underpinning knowledge	2.1 Operation bulletin 2.2 Major parts of sewing machine 2.3 Sewing machine attachments 2.4 Types of layout 2.5 Sewing machine safety guards 2.6 Types of maintenance 2.7 Sewing machine maintenance tools and equipment
3. Underpinning skills	3.1 Preparing operation breakdown 3.2 Identifying major parts of sewing machine 3.3 Identifying sewing machine attachments 3.4 Selecting layout types 3.5 Identifying machine safety guards 3.6 Performing basic maintenance
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1. Personal Protective Equipment (PPE) 5.2. Tools and equipment 5.3. Sewing machine 5.4. Sewing attachment 5.5. Safety guards 5.6. Paper 5.7. Pen
6. Methods of assessment	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.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMGT-PITW-03-L3-V1: Use Productivity Tools and Techniques
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to use productivity tools and techniques. It specifically includes applying productivity improvement techniques, calculating production capacity, calculating production target and calculating production efficiency
Nominal Hours	70 hours
Elements of Competency	Performance Criteria (<u>Bold and Underlined</u> terms are elaborated in the Range of Variables)
1. Apply productivity improvement techniques	1.1 <u>Productivity improvement Tools and techniques</u> are identified and explained 1.2 <u>Five ways to improve productivity</u> are identified as per job requirement 1.3 Productivity improvement tools and techniques are applied as per job requirement
2. Calculate production capacity	2.1. <u>Factors of Production capacity</u> on process and line are identified. 2.2. Factors of capacity calculation are interpreted. 2.3. Production capacity is calculated using formula.
3. Calculate production target	3.1 <u>Factors of Production target</u> for operation are interpreted. 3.2 Production target is calculated using formula.
4. Calculate production efficiency	4.1 <u>Factors of Efficiency calculation</u> are interpreted. 4.2 Efficiency is calculated using formula.
Range of Variables	
Variables	Range (may include but not limited to):
1. Productivity improvement tools and techniques	1.1 Method study 1.2 Time study 1.3 Capacity study 1.4 Line balancing 1.5 Skills matrix 1.6 Productivity and efficiency 1.7 5S system 1.8 Super market system 1.9 KAIZEN
2. Five ways to improve productivity	2.1 Increase input but get greater output increase 2.2 Maintain input but increase output 2.3 Decrease input with smaller output decrease

	2.4 Decrease input but maintain output 2.5 Decrease input but increase output
3. Factors of production capacity	3.1 Working hour 3.2 SMV 3.3 SMV earners
4. Factors of production target	4.1 Production capacity 4.2 Efficiency 4.3 Allowance
5. Factors of efficiency calculation	5.1. Production output 5.2. SMV 5.3. SMV earners 5.4. Working hours
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 practiced productivity improvement tools and techniques 1.2 calculated production capacity 1.3 calculated production targets 1.4 calculated production efficiency
2. Underpinning knowledge	2.1 Concept of productivity improvement 2.2 Productivity improvement tools 2.3 Five ways to improve productivity 2.4 Productivity improvement techniques 2.5 IE tools and techniques 2.6 Production capacity calculation 2.7 Production target calculation 2.8 Efficiency 2.9 7 waste
3. Underpinning skills	3.1 Identifying productivity improvement tools 3.2 Identifying IE tools and techniques 3.3 Practicing IE tools 3.4 Calculating production capacity 3.5 Calculating production target 3.6 Preparing efficiency calculation
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace

	4.6 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 5.1 Workplace (actual or simulated). 5.2 Tools and equipment appropriate to workplace. 5.3 Materials relevant to the proposed activity. 5.4 All tools, equipment, material and documentation required. 5.5 Relevant specifications or work instructions.
6. Methods of assessment	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.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMGT-PITW-04-L3-V1: Follow Work Study
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to perform work study. It specifically includes following standard method, following standard motion and following time study.
Nominal Hours	70 hours
Elements of Competency	Performance Criteria <u>(Bold and Underlined)</u> terms are elaborated in the Range of Variables)
1 Follow standard method	1.1 Method study is defined 1.2 Method study result is interpreted 1.3 Method study result is followed as per job requirement
2 Follow standard motion	2.1 Motion study is defined 2.2 Motion study result is interpreted 2.3 Motion study result is followed as per job requirement
3 Follow time study	3.1 Time study is defined 3.2 Time study is result interpreted 3.3 Time study result is followed as per job requirement
Range of Variables	
Variables	Range (may include but not limited to):
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 practiced method study 1.2 performed motion study 1.3 carried out time study
2. Underpinning knowledge	2.1 Method study 2.2 Motion study 2.3 Time study 2.4 Allowances 2.5 Primary and secondary questioning techniques 2.6 Objectives of motion study 2.7 Motion study tools 2.8 Objectives of time study 2.9 Time study tools
3. Underpinning skills	3.1 Explaining method study process 3.2 Interpreting method study 3.3 Performing motion study 3.4 Interpreting time study tools

4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1 Calculator 5.2 Relevant materials 5.3 Time study tools 5.4 Paper 5.5 Pen 5.6 Pencil
6. Methods of assessment	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.

Accreditation Requirements

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

Unit Code and Title	OU-RMGT-PITW-05-L3-V1: Maintain Quality of Product
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to maintain quality of product. It specifically includes follow quality standard and identify and rectify defects.
Nominal Hours	65 hours
Elements of Competency	Performance Criteria <u>(Bold and Underlined)</u> terms are elaborated in the Range of Variables)
1. Follow quality standard	1.1 <u>Quality specification</u> is interpreted 1.2 Quality specification is collected as per standard procedures 1.3 Quality specification is followed 1.4 <u>Cost of quality</u> is described
2. Identify and rectify defects	2.1. <u>Defects</u> are identified as per workplace standard. 2.2. Defects are categorized as per buyer's standard. 2.3. Defects are rectified as per standard procedures.
Range of Variables	
Variables	Range (may include but not limited to):
1. Quality Specification	1.1. Styling 1.2. Measurement chart 1.3. Approved samples 1.4. Approved fabrics 1.5. Approved trim card 1.6. Mock up
2. Cost of quality	2.1. Internal failure cost 2.2. External failure cost 2.3. Appraisal cost 2.4. Prevention cost
3. Defects	3.1 Seam puckering 3.2 Pleats 3.3 Uneven stitch 3.4 Open stitch 3.5 Skipped stitch 3.6 Join stitch 3.7 Showing raw edge 3.8 Oil spot 3.9 Uncut thread 3.10 Shading
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	

1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 followed quality standard 1.2 identified and rectified defects
2. Underpinning knowledge	2.1 Importance of manuals 2.2 Performance measurement system 2.3 Customer quality requirements 2.4 Quality standards 2.5 Operating procedures 2.6 Quality control and quality assurance
3. Underpinning skills	3.1 Recognizing importance of manuals 3.2 Applying customer quality requirements 3.3 Ensuring conformance to specifications 3.4 Reporting defects and detect to authority 3.5 Checking and verifying quality products 3.6 Following quality control and quality assurance system 3.7 Ensuring conformance to specification
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource implications	5.1. Manuals 5.2. Quality control and quality assurance 5.3. Paper 5.4. Pen
6. Methods of assessment	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 an assessment/training centre or in an actual or simulated work place after Completion of the training module. 7.2 Assessment should be done by a suitably qualified/certified assessor.
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Development of Competency Standard

The Competency Standards for National Skills Certificate in Productivity Improvement Techniques for Workers, Level-3 is developed by SEIP on 07 June 2021.

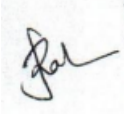
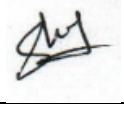
List of Members

S/N	Name and Address	Position in the committee
1.	Mohammed Nasir, Chairman, RTISC	Chairperson
2.	Helal Uddin Ahmed, Vice Chairperson (Finance), RTISC	Member
3.	Md. Sultan Al Maruf, Quality Assurance Officer, SEIP	Member
4.	Motahar Hosen, AGM, East West Industrial Park Ltd.	Member
5.	Anamul Huque, Industrial Engineer, The Civil Engineers Ltd. Standard Group	Member
6.	Ahmmmed Taukir Istiaque, Head of IE & Planning, Tasniah Fabrics Limited (Masco Group)	Member
7.	Farhatul Janan, Lecturer (Industrial & Production Engineering), BUTEX	Member
8.	Ahmed Tanvir Anam, Chief Coordinator, BGMEA-SEIP Project	Member
9.	Md. Mohibullah Masud (Mohib), Project Coordinator (Training & Monitoring), BGMEA-SEIP	Member
10.	Mr. Syed Azharul Haque, CEO, Skills Zone	Member
11.	Mr. Md. Amir Hossain, Process Expert, NSDA	Member
12.	Wg Cdr Zaglul Hayder (Rtd), CEO, RTISC	Member
13.	Mr. Md. Sharif Nowaz, Executive (Curriculum development & Training), RTISC	Member
14.	Mr. Md. Moniruzzaman, Executive (Assessment & Certification), RTISC	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Productivity Improvement Techniques for Workers, Level-3 is validated by NSDA on 25 July 2022 by standard and curriculum development committee (SCVC).

List of Members of the SCVC

S/N	Name and Address	Position in the committee	Signature and Date
1.	Mohammed Nasir, Chairman, RMG & Textile ISC, Email: nasirever@gmail.com , Mobile: 01711527018.	Chairperson	
2.	Md. Sadequr Rahman, DGM, Planning & supply Chain, HR Textile Mills Ltd, Email: sadequr_rahman@pride-grp.com , Mobile: 01990409121	Member	
3.	Md. Hussain Shahid Ansary. DGM – Planning, Apparel Today Limited, Zirani, Savar, Dhaka. Email: ansary.appareltodaylimited@gmail.com , mhshaheed@gmail.com , Mobile: 01818710302	Member	
4.	Mr. Sourov Kumar Ghosh, Assistant Professor, Department of Industrial and Production Engineering, BUTEX, Email: sourav@butex.edu.bd , Mobile: 01521253404	Member	
5.	Md. Abu Towhid, Manager, IE Babylon Group, Email: towhidrd@babylon-bd.com Mobile:01912159407	Member	
6.	Md. Abu Saleh, Deputy Program Officer, Technical Education, UCEP Bangladesh, Email: abu.saleh1@ucepbd.org , Mobile: 01814485003	Member	
7.	Sharif Nowaz, Curriculum Development & Training Executive, RMG & Textile Industry Skills Council, Email: sharifnowaz@gmail.com , Mobile: 01733459745	Member	
8.	Dr. Md. Shahadat Hossain, Specialist-2, National Skills Development Authority, Email: hossainsm61@gmail.com , Mobile: 01715360652.	Member	
9.	Md. Saif Uddin, Process Expert, National Skills Development Authority, Email: engrbd.saif@gmail.com , Mobile: 01723004419.	Member	

