



COMPETENCY STANDARD FOR EMBROIDARY

Level: 2

(Informal Sector)

Competency Standard Code: CS-IS-Emb-L2-EN-V1



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

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

This document has been developed by NSDA in association with Informal Sector, industry representatives, academia, related specialist, trainer and related employee.

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

Introduction

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

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

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

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

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

Overview

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

The purpose of a competency standards is to:

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

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

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

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

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

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

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

Together, all the parts of a unit of competency:

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

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

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

Competency Standards for National Skill Certificate, Level-2 in Embroidery in Informal Sector

Level Descriptors of NSQF (BNQF 1-6)

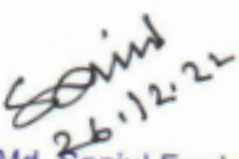
Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate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

List of Abbreviations

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

Approval of Competency Standard

Approved by
23rd Authority Meeting of NSDA Held on 26.12.2022


26.12.22
Md. Saniul Ferdous
Deputy Director (Admin)
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Deputy Director (Admin)
and

Officer of Secretarial Duties for Authority Meeting
National Skills Development Authority

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**Competency Standards for National Skill Certificate, Level-2 in
Embroidery in Informal Sector**

Course Structure

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GC002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2	15
2.	GU008L2V1	Work in a Team Environment	2	20
3.	GU013L2V1	Practice Housekeeping Procedure	2	10
4.	GU019L1V1	Deal with Clients/ Customers	1	10
Sub Total				55
Sector Specific Units of Competencies				
5.	SUCS001L2V1	Work in the Informal Sector	2	20
Sub Total				20
Occupation Specific Units of Competencies				
6.	OU-IS-Emb-01-L2-V1	Interpret Embroidery and Embroidery works	2	20
7.	OU-IS-Emb-02-L2-V1	Recognize tools, equipment and materials	2	25
8.	OU-IS-Emb-03-L2-V1	Prepare designs for embroidery works	2	50
9.	OU-IS-Emb-04-L2-V1	Perform hand embroidery	2	60
10.	OU-IS-Emb-05-L2-V1	Practice embroidery machine operation	2	60
11.	OU-IS-Emb-06-L2-V1	Perform machine embroidery	2	40
12.	OU-IS-Emb-07-L2-V1	Carryout multi-method embroidery	2	30
Sub Total				285
Total Duration				360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GC002L2V1	Apply Occupational Safety and Health (OSH) procedure In the Workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures 2. Follow OSH procedure 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being 	15
GU008L2V1	Work in a Team Environment	<ol style="list-style-type: none"> 1. Define team role and scope 2. Identify individual role and responsibility 3. Participate in team discussions 6. Work in a team member 	20
GU013L2V1	Practice Housekeeping Procedure	<ol style="list-style-type: none"> 1. Sort and remove unnecessary items 2. Arrange items 3. Maintain work area, tools and equipment 4. Follow standardized work process and procedure 5. Perform work spontaneously 	10
GU019L1V1	Deal with Clients / Customers	<ol style="list-style-type: none"> 1. Response customer with due respect 2. Perform customer service 3. Ensure customer satisfaction 	10
Total hours			55

Sector specific competencies

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

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-IS-Emb-01-L2-V1	Interpret Embroidery and Embroidery works	<ol style="list-style-type: none"> 1. Recognize Embroidery and Embroidery works 2. Categorize Embroidery techniques 3. Interpret the terminologies used in Embroidery 4. List job responsibilities of an embroiderer 	20
OU-IS-Emb-02-L2-V1	Recognize tools, equipment and materials	<ol style="list-style-type: none"> 1. Identify tools for hand embroidery 2. Identify tools and equipment for machine embroidery 3. Identify raw materials 4. Estimate raw materials 	25
OU-IS-Emb-03-L2-V1	Prepare designs for embroidery works	<ol style="list-style-type: none"> 1. Arrange Design 2. Trace design 3. Check design 4. Clean and maintain workplace 	50
OU-IS-Emb-04-L2-V1	Perform hand embroidery	<ol style="list-style-type: none"> 1. Follow OSH practices 2. Prepare for hand embroidery 3. Carryout hand embroidery 4. Perform finishing and quality checking 5. Clean and maintain workplace 	60
OU-IS-Emb-05-L2-V1	Practice embroidery machine operation	<ol style="list-style-type: none"> 1. Follow OSH practices 2. Identify embroidery machine and major parts 3. Set and adjust machine and attachments 4. Arrange tools and materials 5. Operate embroidery machine 6. Perform basic maintenance of machine 7. Clean and maintain workplace 	60
OU-IS-Emb-06-L2-V1	Perform machine embroidery	<ol style="list-style-type: none"> 1. Follow OSH practices 2. Prepare for machine embroidery 3. Carryout machine embroidery 4. Perform finishing and quality checking 5. Clean and maintain workplace 	40
OU-IS-Emb-07-L2-V1	Carryout multi-method embroidery	<ol style="list-style-type: none"> 1. Follow OSH practices 2. Prepare for multi-method embroidery 3. Perform multi-method embroidery 	30

		4. Perform finishing and quality checking 5. Clean and maintain workplace	
Total Hours			285

Generic Units of Competencies

Unit Code and Title	GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace.</p> <p>It specifically includes identifying OHS policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.</p>
Nominal Hours	15 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Identify OSH policies and procedures.	<p>1.1. <u>OHS policies</u> and <u>safe operating procedures</u> are accessed and stated.</p> <p>1.2. <u>Safety signs and symbols</u> are identified and followed.</p> <p>1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements.</p>
2. Follow OSH procedure	<p>2.1 <u>Personal protective equipment (PPE)</u> is selected and collected as required.</p> <p>2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices.</p> <p>2.3 A clear and tidy workplace is maintained as per workplace standard.</p> <p>2.4 PPE is maintained to keep them operational and compliant with OHS regulations.</p>
3. Report hazards and risks.	<p>3.1 <u>Hazards</u> and risks are identified, assessed and controlled.</p> <p>3.2 Incidents arising from hazards and risks are reported to designated authority.</p>
4. Respond to emergencies	<p>4.1 Alarms and warning devices are responded.</p> <p>4.2 Workplace <u>emergency procedures</u> are followed.</p> <p>4.3 <u>Contingency measures</u> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures.</p> <p>4.4 First aid procedures is applied during emergency situations.</p>
5. Maintain personal well-being	<p>5.1 OHS policies and procedures are adhered to.</p> <p>5.2 OHS awareness programs are participated in as per workplace guidelines and procedures.</p> <p>5.3 Corrective actions are implemented to correct unsafe condition in the workplace.</p> <p>5.4 <u>“Fit to work” records</u> are updated and maintained according to workplace requirements.</p>

Range of Variables	
Variables	Range (may include but not limited to):
1. OHS Policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. “Fit to Work” records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OHS policies and safe operating procedures

	1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions
2. Underpinning knowledge	2.1 Define OHS 2.2 OHS Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and uses 2.8 Personal Hygiene Practices 2.9 OHS Awareness
3. Underpinning skills	3.1 Accessing OHS policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, materials and documentation required 5.4 OHS Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU008L2V1: Work in a Team Environment
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSAs) required in working in a team environment.</p> <p>It includes define team role and scope, identify individual role and responsibility, participate in team discussions and work as a team member.</p>
Nominal Hours	20 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <u>team members</u> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	3.1 Ideas related to team plans are contributed 3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1 Effective forms of communication are used to interact with team members 4.2 Communication channels are followed 4.3 OHS practices are followed
Range of Variables	
Variables	Range (may include but not limited to):
1. Team Members	1.1 Coach/mentor 1.2 Supervisor/Manager 1.3 Peers/Colleagues 1.4 Employee representative
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: <ul style="list-style-type: none"> 1.1 demonstrated knowledge in working in a team environment. 1.2 satisfied the requirements mentioned in the 1.3 Performance Criteria and Range of Variables

2. Underpinning knowledge	2.1 Team Structure, Role and Responsibility 2.2 Individual Members' Roles and Responsibilities 2.3 Communication Flow and Reporting Structures 2.4 Team Planning 2.5 Interpersonal Communication Skills 2.6 Team Meeting Procedures 2.7 OHS Practices
3. Underpinning skills	3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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	GU013L2V1: Practice Housekeeping Procedure
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to Practice housekeeping procedure.</p> <p>It specifically includes sorting and removing unnecessary items, arranging items, maintaining work area, tools and equipment, following standardized work process and procedure and performing work spontaneously.</p>
Nominal Hours	10 Hours
Elements of Competency	<p>Performance Criteria <u>Bold underlined</u> terms are elaborated in the Range of Variables</p>
1. Sort and remove unnecessary items	<p>1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures</p> <p>1.2 <u>Unnecessary items</u> are removed and disposed of in accordance with company or office procedures</p>
2. Arrange items	<p>2.1 Items are arranged in accordance with company/office housekeeping procedures</p> <p>2.2 Work area is arranged according to job requirements</p> <p>2.3 Activities are prioritized based on instructions.</p> <p>2.4 Items are provided with clear and visible <u>identification marks</u> based on procedure</p> <p>2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions</p>
3. Maintain work area, tools and equipment	<p>3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures</p> <p>3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual</p> <p>3.3 <u>Minor repairs</u> are performed on tools and equipment in accordance with manufacturer's instruction/manual</p> <p>3.4 Defective tools and equipment are reported to immediate supervisor</p>
4. Follow standardized work process and procedure	<p>4.1 Materials for common use are maintained in designated area based on procedures</p> <p>4.2 Work is performed according to standard work procedures. Abnormal incidents are reported to immediate supervisor</p>
5. Perform work spontaneously	<p>5.1 Work is performed as per instruction</p> <p>5.2 Company and office <u>decorum</u> are followed and complied with</p> <p>5.3 Work is performed in accordance with OSH requirements</p>
Range of Variables	
Variable	Range (may include but not limited to):

1. Unnecessary items	1.1 Non-recyclable materials 1.2 Pictures, posters and other materials not related to work activity 1.3 Unserviceable tools and equipment 1.4 Waste materials
2. Identification marks	2.1 Color coding 2.2 Labels 2.3 Tags
3. Minor repairs	3.1 Application of lubricants 3.2 Replacement of parts 3.3 Sharpening of tools 3.4 Tightening of nuts, bolts and screws
4. Decorum	4.1 Behavior 4.2 Company/office rules and regulations 4.3 Company/office uniform
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Sorted and removes unnecessary items 1.2 Arranged items 1.3 Maintained work area, tools and equipment 1.4 Followed standardized work process and procedures 1.5 Performed work spontaneously
2. Underpinning knowledge	2.1 Environmental requirements relative to work safety 2.2 Principles of 5S 2.3 Reading skills required to interpret instructions 2.4 Work process and procedures 2.5 Work-related documentation requirements
3. Underpinning skills	3.1 Arranging items 3.2 Maintaining work area, tools and equipment 3.3 Following standardizing work process
4. Underpinning attitude	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource implications	The following resources must be provided: 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	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 a training center or in an actual or simulated work place after Completion of the training module 7.2 Assessment should be done by NSDA 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.	

Unit Code and Title	GU019L1V1: Deal with Clients/ Customers
Nominal Hours	10 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to deal with clients.</p> <p>It includes response customer with due respect, perform customer service and ensure customer satisfaction</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Response customer with due respect	<p>1.1 Customers required service and needs are responded with due <u>courteous manner</u></p> <p>1.2 Customer's attitude and psychology is recognized</p> <p>1.3 Customers queries are responded with patience</p> <p>1.4 Customers required service and needs are recorded in accordance with workplace procedures</p> <p>1.5 Payment method is explained and agreed with customers</p> <p>1.6 Customers are entertained as per workplace procedures</p>
2. Perform customer service	<p>2.1 Customer's security and confidentiality are ensured as per workplace standard</p> <p>2.2 Customer special needs are identified and ensured in consultation with customer</p> <p>2.3 Workplace health and hygiene are ensured as per workplace standard</p> <p>2.4 Customer service is provided as required</p> <p>2.5 Courtesy kind and sincere services are provided to ensure customers positive impression</p>
3. Ensure customer satisfaction	<p>3.1 Customers comments are requested about service provided</p> <p>3.2 Possible causes of client/customer dissatisfaction are identified, dealt with and recorded</p> <p>3.3 Customer satisfaction is reviewed and evaluated as per workplace standard</p> <p>3.4 Customer service policy is replanted and readjusted based on evaluation</p> <p>3.5 Customers details are recorded for future contact as per workplace standard</p>
Range of variables	
Variables	Range (may include but not limited to):
1. Courteous manner	<p>1.1 Greet customers with brighter smiling face</p> <p>1.2 Polite greetings</p> <p>1.3 Use decent words</p>

Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 responded customer with due respect 1.2 performed customer service 1.3 ensured customer satisfaction
2. Underpinning knowledge	2.1. Uniform and personal grooming requirements of the employer and the client 2.2. Occupational Health and safety requirement for the assignment 2.3. Assignment Instructions
3. Underpinning Skills	3.1. Attention to detail when completing client/employer documentation 3.2. Interpersonal and communication skills required in client contact assignments 3.3. Customer service skills required to meet client/customer needs 3.4. Punctuality 3.5. Customer Service 3.6. Telephone Technique 3.7. Problem Solving and Negotiation 3.8. Maintaining Records
4. Underpinning Attitudes	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 Workplace (simulated or actual) 5.2 Different types of hand tools and power tools 5.3 Work books 5.4 Hand tools and power tools operating and maintenance manuals
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning

7. Context of Assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Sector Specific Units of Competencies

Unit Code and Title	SUCS001L2V1: Work in the Informal Sector
Nominal Hours	20 Hours
Unit Descriptor	<p>This unit covers the skills, knowledge and attitude required in working in the informal sector.</p> <p>It includes describe the organizational structure within the informal sector, identify processes and procedures, identify tools, equipment and materials, identify workplace practices, and organize own workload, and practice OHS.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Describe the organizational structure within the sector	<p>1.1 Scope, nature and <u>major fields</u> of the informal sector are determined</p> <p>1.2 The profile of the informal sector in relation to Bangladesh <u>employment conditions</u> is determined</p> <p>1.3 Trends and technologies relevant to the sector are explained.</p> <p>1.4 Relevant policies and guidelines are identified and interpreted.</p> <p>1.5 <u>Instructions</u> as to procedures in achieving quality are obtained, understood and clarified.</p>
2. Identify processes and procedures	<p>2.1 Informal processes are identified, described and explained.</p> <p>2.2 Work activities are correctly identified.</p> <p>2.3 Adjustments are interpreted.</p>
3. Identify workplace requirements	<p>3.1 <u>Workplace requirements</u> are identified and clarified.</p> <p>3.2 Roles and responsibilities of all personnel are described.</p> <p>3.3 Workplace's practices are identified.</p> <p>3.4 <u>Problem-solving strategies</u> are used to address bottlenecks, inconsistencies and other concerns.</p>
4. Organize own workload	<p>4.1 Own work activities are planned and progress of work is communicated to relevant staff.</p> <p>4.2 Work activities are completed.</p> <p>4.3 Difficulties and bottlenecks are identified, and solutions are put forwarded.</p> <p>4.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Major Fields	<p>1.1 Food and flea markets</p> <p>1.2 Street vendors</p>

	1.3 laundromat
2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Sector
3. Instructions	3.1 Specifications and requirements 3.2 Standard operating procedures 3.3 Manuals of Instruction 3.4 Operations Manual 3.5 Environmental Guidelines 3.6 Gender and Develop Guidelines
4. Workplace requirements	4.1 Goals and objectives 4.2 Strategic and Operational Plans 4.3 Systems and Processes 4.4 Monitoring and Evaluation 4.5 Reports and Documentation
5. Problem-solving strategies	5.1 Asking questions 5.2 Feedback and Feed forward system 5.3 Reference to Standard Operating Procedures 5.4 Accessing Information 5.5 Reviews 5.6 Brainstorming
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in the informal sector 1.2 satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Scope and major divisions of the informal sector 2.2 Relevant policies and guidelines in the informal sector 2.3 Manuals used in the informal sector 2.4 Relevant terminologies and acronyms 2.5 Workplace practices 2.6 Recording and reporting practices

3. Underpinning skills	3.1 Describing the organization structure 3.2 Identifying informal processes and procedures 3.3 Identifying tools, equipment and materials 3.4 Identifying workplace practices 3.5 Organizing own workload 3.6 Practicing OHS
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by 6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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 any NTVQF qualification. 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-IS-Emb-01-L2-EN-V1: INTERPRET EMBROIDERY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to interpret Embroidery. It specifically includes recognizing embroidery and embroidery works, categorizing embroidery and listing job responsibilities of an embroiderer.
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Recognize Embroidery and Embroidery works	1.1. Embroidery is defined 1.2. <u>Uses of embroidery</u> are identified 1.3. <u>Process flow chart</u> of embroidery work is recognized 1.4. <u>Terminologies</u> used in Embroidery are interpreted
2. Categorize Embroidery	2.1 <u>Types of embroidery</u> are interpreted as per working Process 2.2 <u>Category of embroidery stitch</u> are recognized
3. List job responsibilities of an embroiderer	3.1 Job responsibilities of an embroiderer are recognized 3.2 Job responsibilities of an embroiderer are listed as per workplace standard
Range of Variables	
Variables	Range (may include but not limited to):
1. Uses of embroidery	1.1 Apparel items 1.1.1 Saree 1.1.2 Salwar-kamiz 1.1.3 Shawl 1.1.4 Panjabi 1.1.5 Fatua 1.1.6 Baby dress 1.2 Craft items 1.2.1 Showpiece 1.2.2 Wall mat 1.2.3 Ladies bag 1.3 Leather items 1.3.1 Shoe 1.3.2 Ladies Pears 1.3.3 Leather bags 1.3.4 Wallet 1.4 Home textile items 1.4.1 Bed cover

	1.4.2 Cousin cover 1.4.3 Quilt /Kantha 1.4.4 Table runner 1.4.5 Napkin 1.4.6 Curtain 1.4.7 Houseware 1.5 Jewelry items 1.5.1 Bracelet 1.5.2 Ear ring 1.5.3 Handmade necklace 1.5.4 Hair band
2. Process flow chart	2.1 Hand/ Folk embroidery 2.1.1 Product selection 2.1.2 Design selection 2.1.3 Raw materials arrangement 2.1.4 Design tracing 2.1.5 Framing (if needed) 2.1.6 Needle work 2.1.7 Washing and finishing 2.2 Domestic machine embroidery 2.2.1 Product selection 2.2.2 Design selection 2.2.3 Raw materials arrangement 2.2.4 Design tracing 2.2.5 Framing 2.2.6 Machine setup and adjustment 2.2.7 Embroidery with machine 2.2.8 Washing and finishing
3 Terminologies	3.1 Needle 3.2 Thread 3.3 Frame 3.4 Stitch 3.5 Tracing process 3.6 White work 3.7 Black work 3.8 Ribbon 3.9 Beads 3.10 Applique 3.11 Cut work 3.12 Mirror 3.13 Cord

4. Types of embroidery	4.1 Hand embroidery 4.2 Machine embroidery 4.3 Computerized embroidery
5. Category of embroidery stitch	5.1 Hand embroidery 5.1.1 Running Stitch 5.1.2 Back stitch 5.1.3 Fill stitch 5.1.4 Chain Stitch 5.1.5 Stem Stitch 5.1.6 Lazi daisy stitch 5.1.7 Nokshi Kantha stitch 5.1.8 Satin Stitch 5.1.9 Split Stitch 5.1.10 French Knots 5.1.11 Feather Stitch 5.1.12 Detached Chain Stitch 5.1.13 Fly Stitch 5.1.14 Woven Wheel Stitch 5.1.15 Couching Stitch 5.1.16 Blanket Stitch 5.1.17 Bullion Knot 5.1.18 Guzrati stitch 5.2 Machine embroidery 5.2.1 Normal stitch 5.2.2 Round stitch 5.2.3 Break stitch 5.2.4 Dori stitch 5.2.5 Button hole stitch 5.2.6 Chain stitch
6. Job responsibilities	6.1 Understand embroidery design clearly from the clients 6.2 Arrange and organize raw materials for embroidery work 6.3 Plan and prepare for production and delivery 6.4 Attend teamwork for production 6.5 Maintain quality and on time delivery
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 recognized different embroidery works 1.2 interpreted terminologies used in embroidery 1.3 recognized process flow chart of embroidery work

	1.4 interpreted types and classification of embroidery 1.5 recognized category of embroidery stitch 1.6 listed job responsibilities of an embroiderer
2. Underpinning knowledge	2.1 Embroidery and embroidery terminologies 2.1 Process flow chart of embroidery work 2.2 Classification of embroidery 2.3 Category of embroidery stitch 2.4 Job responsibilities of an embroiderer
3. Underpinning skills	3.1 Defining Embroidery 3.2 Identifying uses of embroidery 3.3 Recognizing process flow chart 3.4 Interpreting terminologies in embroidery 3.5 Interpreting types and classification of embroidery 3.6 Recognizing embroidery stitch
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials for Embroidery 5.3 Sample of Embroidery
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

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-IS-Emb-02-L2-EN-V1: RECOGNIZE TOOLS EQUIPMENT AND MATERIALS
Unit Descriptor	This unit covers the skills, knowledge and attitude required to recognize tools equipment and materials. It specifically includes identifying tools for hand embroidery, identifying tools and equipment for machine embroidery, identifying raw materials and estimating raw materials and costs.
Nominal Hours	25 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify tools for hand embroidery	1.1 <u>Tools for hand embroidery</u> are identified 1.2 Purpose of using each tools are interpreted 1.3 Tools equipment for hand embroidery are listed
2. Identify tools and equipment for machine embroidery	2.1 <u>Tools equipment for machine embroidery</u> are identified 2.2 Purpose of using each tools and equipment are interpreted 2.3 Tools equipment for machine embroidery are listed
3. Identify raw materials	3.1 <u>Fabrics</u> are identified 3.2 <u>Threads</u> are recognized 3.3 <u>Additional materials</u> for embroidery are identified
4. Estimate raw materials and cost	4.1 Raw materials are listed as per embroidery design 4.2 Raw materials quantity is <u>estimated</u> 4.3 Price of the raw materials are arranged as per market price
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools for hand embroidery	1.1 Embroidery frame 1.2 Needles 1.3 Scissors 1.4 Trimmer 1.5 Measurement tape 1.6 Finger protector
2. Tools equipment for machine embroidery	2.1 Embroidery machine set 2.2 Embroidery machine needles 2.3 Design plate

	2.4 Embroidery frame 2.5 Scissors 2.6 Trimmer 2.7 Measurement tape 2.8 Steel scale 2.9 Oil pot
3. Fabrics	3.1 Cotton 3.2 Silk 3.3 Muslin 3.4 Tissue 3.5 Georgette 3.6 Khadi 3.7 Crape 3.8 Net
4. Threads	4.1 Embroidery floss 4.2 Pearl cotton 4.3 Rayon floss 4.4 Metallic hand embroidery thread 4.5 Wool 4.6 Tapestry yarn/ Persian yarn 4.7 Silk threads 4.8 Knitting yarn 4.9 Variegated threads 4.10 Cord and beading thread 4.11 Bobbin thread for embroidery
5. Additional materials	5.1 Tracing paper 5.2 Interlining 5.3 Beads 5.4 Sequins 5.5 Glass 5.6 Motifs
6. Estimated	6.1 Types of materials 6.2 Quantity of product 6.3 Area of Design
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 identified tools and equipment for hand and machine embroidery 1.2 interpreted use of each tools and equipment

	1.3 used tools and equipment for embroidery 1.4 identified raw materials 1.5 estimated raw materials quantity and costs
2. Underpinning knowledge	2.1 Tools equipment and machinery for Embroidery 2.2 Uses of embroidery tools and equipment 2.3 Raw materials for embroidery 2.4 Estimation of raw materials and costs
3. Underpinning skills	3.1 Identifying and using tools equipment and machinery for embroidery 3.2 Identifying raw materials for embroidery 3.3 Estimating raw materials and costs for embroidery
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Tools equipment and machinery for embroidery 5.3 Fabrics 5.4 Threads 5.5 Tracing materials 5.6 Sample of Embroidery
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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-IS-Emb-03-L2-EN-V1: PREPARE DESIGNS FOR EMBROIDERY WORKS
Unit Descriptor	This unit covers the skills, knowledge and attitude required to prepare designs for Embroidery works. It specifically includes arranging, tracing and checking design and cleaning and maintaining workplace.
Nominal Hours	50 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Arrange Design	1.1 Trends or design is searched as per client's choice in different <u>design sources</u> 1.2 Designs are created using <u>designing tools and materials</u> as per client's guideline 1.3 <u>Embroidery design development process</u> is followed 1.4 Design is finalized
2. Trace Design	2.1 <u>Materials</u> are collected for tracing design 2.2 Design is drawn or printed to the tracing/transfer paper 2.3 Tracing paper is perforated according to the drawing lines by hand needle or embroidery machine 2.4 Design is reproduced on the fabric using tracing sheet
3. Check Design	3.1 Design is checked 3.2 <u>Faults</u> are identified and rectified as per workplace standard
4. Clean and maintain workplace	4.1 Excess materials and tools are stored properly for further use 4.2 Wastage materials are disposed off as per workplace standard 4.3 Workplace is cleaned and maintained
Range of Variables	
Variables	Range (may include but not limited to):
1. Design sources	1.1 Internet 1.2 Photograph 1.3 Catalogue 1.4 Market survey 1.5 Client's Preference
2. Designing tools and materials	2.1 Paper 2.2 Pencil 2.3 Pen 2.4 Color pencil 2.5 Wooden scale 2.6 Geometry box

	2.7 Eraser 2.8 Sharpener
3. Embroidery design development process	3.1 Design setting 3.2 Embroidery type selection 3.3 Fabric type and color selection 3.4 Thread type and color selection
4. Materials	4.1 Tracing/ Transfer paper 4.2 Pencil 4.3 Carbon paper 4.4 Needle 4.5 Blue powder 4.6 Kerosene 4.7 Zinc oxide 4.8 Sponge 4.9 Screen for temporary print 4.10 Squeezer 4.11 Sand/ Emery paper
5. Faults	5.1 Design mistake 5.2 Hazy design 5.3 Overlapping
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 searched trends or design 1.2 created design 1.3 followed design development process 1.4 traced design 1.5 identified tracing faults
2. Underpinning knowledge	2.1 Current trends 2.2 Design source 2.3 Design development process 2.4 Design tracing and checking 2.5 Faults identification
3. Underpinning skills	3.1 Searching designs 3.2 Creating designs 3.3 Following design development process 3.4 Tracing design 3.5 Checking design and identifying faults 3.6 Maintaining workplace
4. Required attitude	4.1 Commitment to occupational health and safety

	4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Design sources 5.3 Designing tools and materials 5.4 Design tracing materials 5.5 Fabric 5.6 Sample of Embroidery
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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-IS-Emb-04-L2-EN-V1: PERFORM HAND EMBROIDERY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to perform hand embroidery. It specifically includes following OSH practices, preparing for hand embroidery, carrying out hand embroidery, performing finishing and quality checking and cleaning and maintaining workplace.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH practices	1.1 <u>Personal Protective Equipment (PPE)</u> is selected and collected as per requirements 1.2 PPE is worn as required 1.3 Safe work practices are followed as per workplace standard
2. Prepare for hand embroidery	2.1 <u>Tools, equipment</u> and <u>materials</u> are selected and collected 2.2 <u>Fabric processing</u> is performed as per SOP 2.3 Design is <u>traced</u> as per workplace standard 2.4 Framing is carried out if necessary
3. Carryout Hand embroidery	3.1 Hand stitch is created with needle and thread as per stitch design 3.2 Thread locking at the start and end is carried out 3.3 Trimming is performed maintaining safety precautions
4. Perform Finishing and quality checking	4.1 Washing and drying is carried out as per SOP 4.2 Quality is checked and <u>faults</u> are identified as per SOP 4.3 <u>Faults rectification</u> is performed if possible 4.4 Ironing is carried out as per customer requirements 4.5 Finished products are folded, packed and stored as per standard procedure
5. Clean and maintain workplace	5.1 Excess materials and tools are stored properly for further use 5.2 Wastage materials are disposed off as per workplace standard 5.3 Workplace is cleaned and maintained
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment	1.1 Mask 1.2 Apron 1.3 Finger protector
2. Tools, equipment	2.1 Hand needles 2.2 Embroidery frame

	2.3 Measurement tape 2.4 Scissors 2.5 Trimmer 2.6 Thread opener 2.7 Iron machine
3. Materials	3.1 Fabric 3.2 Threads 3.3 Tailoring chalk 3.4 Glass pencil 3.5 Pencil 3.6 Tracing paper 3.7 Carbon paper 3.8 Kerosene oil 3.9 Blue powder 3.10 Zink oxide
4. Fabric processing	4.1 Washing 4.2 Drying 4.3 Iron
5. Traced	5.1 Drawing 5.2 Temporary printing 5.3 Copying by carbon 5.4 Copying by tracing /transfer paper
6. Faults	6.1 Design mistake 6.2 Weaving slippage 6.3 Thread breakage 6.4 Color bleeding during wash 6.5 Pilling effect on thread 6.6 Spot 6.7 Open stitch
7. Faults rectification	7.1 Repair thread breakage 7.2 Retouch to rectify design 7.3 Spot removal 7.4 Re-wash
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 followed OSH practices 1.2 selected and collected tools equipment and materials 1.3 performed fabric processing 1.4 performed design tracing

	1.5 created hand stitch 1.6 performed finishing and quality checking 1.7 identified and rectified faults 1.8 maintained workplace
2 Underpinning knowledge	2.1 Personal Protective Equipment 2.2 Safe work practice 2.3 Hand embroidery 2.4 Tools equipment and materials for hand embroidery 2.5 Fabric processing 2.6 Design tracing 2.7 Embroidery frame and framing 2.8 Finishing products 2.9 Faults and faults rectification
3 Underpinning skills	3.1 Selecting and using PPE 3.2 Maintaining safe work practices 3.3 Selecting and collecting tools equipment and materials 3.4 Performing design tracing 3.5 Carrying out hand embroidery 3.6 Performing washing and drying 3.7 Performing finishing 3.8 Checking quality 3.9 Identifying and rectifying faults
4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 PPE 5.3 Design 5.4 Design tracing materials 5.5 Relevant materials for hand embroidery 5.6 Tools equipment for hand embroidery 5.7 Fabric
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre

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

Unit Code and Title	OU-IS-Emb-05-L2-EN-V1: PRACTICE EMBROIDERY MACHINE OPERATION
Unit Descriptor	This unit covers the skills, knowledge and attitude required to practice embroidery machine operation. It specifically includes following OSH practices, identifying embroidery machine and major parts, setting and adjusting machine and attachments, arranging tools and materials, operating embroidery machine, performing basic maintenance of machine and cleaning and maintaining workplace.
Nominal Hours	60 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH practices	1.1 <u>Personal Protective Equipment (PPE)</u> is selected and collected as per requirements 1.2 PPE is worn as required 1.3 Safe work practices are followed as per workplace standard
2. Identify embroidery machine and major parts	2.1 Embroidery machine is recognized 2.2 <u>Major parts of the machine</u> is identified and listed
3. Set and adjust machine and attachments	3.1 Safety guards are checked as required 3.2 <u>Needles</u> are checked and adjusted 3.3 Broken needles are replaced as per standard operating procedure (SOP) 3.4 Machine parts are checked and adjusted as required 3.5 Machine threading is performed 3.6 Tension of the stitches are checked and adjusted as required 3.7 Machine is checked to ensure Stich Per Inch (SPI) 3.8 <u>Machine attachments</u> are checked and adjusted as per job requirement
4. Arrange tools and materials	4.1 <u>Tools</u> and <u>materials</u> are selected and collected as per job requirement 4.2 Materials are prepared as required
5. Operate embroidery machine	5.1 Embroidery machine is started and checked for normal operation as per job requirements 5.2 <u>Necessary adjustments</u> are made to confirm as per job requirements 5.3 Fabrics are sewed using embroidery machine as per design and style requirements 5.4 Quality of embroidery is maintained as per sample 5.5 <u>Unusual conditions</u> are detected (if any) and reported during machine operation

6. Perform basic maintenance of machine	6.1 Basic maintenance is carried out 6.2 Preventive maintenance activities are identified and performed 6.3 Machine is cleaned as per machine manual
7. Clean and maintain workplace	7.1 Tools and equipment are cleaned, maintained and stored 7.2 Machine and machine parts are cleaned as per standard operating procedure 7.3 Workplace is cleaned and waste material disposed off
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Apron 1.3 Safety goggles
2. Major parts of the machine	2.1 Bobbin and bobbin case 2.2 Design plate 2.3 Pressure foot 2.4 Needle and needle clamp 2.5 Tension regulator 2.6 Take up lever 2.7 Bobbin winder 2.8 Stitch regulator 2.9 Balance wheel 2.10 Motor
3 Needles	3.1 12 no. 3.2 14 no. 3.3 16 no. 3.4 18 no.
4 Machine attachment	4.1 Needle 4.2 Needle bar 4.3 Needle plate 4.4 Feed 4.5 Bobbin and bobbin case
5 Tools	5.1 Screw driver (Flat and Star) 5.2 Hammer 5.3 Adjustable wrench 5.4 Pliers 5.5 Embroidery frame
6 Materials	6.1 Fabric 6.2 Threads 6.3 Tailoring chalk 6.4 Glass pencil

	6.5 Pencil 6.6 Tracing paper 6.7 Carbon paper 6.8 Kerosene oil 6.9 Blue powder 6.10 Zink oxide
7 Necessary adjustments	7.1 Thread tension 7.2 Pressure bar 7.3 Needle 7.4 Rotary hook 7.5 Bobbin case
8 Unusual condition	8.1 Excess oil / lubricant 8.2 Unusual needle breakage 8.3 Unusual thread breakage 8.4 Irregular stitch tension 8.5 Unusual machine noise
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 followed safe work practices 1.2 identified major parts of embroidery machine 1.3 adjusted machine and attachments 1.4 checked and adjusted thread tension and SPI 1.5 prepared materials for embroidery 1.6 operated embroidery machine 1.7 detected unusual condition 1.8 carried out basic and preventive maintenance
2 Underpinning knowledge	2.1 Personal Protective Equipment 2.2 Embroidery machine and parts 2.3 Machine adjustment 2.4 Tools and materials for embroidery 2.5 Embroidery machine maintenance
3 Underpinning skills	3.1 Following safe work practices 3.2 Identifying embroidery machine and major parts 3.3 Adjusting machine parts, attachment and SPI 3.4 Selecting tools and materials for embroidery 3.5 Performing embroidery machine operation 3.6 Maintaining quality 3.7 Performing basic and preventive maintenance

4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5 Resource implications	5.1 Workplace (simulated or actual) 5.2 PPE 5.3 Embroidery machine and related attachments 5.4 Embroidery design 5.5 Fabric 5.6 Embroidery thread
6 Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7 Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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-IS-Emb-06-L2-EN-V1: PERFORM MACHINE EMBROIDERY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to perform machine embroidery. It specifically includes following OSH practices, preparing and carrying out machine embroidery, performing finishing and quality checking and cleaning and maintaining workplace.
Nominal Hours	40 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH practices	1.1 <u>Personal Protective Equipment (PPE)</u> is selected and collected as per requirements 1.2 PPE is worn as required 1.3 Safe work practices are followed as per workplace standard
2. Prepare for machine embroidery	2.1 <u>Tools, equipment</u> and <u>materials</u> are selected and collected 2.2 <u>Fabric processing</u> is performed as per SOP 2.3 Design is <u>traced</u> as per workplace standard 2.4 <u>Interlining</u> is attached as per SOP 2.5 Framing is carried out if necessary 2.6 Machine setup is performed as per standard procedure
3. Carryout machine embroidery	3.1 Embroidery machine threading is performed as per SOP 3.2 Embroidery machine is switched on 3.4 Embroidery is performed as per traced design 3.5 Trimming is performed using trimmer or scissors with safety precautions 3.6 Quality is checked to ensure design specification
4. Perform Finishing and quality checking	4.1 Washing and drying is carried out as per SOP 4.2 Quality is checked and <u>faults</u> are identified as per SOP 4.3 <u>Faults rectification</u> is performed if possible 4.4 Ironing is carried out as per customer requirements 4.5 Finished products are folded, packed and stored as per standard procedure
5. Clean and maintain workplace	5.1 Excess materials and tools are stored properly for further use 5.2 Wastage materials are disposed off as per workplace standard 5.3 Workplace is cleaned and maintained
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment	1.1 Mask 1.2 Apron

	1.3 Safety goggles
2. Tools, equipment	2.1 Embroidery machine 2.2 Needle 2.3 Bobbin case 2.4 Bobbin 2.5 Embroidery frame 2.6 Measurement tape 2.7 Scissors 2.8 Trimmer 2.9 Thread opener 2.10 Iron machine
3. Materials	3.1 Fabric 3.2 Interlining 3.3 Threads 3.4 Tailoring chalk 3.5 Glass pencil 3.6 Pencil 3.7 Tracing paper 3.8 Carbon paper 3.9 Kerosene oil 3.10 Blue 3.11 Zink oxide 3.12 Machine oil
4. Fabric processing	4.1. Washing 4.2. Drying 4.3. Iron
5. Traced	5.1 Tracing by tracing / transfer paper 5.2 Temporary printing 5.3 Copying by carbon 5.4 Drawing
6. Interlining	6.1 Fusible interlining 6.2 Non fusible interlining
7. Faults	7.1 Design mistake 7.2 Weaving slippage 7.3 Thread breakage 7.4 Color bleeding during wash 7.5 Pilling effect on thread 7.6 Spot 7.7 Open stitch
8. Faults rectification	8.1 Repair thread breakage 8.2 Retouch to rectify design

	8.3 Spot removal 8.4 Re-wash
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 followed safe work practices 1.2 selected and collected tools equipment and materials 1.3 performed fabric processing 1.4 performed design tracing 1.5 performed machine set up 1.6 checked quality of embroidery work 1.7 identified and rectified faults
2 Underpinning knowledge	2.1 Personal Protective Equipment 2.2 Safe work practice 2.3 Machine embroidery 2.4 Tools equipment and materials for machine embroidery 2.5 Fabric processing 2.6 Design tracing 2.7 Embroidery frame and framing 2.8 Finishing products 2.9 Faults and faults rectification
3 Underpinning skills	3.1 Selecting and using PPE 3.2 Maintaining safe work practices 3.3 Selecting and collecting tools equipment and materials 3.4 Performing design tracing 3.5 Operating embroidery machine 3.6 Carrying out machine embroidery 3.7 Performing washing and drying 3.8 Performing finishing 3.9 Checking quality 3.10 Identifying and rectifying faults
4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5 Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials for Embroidery 5.3 Tools equipment and machinery for embroidery

	5.4 Embroidery design/ Sample of Embroidery 5.5 Fabric
8. Methods of assessment	Competency should be assessed by: 8.1 Written test 8.2 Demonstration 8.3 Oral Questioning
9. Context of assessment	9.1 Competency assessment must be done in NSDA accredited assessment centre 9.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-IS-Emb-07-L2-EN-V1: CARRYOUT MULTI TECHNIQUE EMBROIDERY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to carry out multi technique embroidery. It specifically includes following OSH practices, preparing and performing multi technique embroidery, performing finishing and quality checking and cleaning and maintaining workplace.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH practices	1.1 <u>Personal Protective Equipment (PPE)</u> is selected and collected as per requirements 1.2 PPE is worn as required 1.3 Safe work practices are followed as per workplace standard
2. Prepare for multi-technique embroidery	2.1 <u>Tools, equipment</u> and <u>materials</u> are selected and collected 2.2 <u>Fabric processing</u> is performed as per SOP 2.3 Design is <u>traced</u> as per workplace standard 2.4 Machine setup is performed as per standard procedure 2.5 Interlining is attached as per SOP 2.6 Framing is carried out if necessary
3. Perform multi-technique embroidery	3.1 Embroidery machine threading is performed as per SOP 3.2 Embroidery machine is switched on 3.3 Machine embroidery part is performed as per traced design 3.4 Hand stitch is created with needle and thread as per stitch design 3.5 <u>Multi technique embroidery</u> is performed as per approved design 3.6 Locking at the start and end of the thread is carried out 3.7 Trimming is performed maintaining safety precautions 3.8 Quality is checked to ensure design specification
4. Perform Finishing and quality checking	4.1 Washing and drying is carried out as per SOP 4.2 Quality is checked and <u>faults</u> are identified as per SOP 4.3 <u>Faults rectification</u> is performed if possible 4.4 Ironing is carried out as per customer requirements 4.5 Finished products are folded, packed and stored as per standard procedure
5. Clean and maintain workplace	5.1 Excess materials and tools are stored properly for further use 5.2 Wastage materials are disposed off as per workplace standard 5.3 Workplace is cleaned and maintained
Range of Variables	

Variables	Range (may include but not limited to):
1. Personal Protective Equipment	1.1 Mask 1.2 Apron 1.3 Safety goggles 1.4 Finger protector
2. Tools, equipment	2.1 Embroidery machine 2.2 Machine needles 2.3 Bobbin case 2.4 Bobbin 2.5 Hand needles 2.6 Embroidery frame 2.7 Measurement tape 2.8 Scissors 2.9 Trimmer 2.10 Thread opener 2.11 Iron machine
3. Materials	3.1 Fabric 3.2 Interlining 3.3 Threads 3.4 Tailoring chalk 3.5 Glass pencil 3.6 Pencil 3.7 Tracing paper 3.8 Carbon paper 3.9 Kerosene oil 3.10 Blue powder 3.11 Zink oxide 3.12 Machine oil
4. Fabric processing	4.1 Washing 4.2 Drying 4.3 Iron
5. Traced	5.1 Tracing by tracing / transfer paper 5.2 Temporary printing 5.3 Copying by carbon 5.4 Drawing
6. Multi technique embroidery	6.1 Machine embroidery 6.2 Hand embroidery 6.3 Applique 6.4 Cut works 6.5 Beads fixing 6.6 Sequin fixing

	6.7 Mirror fixing 6.8 Ribbon setting
7. Faults	7.1 Design mistake 7.2 Weaving slippage 7.3 Thread breakage 7.4 Color bleeding during wash 7.5 Pilling effect on thread 7.6 Spot 7.7 Open stitch
8. Faults rectification	8.1 Repair thread breakage 8.2 Retouch to rectify design 8.3 Spot removal 8.4 Re-wash
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 followed safe work practices 1.2 selected and collected tools equipment and materials 1.3 performed fabric processing 1.4 performed design tracing 1.5 performed machine set up 1.6 performed hand and machine embroidery 1.7 performed finishing of embroidery materials 1.8 checked quality of embroidery work 1.9 identified and rectified faults
2. Underpinning knowledge	2.1 Personal Protective Equipment 2.2 Safe work practice 2.3 Multi technique embroidery 2.4 Tools equipment and materials for multi technique embroidery 2.5 Fabric processing 2.6 Design tracing 2.7 Embroidery frame and framing 2.8 Finishing products 2.9 Faults and faults rectification
3 Underpinning skills	3.1 Selecting and using PPE 3.2 Maintaining safe work practices 3.3 Selecting and collecting tools equipment and materials 3.4 Performing design tracing 3.5 Operating embroidery machine 3.6 Carrying out machine embroidery

	3.7 Performing washing and drying 3.8 Performing finishing 3.9 Checking quality 3.10 Identifying and rectifying faults
4 Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Relevant materials for multi technique embroidery 5.3 Tools equipment and machinery for embroidery 5.4 Embroidery design/ Sample of Embroidery 5.5 Fabric
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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Development of Competency Standard

The Competency Standards for National Skills Certificate in Embroidery Occupation, Level-2 is developed by NSDA on 16, 17, 20 and 21 November 2022.

List of Members

Sl No	Name and Address	Position in the committee
1.	Alif Rudaba , Member (Planning and Skills Standard) Joint Secretary, National Skills Development Authority (NSDA)	Chairperson
2.	Hafiza Akter Rani , Owner Rani Boutique and Handicraft, Muktagacha, Mymonsingh Mobile: +8801680631923 Email: hafizaakterrani@gmail.com	Member
3.	Md. Wahidur Rahman , Proprietor Ovinobo, Mohammadpur, Dhaka Mobile: 01712018716 Email: wahidurs03@yahoo.com	Member
4.	Rebeka Sultana , Formar in Charge, (Kantha Section), Aronnya Craft 198/2, Purbo Rampura Niribili Gaoli, Rampura, Dhaka Mobile: +8801722602116 Email: rebekasultana051987@gmail.com	Member
5.	Shamsun Nahar , Proprietor Oishi Fashion House 369/1, Jafrabad, Mohammadpur, Dhaka Mobile: +8801911868342 Email: shathiakter1506@gmail.com	Member
6.	Md. Abdul Aziz Munshi , Informal Sector Specialist, ISISC MezbahUddin Plaza, Mouchak, Dhaka Cell: +880 1817022909 Email: isiscbd2015@gmail.com or aziz.munshi@gmail.com	Member
7.	Syed Azharul Haque Competency Standard Expert National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Embroidery, Level- 2 is validated by NSDA 23 November 2022.

List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	Mirza Nurul Ghani Shovon , Chairman (Informal Sector ISC), Cell:01711263861 Email: isiscbd2015@gmail.com	Chairperson	
2.	MS. Tasmina Mahmud Ruby Proprietor, Taha Handicrafts ,Flat: B-5, House: 10-D/5, Block: F, Mohammadpur, Dhaka Cell: +880 1916167581, +880 1713506003 Email: tahahandicrafts40@gmail.com	Member	
3.	Nazmun Nahar , Owner, Kashbon Boutiques House: 20/21, Block: C, Tazmahal Road Mohammadpur, Dhaka, Mobile: 01793618737 Email: nazmunnaharnazu9@gmail.com	Member	
4.	Md. Wahidur Rahman , Proprietor, Obinobo House:9, Road:8, Chandrima Model Town, Mohammadpur, Dhaka, Mobile: 01712018716 Email: wahidurs03@yahoo.com	Member	
5.	Md. Abdul Aziz Munshi Informal Sector Specialist, Informal Sector ISC, MezbahUddin Plaza (3 rd floor), Mouchak, Dhaka, Mobile:+88 01817022909 Email: isiscbd2015@gmail.com aziz.munshi@gmail.com	Member	
6.	Md. Abul Kalam azad , Asst. Professor, BGIFT Institute of Science and Technology (BIST) & Designer, Rongin Poshak, Uttara, Dhaka, Mobile:+88 01712587411 Email: ak.azad198421@gmail.com	Member	
7.	Syed Azharul Haque Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh

Prime Minister's Office

National Skills Development Authority

Level: 10-11, Biniyog Bhaban,

E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.

Email: ec@nsda.gov.bd

Website: www.nsd.gov.bd.

Minutes of the Competency Standard Validation Workshop on “Embroidery” Occupation.

Chairman	: Mr. Mirza Nurul Ghani Shovon, Chairman, ISISC
Date	: 23 November 2022
Time	: 9:00 am - 4:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

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

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1	Name and level of occupation		No	The name of the occupation has been changed from ‘Embroidery and Embroidery Quilt’ to ‘Embroidery’. Level of this CS was considered Level 2.
2	Nominal Hour	Yes		360 hours
3	Unit of Competency	Yes		Name of the units were validated without any change.
4	Element	Yes		Name of the Elements were validated without any change.
5	Performance Criteria		No.	Relevant performance criteria were updated for changed element and some other elements.
3	Variables		No.	Relevant variables were added, changed and updated.
3	Critical Aspect of Competence		No.	Appropriate changes have been made in the critical aspect of competency as per the change of element and performance criteria.
3	Underpinning knowledge		No.	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No.	Necessary addition, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		
12	Assessment methods	Yes		
13	Others			<ul style="list-style-type: none"> ▪ The nominal hours of the units of competencies have been readjusted for content consideration. ▪ Overall, the occupation has been included in Level-2 according to NSQF (BNQF 1-6).

Through the above activities, the Competency Standard has been finalized and validated as “**Block Batik and Screen Printing**”.

Chairman
Committee on Standard and
Curriculum Validation,
Chairman - ICT ISC