



COMPETENCY STANDARD

for

Production Planning & Supply Chain Management

Level: 4

(RMG & Textile Sector)

Competency Standard Code: CS-RMGT-PPSCM-L4-EN-V1



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

Copyright

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

National Skills Development Authority (NSDA) is the owner of this document. Other interested parties must obtain written permission from NSDA for reproduction of information in any manner, in whole or in part, of this Competency Standard, in English or other language.

This Competency Standard for **Production Planning & Supply Chain Management** in RMG and Textile 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 RMG & Textile 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. " **Production planning & supply chain management** " 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 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 RMG and Textile 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-4 in
Production Planning & Supply Chain Management in RMG & Textile Sector**

Level Descriptors of (BNQF 1-6)

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


List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency
ISO	International Organization for Standardization
ASTM	American Society for Testing and Materials
AATCC	American Association of Textile Chemists and Colorists
EN	European Norm
MSDS	Material safety data sheet
AFIS	Advanced Fiber Information System
HVI	High Volume Instrument
DMF	Dimethyl formamide
GSM	Gram per Square

Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
Dulal Krishna Saha Executive Chairman (Secretary) National Skills Development Authority (NSDA)	 15.12.20
Mohammad Rezaul Karim Member (Skills Standard & Certification) Additional Secretary National Skills Development Authority (NSDA)	 15.12.20
Md. Nurul Amin Member (Admin & Finance) Joint Secretary National Skills Development Authority (NSDA)	 15.12.20
Alif Rudaba Member (Planning & Research) and Member (Coordination & Evaluation) Joint Secretary National Skills Development Authority (NSDA)	 20/12/2020


15.12.20

Dulal Krishna Saha
Executive Chairman (Secretary)
National Skills Development Authority (NSDA)
Date:


Engr. B. M. Shariful Islam
Deputy Director (Skills Standard)
Principal
National Skills Development Authority (NSDA)
Engr. Shariful's Office, Dhaka

Table of Contents

Copyright.....	i
Introduction	ii
Overview.....	iii
Level Descriptors of (BNQF 1-6).....	iv
List of Abbreviations	v
Course Structure.....	1
Units & Elements at Glance.....	2
Generic Units of Competencies.....	5
GU-02-L3-V1: Apply Occupational Safety and Health Practices in the workplace	6
GU-01-L3-V1: Apply Basic IT Skills	10
GU-05-L2-V1: Carryout Workplace Interaction	15
GU-01-L3-V1: Work in a self-directed Team	18
Sector Specific Units of Competencies	21
SU-RMGT-01-L2-V1: Recognize the RMG Business Scenario	22
SU-RMGT-02-L3-V1: Perform Measurement & Calculations	25
SU-RMGT-03-L2-V1: Interpret Sketch and Specifications in Manuals	28
Occupation Specific Units of Competencies	30
OU-RMG-PPSCM-01-L4-V1: Interpret Textile and Garment Manufacturing Process	31
OU-RMG-PPSCM-02-L4-V1: Recognize Raw Materials and Machinery for Garments Manufacturing ..	34
OU-RMG-PPSCM-03-L4-V1: Interpret Production Planning and Supply Chain Management	37
OU-RMG-PPSCM-04-L4-V1: Analyze Garments Operation, Data Management and Planning Methods	41
OU-RMG-PPSCM-05-L4-V1: Illustrate Processes of Supply Chain in Garments Industry	45
OU-RMG-PPSCM-06-L4-V1: Analyze Supply Market and Uncertainty	48
OU-RMG-PPSCM-07-L4-V1: Interpret Inventory Control Management.....	51

**Competency Standards for National Skill Certificate, Level- 4 in
Production Planning & Supply Chain Management
RMG & Textile Sector
Course Structure**

SL No	Unit code and Title		UOC Level	Nominal (hours)
Generic Units of Competencies				
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	1	15
2.	GU-01-L3-V1	Apply Basic IT Skills	2	20
3.	GU-05-L3-V1	Carryout Workplace Interaction	3	15
4.	GU-01-L2-V1	Work in a Self-directed Team	3	15
Sub Total				65
Sector Specific Units of Competencies				
5.	SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	2	15
6.	SU-RMGT-02-L3-V1	Perform Measurement and Calculations	3	15
7.	SU-RMGT-03-L3-V1	Interpret Sketch and Specifications in Manuals for RMG Sector	3	15
Sub Total				45
Occupation Specific Units of Competencies				
8.	OU-RMG-PPSCM-01-L4-V1	Interpret Textile and Garment Manufacturing Process	4	25
9.	OU-RMG-PPSCM-02-L4-V1	Recognize Raw Materials and Machinery for Garments Manufacturing	4	20
10.	OU-RMG-PPSCM-03-L4-V1	Interpret Production Planning and Supply Chain Management.	4	20
11.	OU-RMG-PPSCM-04-L4-V1	Analyze garments operation, data management and planning methods	4	45
12.	OU-RMG-PPSCM-05-L4-V1	Illustrate Processes of Supply Chain in Garments Industry	4	50
13.	OU-RMG-PPSCM-06-L4-V1	Analyze supply market and uncertainty	4	50
14.	OU-RMG-PPSCM-07-L4-V1	Interpret inventory control management	4	40
Sub Total				250
Total Duration				360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L2-V1	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
GU-01-L3-V1	Apply Basic IT Skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools 2. Operate computer 3. Work with word processing software 4. Use spreadsheet packages to create / prepare worksheets 5. Use presentation to create / prepare presentation 6. Print documents 7. Use internet and access e-mail 	20
GU-05-L3-V1	Carryout Workplace Interaction	<ol style="list-style-type: none"> 1. Interpret Workplace Communication and Etiquette Identify own role and responsibility within team 2. Read and Understand Workplace Documents 3. Participate in workplace meetings and discussions 4. Practice professional ethics at work. 5. Practice professional ethics at work. 	15
GU-01-L2-V1	Work in a Self-directed Team	<ol style="list-style-type: none"> 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
Total hours			65

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> 1. Identify basic business communication practices in RMG sector 2. Recognize history of RMG industries in Bangladesh 3. Identify major departments of RMG Industries 4. List prime export markets 	15
SU-RMGT-02-L3-V1	Perform Measurement and Calculation in the RMG Sector	<ol style="list-style-type: none"> 1. Select measuring devices 2. Obtain measurement for apparel 3. Perform simple calculations 	15
SU-RMGT-03-L3-V1	Interpret Sketch and Specification's in Manuals for RMG Sector	<ol style="list-style-type: none"> 1. Identify information from manual 2. Identify sketch and specifications 	15
Total hours			45

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-RMG-PPSCM-01-L4-V1	Interpret Textile and Garment Manufacturing Process	<ol style="list-style-type: none"> 1. Identify types of fiber, yarn & fabric 2. Interpret the process of textile manufacturing 3. Interpret garments type & manufacturing process 	25
OU-RMG-PPSCM-02-L4-V1	Recognize Raw Materials and Machinery for Garments Manufacturing	<ol style="list-style-type: none"> 1. Identify the trims & accessories for garments 2. Identify the basic machinery 	20
OU-RMG-PPSCM-03-L4-V1	Interpret Production Planning and Supply Chain Management.	<ol style="list-style-type: none"> 1. Interpret production, production planning & supply chain management 2. Interpret the structure, role & responsibilities of PPC & SCM department 3. List the major functions of PPC & SCM department 	20
OU-RMG-PPSCM-04-L4-V1	Analyze garments operation, data management and planning methods	<ol style="list-style-type: none"> 1. Prepare operation bulletin for garments 2. Illustrate work study techniques 3. Calculate production capacity & target 4. Interpret aggregate planning & master production scheduling 	45
OU-RMG-PPSCM-05-L4-V1	Illustrate Processes of Supply Chain in Garments Industry	<ol style="list-style-type: none"> 1. Interpret the supply chain process 2. Interpret the types of supply chain 3. Apply the product selection & procurement methods 	50
OU-RMG-PPSCM-06-L4-V1	Analyze supply market and uncertainty	<ol style="list-style-type: none"> 1. Perform supply market analysis 2. Apply solution for supply chain uncertainty 3. Apply forecasting tools & techniques 	50
OU-RMG-PPSCM-07-L4-V1	Interpret inventory control management	<ol style="list-style-type: none"> 1. Interpret the system of inventory control 2. Apply lean tools on inventory management 	40
Total Hours			250

Generic Units of Competencies

Unit Code and Title	GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in Workplace
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSA) required to apply occupational safety and health (OSH) procedure in the workplace.</p> <p>It specifically includes the task of identifying OSH policies and procedures, following OSH procedure, reporting hazards and risks, responding 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>OSH 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 OSH 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 OSH 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 are applied during emergency situations</p>
5. Maintain personal well-being	<p>5.1 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures.</p>

	<p>5.2 Corrective actions are implemented to correct unsafe condition in the workplace</p> <p>5.3 <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. OSH policies	<p>1.1. Bangladesh standards for OSH</p> <p>1.2. Fire Safety Rules and Regulations</p> <p>1.3. Code of Practice</p> <p>1.4. Industry Guidelines</p>
2. Safe operating procedures	<p>2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc.</p> <p>2.2 Emergency procedures</p> <p>2.3 First Aid procedures</p> <p>2.4 Tagging procedures</p> <p>2.5 Use of PPE</p> <p>2.6 Safety procedures for hazardous substances</p>
3. Safety signs and symbols	<p>3.1 Direction signs (exit, emergency exit, etc.)</p> <p>3.2 First aid signs</p> <p>3.3 Danger Tags</p> <p>3.4 Hazard signs</p> <p>3.5 Safety tags</p> <p>3.6 Warning signs</p>
4. Personal Protective Equipment (PPE)	<p>4.1 Gas Mask</p> <p>4.2 Gloves</p> <p>4.3 Safety boots</p> <p>4.4 Face mask</p> <p>4.5 Overalls</p> <p>4.6 Goggles and safety glasses</p> <p>4.7 Sun block</p> <p>4.8 Chemical/Gas detectors</p>
5. Hazards	<p>5.1 Chemical hazards</p> <p>5.2 Biological hazards</p> <p>5.3 Physical Hazards</p> <p>5.4 Mechanical and Electrical Hazard</p> <p>5.5 Mental hazard</p> <p>5.6 Ergonomic hazard</p>
6. Emergency procedures	<p>6.1 Fire fighting</p> <p>6.2 Earthquake</p> <p>6.3 Medical and first aid</p> <p>6.4 Evacuation</p>

7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.1 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 OSH 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 OSH 2.2 OSH Workplace Policies and Procedures 2.3 Work safety procedures 2.4 Emergency procedures 2.5 Hazard control procedure 2.6 Different types of hazards 2.7 PPE and there uses 2.8 Personal hygiene practices 2.9 OSH awareness
3. Underpinning skills	3.1 Accessing OSH policies 3.2 Using 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, equipment, materials and documentation required 5.4 OSH Policies and Procedures
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 <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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GU-01-L3-V1: Apply Basic IT Skills
Unit Descriptor	<p>This unit covers the basic knowledge, skills and attitude required to apply basic IT skills.</p> <p>It specifically includes Identifying and use most commonly used IT Tools, operating computer, working with word processing software, use spread sheet to create /prepare worksheets, using presentation packages to create / prepare presentation, printing the documents and using the internet and access E-mail.</p>
Nominal Hours	20 Hours
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables Training Components.</p>
1. Identify and use most commonly used IT tools	1.1 Context of IT is interpreted 1.2 Commonly used <u>IT tools</u> are identified 1.3 Safe work practice and OSH Standards are followed
2. Operate computer	2.1 <u>Peripherals</u> are checked and connected with computer as per standard 2.2 Power cords / adapter are connected with computer and power outlets socket safely 2.3 Computer is switched on gently 2.4 PC <u>desktop / GUI settings</u> are arranged and customized as per requirement 2.5 Files and folders are created, opened, copied, renamed, deleted and sorted as per requirement 2.6 Properties of files and folders are viewed and searched 2.7 Disks are defragmented, formatted as per requirement
3. Work with word processing software	3.1 Word Processing software is selected and started 3.2 Basic typing technique is demonstrated 3.3 <u>Documents</u> are created as per requirement in personal use and office environment 3.4 <u>Contents</u> are entered 3.5 Documents are <u>formatted</u> 3.6 Paragraph and page settings are completed 3.7 Saving and retrieving technique of a document are interpreted
4. Use spread sheet to create /prepare worksheets	4.1 Spreadsheet are selected and started 4.2 Worksheets are created as per requirement in Personal use and office environment 4.3 Data are entered 4.4 <u>Functions</u> are used for calculating and editing logical operation

	4.5 Sheets are formatted as per requirement 4.6 Charts are created 4.7 Charts/ Sheets are previewed
5. Use presentation packages to create / prepare presentation	5.1 Appropriate presentation software packages are selected and started 5.2 Presentation is created as per requirement in personal use and office environment 5.3 Image, Illustrations, text, table, symbols and media are entered as per requirements 5.4 Presentations are formatted and animated 5.5 Presentations are previewed
6. Print the documents	6.1 Printer is connected with computer and power outlet properly 6.2 Power is switched on at both the power outlet and printer 6.3 Printer is installed and added 6.4 Correct printer settings are selected and document is printed
7. Use the Internet and Access E-Mail	7.1 Appropriate internet browsers are selected 7.2 Search engines are used to access information 7.3 Video / Information are Shared /downloaded / uploaded from / to web site/social media 7.4 Web based resources are used 7.5 Email services are identified and selected to create a new email address 7.6 Document is prepared, attached and sent to different types of recipients 7.7 Email is read, forwarded, replied and deleted as per requirement 7.8 Custom email folders are created and manipulated 7.9 Email message is printed
Range of Variables	
Variable	Range (may include but not limited to):
1. IT tools	1.1 Phone 1.2 Cell Phone 1.3 TABs 1.4 Radio 1.5 Television 1.6 Computers 1.7 Laptops 1.8 Notebooks 1.9 Internet 1.10 Software 1.11 Satellite

2. Peripherals	2.1. Monitor 2.2. Keyboard 2.3. Mouse 2.4. Modem 2.5. Scanner 2.6. Printer
3. Desktop / GUI settings	3.1 Icons 3.2 Taskbar 3.3 View 3.4 Resolutions
4. Documents	4.1 Word documents 4.2 Standard CV / Bio-Data with different text & fonts, image and table. 4.3 Application / Official letter with proper paragraph and indenting, spacing, styles, Illustrations, Tables, Header & Footers and symbols. 4.4 Standard report / newspaper items with column, footnote and endnote, drop cap, indexing and page numbering.
5. Contents	5.1 Illustrations and styles 5.2 Text 5.3 Table 5.4 Symbols 5.5 Header & Footer
6. Formatted	6.1 Bold 6.2 Italic 6.3 Underline 6.4 Font size, colour, 6.5 Change case 6.6 Alignment and intend
7. Functions	7.1. Mathematics 7.2. Logical 7.3. Simple Statistical
8. Browsers	8.1 Internet Explorer 8.2 Firefox 8.3 Google Chrome 8.4 Opera 8.5 Safari 8.6 Omni Web
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 created, opened, copied, renamed, deleted and sorted files and folders as per requirement. 1.2 completed application software Installations as per standard 1.3 performed simple trouble shooting with Computer 1.4 created email accounts. 1.5 used email account for online platforms purpose
2. Underpinning Knowledge	2.1 Basic competent of PC 2.2 IT and IT Tools 2.3 Different type of software and application packages 2.4 Use of word processor, spread sheet and presentation software 2.5 Different type of math and logical functions 2.6 Computer Trouble Shooting 2.7 Techniques to access internet
3. Underpinning Skills	3.1 Identifying and use IT Tools 3.2 Demonstrating typing on word processing software 3.3 Saving and retrieving documents on Word Processing software. 3.4 Demonstrated ability to create email accounts 3.5 Opening an email account and use it for different purpose. 3.6 Configured appropriate printer settings and printed the document
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 (simulated or actual) 5.2 IT Tools 5.3 Computers with word processing application 5.4 Internet connection 5.5 Presentations 5.6 Learning manuals
6. Methods of Assessment	Competency should be assessed by: 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 NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by an NSDA certified/nominated assessor</p>
--------------------------	---

Accreditation Requirements

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

Unit Code and Title	GU-05-L3-V1: Carryout Workplace Interaction
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to Carry out workplace work place interaction. It specifically includes Workplace Communication and Etiquette, Workplace Documents, workplace Meeting and Discussions, and Professional Ethics at work.
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Interpret Workplace Communication and Etiquette	1.1. Workplace code of conducts are interpreted as per organizational guidelines 1.2. Appropriate lines of communication are maintained with supervisors and colleagues 1.3. Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information 1.4. Questions about routine <u>workplace procedures and matters</u> are asked and responded as required
2. Read and Understand Workplace Documents	2.1. Workplace documents are interpreted as per standard. 2.2. Assistance is taken to aid comprehension when required from peers/supervisors 2.3. Visual information/ symbols/signage's are understood and followed 2.4. Specific and relevant information are accessed from <u>appropriate sources</u> 2.5. Appropriate medium is used to transfer information and ideas
3. Work as a team member	3.1. Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team. 3.2. Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures. 3.3. Team members support other members as required to ensure team achieves goals and requirements. 3.4. Agreed reporting lines are followed using standard operating procedures
4. Participate in workplace meetings and discussions	4.1. Team meetings are attended on time and followed meeting procedures and etiquette 4.2. Own opinions are expressed and listened to those of others without interruption 4.3. Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes

5. Practice professional ethics at work.	5.1. Responsibilities as a team member are demonstrated and kept promises and commitments made to others 5.2. Tasks are performed in accordance with workplace procedures 5.3. Confidentiality is respected and maintained 5.4. Situations and actions considered inappropriate or which present a conflict of interest are avoided
Range of Variables	
Variable	Range (may include but not limited to)
1. Courteous Manner	1.1 Effective questioning 1.2 Active listening 1.3 Speaking skills
2. Workplace Procedures and Matters	2.1 Notes 2.2 Agenda 2.3 Simple reports such as progress and incident reports 2.4 Job sheets 2.5 Operational manuals 2.6 Brochures and promotional material 2.7 Visual and graphic materials 2.8 Standards 2.9 OSH information 2.10 Signs
3. Appropriate Sources	3.1 HR Department 3.2 Managers 3.3 Supervisors
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 workplace communication and etiquette 1.2 Interpreted workplace instructions and symbols 1.3 Demonstrated workplace meetings
2. Underpinning Knowledge	Trainee will acquire knowledge of: 2.1. Workplace communication and etiquette 2.2. Workplace documents, signs and symbols 2.3. Meeting procedure and etiquette
3. Underpinning Skills	3.1. Demonstrating workplace communication and etiquette demonstrate 3.2. Demonstrating workplace instructions and symbols 3.3. Demonstrating workplace meetings

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. 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
7. Context of Assessment	7.1 Competency assessment must be done in a NSDA accredited assessment centre 7.2 Assessment should be done by an 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-01-L2-V1: Work in a Self-directed Team
Nominal Hours	15 Hours
Unit Descriptor	This unit Covered the knowledge, skills and attitude to communicate and work within a team in an interactive work environment as per the workplace standard.
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Identify team goals and processes	1.1 <u>Team goals</u> and processes are identified. 1.2 Roles and responsibilities of team members are identified 1.3 Relationships within team and with other work areas are identified
2. Communicate and cooperate with team members	2.1 Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives. 2.2 Formal and informal forms of communication are used effectively to support team achievement. 2.3 Diversity is respected and valued in team functioning. 2.4 Views and opinions of other team members are understood and reflected accurately. 2.5 <u>Workplace staff regulation</u> is used correctly to assist communication.
3. Work as a team member	3.1 Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team. 3.2 Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures. 3.3 Team members support other members as required to ensure team achieves goals and requirements. 3.4 Agreed reporting lines are followed using standard operating procedures
4. Solve problems as a team member	4.1 Current and potential problems faced by team are identified. 4.2 Procedures for avoiding and managing problems are identified. 4.3 Problems are solved effectively and in a manner that supports the team.
Range of Variables	
Variable	Range (May include but not limited to)
1. Team goals and processes	1.1 Identifying the problem 1.2 Consider solutions 1.3 Action 1.4 Follow-up.

2. Workplace staff regulation	2.1 Organization / company's code of conduct, complaint handling / grievance policies and procedures
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 Communicated and worked within a team in an interactive work environment as per workplace standard. 1.2 Dealt with a range of communication/ information at one time. 1.3 Made constructive contributions in workplace issues 1.4 Presented information clearly and effectively in written form 1.5 Asked appropriate questions 1.6 Provided accurate information
2. Underpinning knowledge	2.1 Organization requirements for written and electronic communication methods 2.2 Effective verbal communication methods
3. Underpinning skill	3.1 Organize information 3.2 Understand and convey intended meaning 3.3 Participate in a variety of workplace discussions 3.4 Comply with Organization's requirements in the use of written and electronic communication methods
4. Required attitude	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 implication	The following resources MUST be provided: 5.1 Variety of Information 5.2 Communication tools 5.3 Simulated workplace
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 NSDA accredited assessment centre 7.2 Assessment should be done by an 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 BNQF. 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-L2-V1: Recognize the RMG Business Scenario
Nominal Hours	15 Hours
Unit Descriptor	<p>This unit covers the knowledge; skills and attitude required for recognize the RMG business scenario.</p> <p>It specifically includes identifying basic business communication practices in RMG sector, recognizing history of RMG industries in Bangladesh, identifying major departments of RMG industry and listing prime export markets.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Identify basic business communication practices in RMG sector	<p>1.1 The communication requirements in the RMG sector are recognized in alignment to the role of sector</p> <p>1.2 <u>Modes of Communication</u> are explained</p> <p>1.3 Communication policies and guidelines are identified and interpreted</p>
2. Recognize history of RMG industries in Bangladesh	<p>2.1 <u>Background of RMG</u> Industries in Bangladesh is inferred with reference to the past history, present status and expected future trends</p> <p>2.2 Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact</p> <p>2.3 Present and projected future trends and technologies relevant to the sector are summarized</p>
3. Identify major departments of RMG industry	<p>3.1 Scope and nature of <u>major departments</u> of the RMG sector are identified</p> <p>3.2 Role and responsibilities of individuals are identified in relation to the department and organization as a whole</p> <p>3.3 The <u>machines</u> used in different departments are identified</p>
4. List prime export markets	<p>4.1 The types of <u>prime export markets</u> are categorized on the basis of their current and future potential</p> <p>4.2 Export marketing process is interpreted</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Modes of communication	<p>1.1 E-mail</p> <p>1.2 Social Media</p> <p>1.3 Telephonic Conversation</p> <p>1.4 Fax</p> <p>1.5 Meetings</p>

	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 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 (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 Fire extinguisher 5.5 Uninterrupted power supply
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 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	SU-RMGT-02-L3-V1: Perform Measurement and Calculations
Unit Descriptor	This unit covers the knowledge, skills and attitudes required for performing measurement and calculations. It specially includes Identify & check measuring instruments, carry out measurements, interpret simple calculations, and maintain measuring instruments.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify and check measuring instruments	1.1 Work instructions are confirmed and applied 1.2 Materials to be measured are identified and classified 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 job requirements
2. Carry out measurements	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. Interpret 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
4. Maintain measuring instruments	4.1 Cleaning equipment and materials are collected 4.2 Measuring devices are cleaned, maintained and stored
Range of Variables	
Variables	Range (may include but not limited to):
1. Measuring device	5.1. Measuring Tape 5.2. Steel rule 5.3. Calculator

	5.4. 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, 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 selected measuring devices based on materials to be measured 1.2 identified systems of measurements 1.3 obtained measurements as per job requirements 1.4 carried out calculations for quantities of materials 1.5 confirmed and recorded measurements as per standard 1.6 maintained measuring devices
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Information on measuring devices 2.2 Units of Measurement 2.3 Units of Conversion 2.4 Selection technique of appropriate measuring devices 2.5 Measurement and calculation technique for apparel merchandising 2.6 Techniques of recording measurements 2.7 Way to allowance and Tolerance

	2.8 Presentation of data and information 2.9 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 Interpret calculations for quantities of materials 3.6 Conforming and recording measurements as per standard 3.7 Maintaining measuring devices
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 Work instructions 5.2 Relevant Documents 5.3 Measuring instruments & other tools, equipment and physical facilities appropriate to perform activities. 5.4 Materials to be measured
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 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	SU-RMGT-03-L3-V1: Interpret Sketch and Specifications in Manuals for RMG Sector
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required for interpret sketches and specifications in manuals. It specially includes identifying information from manual, interpreting sketch and specification.
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 terms and abbreviations are identified 2.3 Signs and symbols 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
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 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 (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 OSH, and other policies and guidelines 5.5 Relevant specifications and work instructions 5.6 Fire extinguisher 5.7 Uninterrupted power supply
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 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 BNQF. 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-RMG-PPSCM-01-L4-V1: Interpret Textile and Garment Manufacturing Process
Nominal Hours	25 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to Interpret Textile and Garment Manufacturing Process. It specifically includes Identifying types of fiber, yarn & fabric, Interpreting the process of textile manufacturing & garments type & manufacturing process.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify types of fiber, yarn & fabric	1.1 <u>Types of Fiber, yarn & fabric</u> are identified. 1.2 Types of fiber, yarn & fabric is listed for garment construction.
2. Interpret the process of textile manufacturing	2.1 <u>Textile manufacturing processes</u> are interpreted. 2.2 Manufacturing process are listed.
3. Interpret garments type & manufacturing process	3.1 <u>Types of garments</u> are identified as per garment construction. 3.2 <u>Garments parts</u> are identified as per sample. 3.3 Methods of <u>manufacturing garments</u> are interpreted. 3.4 Manufacturing operation breakdown is listed as per styling.
Range of Variables	
Variables	Range (may include but not limited to):
1. Types of fibre, yarn & fabric	FIBER 1.1. Natural 1.2. Man-made YARN 1.3. Carded yarn 1.4. Combed yarn FABRIC 1.5. Woven 1.6. Knit 1.7. Non-woven
2. Textile manufacturing process	2.1 Yarn Manufacturing 2.2 Fabric Manufacturing 2.3 Dyeing, printing and finishing

3. Types of garments	2.4 Woven garments 2.5 Cut & sew Knit garments 2.6 Fully fashioned knit garments 2.7 Non- woven garments
4. Garments Parts	4.1 Front part 4.2 Back part 4.3 Assembling part
5. Manufacturing Garments	5.1 Measurement Chart 5.2 Sketch/Pattern 5.3 Sample 5.4 Cutting 5.5 Print and Embroidery 5.6 Sewing 5.7 Washing 5.8 Finishing 5.9 Packing
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: 3.1 Identified types of fiber, yarn & fabric 3.2 Identified types of garments 3.3 Comprehended garments manufacturing process 3.4 Listed process breakdown of Garments
2. Underpinning knowledge	2.1 Types of fiber, yarn & fabric 2.2 Textile manufacturing processes 2.3 Types of garments 2.4 Garments parts 2.5 Methods of manufacturing garments
3. Underpinning skills	3.1 Listing types of fiber, yarn & fabric 3.2 Listing textile manufacturing processes 3.3 Interpreting methods of manufacturing garments. 3.4 Listing manufacturing operation breakdown
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 Workplace (simulated or actual) 5.2 Personal computer/laptop 5.3 Calculator 5.4 Instruction sheet/manual
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 Assessment 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMG-PPSCM-02-L4-V1: Recognize Raw Materials and Machinery for Garments Manufacturing
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to recognize raw materials & machinery for garments manufacturing. It specifically includes identifying of trims & accessories for garments and basic machinery for garments manufacturing.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify the trims & accessories for garments	1.1 <u>Trims and accessories</u> are interpreted. 1.2 Trims and accessories are identified. 1.3 Trims and accessories are listed.
2. Identify the basic machinery	2.1 Types of <u>basic machinery</u> are identified as per specification. 2.2 Types of stitch and seam are identified as per job requirement. 2.3 Sewing machine is listed as per styling.
Range of Variables	
Variables	Range (may include but not limited to):
1 Trims and accessories	Trims 1.1 Sewing trims 1.2 Finishing trims Accessories 1.3 Informative accessories 1.4 Decorative accessories 1.5 Paper made accessories 1.3 Plastic made accessories
2 Basic machinery	2.1 Single needle machine 2.2 Double needle machine 2.3 Over lock machine 2.4 Feed of the arm machine 2.5 Kansai multi needle machine 2.6 Flat lock machine 2.7 Bar tuck machine

	2.8 Button stitch machine 2.9 Button hole sewing machine 2.10 Eye hole/ key hole machine 2.11 Snap attach machine
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. recognized different types of trims and accessories 1.2. listed different types of trims and accessories 1.3. identified types of basic machinery 1.4. listed sewing machine as per styling
2 Underpinning knowledge	2.1 Types of trims and accessories 2.2 Types of basic machinery 2.3 Types of stitch and seam 2.4 Functions of machines
3 Underpinning skills	3.1 Identifying different types of trims and accessories 3.2 Listing different types of trims and accessories 3.3 Identifying types of basic machinery 3.4 Listing sewing machine as per styling
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 Workplace (simulated or actual) 5.2 Personal computer/laptop 5.3 Instruction sheet/manual 5.4 Sewing machine
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 Assessment 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.		

Unit Code and Title	OU-RMG-PPSCM-03-L4-V1: Interpret Production Planning and Supply Chain Management
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to interpret production planning & supply chain management. It specifically includes the tasks of Interpreting production, production planning & supply chain management, structure, role & responsibilities of PPC & SCM department and listing the major functions of PPC & SCM departments.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Interpret production, production planning & supply chain management	1.1. <u>Production, production planning and supply chain terminology</u> are Comprehended. 1.2. Relation between production planning & Supply chain is Interpreted. 1.3. <u>Supply chain requirements</u> are identified as per job requirement.
2 Interpret the structure, role & responsibilities of PPC & SCM department	2.1 Structure of <u>PPC Department</u> is outlined 2.2 The responsibilities of PPC department are identified as per company's policy. 2.3 Structure of <u>SCM Department</u> is outlined. 2.4 The responsibilities of SCM department are identified as per company policy.
3 List the major functions of PPC & SCM department	3.1 The major functions of PPC department are identified. 3.2 The major functions of supply chain management are identified. 3.3 Cross functional relation among other departments are identified. 3.4 major functions of PPC & SCM department are listed.
Range of Variables	
Variables	Range (may include but not limited to):
1 Production, Production Planning and supply chain terminology	1.1. Documentation 1.2. Input 1.3. Processing 1.4. Output 1.5. Style analysis 1.6. Operation breakdown

	1.7. Data Management 1.8. Capacity and target 1.9. Schedule 1.10. Sourcing 1.11. Logistic Management 1.12. Store Management 1.13. Procurement 1.14. Distribution 1.15. Letter of Credit (L/C) 1.16. Incoterms 1.17. Harmonized System (HS) Code 1.18. Material requirement planning (MRP) 1.19. Enterprise resource planning (ERP) software
2 Supply chain requirements	2.1 Sourcing management 2.2 Raw material sourcing 2.3 Required approvals 2.4 Preparation for production 2.5 Transportation 2.6 Customer management
3 PPC department	3.1. Taking orders from marketing division 3.2. Analyzing the orders 3.3. Time and Action (TNA) Plan 3.4. Planning for Fabric 3.5. Planning for Trims and Accessories 3.6. Planning for sample to packing 3.7. Shipment planning
4 SCM Department	4.1 Raw supply chain 4.2 Demand-supply management 4.3 Internal & External supply chain
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 production, production planning and supply chain terminology. 1.2 identified supply chain requirements.

	1.3 listed PPC department. 1.4 listed SCM department. 1.5 listed major functions of PPC and SCM department.
2. Underpinning knowledge	2.1 Production planning and supply chain management terminology. 2.2 Structure of PPC department. 2.3 Responsibilities of SCM department. 2.4 Major functions of PPC department. 2.5 Major functions of supply chain management.
3. Underpinning skills	3.1 Interpreting production, production planning and supply chain terminology. 3.2 Identifying supply chain requirements. 3.3 Listing PPC department. 3.4 Listing SCM department. 3.5 Listing major functions of PPC and SCM department.
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 Learning materials 5.2 Laptop/computer 5.3 Calculator 5.4 Pen 5.5 Paper
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 Assessment 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-RMG-PPSCM-04-L4-V1: Analyze Garments Operation, Data Management and Planning Methods
Nominal Hours	45 hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to analyze garments operation, data management & planning methods.</p> <p>It specifically includes the tasks of preparing operation bulletin for garments, illustrating work study techniques, calculating production capacity & target and interpreting aggregate planning & master scheduling for garments.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Prepare operation bulletin for garments	<p>1.1. <u>Garments operation breakdown</u> is interpreted as per styling.</p> <p>1.2 <u>Garments operation bulletin</u> is prepared as per approved sample.</p>
2. Illustrate work study techniques	<p>2.1 <u>Method study procedures</u> are outlined as per job requirement.</p> <p>2.2 <u>Work measurement techniques</u> are Illustrated.</p>
3 Calculate production capacity & target	<p>3.1 Formula for <u>Production target calculation</u> is interpreted.</p> <p>3.2 <u>Production capacity</u> is computed as per job requirement.</p>
4 Interpret aggregate planning & Master production scheduling	<p>4.1 Aggregate planning is interpreted.</p> <p>4.2 <u>Master scheduling process</u> is interpreted.</p> <p>4.3 <u>Functions of master production scheduling</u> are identified.</p> <p>4.4 Production schedule is followed as per instruction.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Garments operation breakdown	<p>1.1 Style of the garment</p> <p>1.2 Front part</p> <p>1.3 Back part</p> <p>1.4 Assembling part</p> <p>1.5 Make section</p>
2. Garments operation bulletin	<p>2.1. Operation breakdown</p> <p>2.2. Machinery</p>

	2.3. Standard minute value 2.4. Manpower requirements 2.5. Work aids 2.6. Targeted efficiency
3 Method study procedures	3.1 Select 3.2 Record 3.3 Examine 3.4 Develop 3.5 Define 3.6 Install 3.7 Maintain
4 Work measurement techniques	4.1 Time study 4.2 Activity sampling 4.3 Synthesis from standard data 4.4 Estimating
5 Production target calculation	5.1 Production Capacity 5.2 Efficiency calculation 5.3 Non-Productive time/ loss time 5.4 Absenteeism
6 Production capacity	6.1 Working hour 6.2 Standard Minute Value (SMV)/ Standard Allocated Minute (SAM) 6.3 Total SMV earners 6.4 Working days
7 Master scheduling process	Inputs 7.1 Beginning inventory 7.2 Forecast 7.3 Customer orders 7.4 Aggregate planning Outputs 7.5 Projected inventory 7.6 Master production scheduling 7.7 Uncommitted inventory
8 Functions of master scheduling	8.1 Translating aggregate plans 8.2 Evaluating alternative master schedule 8.3 Generating material and capacity requirements 8.4 Facilitating information processing

	8.5 Maintaining priorities
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: <ul style="list-style-type: none"> 1.1. prepared garments operation bulletin 1.2. identified method study procedures 1.3. illustrated work measurement techniques 1.4. calculated production capacity as per formula 1.5. interpreted aggregate planning. 1.6. followed master production scheduling.
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Garment operation breakdown 2.2 Garments operation bulletin 2.3 Method study procedure 2.4 Work measurement techniques 2.5 Production capacity calculation formula 2.6 Production capacity 2.7 Aggregate planning 2.8 Production scheduling process 2.9 Functions of master production scheduling
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Preparing garments operation bulletin 3.2 Identifying method study procedures 3.3 Illustrating work measurement techniques 3.4 Calculating production capacity as per formula 3.5 Interpreting aggregate planning. 3.6 Following master production scheduling.
4. Underpinning attitudes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 5.1 workplace (simulated or actual) 5.2 Personal computer/laptop 3.7 Instruction sheet/manual 3.8 Calculator

6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p> <p>6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA Accredited Assessment center</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-RMG-PPSCM-05-L4-V1: Illustrate Processes of Supply Chain in Garments Industry
Nominal Hours	50 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to illustrate process of supply chain in garments industry. It specifically includes interpreting supply chain process, type of supply chain, applying the product selection & procurement method in garments industry.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Interpret the supply chain process	1.1. <u>Supply chain management processes</u> are identified. 1.2. The supply chain management processes is interpreted.
2. Interpret the type of supply chain	2.1 <u>Types of supply chain</u> are Interpreted. 2.2 <u>Functions of supply chains</u> are stated.
3. Apply the product selection & procurement methods	3.1 Product selection and procurement methods are identified. 3.2 Procurement methods are applied as per company regulations.
Range of Variables	
Variable	Range (may include but not limited to):
1 Supply chain management processes	1.1. Planning 1.2. Inventory Management 1.3. Procurement 1.4. Manufacturing 1.5. Distribution 1.6. Logistics
2 Types of supply chain	2.1 Internal supply chain 2.2 External supply chain
3 Functions of supply chains	3.1 Customer relationship management 3.2 Customer service management 3.3 Demand management 3.4 Order fulfillment 3.5 Manufacturing management 3.6 Supplier relationship management 3.7 Product development and commercialization

	3.8 Returns management
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: <ul style="list-style-type: none"> 1.1 interpreted supply chain management process. 1.2 stated functions of different types supply chain. 1.3 applied production selection method. 1.4 applied procurement method as per company regulations.
2 Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Process of supply chain management 2.2 Types of supply chain 2.3 Functions of supply chain 2.4 Supply markets 2.5 Product selection 2.6 Procurement methods
3 Underpinning skills	<ul style="list-style-type: none"> 3.1 Interpreting supply chain management process. 3.2 Stating functions of different types supply chain. 3.3 Applying production selection method. 3.4 Applying procurement method as per company regulations.
4 Underpinning attitudes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Material lists 5.3 Laptop/computer 5.4 Instruction sheet/manual
6 Methods of assessment	Methods of assessment may include but not limited to: <ul style="list-style-type: none"> 6.1 Written Teat 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7 Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA Accredited Assessment 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 BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-RMG-PPSCM-06-L4-V1: Analyze Supply Market and Uncertainty
Nominal Hours	50 hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude required to analyze supply market and uncertainty.</p> <p>It specifically includes Performing supply market analysis, Applying solutions for supply chain uncertainty & forecasting tools & techniques.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1 Perform supply market analysis	<p>1.1 Supply market is interpreted.</p> <p>1.2 <u>Supplier priorities</u> are set as per procurement policies.</p> <p>1.3 Supplier evaluation is performed as per company policy.</p>
2 Apply solutions for supply chain uncertainty	<p>2.1 Supply chain uncertainty is interpreted.</p> <p>2.2 Possible <u>causes of supply chain uncertainty</u> are identified.</p> <p>2.3 <u>Solutions to supply chain uncertainty</u> are applied.</p>
3 Apply forecasting tools & techniques	<p>3.1 <u>Forecasting tools & techniques</u> are identified.</p> <p>3.2 Forecasting tools & techniques are listed.</p> <p>3.3 Forecasting tools are applied as per planning method.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Supplier priorities	<p>1.1 Supplier positioning model</p> <p>1.2 Procurement policy</p>
2. Causes of supply chain uncertainty	<p>2.1 Lack of information in supply chain environment</p> <p>2.2 Lack of information on capacities</p> <p>2.3 Unable to accurately predict supply chain behavior</p> <p>2.4 Lack of effective control actions</p> <p>2.5 Lack of proper Communication in supply chain</p>
3. Solutions to supply chain uncertainty	<p>3.1 Managing/controlling the supply</p> <p>3.2 Managing inventory</p> <p>3.3 Managing the demand</p> <p>3.4 Information centralization</p> <p>3.5 Specialization</p> <p>3.6 Postponement strategy</p>

	3.7 Demand forecasting
4. Forecasting tools & techniques	4.1 Qualitative techniques 4.2 Quantitative techniques
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. set Supplier priorities. 1.2. performed supplier evaluation. 1.3. applied solutions to supply chain uncertainty. 1.4. listed forecasting tools and techniques. 1.5. applied forecasting tools as per planning method
2 Underpinning knowledge	2.1 Supply market analysis 2.2 Supplier priorities 2.3 Causes of supply chain uncertainty 2.4 Forecasting tools & techniques
3 Underpinning skills	3.1 Performing supplier evaluation. 3.2 Applying solutions to supply chain uncertainty. 3.3 Listing forecasting tools and techniques. 3.4 Applying forecasting tools as per planning method
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 Workplace (simulated or actual) 5.2 Personal computer/laptop 5.3 Instruction sheet/manual
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

<p>7 Context of assessment</p>	<p>7.1 Competency assessment must be done in NSDA Accredited Assessment center</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor.</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	OU-RMG-PPSCM-07-L4-V1: Interpret Inventory Control Management
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required to interpret inventory control management. It specifically includes interpreting the system of inventory control and applying lean tools on inventory management.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Interpret the system of inventory control	1.1. <u>Inventory control systems</u> are interpreted. 1.2. <u>Types of inventory</u> planning are identified. 1.3. Types of inventory planning is listed.
2 Apply lean tools on inventory management	2.1 <u>Lean tools</u> are identified. 2.2 Lean tools are selected. 2.3 Selected lean tools are applied to manage inventory.
Range of Variables	
Variable	Range (may include but not limited to):
1 Inventory control system	1.1. Economic Order Quantity (EOQ) 1.2. Safety stock 1.3. Reordering policy 1.4. Last in first out (LIFO), First in first out (FIFO)
2. Types of inventory	2.1 Yarn 2.2 Fabrics 2.3 Trims and accessories 2.4 Finished goods 2.5 Work-in-process (WIP) 2.6 Machinery 2.7 Tools and equipment
3 lean tools	3.1 Cause & effect diagram 3.2 Plan, Do, Check, Act (PDCA) cycle 3.3 5S and visual management 3.4 KANBAN 3.5 Push pull system
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	

1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 listed types of inventory planning.</p> <p>1.2 selected lean tools.</p> <p>1.3 applied lean tools as per guideline</p> <p>1.4 interpreted inventory management</p>
2. Underpinning knowledge	<p>2.1 Inventory control system</p> <p>2.2 Types of inventory planning</p> <p>2.3 lean tools</p>
3. Underpinning skills	<p>3.5 Listing types of inventory planning.</p> <p>3.6 Selecting lean tools.</p> <p>3.7 Applying lean tools as per guideline</p> <p>3.8 Interpreting inventory management</p>
4. Underpinning attitudes	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Environmental concerns</p> <p>4.3 Eagerness to learn</p> <p>4.4 Tidiness and timeliness</p> <p>4.5 Respect for rights of peers and seniors in workplace</p> <p>4.6 Communication with peers and seniors in workplace</p>
5. Resource implications	<p>5.1.Workplace (simulated or actual)</p> <p>5.2.Personal computer/laptop</p> <p>5.3.Calculator</p> <p>5.4.Instruction sheet/manual</p>
6. Methods of assessment	<p>Methods of assessment may include but not limited to:</p> <p>6.1 Written Test</p> <p>6.2 Demonstration</p> <p>6.3 Oral questioning</p> <p>6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA Accredited Assessment center</p> <p>7.2 Assessment should be done by NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by National Skills Development Authority (NSDA), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Experts involved

**Industry experts who provided their valuable inputs to construct this competency standard
(August – September 2017)**

Name	Organization	Designation
Md. Shafiqul Islam	ISML (Viyellatex Group)	In charge, Planning
Mahbubur Rahman	Doreen Apparels Ltd.	Manager, IE & Planning
Tanvir Al Islam	Ehsan- Moonlight Garments Ltd.	Manager, IE & Planning
Ruhul Amin	Bd. Apparel	In charge, Planning & Sourcing
Zakaria Lelin	Institute of Science Trade & Technology (ISTT)	Faculty Member
Md. Amir Hossain	BC SD03 Project	Assistant Consultant – RMG sector
Rashmi Mehra	BC SD03 Project	International Consultant for Development of CBLM
Syed Azharul Haque	BC SD03 Project	National Subject Matter Consultant- RMG Sector

Working Group

**First working group formation and competency standard development workshop participants
5th November 2017**

Name	Organization	Designation
Engr. Rupali Biswas	BKMEA	Chief Coordinator, Cell: 01558729627
Engr. Ahmmed Taukir Istiaque	BKMEA	Trainer (PIC), Cell: 01674806786
Md. Majharul Hasan	Masco Industries Ltd.	Assistant Manager (Planning), Masco Industries Ltd. Cell: 01721796964
Rumana Afroj Mukti	Innovation for Poverty Action	Manager Training, Cell: 01558605466
Dipankar Saha	ERP- DMS Tech	Implementation Consultant, Cell: 01723230077
Md. Amir Hossain	BC SD03 Project	Assistant Consultant – RMG sector Cell: +8801631670445.
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Ananda Falia	BTEB	Assistant Controller
Rashmi Mehra	BC SD03 Project	International Consultant for Development of CBLM
Syed Azharul Haque	BC SD03 Project	National Subject Matter Consultant- RMG Sector

Validation workshop

First competency standard validation workshop participants (7 November, 2017).

Name	Organization	Designation/ Contact
Engr. Rupali Biswas	BKMEA	Chief Coordinator, Cell: 01558729627
Engr. Ahmmmed Taukir Istiaque	BKMEA	Trainer (PIC), Cell: 01674806786
Md. Nazmul Hosen	Anowara knit composite Ltd.	Manager IE & planning, Cell: +8801722852565
Gopi Ranjan Talukdar	Asrotex	DGM Planning, +8801712827048
Md. Amir Hossain	BC SD03 Project	Assistant Consultant – RMG sector, Cell: +8801631670445.
Engr. Abdur Razzaque	SEIP	Specialist – 1 Competency Standard
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Ananda Falia	BTEB	Assistant Controller
Rashmi Mehra	BC SD03 Project	International Consultant for Development of CBLM
Syed Azharul Haque	BC SD03 Project	National Subject Matter Consultant- RMG Sector

RTISC Competency standard review workshop participants (27 July, 2020)

SL	Name	Organization	Designation
1	Mohammed Abdulla Dewan	Micro Fiber Group	General Manager
2	Mr. Shafiqul Islam	Mohammadi Group	Head of IE & Planning
3	Shahin Akter	PVH far east Ltd	Merchandising Account Head
4	Md. Hussain Shahid Ansary	BKMEA-SEIP	Senior Trainer (Productivity Improvement Cell)
5	MD. Faruk Hossain	Triton Textile Limidet Bangladesh Office	Manager -IE & Productivity
6	Ahmmed Taukir Isitiaque	Tasniah Fabrics Limited (Masco Group)	Head of IE & Planning
7	Mr. Syed Azharul Haque	Skills Zone, Mirpur	CEO
8	Mr. Md. Amir Hossain	DPDS Consulting support	Consultant
9	Dr. Md. Sanwar Jahan Bhuiyan	SEIP	DEPD
10	Mohammad Fiznur Rahman	SEIP	AEPD
11	Md. Ahasan Habib	SEIP	TVET Specialist
12	Mohiuzzaman	SEIP	Course Specialist
13	Engr. Abdur Razzaque	SEIP	Specialist- Competency Standard
14	Mohammad Rezaul Karim	NSDA	Member (Skills Standard & Certification)
15	Md. Quamruzzaman	NSDA	Director (Skills Standard))
16	Wg Cdr Zaglul Hayder (retd)	RTISC	CEO
17	Md. Sharif Nowaz	RTISC	Executive (Curriculum development & Training)
18	Md. Moniruzzaman	RTISC	Executive (Assessment & Certification)

Members Standard & Curriculum Validation Committee

SL	Name	Organization	Designation
1	Mohammed Abdulla Dewan	Micro Fiber Group	General Manager
2	Md. Hussain Shahid Ansary	BKMEA-SEIP	Senior Trainer (Productivity Improvement Cell)
3	Md. Abdul Sattar	Karuni knit composite Ltd.	Senior Manager (Planning)
4	Mr. Jahangir Alom	Ridisha Knitex Ltd.	Senior Manager (Planning and IE)
5	Mr. Syed Azharul Haque	Skills Zone, Mirpur	CEO
6	Mr. Hasan Mohammad Sahrirar	Urmi Group	Senior Manager (Planning)
7	Md. Sadikur Rahman	GMS composite Knitting Industry Ltd.	Senior Manager (Supply Chain)
8	Mr. Md. Amir Hossain	DPDS Consulting support	Consultant
9	Md. Quamruzzaman	NSDA	Director (Skills Standard)
10	B.M Shoriful Islam	NSDA	Deputy Director (Skills Standard)
11	Engr. Abdur Razzaque	SEIP	Specialist- Competency Standard