



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD FOR COMPUTERISED SWEATER MACHINE OPERATION *(RMG SECTOR)*

Finance Division, Ministry of Finance
Government of the People's Republic of Bangladesh

Table of Contents

Copyright	3
List of Abbreviations	4
Introduction	5
Overview	6
Approval Sheet	7
Course Structure	11
Competency Chart	12
Units and Elements Table	15
The Generic Units	18
Use basic mathematical concepts	18
Carry out workplace interaction	21
Operate in a team environment	24
Apply basic IT skills	27
The Sector-specific Units	30
Understand the RMG business	30
Apply occupational health and safety (OHS) practice in the workplace	34
Carry out calculations and measurements	37
Read and interpret sketches and drawings	40
The Occupation-specific Units	42
Understand fundamentals of sweater manufacture	42
Identify yarn and machine parts	47
Identify and interpret functions of control system	50
Operate computerised sweater machine	53
Perform quality checking and machine maintenance	56

Copyright

The Competency Standard for Computerised Sweater Machine Operation 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 for individuals who graduated through the established standard via competency-based assessment to be suitably qualified for a relevant job.

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List of Abbreviations

General	
BMET	Bureau of Manpower Employment and Training
B-SEP	Bangladesh Skills for Employment and Productivity
BTEB	Bangladesh Technical Education Board
DTE	Directorate of Technical Education
ILO	International Labor Organization
ISC	Industry Skills Council
NPVC	National Pre-Vocation Certificate
NTVQF	National Technical and Vocational Qualifications Framework
PPP	Public Private Partnership
SCDC	Standards and Curriculum Development Committee
SEIP	Skills for Employment Investment Program
TVET	Technical Vocational Education and Training
UoC	Unit of Competency
Occupation Specific	
SMW	Standard Minute Value (SMV)
OHS	Occupational health and safety
PPE	Personal protective equipment
SOP	Standard operating procedure

Introduction

The Skills for Employment Investment Program (SEIP) Project of the Finance Division of the Ministry of Finance has embarked on a project which aims to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalizing a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support.

Among the many components of the project, one is to promote a Market Responsive Inclusive Skills Training Delivery programme. Key priority economic growth sectors identified by the government have been targeted by the project to improve current job skills along with up-skilling of the 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 programmes. Priority sectors were identified to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

This document 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.

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 standard 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 national and international subject-matter experts, SEIP, BTEB, ISC, and industry experts to identify the competencies required of an occupation in a particular sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. Competency standards acknowledge that people can achieve technical and vocational competency in many ways by emphasising 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

Approval Sheet

Identification and validation of units of competency and elements for this occupation were made by experts within this sector. A series of meetings were held to accurately capture industry and employer needs and expectations, and develop the competency framework that would help to enhance the employability of the youth trained. This process started on 15 March 2018 and concluded with a validation workshop with working group on 8 July 2018.

Experts Involved

Industry and subject-matter experts who provided their valuable inputs to develop this competency standard [March - July 2018]:

Name	Organisation	Designation
Kartick Datta	We Create Trend	Executive Director
Shafiqul alam	Mohammadi Group	Senior Executive IE
Md. Mizanur Rahman	Shanto Marium University of Creative Technology	Assistant Professor
Md. Zobayer Alam	Institute of Science Trade & Technology (ISTT)	Head of Department
Muhibullah	SEIP-BGMEA	Coordinator
David King	British Council - SD03	Team Leader
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Md. Amir Hossain	Dhaka Ahsania Mission (DAM)	Assistant Consultant - RMG Sector

Development Workshop

Working group formation and competency standard development workshop participants [held on 22 April 2018]:

Name	Organisation	Designation
Ashikur Rahman Tuhin	ISC & BGMEA	Director
Mohammad Zuglul Hayder	SEIP-BGMEA	Chief Coordinator
Muhibullah	SEIP-BGMEA	Coordinator
Md. Mizanur Rahman	Shanto Marium University of Creative Technology	Assistant Professor
Kartick Datta	We Create Trend	Executive Director
Shafiqul alam	Mohammadi Group	Senior Manager

Name	Organisation	Designation
Engr. Abdur Razzaque	SEIP	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Ananda Falia	BTEB	Assistant Controller
David King	British Council - SD03	Team Leader
Dr. Wazed Ali	British Council - SD03	Deputy Team Leader
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Md. Amir Hossain	Dhaka Ahsania Mission (DAM)	Assistant Consultant - RMG Sector

Validation Workshop

Competency standard validation workshop participants [held on 8 July 2018]:

Name	Organisation	Designation
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Mohammad Zuglul Hayder	SEIP-BGMEA	Chief Coordinator
Mr. Muhibullah	SEIP-BGMEA	Coordinator
Md. Motahar Ali	Aman Knittings Limited	Program Manager
Sokindro Nath Roy (Topu)	Sample Home Fashion Comfort BD Limited	CEO
Shafiqul alam	Mohammadi Group	Senior Manager
Engr. Abdur Razzaque	SEIP	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Ananda Falia	BTEB	Assistant Controller
David King	British Council - SD03	Team Leader
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector

Name	Organisation	Designation
Md. Amir Hossain	Dhaka Ahsania Mission (DAM)	Assistant Consultant - RMG Sector

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

Committee Workshop

The National competency standards for National Skills Certificate in Computerised Sweater Machine Operation, and NTVQF Level [INSERT LEVEL] qualification is a document developed by the Skill for Employment Investment Programme (SEIP), Finance Division, and Ministry of Finance. This standard has been developed by an industry expert group under guidance of SEIP. The standard was approved by the SCDC [BTEB to insert date] at NTVQF Cell, BTEB.

Respectable members of the SCDC:

Computerised Sweater Machine Operation - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies				
1	SEIP-RMG-CSM-01-G	Use basic mathematical concepts		8
2	SEIP-RMG-CSM-02-G	Carry out workplace interaction		8
3	SEIP-RMG-CSM-03-G	Operate in a team environment		8
4	SEIP-RMG-CSM-04-G	Acquire basic IT skills		16
Sub-Total				40
Sector-specific Competencies				
1	SEIP-RMG-CSM-01-S	Understand the RMG business		12
2	SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace		8
3	SEIP-RMG-CSM-03-S	Carry out calculations and measurements		20
4	SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings		20
Sub-Total				60
Occupation-specific Competencies				
1	SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture		20
2	SEIP-RMG-CSM-02-O	Identify yarn and machine parts		40
3	SEIP-RMG-CSM-03-O	Identify and interpret functions of control system		60
4	SEIP-RMG-CSM-04-O	Operate computer sweater machine		120
6	SEIP-RMG-CSM-05-O	Perform quality checking and basic machine maintenance		20
Sub-Total				260
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
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Generic Specific (Basic) Competencies

Use basic mathematical concepts SEIP-RMG-CSM-01-G	Identify calculation requirements in the workplace	Select appropriate mathematical methods/concepts for the calculation	Use tools and instruments to perform calculations
Carry out workplace interaction SEIP-RMG-CSM-02-G	Interpret workplace communication and etiquette	Read and understand workplace documents	Participate in workplace meetings and discussions
	Practice professional ethics at work		
Operate in a team environment SEIP-RMG-CSM-03-G	Identify team goals and work processes	Identify own role and responsibilities with in team	Communicate and cooperate with team members
	Practice problem solving within the team		
Apply basic IT skills SEIP-RMG-CSM-04-G	Identify and use most commonly used IT tools	Understand use of computer	Work with word processing application
	Work with spreadsheets	Access email and search the internet	

Sector-specific (Common) Competencies

Understand the RMG business SEIP-RMG-CSM-01-S	Identify basic business communication practices	Examine the history of RMG Sector	Identify main departments within RMG Sector
	Identify prime export markets		
Apply occupational health and safety (OHS) practice in the workplace SEIP-RMG-CSM-02-S	Identify OHS policies and procedures	Interpret personal health and safety practices	Report hazards and risks
	Respond to emergencies		
Carry out calculations and measurements SEIP-RMG-CSM-03-S	Plan and prepare	Obtain measurements	Perform calculations
Read and interpret sketches and drawings SEIP-RMG-CSM-04-S	Interpret information and specifications	Read and interpret sketches and drawings	

Occupation-specific (Core) Competencies

Understand fundamentals of sweater manufacture SEIP-RMG-CSM-01-O	Identify history, types and styles of sweater	Identify roles and responsibilities	Identify manufacturing process of sweater
Identify yarn and machine parts SEIP-RMG-CSM-02-O	Identify types of yarn	Identify main parts of machine	Interpret technical specifications
Identify and interpret functions of control system SEIP-RMG-CSM-03-O	Identify and describe functions of control system	Interpret technical specifications	Interpret production efficiency and reporting
Operate computerised sweater machine SEIP-RMG-CSM-04-O	Set-up machine for knitting	Carry out machine operation	
Perform quality checking and machine maintenance SEIP-RMG-CSM-05-O	Check quality issues on knitted parts	Maintain machine and workplace	

Units and Elements Table

Generic - Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-CSM-01-G	Use basic mathematical concepts	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace. 2. Select appropriate mathematical methods/concepts for the calculation. 3. Use tools and instruments to perform calculations. 	8
SEIP-RMG-CSM-02-G	Carry out workplace interaction	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Read and understand workplace documents. 3. Participate in workplace meetings and discussions. 4. Practice professional ethics at work. 	8
SEIP-RMG-CSM-03-G	Operate in a team environment	<ol style="list-style-type: none"> 1. Identify team goals and work processes. 2. Identify own role and responsibilities within team. 3. Communicate and co-operate with team members. 4. Practice problem solving within the team. 	8
SEIP-RMG-CSM-04-G	Apply basic IT skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools. 2. Understand use of computer. 3. Work with word processing application. 4. Work with spreadsheets. 5. Access email and search the internet. 	16
Total Hours			40

Sector-specific – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-CSM-01-S	Understand the RMG business	<ol style="list-style-type: none"> 1. Identify basic business communication practices. 2. Examine the history of RMG Sector. 3. Identify major departments of RMG Sector. 4. Identify prime export markets. 	12
SEIP-RMG-CSM-02-S	Apply occupational health and safety (OHS) practice in the workplace	<ol style="list-style-type: none"> 1. Identify OHS policies and procedures. 2. Interpret personal health and safety practices. 3. Report hazards and risks. 4. Respond to emergencies. 	8
SEIP-RMG-CSM-03-S	Carry out measurements and calculations	<ol style="list-style-type: none"> 1. Plan and prepare. 2. Obtain measurements. 3. Perform calculations. 	20
SEIP-RMG-CSM-04-S	Read and interpret sketches and drawings	<ol style="list-style-type: none"> 1. Interpret information and specifications. 2. Read and interpret sketches and drawings. 	20
Total Hours			60

Occupation-specific - Compulsory (5 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-CSM-01-O	Understand fundamentals of sweater manufacture	<ol style="list-style-type: none"> 1. Identify history, types and styles of sweater. 2. Identify role and responsibilities. 3. Identify manufacturing process of sweater. 	20
SEIP-RMG-CSM-02-O	Identify yarn and machine parts	<ol style="list-style-type: none"> 1. Identify types of yarn. 2. Identify main parts of machine. 3. Interpret technical specifications. 	40
SEIP-RMG-CSM-03-O	Identify and interpret functions of control system	<ol style="list-style-type: none"> 1. Identify and describe functions of control system. 2. Interpret technical specifications. 3. Interpret production efficiency and reporting. 	60
SEIP-RMG-CSM-04-O	Operate computerised sweater machine	<ol style="list-style-type: none"> 1. Set-up machine for knitting. 2. Carry out machine operation. 	120
SEIP-RMG-CSM-05-O	Perform quality checking and machine maintenance	<ol style="list-style-type: none"> 1. Check quality issues on knitted parts. 2. Maintain machine and workplace. 	20
Total Hours			260

Generic Competencies

Unit Title:	Use basic mathematical concepts
Unit Code:	SEIP-RMG-CSM-01-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform computations using basic mathematical concepts in the workplace. It specifically includes identifying general calculation requirements, selecting appropriate mathematical method/concept, and forming and solving mathematical problems in the workplace using appropriate tools and instruments.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify calculation requirements in the workplace	1.1. <u>Calculation requirements</u> are identified from <u>workplace information</u> . 1.2. Mathematical problems are constructed from workplace information.
2. Select appropriate mathematical methods/concepts for the calculation	2.1. <u>Appropriate method</u> is selected to carry out calculation requirements. 2.2. Constructed mathematical problems are solved with appropriate method.
3. Use tools and instruments to perform calculations	3.1. Tools and instruments required for computation are identified. 3.2. Calculation is performed using appropriate tools and instruments accurately.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Calculation requirements	1.1. Unit 1.2. Area 1.3. Height/ length/ breadth/ thickness 1.4. Diameter 1.5. Weight 1.6. Capacity 1.7. Time 1.8. Temperature 1.9. Material/data usage 1.10. Speed 1.11. Costing

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
2. Workplace information	2.1. Floor environment 2.2. Design sheet 2.3. Specification sheet 2.4. Working chart/drawing 2.5. Standard operating procedure (SOP) 2.6. Job order
3. Appropriate method	3.1. Addition 3.2. Subtraction 3.3. Division 3.4. Multiplication 3.5. Conversion 3.6. Percentage and ratio calculation 3.7. Simple equation
4. Tools and instruments	4.1. Calculator 4.2. Cell phone 4.3. Computer 4.4. Ruler

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 must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified calculation requirements from workplace information 1.2. Selected appropriate method to carry out the calculation requirements 1.3. Completed calculations using appropriate tools and instruments
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Numerical concepts 2.2. Basic mathematical methods such as addition, subtraction, multiplication, division and percentage 2.3. Mathematical language, symbols and terminology 2.4. Measuring units
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Constructing simple problems from workplace information 3.2. Solving problems using appropriate method, tools and instruments 3.3. Using appropriate tools and instruments

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.

4. Underpinning attitudes	4.1. Prompt in carrying out activities 4.2. Tidy and punctual 4.3. Respectful of peers, subordinates and seniors in the workplace 4.4. Safely use tools and equipment 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Calculator 5.3. Cell phone 5.4. Computer/laptop/notebook 5.5. Measuring tape 5.6. Ruler 5.7. Projector 5.8. Stationary 5.9. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 BTEB.

Unit Title:	Carry out workplace interaction
Unit Code:	SEIP-RMG-CSM-02-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to carry out workplace interaction. It specifically includes workplace communication, etiquette, understanding workplace documents, workplace meetings and discussions, and professional ethics at work.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret workplace communication and etiquette	<p>1.1. Workplace codes of conduct are interpreted as per organisational guidelines.</p> <p>1.2. Appropriate lines of communication are maintained with supervisors and colleagues.</p> <p>1.3. Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information.</p> <p>1.4. <u>Workplace procedures and matters</u> are comprehended.</p>
2. Read and understand workplace documents	<p>2.1. Workplace documents are interpreted correctly.</p> <p>2.2. Visual information/symbols/signage are understood correctly and followed.</p> <p>2.3. Specific and relevant information are accessed from <u>appropriate sources</u>.</p> <p>2.4. Appropriate medium is used to transfer information and ideas.</p>
3. Participate in workplace meetings and discussions	<p>3.1. Team meetings are attended on time.</p> <p>3.2. Meeting procedures and etiquette are followed.</p> <p>3.3. Active participation is ensured, opinions are expressed and heard.</p> <p>3.4. Inputs are provided and interpreted in line with the meeting purpose.</p>
4. Practice professional ethics at work	<p>4.1. Responsibilities as a team member are performed.</p> <p>4.2. Tasks are performed in accordance with workplace procedures.</p> <p>4.3. Confidentiality is maintained.</p> <p>4.4. Inappropriate and conflicting situations are avoided.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Courteous manner	1.1. Effective questioning 1.2. Active listening 1.3. Speaking skills 1.4. Writing skill 1.5. Email etiquette
2. Workplace procedures and matters	2.1. Notes 2.2. Arranging a meeting 2.3. Agenda 2.4. Simple reports such as progress and incident reports 2.5. Job sheets 2.6. Operational manuals 2.7. Brochures and promotional material 2.8. Visual and graphic materials 2.9. Standards 2.10. OHS information 2.11. Signs
3. Appropriate sources	3.1. Human Resources (HR) Department 3.2. Managers 3.3. Supervisors 3.4. Management Information System (MIS)

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 must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Interpreted workplace communication and etiquette 1.2. Interpreted workplace instructions and symbols 1.3. Performed active participation in workplace meetings
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Workplace communication and etiquette 2.2. Workplace documents, signs and symbols 2.3. Meeting procedure and etiquette 2.4. Professional ethics
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Demonstrating workplace communication and etiquette 3.2. Interpreting workplace instructions and symbols 3.3. Demonstrating active participation in workplace meeting 3.4. Applying professional ethics at work

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.

4. Underpinning attitudes

- 4.1. Prompt in carrying out activities
- 4.2. Tidy and punctual
- 4.3. Respectful of peers, subordinates and seniors in the workplace
- 4.4. Concerned about the work environment
- 4.5. Sincere and honest concerning duties

5. Resource implications

- The following resources must be provided:
- 5.1. Workplace (simulated or actual)
 - 5.2. Workplace procedures
 - 5.3. Standard operating procedure
 - 5.4. Workplace documents, signs and symbols
 - 5.5. Codes of conduct
 - 5.6. Projector
 - 5.7. Stationary
 - 5.8. Learning manual

6. Methods of assessment

- Methods of assessment may include but is not limited to:
- 6.1. Written test
 - 6.2. Demonstration
 - 6.3. Oral test
 - 6.4. Observation
 - 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), 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 BTEB.

Unit Title:	Operate in a team environment
Unit Code:	SEIP-RMG-CSM-03-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to operate in a team environment. It specifically includes team goals and work processes, roles and responsibilities, team communication and problem solving within the team.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify team goals and work processes	<p>1.1. Roles and objectives of the team are identified and interpreted.</p> <p>1.2. Roles and responsibilities of team members are identified and interpreted.</p>
2. Identify own role and responsibilities within team	<p>2.1. Personal role and responsibilities are identified within the team environment.</p> <p>2.2. Reporting relationships are interpreted within team and external to team.</p>
3. Communicate and co-operate with team members	<p>3.1. Other teammates' tasks are identified and support provided when requested.</p> <p>3.2. The team is encouraged through <u>sharing information</u> or expertise, working together to solve problems, and putting team success first.</p> <p>3.3. Views and opinions of other team members are interpreted and respected.</p>
4. Practice problem solving within the team	<p>4.1. Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems.</p> <p>4.2. A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.</p> <p>4.3. The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems.</p> <p>4.4. It is looked beyond the obvious and not stopped at the first answers.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Sharing information	1.1. Agenda 1.2. Minutes 1.3. Progress and incident reports 1.4. Operational manuals 1.5. Visual and graphic materials 1.6. Emails and SMS 1.7. Phone directory 1.8. Policy, procedure and standards 1.9. OHS information

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. Underpinning knowledge	1.1. Team goals and work processes 1.2. Roles and responsibilities 1.3. Finding problems and solving them
2. Underpinning skills	2.1. Identifying own role and responsibilities within team 2.2. Communicating and co-operating with team members 2.3. Demonstrating problem solving within the team
3. Underpinning attitudes	3.1. Active on teamwork 3.2. Prompt in carrying out activities 3.3. Tidy and punctual 3.4. Respectful of peers, subordinates and seniors in the workplace 3.5. Sincere and honest concerning duties
4. Underpinning knowledge	4.1. Team goals and work processes 4.2. Roles and responsibilities 4.3. Finding problems and solving them
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Projector 5.3. Stationary 5.4. Learning manual

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.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Demonstration
- 6.3. Oral test
- 6.4. Observation
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Apply basic IT skills
Unit Code:	SEIP-RMG-CSM-04-G
Nominal Hours:	16 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply basic IT skills in the workplace. It specifically includes identifying common IT tools, using computer, word processing and spreadsheet applications, email and searching on internet.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify and use most commonly used IT tools	<p>1.1. History of information technology (IT) is identified and summarised.</p> <p>1.2. Commonly used IT tools are identified and described.</p>
2. Understand use of computer	<p>2.1. Basic parts of a computer are identified.</p> <p>2.2. Turning on and off technique of a computer is performed.</p> <p>2.3. Working environment, functions and features of operating system is interpreted.</p> <p>2.4. Simple trouble-shooting techniques are applied.</p>
3. Work with word processing application	<p>3.1. Word processing application appropriate to perform activity is operated.</p> <p>3.2. Basic typing technique to document is applied.</p> <p>3.3. Word processing techniques to document are employed.</p> <p>3.4. Personal CV writing using suitable word processing techniques is practiced.</p> <p>3.5. Saving and retrieving technique of a document is used.</p>
4. Work with spreadsheets	<p>4.1. Spreadsheet working environment, functions and features are identified and interpreted.</p> <p>4.2. Data entry on spreadsheet appropriate to perform activity is performed.</p> <p>4.3. Data manipulation techniques to spreadsheet document are applied.</p> <p>4.4. Spreadsheet document is created and saved.</p>
5. Access email and search the internet	<p>5.1. Use of email account in online environment is explained.</p> <p>5.2. Writing and sending of workplace emails is completed.</p> <p>5.3. Different <u>browsers</u> to work online are identified and selected.</p> <p>5.4. Browse different web portals and apply proper search techniques.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. IT tools	1.1. Cell phone 1.2. Tablets 1.3. Computers, laptops, notebooks 1.4. Internet 1.5. Software 1.6. Satellite
2. Data manipulation techniques	2.1. Sum 2.2. Average 2.3. Count 2.4. Max 2.5. Min 2.6. If 2.7. Sort 2.8. Fill 2.9. Header 2.10. Footer Print
3. Browsers	3.1. Internet Explorer 3.2. Firefox 3.3. Google Chrome 3.4. Opera 3.5. Safari 3.6. Omni Web 3.7. Microsoft Edge

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 must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified commonly used IT tools 1.2. Performed simple trouble-shooting with computer 1.3. Performed typing on word processing software, saved and retrieved documents 1.4. Performed data entry with spreadsheet 1.5. Used email account for different online purposes
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. IT and IT tools 2.2. Computer trouble-shooting 2.3. Techniques to access internet

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.

<p>3. Underpinning skills</p>	<p>3.1. Demonstrating simple trouble-shooting with computer 3.2. Demonstrating typing on word processing software 3.3. Demonstrating data entry with spreadsheet 3.4. Opening email account and using it for different purposes</p>
<p>4. Underpinning attitudes</p>	<p>4.1. Active on teamwork 4.2. Prompt in carrying out activities 4.3. Tidy and punctual 4.4. Respectful of peers, subordinates and seniors in the workplace 4.5. Sincere and honest concerning duties</p>
<p>5. Resource implications</p>	<p>The following resources must be provided:</p> <p>5.1. Workplace (simulated or actual) 5.2. IT tools 5.3. Computer/laptop/notebook 5.4. Software 5.5. Internet 5.6. Projector 5.7. Stationary 5.8. Learning manual</p>
<p>6. Methods of assessment</p>	<p>Methods of assessment may include but is not limited to:</p> <p>6.1. Written test 6.2. Demonstration 6.3. Oral test 6.4. Observation 6.5. Portfolio</p>
<p>7. Context of assessment</p>	<p>7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.</p>

Accreditation Requirements

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Sector-specific Competencies

Unit Title:	Understand the RMG business
Unit Code:	SEIP-RMG-CSM-01-S
Nominal Hours:	12 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to understand the RMG business in Bangladesh. It specifically includes identifying basic business communication practices, examining the history of RMG Sector in Bangladesh, identifying major departments within the sector and knowing the prime export markets.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify basic business communication practices	<p>1.1. Communication requirements in RMG Sector are interpreted in accordance with specific job role.</p> <p>1.2. <u>Modes of communication</u> are identified and described.</p> <p>1.3. Communication policies and guidelines are interpreted and followed.</p>
2. Examine the history of RMG Sector	<p>2.1. <u>History of RMG</u> sector in Bangladesh is explored with reference to the past and present status, and expected future trends.</p> <p>2.2. Importance of the RMG sector and its relationship to the 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 identified.</p>
3. Identify major departments of RMG Sector	<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 self are identified in relation to the department and organisation as a whole.</p> <p>3.3. <u>Machines</u> used in different departments are identified.</p>
4. Identify prime export markets	<p>4.1. Types of <u>prime export markets</u> are categorised based on their current and future potential.</p> <p>4.2. Export marketing process is clearly identified and described.</p>

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
1. Modes of communication	1.1. Mail 1.2. Email 1.3. Social Media 1.4. Telephone 1.5. Facsimile 1.6. Meetings 1.7. Video Conference 1.8. Courier
2. History of RMG	2.1. History 2.2. Economy 2.3. SWOT analysis 2.4. Gender dynamics 2.5. Wages and efficiency 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 4.2. Double needle 4.3. Over lock 4.4. Flat lock 4.5. Feed of the arm 4.6. Kansai Multi-needle 4.7. Bar Tuck 4.8. Button Hole 4.9. Button Stitch 4.10. Snap Attach

Range of Variables	
Variable	Range (may include but not limited to)
5. Prime export markets	5.1. United States 5.2. Europe 5.3. Asia

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 must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified and described business communication practices 1.2. Explained history of RMG in Bangladesh, current status and future trends 1.3. Identified prime export markets and their importance to sector
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Policies and Guidelines 2.2. History and trends of RMG sector 2.3. Production process 2.4. Different departments 2.5. Roles and responsibilities 2.6. Prime export markets
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Apply business communication practices 3.2. Explain production process 3.3. Identify prime export markets
4. Underpinning attitudes	<ol style="list-style-type: none"> 4.1. Eager to learn 4.2. Tidy and punctual 4.3. Concerned with proper use of computer and peripherals 4.4. Concerned for other's rights 4.5. Observes netiquette 4.6. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: <ol style="list-style-type: none"> 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Internet 5.4. Projector 5.5. Stationary 5.6. Learning manual

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.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Oral test
- 6.3. Observation
- 6.4. Demonstration
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Apply occupational health and safety (OHS) practice in the workplace
Unit Code:	SEIP-RMG-CSM-02-S
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply occupational health and safety (OHS) practices in the workplace. It specifically includes identifying OHS policies and procedures, applying personal health and safety practices, reporting hazards and risks, and responding to emergencies.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify OHS policies and procedures	<p>1.1. <u>OHS policies</u> and safe operating procedures are interpreted.</p> <p>1.2. Safety signs and symbols are identified and followed.</p> <p>1.3. Response, evacuation procedures and other contingency measures are interpreted correctly.</p>
2. Apply personal health and safety practices	<p>2.1. OHS policies and procedures are applied in the workplace including <u>personal protective equipment (PPE)</u>.</p> <p>2.2. Common health issues are recognised.</p> <p>2.3. Common safety issues are identified.</p>
3. Report hazards and risks	<p>3.1. Hazards and risks are identified.</p> <p>3.2. Hazards and risks assessment and controls are interpreted.</p>
4. Respond to emergencies	<p>4.1. Respond to alarms and warning devices.</p> <p>4.2. <u>Emergency response plans and procedures</u> are responded to.</p> <p>4.3. <u>First aid procedures</u> during emergency situations are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. OHS policies	<p>1.1. Organisational OHS policies</p> <p>1.2. International OHS requirements</p> <p>1.3. Fire safety rules and regulations</p>
2. Emergency response plans and procedures	<p>2.1. Firefighting procedures</p> <p>2.2. Earthquake response procedures</p> <p>2.3. Emergency response plans and procedures</p> <p>2.4. Medical and first aid</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
3. First aid procedure	3.1. Washing of open wound 3.2. Washing chemically infected area 3.3. Applying bandage 3.4. Taking appropriate medicine
4. Personal protective equipment	4.1. Safety glasses 4.2. Ear plugs 4.3. Gloves 4.4. Apron 4.5. Helmet 4.6. Mask 4.7. Safety shoes

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 must evidence that the candidate: <ul style="list-style-type: none"> 1.1. Identified OHS policies and procedures 1.2. Applied personal health and safety practices (including PPE) 1.3. Reported hazards and risks 1.1. Responded to emergencies
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1. Workplace OHS policies and procedures 2.2. Work safety procedures 2.3. Emergency response procedures: <ul style="list-style-type: none"> 2.3.1. Firefighting 2.3.2. Earthquake response 2.3.3. Accident response 2.4. Types of hazards (biological, chemical and physical) and their effects 2.5. OHS awareness 2.6. Personal protective equipment (PPE)
3. Underpinning skills	<ul style="list-style-type: none"> 3.1. Identifying OHS policies and procedures 3.2. Applying personal health and safety practices 3.3. Reporting hazards and risks 3.4. Responding to emergencies

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.

4. Underpinning attitudes	4.1. Committed to occupational health and safety practices 4.2. Communicates well with peers, subordinates and seniors in workplace 4.3. Prompt in carrying out activities 4.4. Tidy and punctual 4.5. Sincere and honest concerning duties 4.6. Responsible during emergencies
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Firefighting equipment 5.4. Emergency response manual 5.5. First aid kits 5.6. Projector 5.7. Stationary 5.8. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Demonstration 6.3. Oral test 6.4. Observation 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Carry out measurements and calculations
Unit Code:	SEIP-RMG-CSM-03-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required for carry out measurements and calculations in the workplace. It specifically includes planning and preparing to take measurements, obtaining measurements, and performing calculations.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Plan and prepare	<p>1.1. Work instructions are confirmed and applied to the job in hand.</p> <p>1.2. Materials to be measured are identified as per job specification.</p> <p>1.3. Appropriate <u>measuring device</u> is identified and selected based on materials to be measured.</p> <p>1.4. Specifications are obtained and verified from relevant <u>documents</u>.</p>
2. Obtain measurements	<p>2.1. Method of obtaining measurement is selected and applied.</p> <p>2.2. <u>Measurements</u> are obtained using appropriate device in accordance with job requirement.</p> <p>2.3. Measurements, including areas and volume, are confirmed and applied.</p>
3. Perform calculations	<p>3.1. <u>Calculations</u>, using basic operations, for determining material requirement are taken.</p> <p>3.2. Appropriate <u>formulas</u> for calculating quantities are selected.</p> <p>3.3. Quantities are estimated from the calculations taken.</p> <p>3.4. Material quantities are calculated, confirmed and recorded within tolerances.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Measuring device	<p>1.1. Measuring tape</p> <p>1.2. Steel rule</p> <p>1.3. Calculator</p> <p>1.4. Sets square</p>
2. Documents	<p>2.1. Technical manuals</p> <p>2.2. Specifications</p> <p>2.3. Sketches</p> <p>2.4. Drawings</p> <p>2.5. Charts</p> <p>2.6. Photographs</p>

Range of Variables	
Variable	Range (may include but not limited to)
3. Measurements	3.1. Length 3.2. Width 3.3. Weight 3.4. Tolerance
4. Calculations	4.1. Addition 4.2. Subtraction 4.3. Multiplication 4.4. Division 4.5. Area 4.6. Volume 4.7. Circumference 4.8. CBM 4.9. Volumetric weight
5. Formulas	5.1. Fractions 5.2. Percentages 5.3. Mixed numbers 5.4. Conversions 5.5. Scales

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: <ol style="list-style-type: none"> 1.1. Identified and selected appropriate measuring devices 1.2. Carried out measurements for apparel 1.3. Identified and selected correct mathematical formula 1.4. Performed calculations as per job requirement
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Measuring devices 2.2. Basic mathematical formulas 2.3. Simple calculation techniques 2.4. Garment allowances and tolerances 2.5. Recording data procedures
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identifying appropriate measuring devices 3.2. Carrying out measurements for apparel 3.3. Performing calculations as per job requirement

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.

4. Underpinning attitudes	4.1. Committed to occupational health and safety practices 4.2. Communicates well with peers, subordinates and seniors in workplace 4.3. Prompt in carrying out activities 4.4. Tidy and punctual 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Calculator 5.4. Measuring tape 5.5. Projector 5.6. Stationary 5.7. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Read and interpret sketches and drawings
Unit Code:	SEIP-RMG-CSM-04-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to read and interpret sketches and drawings. It specifically includes interpreting information and specifications, and reading and interpreting sketches and drawings.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret information and specifications	1.1. Appropriate <u>manuals</u> for work activity are identified and collected. 1.2. Information and <u>specifications</u> in the manuals is interpreted and applied.
2. Read and interpret sketches and drawings	2.1. Relevant <u>sketches and drawings</u> are identified for job requirement. 2.2. Key <u>terms and abbreviations</u> are identified and interpreted. 2.3. <u>Signs and symbols</u> are identified and interpreted. 2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Manuals	1.1. Buyers specification 1.2. Compliance 1.3. Maintenance procedure 1.4. Periodic maintenance 1.5. Quality assurance 1.6. Standard operating procedure (SOP)
2. Sketches and drawings	2.1. Technical 2.2. Measurement 2.3. Design
3. Specifications	3.1. Product 3.2. Performance 3.3. Method
4. Terms and abbreviations	4.1. Refers to all terms and abbreviations associated with the RMG Sector
5. Signs and symbols	5.1. Includes all signs and symbols associated with the RMG Sector

Evidence Guide

The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified information and specifications 1.2. Read and interpreted sketches and drawings
2. Underpinning knowledge	2.1. Manuals 2.2. Units of measurement 2.3. Units of conversion 2.4. Sketch, drawings and specifications
3. Underpinning skills	3.1. Reading and identifying information and specifications (from manual) 3.2. Reading and interpreting sketches and drawings
4. Underpinning attitudes	4.1. Eager to learn 4.2. Tidy and punctual 4.3. Concerned about proper use of computer and peripherals 4.4. Concerned for other's rights 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Software 5.4. Projector 5.5. Stationary 5.6. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Occupation-specific Competencies

Unit Title:	Understand fundamentals of sweater manufacture
Unit Code:	SEIP-RMG-CSM-01-O
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to understand the fundamentals of a sweater manufacture. It specifically includes identifying the history, types and styles of sweater, identifying the roles and responsibilities of a computerised sweater machine operator, and identifying the manufacturing process of sweater.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify history, types and styles of sweater	1.1. Historical background of sweater is examined and described. 1.2. <u>Types and styles of sweater</u> are identified. 1.3. <u>Styles and stitches of sweater</u> are identified. 1.4. <u>Different parts</u> of the sweater are identified.
2. Identify roles and responsibilities	2.1. <u>Roles and responsibilities</u> of a computerised sweater machine operator are identified. 2.2. Roles and responsibilities are described.
3. Identify manufacturing process of sweater	3.1. <u>Manufacturing process</u> is identified with key aspects of each process outlined. 3.2. Manufacturing process breakdown is specified.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Types and styles of sweater	1.1. Vest 1.2. Pullover 1.3. Cardigan

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
2. Styles and stiches of sweater	2.1. Styles: 2.1.1. Vest 2.1.2. Pullover 2.1.3. Cardigan 2.2. Stitches: 2.2.1. Jersey 2.2.2. Double jersey 2.2.3. Milano 2.2.4. Half cardigan 2.2.5. Full cardigan 2.2.6. Intarsia 2.2.7. Rib 2.2.8. Cable 2.3. Diamond
3. Different parts	3.1. Front part 3.2. Back part 3.3. Sleeve 3.4. Neck 3.5. Bottom/cuff 3.6. Placket 3.7. Hood 3.8. Placket
4. Roles and responsibilities	4.1. Ordering 4.2. Logistics 4.3. Testing 4.4. Maintenance 4.5. Operating 4.6. Trimming 4.7. Quality assurance 4.8. Examining 4.9. Recording 4.10. Distribution 4.11. Cleaning

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
5. Manufacturing process	<ul style="list-style-type: none"> 5.1. Collection 5.2. Winding 5.3. Distribution 5.4. Knitting 5.5. Inspection 5.6. Linking 5.7. Trimming 5.8. Checking 5.9. Mending 5.10. Attachment 5.11. Washing 5.12. Stitching 5.13. Ironing 5.14. Folding 5.15. Packing 5.16. Final inspection 5.17. Shipment
6. Types and styles of sweater	<ul style="list-style-type: none"> 6.1. Vest 6.2. Pullover 6.3. Cardigan
7. Styles and stiches of sweater	<ul style="list-style-type: none"> 7.1. Styles: <ul style="list-style-type: none"> 7.1.1. Vest 7.1.2. Pullover 7.1.3. Cardigan 7.2. Stitches: <ul style="list-style-type: none"> 7.2.1. Jersey 7.2.2. Double jersey 7.2.3. Milano 7.2.4. Half cardigan 7.2.5. Full cardigan 7.2.6. Intarsia 7.2.7. Rib 7.2.8. Cable 7.3. Diamond

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
8. Different parts	8.1. Front part 8.2. Back part 8.3. Sleeve 8.4. Neck 8.5. Bottom/cuff 8.6. Placket 8.7. Hood 8.8. Placket

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 different types and styles of sweater 1.2. Identified and explained the roles and responsibilities of an operator 1.3. Identified and described the manufacturing process
2. Underpinning knowledge	2.1. History of the sweater 2.2. Types and styles of sweater 2.3. Styles and stitches of sweater 2.4. Parts of the sweater 2.5. Roles and responsibilities of an operator 2.6. Manufacturing process
3. Underpinning skills	3.1. Identifying roles and responsibilities of a computerised sweater machine operator 3.2. Identifying and describing different types and styles of sweater 3.3. Identifying and describing the manufacturing process
4. Underpinning attitudes	4.1. Patient and attentive 4.2. Tidy and punctual 4.3. Prompt in carrying out activities 4.4. Sincere and honest concerning duties 4.5. Active on team work 4.6. Eager to learn

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.

5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Sample sweaters 5.4. Projector 5.5. Stationary 5.1 Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Identify yarn and machine parts
Unit Code:	SEIP-RMG-CSM-02-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify yarn and machine parts. It specifically includes identifying types of yarn, identifying the main parts, and interpreting technical specifications for a computerised sweater machine.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify types of yarn	1.1. Raw materials are identified for sweater manufacturing. 1.2. <u>Types of yarn</u> are identified. 1.3. Materials are itemised and selected as per job requirement.
2. Identify main parts of machine	2.1. <u>Machine parts</u> are identified and checked for proper operating condition. 2.2. Types of <u>machine needle</u> are identified.
3. Interpret technical specifications	3.1. Technical terms used in computerised sweater machine operation are identified and interpreted. 3.2. <u>Technical specifications</u> are interpreted.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Types of yarn	1.1. Cotton 1.2. Acrylic 1.3. Blended 1.4. Mélange 1.5. Wool 1.6. Rayon/viscose 1.7. Cashmere 1.8. Nylon
2. Machine parts	2.1. Tensioner 2.2. Yarns take up 2.3. Yarn feeder 2.4. Needle 2.5. Needle bed 2.6. Needle spring 2.7. Latch brush

Range of Variables	
Variable	Range (may include but not limited to)
3. Machine needle	3.1. Latch//knitting 3.2. Bearded/selection 3.3. Compound 3.4. Intermediate selection (IMS)
4. Technical specifications	4.1. Gauge: (E5, 7, 8, 10, 12, 14) 4.2. Main drive 4.3. Carriage unit 4.4. CAM 4.5. Selection system 4.6. Stitch length controller 4.7. Fabric take-down 4.8. Yarn carrier Rails 4.9. Yarn guide unit 4.10. Safety units

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 raw materials and types of yarn 1.2. Identified machine parts and machine needles 1.3. Interpreted technical specifications
2. Underpinning knowledge	2.1. Raw materials 2.2. Types of yarn 2.3. Machine parts and needles 2.4. Technical specifications
3. Underpinning skills	3.1. Identifying raw materials and types of yarn 3.2. Identifying and checking machine parts for usability 3.3. Interpreting technical specifications
4. Underpinning attitudes	4.1. Eager to learn 4.2. Patient and attentive 4.3. Active on team work 4.4. Tidy and punctual 4.5. Prompt in carrying out activities 4.6. Sincere and honest concerning duties 4.7. Commitment to occupational health and safety

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.

5. Resource implications

The following resources must be provided:

- 5.1. Workplace (simulated or actual)
- 5.2. Personal protective equipment (PPE)
- 5.3. Tools, equipment and machinery
- 5.4. Technical specifications
- 5.5. Types of yarn and raw materials
- 5.6. Projector
- 5.7. Stationary
- 5.8. Learning manual

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Oral test
- 6.3. Observation
- 6.4. Demonstration
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Identify and interpret the functions of control system
Unit Code:	SEIP-RMG-CSM-03-O
Nominal Hours:	60 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify and interpret the functions of control panel. It specifically includes identifying and describing functions of the control system. Interpreting technical specifications, and interpreting production efficiency and reporting.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify and describe functions of control system	1.1. Control panel is identified. 1.2. Function keys of control panel are identified. 1.3. Functions of control panel are described.
2. Interpret technical specifications	2.1. <u>Technical specifications</u> of control panel are identified 2.2. Technical specification of control panel are interpreted.
3. Interpret production efficiency and reporting	3.1. Production efficiency methods are identified and described. 3.2. <u>Efficiency calculation report</u> is interpreted.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Technical specification of control panel	1.1. RPM control 1.2. Production control 1.3. Stitch length control 1.4. Fabric take down 1.5. Racking control 1.6. Input signals 1.7. Output executors 1.8. Fabric measuring gauges (E5 - E14)
2. Efficiency calculation report	2.1. Machine performance 2.2. Production output 2.3. Standard Minute Value (SMV) 2.4. Machine run time

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 must evidence that the candidate: 1.1. Identified and Interpreted functions keys 1.2. Identified and interpreted technical specifications 1.3. Prepared efficiency calculations
2. Underpinning knowledge	2.1. Control system and function keys 2.2. Technical specifications 2.3. Production efficiency 2.4. Efficiency calculation
3. Underpinning skills	3.1. Identifying control panel 3.2. Interpreting function keys 3.3. Preparing efficiency calculations
4. Underpinning attitudes	4.1. Eager to learn 4.2. Patient and attentive 4.3. Active on team work 4.4. Tidy and punctual 4.5. Prompt in carrying out activities 4.6. Sincere and honest concerning duties 4.7. Commitment to occupational health and safety
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Control panel 5.4. Technical specifications 5.5. Efficiency calculation report (example) 5.6. Calculator 5.7. Projector 5.8. Stationary 5.9. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio

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.

7. Context of assessment

- 7.1.** Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2.** Assessment must be done by a suitably qualified/certified assessor.

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Unit Title:	Operate computerised sweater machine
Unit Code:	SEIP-RMG-CSM-04-O
Nominal Hours:	120 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to operate a computerised sweater machine. It specifically including setting-up the machine for knitting, and carrying out computerised sweater machine operation.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Set-up machine for knitting	<p>1.1. Knitting machine is prepared as per standard operating procedure.</p> <p>1.2. <u>Yarn feeding mechanism</u> is identified and checked to ensure in good working condition.</p> <p>1.3. Yarn is adjusted for knitting as per sample.</p> <p>1.4. Computerised sweater machine is checked to ensure in good working condition.</p>
2. Carry out machine operation	<p>2.1. Process for <u>knitting operation on different parts</u> is followed.</p> <p>2.2. Program is installed as per selected style.</p> <p>2.3. Operation of computerised sweater machine is carried out.</p> <p>2.4. Back part is knitted.</p> <p>2.5. Front part is knitted.</p> <p>2.6. Sleeve is knitted.</p> <p>2.7. Neck is knitted.</p> <p>2.8. Machine is cleaned and maintained as per standard operating procedure.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Yarn feeding mechanism	<p>1.1. Feeder</p> <p>1.2. Hook</p> <p>1.3. Spring</p>
2. Different parts of sweater	<p>2.1. Back</p> <p>2.2. Front</p> <p>2.3. Sleeve</p> <p>2.4. Neck</p> <p>2.5. Hood</p> <p>2.6. Loop</p> <p>2.7. Pocket</p> <p>2.8. Piping</p> <p>2.9. Placket</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. Set-up machine as per standard operating procedure 1.2. Checked machine for serviceability 1.3. Adjusted yarn for knitting 1.4. Installed program 1.5. Carried out operation of machine for different parts of sweater
2. Underpinning knowledge	2.1. Computerised sweater machine 2.2. Yarn feeding mechanism 2.3. Knitting operation on different parts of sweater 2.4. Process to inspect serviceability of machine
3. Underpinning skills	3.1. Setting-up machine 3.2. Checking machine for serviceability 3.3. Adjusting yarn for knitting 3.4. Installing program 3.5. Carrying out operation of machine
4. Underpinning attitudes	4.1. Eager to learn 4.2. Patient and attentive 4.3. Active on team work 4.4. Tidy and punctual 4.5. Prompt in carrying out activities 4.6. Sincere and honest concerning duties 4.7. Commitment to occupational health and safety
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Tools and equipment 5.4. Computerised sweater machine 5.5. Technical specifications 5.6. Yarn 5.7. Material samples 5.8. Projector 5.9. Stationary 5.10. Learning manual

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.

6. Methods of assessment

Methods of assessment may include but is not limited to:

- 6.1. Written test
- 6.2. Oral test
- 6.3. Observation
- 6.4. Demonstration
- 6.5. Portfolio

7. Context of assessment

- 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
- 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Perform quality checking and machine maintenance
Unit Code:	SEIP-RMG-CSM-05-O
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform quality checking and machine maintenance. It specifically includes checking quality issues on knitted parts, performing simple machine maintenance, and keeping the workplace clean.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Check quality issues on knitted parts	<p>1.1. <u>General faults</u> in knitted parts are identified.</p> <p>1.2. Faulty stitches and joints are identified, marked, recorded and reported to appropriate authority.</p>
2. Maintain machine and work place	<p>2.1. Waste material from machine is identified.</p> <p>2.2. Waste material is separated and disposed of as per standard operating procedure.</p> <p>2.3. Machines are checked and simple maintenance is performed, as required.</p> <p>2.4. Workplace is cleaned in accordance with OHS procedures.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. General faults	<p>1.1. Needle drop</p> <p>1.2. Ply missing</p> <p>1.3. Hole</p> <p>1.4. Thick yarn</p> <p>1.5. Thin yarn</p> <p>1.6. Barrie</p> <p>1.7. Laddering</p> <p>1.8. Side damage</p> <p>1.9. Yarn contamination</p> <p>1.10. Tension mistake</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	<p>Assessment required evidence that the candidate:</p> <p>1.1. Checked quality of knitted product</p> <p>1.2. Identified, recorded and reported general faults</p> <p>1.3. Performed simple machine maintenance</p> <p>1.4. Carried out cleaning and tidying of workplace</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.

2. Underpinning knowledge	2.1. General faults in knitted parts 2.2. Recording and reporting procedure 2.3. Simple machine maintenance 2.4. Cleaning process of workplace
3. Underpinning skills	3.1. Checking quality of knitted product 3.2. Identifying, recording and reporting general faults 3.3. Performing simple machine maintenance. 3.4. Carrying out cleaning and tidying of workplace
4. Underpinning attitudes	4.1. Eager to learn 4.2. Patient and attentive 4.3. Active on team work 4.4. Tidy and punctual 4.5. Prompt in carrying out activities 4.6. Sincere and honest concerning duties 4.7. Commitment to occupational health and safety
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual). 5.2. Personal protective equipment (PPE) 5.3. Tools, equipment and machinery 5.4. Knitted materials 5.5. Standard operating procedure 5.6. Projector 5.7. Stationary 5.8. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

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.

Accreditation Requirements

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