Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD

FOR

CUTTING MACHINE OPERATION

(LEATHER AND FOOTWEAR SECTOR)

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

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The Competency Standard for Cutting 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	
EVA	Ethylene vinyl acetate
PVC	Polyvinyl chloride
THCP	Travelling head clicking press
TPR	Thermoplastic rubber
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 operationalising 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 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 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 19 November 2017 and concluded with a validation workshop with working group on 24 December 2017, and was reviewed and revised on 23 August 2018.

Experts Involved
Industry and subject-matter experts who provided their valuable inputs to develop this competency standard [November 2017 - August 2018]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager
Mr. Foysal Hossain	FB Footwear Limited	Production Manager
Syed Abdullah Al Arafat	Walker Footwear (RFL Group)	Manager - Production
Md. Abu Talha	Leatherex Footwear Limited	Manager (R & D Merchandising)
Md. Mosaddequr Rahman	Bata Shoe Company Bangladesh Limited	Assistant Production Manager
Mr. Uzzal Kumar Kundu	Lalmai Footwear Limited	Production Manager
M. M. Khalid Ahsan	Banbiz (Pvt) Limited	Factory In-Charge
Md. Mehedi Hasan	LFMEAB-SEIP	Lead Trainer
Mr. Mehedi Hasan	FB Footwear Limited	Manager (Quality Assurance)
Md. Hamidur Rahman	Rimex Footwear Limited	Quality Assurance Manger
Md. Rawshanuzzaman Basunia	Apex Footwear Limited	Manager (Quality Assurance)
K. M. Rasel	FB Footwear Limited	Assistant Manager (Cutting)
David King	British Council - SD03	Team Leader
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear Sector

Development Workshop

Working group formation and competency standard development workshop participants [held on 19 December 2017]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager

Name	Organisation	Designation
Md. Mehedi Hasan	LFMEAB-SEIP Project	Lead Trainer
Syed Abdullah Al Arafat	Walker Footwear (RFL Group)	Manager - Production
Md. Rawshanuzzaman Basunia	Apex Footwear Limited	Manager (Quality Assurance)
K. M. Rasel	FB Footwear Limited	Assistant Manager (Cutting)
Eng. Md. Mostafa	BTEB	Industry Liaison Officer
Eng. Md. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Rashmi Mehra	British Council - SD03	International CBLM Expert
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear Sector

Validation Workshop

Competency standard validation workshop participants [held on 24 December 2017]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager
Md. Mehedi Hasan	LFMEAB-SEIP Project	Lead Trainer
Syed Abdullah Al Arafat	Walker Footwear (RFL Group)	Manager - Production
Mr. Md. Shakil Ahmed	Posh Footwear and Craft Limited	Production Manager
Md. Mashiur Rahman	LFMEAB-SEIP	Chief Coordinator
Md. Arifur Rahman Bhuyan	LFMEAB-SEIP	Coordinator
Eng. Md. Mostafa	BTEB	Industry Liaison Officer
Eng. Md. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
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Mr. Mohiuzzaman	SEIP	Course Specialist

Name	Organisation	Designation
Rashmi Mehra	British Council - SD03	International CBLM Expert
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear 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 Cutting Machine Operation, NTVQF Level [INSERT LEVEL] qualification is a document developed by the Skill for Employment Investment Programme (SEIP), Finance Division, 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:

Cutting Machine Operation - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (3 units of competency required)				
1	SEIP-LEA-CUT-01-S	Use basic mathematical concepts		8
2	SEIP-LEA-CUT-02-S	Carry out workplace interaction		8
3	SEIP-LEA-CUT-03-S	Operate in a team environment		8
Sub-Total				**24**
Sector-specific Competencies (2 units of competency required)				
1	SEIP-LEA-CUT-01-S	Apply occupational health and safety (OHS) practice in the workplace		24
2	SEIP-LEA-CUT-02-S	Work in leather goods and footwear industry		24
Sub-Total				**48**
Occupation-specific Competencies (5 units of competency required)				
1	SEIP-LEA-CUT-01-O	Identify basic cutting machine operations		56
2	SEIP-LEA-CUT-02-O	Identify and check materials used in cutting		56
3	SEIP-LEA-CUT-03-O	Carry out quality control		56
4	SEIP-LEA-CUT-04-O	Perform cutting machine operations (leather)		64
5	SEIP-LEA-CUT-05-O	Perform cutting machine operations (synthetics, fabrics and sheet material)		56
Sub-Total				**288**
Total Nominal Learning Hours				**360**

Competency Chart

Units of Competency	Elements		

Generic Specific (Basic) Competencies

Units of Competency	Elements		
Use basic mathematical concepts SEIP-LEA-CUT-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-LEA-CUT-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-LEA-CUT-03-G	Identify team goals and work processes	Identify own role and responsibilities within the team	Communicate and co-operate with team members
	Practice problem solving within the team		

Sector-Specific (Common) Competencies

Apply occupational health and safety (OHS) practices in the workplace SEIP-LEA-CUT-01-S	Identify OHS policies and procedures	Apply personal health and safety practices	Report hazards and risk
	Respond to emergencies		

Work in leather goods and footwear industry SEIP-LEA-CUT-02-S	Identify workflow process	Identify materials	Identify prime local and export markets

Occupation-Specific (Core) Competencies

Identify basic cutting machine operations SEIP-LEA-CUT-01-O	Identify basic operation	Identify tools, equipment and machinery

Identify and check materials used in cutting SEIP-LEA-CUT-02-O	Identify materials	Check materials

Carry out quality control SEIP-LEA-CUT-03-O	Identify quality regions	Identify quality requirements

Perform cutting machine operations (leather) SEIP-LEA-CUT-04-O	Prepare for work	Select and sort leather	Set-up machine
	Perform cutting	Clean and maintain workplace	

Perform cutting machine operations (synthetics, fabrics and sheet material) SEIP-LEA-CUT-05-O	Prepare for work	Check work bundles	Performing cutting
	Clean and maintain workplace		

Units and Elements Table

Generic – Compulsory (3 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-CUT-01-G	Use basic mathematical concepts	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-LEA-CUT-02-G	Carry out workplace interaction	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-LEA-CUT-03-G	Operate in a team environment	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
Total Hours			**24**

Sector-specific – Compulsory (2 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-CUT-01-S	Apply occupational health and safety (OHS) practice in the workplace	1. Identify OHS policies and procedures 2. Apply personal health and safety Practices 3. Report hazards and risks 4. Respond to emergencies	24
SEIP-LEA-CUT-02-S	Work in leather goods and footwear industry	1. Identify workflow process. 2. Identify materials. 3. Identify prime local and export markets.	24
Total Hours			**48**

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-CUT-01-O	Identify basic cutting machine operations	1. Identify basic operation. 2. Identify tools, equipment and machinery.	56
SEIP-LEA-CUT-02-O	Identify and check materials used in cutting	1. Identify materials. 2. Check materials.	56
SEIP-LEA-CUT-03-O	Carry out quality control	1. Identify quality regions. 2. Identify quality requirements.	56
SEIP-LEA-CUT-04-O	Perform cutting operations (leather)	1. Prepare for work. 2. Select and sort leather. 3. Set-up machine. 4. Perform cutting. 5. Clean and maintain workplace.	64
SEIP-LEA-CUT-05-O	Perform cutting operations (synthetics, fabrics and sheet material)	1. Prepare for work. 2. Check work bundles. 3. Perform cutting. 4. Clean and maintain workplace.	56
Total Hours			**288**

Generic Competencies

Unit Title:	Use basic mathematical concepts
Unit Code:	SEIP-LEA-CUT-01-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform computations using basic mathematical concepts at 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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify calculation requirements in the workplace	**1.1.** **Calculation requirements** are identified from **workplace information.** **1.2.** Mathematical problems are constructed from workplace information.
2. Select appropriate mathematical methods/concepts for the calculation.	**2.1.** **Appropriate method** 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** *(may include but not limited to)*
1. Calculations requirements	**1.1.** Unit **1.2.** Area **1.3.** Height/length/breadth/thickness **1.4.** Diameter **1.5.** Weight/density **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** *(may include but not limited to)*
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: **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/instruments
2. Underpinning knowledge	**2.1.** Numerical concepts **2.2.** Basic mathematical methods such as addition, subtraction, multiplication and division and percentage **2.3.** Mathematical language, symbols and terminology **2.4.** Measuring units
3. Underpinning skills	**3.1.** Construct simple problems with workplace information **3.2.** Solve problems using appropriate method and instruments **3.3.** Use 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. Work place (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-LEA-CUT-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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Interpret workplace communication and etiquette	1.1. Workplace codes of conduct are interpreted as per organisational guidelines. 1.2. Appropriate lines of communication are maintained with supervisors and colleagues. 1.3. Workplace interactions are conducted in a **courteous manner** to gather and convey information. 1.4. **Workplace procedures and matters** are comprehended.
2. Read and understand workplace documents	2.1. Workplace documents are interpreted correctly. 2.2. Visual information/symbols/signage are understood correctly and followed. 2.3. Specific and relevant information are accessed from **appropriate sources**. 2.4. Appropriate medium is used to transfer information and ideas.
3. Participate in workplace meetings and discussions	3.1. Team meetings are attended on time. 3.2. Meeting procedures and etiquette are followed. 3.3. Active participation is ensured, opinions are expressed and heard. 3.4. Inputs are provided and interpreted in line with the meeting purpose.
4. Practice professional ethics at work	4.1. Responsibilities as a team member are performed. 4.2. Tasks are performed in accordance with workplace procedures. 4.3. Confidentiality is maintained. 4.4. Inappropriate and conflicting situations 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 **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: **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	**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	**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-LEA-CUT-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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify team goals and work processes	**1.1.** Roles and objectives of the team are identified and interpreted. **1.2.** Roles and responsibilities of team members are identified and interpreted.
2. Identify own role and responsibilities within team	**2.1.** Personal role and responsibilities are identified within the team environment. **2.2.** Reporting relationships are interpreted within team and external to team.
3. Communicate and co-operate with team members	**3.1.** Other teammates' tasks are identified and support provided when requested. **3.2.** The team is encouraged through **sharing information** or expertise, working together to solve problems, and putting team success first. **3.3.** Views and opinions of other team members are interpreted and respected.
4. Practice problem solving within the team	**4.1.** Problems faced at the individual and team level are identified and showed insight into the root-causes of the problems. **4.2.** A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each. **4.3.** The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems. **4.4.** It is looked beyond the obvious and not stopped at the first answers.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
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

<table>
<tr><td colspan="2" style="background-color:#a9d08e">Evidence Guide
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Sector-specific Competencies

Unit Title:	Apply occupational health and safety (OHS) practice in the workplace
Unit Code:	SEIP-LEA-CUT-01-S
Nominal Hours:	24 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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify OHS policies and procedures	**1.1.** **OHS policies** and safe operating procedures are interpreted. **1.2.** Safety signs and symbols are identified and followed. **1.3.** Response, evacuation procedures and other contingency measures are interpreted correctly.
2. Apply personal health and safety practices	**2.1.** OHS policies and procedures are applied in the workplace including **personal protective equipment (PPE)**. **2.2.** Common health issues are recognised. **2.3.** Common safety issues are identified.
3. Report hazards and risks	**3.1.** Hazards and risks are identified. **3.2.** Hazards and risks assessment and controls are interpreted.
4. Respond to emergencies	**4.1.** Respond to alarms and warning devices. **4.2.** **Emergency response plans and procedures** are responded to. **4.3.** **First aid procedures** during emergency situations are identified.

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

Range of Variables	
Variable	**Range** *(may include but not limited to)*
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: **1.1.** Identified OHS policies and procedures **1.2.** Applied personal health and safety practices (including PPE) **1.3.** Reported hazards and risks **1.4.** Responded to emergencies

2. Underpinning knowledge	**2.1.** Workplace OHS policies and procedures
	2.2. Work safety procedures
	2.3. Emergency response procedures:
	    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	**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

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:	Work in the leather goods and footwear industry
Unit Code:	SEIP-LEA-CUT-02-S
Nominal Hours:	24 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to work in the leather goods and footwear industry. It specifically includes identifying basic workflow process, identifying materials, and identifying prime local and export markets.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify basic workflow	**1.1.** **Leather goods workflow process** is identified and described. **1.2.** **Footwear workflow process** is identified and described.
2. Identify materials	**2.1.** **Raw materials** commonly used in industry are identified. **2.2.** **Leather goods materials** are identified. **2.3.** **Footwear materials** are identified.
3. Identify prime local and export markets	**3.1.** Prime **local markets** and **export markets** are identified. **3.2.** Local and export markets are listed.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Leather goods workflow process	**1.1.** Designing **1.2.** Pattern making **1.3.** Cutting **1.4.** Setting and assembly **1.5.** Finishing **1.6.** Quality control **1.7.** Packaging
2. Footwear workflow process	**2.1.** Designing **2.2.** Pattern making **2.3.** Cutting **2.4.** Preparation and setting **2.5.** Sewing/Upper closing **2.6.** Lasting and making **2.7.** Finishing **2.8.** Quality control **2.9.** Packaging

Range of Variables

Variable	Range (may include but not limited to)
3. Raw materials	**3.1.** Cow hides **3.2.** Buffalo hides **3.3.** Goat skins **3.4.** Sheep skins
4. Leather goods materials	**4.1.** Upper **4.2.** Lining **4.3.** Interlining **4.4.** Reinforcement **4.5.** Accessories **4.6.** Adhesives **4.7.** Threads
5. Footwear materials	**5.1.** Upper **5.2.** Lining **5.3.** Interlining **5.4.** Reinforcement **5.5.** Accessories **5.6.** Adhesives **5.7.** Threads **5.8.** Insole **5.9.** Soling
6. Local markets	**6.1.** Garments **6.2.** Wholesale **6.3.** Retail
7. Export markets	**7.1.** Europe **7.2.** United States **7.3.** Australia

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 described leather goods workflow process **1.2.** Identified and described footwear workflow process **1.3.** Identified raw materials commonly used in industry **1.4.** Identified leather goods and footwear materials **1.5.** Identified prime local and export markets

2. Underpinning knowledge	2.1. Workflow processes
	2.2. Raw materials
	2.3. Leather goods materials
	2.4. Footwear materials
	2.5. Local and export markets

3. Underpinning skills	3.1. Identifying leather goods workflow process
	3.2. Identifying footwear workflow process
	3.3. Identifying raw materials
	3.4. Identifying leather goods and footwear materials
	3.5. Identifying prime local and export markets

4. Underpinning attitudes	4.1. Prompt in carrying out activities
	4.2. Tidy and punctual
	4.3. Sincere and honest concerning duties
	4.4. Eager to learn
	4.5. Communicates well with peers, subordinates and seniors in workplace

5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Internet
	5.3. Materials (samples)
	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. 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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Occupation-specific Competencies

Unit Title:	Identify basic cutting machine operations
Unit Code:	SEIP-LEA-CUT-01-O
Nominal Hours:	56 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify basic cutting machine operations. It specifically includes identifying basic operation, and identifying tools, equipment and machinery.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify basic operation	1.1. **Principles** of cutting machine operation are explained. 1.2. **Types of cutting** are identified and described. 1.3. Quality of cutters and clickers are identified.
2. Identify tools, equipment and machinery	2.1. Common **tools and equipment** used are identified. 2.2. Common **machinery** used is identified.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Principles	1.1. Set-up machine according to knife height 1.2. Ensure proper and sufficient lighting 1.3. Ensure cutting knife is at required sharpness 1.4. Examine both sides of skin to identify defects 1.5. Consider quality requirements of shoe parts 1.6. Level the cutting board as per job requirements 1.7. Ensure no overcut and undercut
2. Types of cutting	2.1. Hand 2.2. Machine
3. Tools and equipment	3.1. Cutting dies/knives 3.2. Scissors 3.3. Thickness gauge 3.4. Hammer 3.5. Marker 3.6. Cutting was
4. Machinery	4.1. Beam cutting machine 4.2. Swing arm clicking press 4.3. Travelling head clicking press (THCP)

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. Explained principles of cutting machine operations
	1.2. Identified types of cutting
	1.3. Identified quality of cutters and clickers
	1.4. Identified commonly used tools equipment and machinery
2. Underpinning knowledge	**2.1.** Principles of cutting machine operations
	2.2. Types of cutter and clicker
	2.3. Tools, equipment and machinery
3. Underpinning skills	**3.1.** Explaining principles of cutting machine operations
	3.2. Identifying types of cutting
	3.3. Identifying quality of cutters and clickers
	3.4. Identifying tools, equipment and machinery
4. Underpinning attitudes	**4.1.** Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Active on teamwork
	4.5. Eager to learn
	4.6. Concerned for proper use of tools
	4.7. Concerned about the work environment
	4.8. Committed to occupational health and safety practices
	4.9. Respectful of peers, subordinates and seniors in the workplace
5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Tools and equipment
	5.3. Cutting machine
	5.4. Cutters and clickers
	5.5. 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

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.

Accreditation Requirements
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Unit Title:	Identify and check materials used in cutting
Unit Code:	SEIP-LEA-CUT-02-O
Nominal Hours:	56 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify and check materials used in cutting. It specifically includes identifying materials and checking materials.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify materials	1.1. **Types of materials** used in cutting are identified. 1.2. **Associated materials** used in cutting are identified.
2. Check materials	2.1. Materials are inspected and checked as per job specification. 2.2. **Defects** are identified, marked and recorded as per standard operating procedure.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Types of materials	1.1. Leather 1.2. Synthetics 1.3. Fabrics 1.4. Reinforcements/interlinings 1.5. Sheet
2. Associated materials	2.1. Upper leather 2.2. Lining 2.3. Sole 2.4. Insole board 2.5. Synthetics 2.6. Fabrics 2.7. Foams 2.8. Reinforcements

Range of Variables	
Variable	**Range** *(may include but not limited to)*

3. Defects	**3.1.** Natural:
	    3.1.1. Loose grain
	    3.1.2. Growth marks
	    3.1.3. Pinhole
	    3.1.4. Tick marks
	    3.1.5. Skin disease
	    3.1.6. Vein marks
	    3.1.7. Grain damage
	    3.1.8. Pox marks
	    3.1.9. Scratch marks
	3.2. Man-made:
	    3.2.1. Flay cuts
	    3.2.2. Salt stain
	    3.2.3. Brand marks
	    3.2.4. Colour/shade variation
	    3.2.5. Grain pattern variation
	    3.2.6. Wound mark
	    3.2.7. Looseness
	    3.2.8. Grain jam

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 types of materials **1.2.** Identified associated materials **1.3.** Inspected and checked materials **1.4.** Identified, marked and recorded defects
2. Underpinning knowledge	**2.1.** Materials **2.2.** Associated materials **2.3.** Defects **2.4.** Standard operating procedure
3. Underpinning skills	**3.1.** Identifying types of materials **3.2.** Identifying associated materials **3.3.** Inspecting and checking materials **3.4.** Identifying, marking and recording defects

4. Underpinning attitudes	4.1. Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Active on teamwork
	4.5. Eager to learn
	4.6. Concerned for proper use of tools
	4.7. Concerned about the work environment
	4.8. Committed to occupational health and safety practices
	4.9. Respectful of peers, subordinates and seniors in the workplace
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. Materials
	5.5. Job specification
	5.6. Standard operating procedure
	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

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Unit Title:	Carry out quality control
Unit Code:	SEIP-LEA-CUT-03-O
Nominal Hours:	56 hours
Unit Descriptor:	This unit covers the knowledge, skills and attitude required to carry out quality control. It specifically includes identifying quality regions, and identifying quality requirements.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify quality regions	1.1. **Types of leather** are identified. 1.2. **Quality regions** are identified. 1.3. Line of tightness and stretchiness is identified.
2. Identify quality requirements	2.1. **Shoe components** are identified. 2.2. **Quality requirements** are identified as per standard operating procedure. 2.3. Underlay, folding and lasting margin of shoe upper parts are identified.

Range of Variables	
Variable	**Range** *(may include but not limited to)*

1. Types of leather	1.1. Upper:
	    1.1.1. Full grain
	    1.1.2. Corrected grain
	    1.1.3. Suede
	    1.1.4. Nubuck
	1.2. Lining:
	    1.2.1. Grain
	    1.2.2. Split
	    1.2.3. Corrected grain
	1.3. Insole
	1.4. Sole

2. Quality regions	2.1. Butt 2.2. Shoulder 2.3. Neck 2.4. Belly 2.5. Shank

Range of Variables	
Variable	**Range** *(may include but not limited to)*
3. Shoe components	**3.1.** Vamp **3.2.** Toe cap **3.3.** Quarter **3.4.** Counter **3.5.** Back strap **3.6.** Tongue **3.7.** Eye stay
4. Quality requirements	**4.1.** Vamp **4.2.** Toe cap **4.3.** Outside quarter **4.4.** Inside quarter **4.5.** Counter **4.6.** Back strap **4.7.** Tongue **4.8.** Eye stay

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 types of leather **1.2.** Identified quality regions **1.3.** Identified lines of tightness and stretchiness **1.4.** Identified components of shoe **1.5.** Identified quality requirements
2. Underpinning knowledge	**2.1.** Types of leather **2.2.** Quality regions **2.3.** Shoe components **2.4.** Quality requirements **2.5.** Standard operating procedure
3. Underpinning skills	**3.1.** Identifying types of leather and quality regions **3.2.** Identifying lines of tightness and stretchiness in leather **3.3.** Identifying different shoe components **3.4.** Identifying quality requirements

4. Underpinning attitudes	4.1. Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Active on teamwork
	4.5. Eager to learn
	4.6. Respectful of peers, subordinates and seniors in the workplace
5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Personal protective equipment (PPE)
	5.3. Leather samples (various)
	5.4. Shoes
	5.5. Shoe components
	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:	Performing cutting machine operations (leather)
Unit Code:	SEIP-LEA-CUT-04-O
Nominal Hours:	64 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform cutting machine operations (leather). It specifically includes preparing for work, selecting and sorting leather, setting-up machine, performing cutting, and cleaning and maintaining the workplace.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Prepare for work	1.1. Job specifications and instructions are read and interpreted. 1.2. Appropriate personal protective equipment (PPE) is identified and selected. 1.3. Appropriate **tools and equipment** are identified and selected.
2. Select and sort leather	2.1. Leather is selected and checked for defects. 2.2. Leather is sorted according to size, grain pattern, shade, thickness and finish.
3. Set-up machine	3.1. Principles of cutting are identified. 3.2. Cutting machine is set-up as per standard operating procedure.
4. Perform cutting	4.1. Tasks to be performed before, during and after cutting are identified. 4.2. Interlocking/nesting using tracing paper is carried out. 4.3. Cutting is carried out as per job specification. 4.4. Defective pieces are identified, marked, recorded and replaced.
5. Clean and maintain workplace	5.1. Tools and equipment are cleaned, maintained and stored. 5.2. Machine and machine parts are cleaned as per standard operating procedure. 5.3. Workplace is cleaned and waste material disposed of.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Tools and equipment	1.1. Cutting dies/knives 1.2. Scissors 1.3. Horse/trolley 1.4. Cutting board 1.5. Thickness gauge 1.6. Markers 1.7. Cutting wax

1. Critical aspects of competency	Assessment must evidence that the candidate:
	1.1. Prepared for work
	1.2. Selected and checked leather for defects
	1.3. Sorted leather according to size, grain pattern, shade, etc.
	1.4. Set-up machine
	1.5. Identified tasks to be performed
	1.6. Performed cutting machine operations
	1.7. Identified, marked, recorded and replaced defected pieces
	1.8. Cleaned and maintained workplace
2. Underpinning knowledge	2.1. Tools and equipment
	2.2. Sorting process
	2.3. Cutting machine set-up
	2.4. Cutting machine operation
	2.5. Defect identification
	2.6. Standard operating procedure
	2.7. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work
	3.2. Selecting and checking leather
	3.3. Sorting leather pieces
	3.4. Setting-up machine
	3.5. Performing cutting machine operations
	3.6. Identifying, marking, recording and replacing defected pieces
	3.7. Cleaning and maintaining workplace
4. Underpinning attitudes	4.1. Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Active on teamwork
	4.5. Eager to learn
	4.6. Concerned for proper use of tools
	4.7. Concerned about the work environment
	4.8. Committed to occupational health and safety practices
	4.9. Respectful of peers, subordinates and seniors in the workplace

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.** Cutting machine **5.5.** Leather **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:	Perform cutting machine operations (synthetics, fabrics and sheet material)
Unit Code:	SEIP-LEA-CUT-05-O
Nominal Hours:	56 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform cutting machine operations (synthetics, fabrics and sheet material). It specifically includes preparing for work, checking work bundles, performing cutting, and cleaning and maintaining workplace.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Prepare for work	1.1. Job specifications and instructions are read and interpreted.
	1.2. Appropriate personal protective equipment (PPE) is identified and selected.
	1.3. Appropriate tools and equipment are identified and selected.
2. Check work bundles	2.1. **Work bundles** are inspected and checked as per standard operating procedure.
	2.2. Defective materials are identified, marked, recorded and replaced.
3. Perform cutting	3.1. Distortion and general faults on cutting knives and board are identified.
	3.2. Cutting dies are selected according to **materials** being cut.
	3.3. Warp-weft directions are identified and selected.
	3.4. Cutting machine is set-up as per standard operating procedure.
	3.5. Cutting is carried out in multilayer as per job specification.
4. Clean and maintain workplace	4.1. Tools and equipment are cleaned, maintained and stored.
	4.2. Machine and machine parts are cleaned as per standard operating procedure.
	4.3. Workplace is cleaned and waste material disposed of.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Work bundles	1.1. Synthetic
	1.2. Fabrics
	1.3. Reinforcement
	1.4. Insole

Range of Variables	
Variable	**Range** *(may include but not limited to)*

2. Materials	**2.1.** Synthetic:
	    2.1.1. PVC coated
	    2.1.2. PU coated
	    2.1.3. Non-woven
	 2.2. Fabrics:
	    2.2.1. Drill cloth
	    2.2.2. Canvas
	    2.2.3. Polyester
	    2.2.4. Cotton
	    2.2.5. Brushed cotton
	    2.2.6. Satin
	 2.3. Insole:
	    2.3.1. Leather
	    2.3.2. Shank
	    2.3.3. Fiber
	 2.4. Sole:
	    2.4.1. Sole leather
	    2.4.2. Ethylene vinyl acetate (EVA)
	    2.4.3. Polyvinyl chloride (PVC)
	    2.4.4. Thermoplastic rubber (TPR)
	    2.4.5. Rubber

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.** Prepared for work **1.2.** Checked work bundles **1.3.** Identified, marked, recorded and replaced defected materials **1.4.** Selected cutting dies according to material **1.5.** Identified warp-weft directions **1.6.** Set-up machine **1.7.** Performed cutting machine operations **1.8.** Cleaned and maintained workplace

2. Underpinning knowledge	2.1. Tools and equipment
	2.2. Work bundles
	2.3. Materials
	2.4. Warp-weft directions
	2.5. Cutting dies
	2.6. Cutting machine set-up
	2.7. Cutting machine operation
	2.8. Defect identification
	2.9. Standard operating procedure
	2.10. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work
	3.2. Checking work bundles
	3.3. Identifying, marking, recording and replacing defected pieces
	3.4. Selecting cutting dies according to material
	3.5. Identifying warp-weft directions
	3.6. Setting-up machine
	3.7. Performing cutting machine operations
	3.8. Cleaning and maintaining workplace
4. Underpinning attitudes	4.1. Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Active on teamwork
	4.5. Eager to learn
	4.6. Concerned for proper use of tools
	4.7. Concerned about the work environment
	4.8. Committed to occupational health and safety practices
	4.9. Respectful of peers, subordinates and seniors in the workplace
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. Cutting machine
	5.5. Synthetics, fabrics and sheet material
	5.6. Projector
	5.7. Stationary
	5.8. Learning manual

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<tr>
<td>6. Methods of assessment</td>
<td>Methods of assessment may include but is not limited to:
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6.2. Oral test
6.3. Observation
6.4. Demonstration
6.5. Portfolio</td>
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<tr>
<td>7. Context of assessment</td>
<td>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.</td>
</tr>
<tr>
<td colspan="2">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.</td>
</tr>
</table>