Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD

FOR

<u>MID-LEVEL MANAGEMENT</u>

(RMG SECTOR)

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

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The Competency Standard for Mid–Level Management 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	
IE	Industrial engineering
HR	Human resources
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 1 April 2018 and concluded with a validation workshop with working group on 26 July 2018.

Experts Involved

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

Name	Organisation	Designation
Md. Abdullah Al Mamun	CEBAI, ILO-RMG COE Project	Centre Manager
Engr. Abdul Sattar	Axis Group	Head of Industrial Engineering and Planning
Md. Mizanur Rahman	Shanto Marium University of Creative Technology	Assistant Professor
Javed Ahmed	Fakir Apparels Limited	Senior Manager - Training and Development
Md. Zobayer Alam	Institute of Science Trade & Technology	Head of Department
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Md. Amir Hossain	Dhaka Ahsania Mission	Assistant Consultant - RMG Sector

Development Workshop

Working group formation and competency standard development workshop participants [held on 15 July 2018]:

Name	Organisation	Designation
Mohammad Zuglul Hayder	SEIP-BGMEA	Chief Coordinator
Md. Makdudur Rohman	CEBAI, ILO-RMG COE Project	Trainer
Engr. Abdul Sattar	Axis Group	Head of Industrial Engineering and Planning
Md. Shafiqul Alam	Mohammadi Group	Senior Manager (Industrial Engineering and Planning)
Md. Zobayer Alam	Institute of Science Trade & Technology	Head of Department

Name	Organisation	Designation
Javed Ahmed	Fakir Apparels Limited	Senior Manager - Training and Development
Ananda Falia	BTEB	Assistant Controller
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
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	Assistant Consultant - RMG Sector

Validation Workshop

Competency standard validation workshop participants [held on 26 July 2018]:

Name	Organisation	Designation
Sharah Nafisa	Ananta Group Limited	Associate Director
Md. Mizanur Rahman	Shanto Marium University of Creative Technology	Assistant Professor
Javed Ahmed	Fakir Apparels Limited	Senior Manager - Training and Development
Md. Shafiqul Alam	Mohammadi Group	Senior Manager (Industrial Engineering and Planning)
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Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
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	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 Mid-Level Management**, 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:

Mid-Level Management - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-RMG-MLM-01-G	Use basic mathematical concepts		8
2	SEIP-RMG-MLM-02-G	Carry out workplace interaction		8
3	SEIP-RMG-MLM-03-G	Operate in a team environment		8
4	SEIP-RMG-MLM-04-G	Apply basic IT skills		16
Sub-Total				**40**
Sector-specific Competencies (4 units of competency required)				
1	SEIP-RMG-MLM-01-S	Explore the history of RMG Sector		12
2	SEIP-RMG-MLM-02-S	Apply occupational health and safety (OHS) practice in the workplace		8
3	SEIP-RMG-MLM-03-S	Carry out measurements and calculations		20
4	SEIP-RMG-MLM-04-S	Read and interpret sketches and drawings		20
Sub-Total				**60**
Occupation-specific Competencies (6 units of competency required)				
1	SEIP-RMG-MLM-01-O	Perform sewing machine operations		80
2	SEIP-RMG-MLM-02-O	Develop plan and schedule		40
3	SEIP-RMG-MLM-03-O	Develop knowledge of basic organisational structure		20
4	SEIP-RMG-MLM-04-O	Show leadership in the workplace		40
5	SEIP-RMG-MLM-05-O	Resolve conflict and assess risk		30
6	SEIP-RMG-MLM-06-O	Evaluate production performance		50
Sub-Total				**260**
Total Nominal Learning Hours				**360**

Competency Chart

Units of Competency	Elements		

Generic Specific (Basic) Competencies

Units of Competency	Elements		
Use basic mathematical concepts SEIP-RMG-MLM-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-MLM-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-MLM-03-G	Identify team goals and work process	Identify own role and responsibilities within team	Communicate and cooperate with team members
	Practice problem solving within the team		
Apply basic IT skills SEIP-RMG-MLM-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

Explore the history of RMG Sector SEIP-RMG-MLM-01-S	Examine the background of RMG Sector	Identify main industries within RMG sector	Identify prime local and export markets

Apply occupational health and safety (OHS) practice in the workplace SEIP-RMG-MLM-02-S	Identify OHS policies and procedures	Apply personal health and safety practices	Report hazards and risks
	Respond to emergencies		

Carry out calculations and measurements SEIP-RMG-MLM-03-S	Plan and prepare	Obtain measurements	Perform calculations

Read and interpret sketches and drawings SEIP-RMG-MLM-04-S	Interpret information and specifications	Read and interpret sketches and drawings

Occupation-specific (Core) Competencies

Perform sewing machine operations SEIP-RMG-MLM-01-O	Identify operation flow chart	Identify garments and garment parts	Identify sewing machines
	Operate sewing machines		

Develop plan and schedule SEIP-RMG-MLM-02-O	Identify goal and targets	Perform planning and scheduling

Develop knowledge of basic organisational structure SEIP-RMG-MLM-03-O	Identify production departments	Identify non-production departments

Show leadership in the workplace SEIP-RMG-MLM-04-O	Develop and facilitate team cohesion	Communicate information

Resolve conflict and assess risk SEIP-RMG-MLM-05-O	Identify and resolve conflict	Assess risk and make decision

Evaluate production performance SEIP-RMG-MLM-06-O	Mentor personnel	Evaluate performance

Units and Elements Table

Generic – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-MLM-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-RMG-MLM-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-RMG-MLM-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
SEIP-RMG-MLM-04-G	Apply basic IT skills	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-MLM-01-S	Explore the history of RMG Sector	1. Examine the background of RMG sector. 2. Identify major industries of RMG sector. 3. List prime local and export markets.	12
SEIP-RMG-MLM-02-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.	8
SEIP-RMG-MLM-03-S	Carry out measurements and calculations	1. Plan and prepare. 2. Obtain measurements. 3. Perform calculations.	20
SEIP-RMG-MLM-04-S	Read and interpret sketches and drawings	1. Interpret information and specifications. 2. Read and interpret sketches and drawings.	20
Total Hours			**60**

Occupation-specific – Compulsory (6 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-MLM-01-O	Perform sewing machine operations	1. Identify operation flow chart. 2. Identify garments and garment parts. 3. Identify sewing machines. 4. Operate sewing machines.	80
SEIP-RMG-MLM-02-O	Develop plan and schedule	1. Identify goal and targets. 2. Perform planning and scheduling.	40
SEIP-RMG-MLM-03-O	Develop knowledge of basic organisational structure	1. Identify production departments. 2. Identify non-production departments.	20
SEIP-RMG-MLM-04-O	Show leadership in the workplace	1. Develop and facilitate team cohesion 2. Communicate information.	40
SEIP-RMG-MLM-05-O	Resolve conflict and assess risk	1. Identify and resolve conflict. 2. Assess risk and make decision.	30
SEIP-RMG-MLM-06-O	Evaluate production performance	1. Mentor personnel. 2. Evaluate performance.	50
Total Hours			**260**

Generic Competencies

Unit Title:	Use basic mathematical concepts
Unit Code:	SEIP-RMG-MLM-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 (**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. 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** *(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 and instruments
2. Underpinning knowledge	**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	**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

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-MLM-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.** 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:	Operate in a team environment
Unit Code:	SEIP-RMG-MLM-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 identifying 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. Critical aspects of competency	Assessment must evidence that the candidate: **1.1.** Identified own role and responsibilities within team **1.2.** Communicated and co-operated with team members **1.3.** Demonstrated problem solving within the team
2. Underpinning knowledge	**2.1.** Team goals and work processes **2.2.** Roles and responsibilities **2.3.** Finding problems and solving them
3. Underpinning skills	**3.1.** Identifying own role and responsibilities within team **3.2.** Communicating and co-operating with team members **3.3.** Demonstrating problem solving within the team
4. Underpinning attitudes	**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
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. 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:	Apply basic IT skills
Unit Code:	SEIP-RMG-MLM-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 IT tools, using computer, word processing and spreadsheet applications, email and searching on internet.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify and use most commonly used IT tools	**1.1.** History of information technology (IT) is identified and summarised. **1.2.** Commonly used **IT tools** are identified and described.
2. Understand use of computer	**2.1.** Basic parts of a computer are identified. **2.2.** Turning on and off technique of a computer is performed. **2.3.** Working environment, functions and features of operating system is interpreted. **2.4.** Simple trouble-shooting techniques are applied.
3. Work with word processing application	**3.1.** Word processing application appropriate to perform activity is operated. **3.2.** Basic typing technique to document is applied. **3.3.** Word processing techniques to document are employed. **3.4.** Personal CV writing using suitable word processing techniques is practiced. **3.5.** Saving and retrieving technique of a document is used.
4. Work with spreadsheets	**4.1.** Spreadsheet working environment, functions and features are identified and interpreted. **4.2.** Data entry on spreadsheet appropriate to perform activity is performed. **4.3.** **Data manipulation techniques** to spreadsheet document are applied. **4.4.** Spreadsheet document is created and saved.
5. Access email and search the internet	**5.1.** Use of email account in online environment is explained. **5.2.** Writing and sending of workplace emails is completed. **5.3.** Different **browsers** to work online are identified and selected. **5.4.** Browse different web portals and apply proper search techniques.

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 **2.11.** 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: **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 spread sheet **1.5.** Used email account for different online purposes

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.** IT and IT tools
	2.2. Computer trouble-shooting
	2.3. Techniques to access internet

3. Underpinning skills	**3.1.** Demonstrating simple trouble-shooting with computer
	3.2. Demonstrating typing on word processing software
	3.3. Demonstrating data entry with spread sheet
	3.4. Opening email account and using it for different purposes

4. Underpinning attitudes	**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

5. Resource implications	The following resources must be provided:
	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

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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Sector-specific Competencies

Unit Title:	Explore the history of RMG Sector
Unit Code:	SEIP-RMG-MLM-01-S
Nominal Hours:	12 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to explore the history of RMG Sector in Bangladesh. It specifically includes examining the background of RMG sector, identifying the main industries within the RMG sector, and identifying prime local and export markets.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Examine the background of RMG sector	**1.1.** Historical background of RMG sector is examined and described. **1.2.** Backward and forward linkages are identified.
2. Identify main industries within RMG sector	**2.1.** Main industries of the RMG sector are identified. **2.2.** Importance of RMG sector and main industries is explored and analysed.
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. Export markets	**1.1.** United States **1.2.** European **1.3.** Asian

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.** Illustrated history of RMG sector **1.2.** Identified prime local and export markets
2. Underpinning knowledge	**2.1.** History of RMG sector **2.2.** Prime local and export markets
3. Underpinning skills	**3.1.** Describing the history of RMG sector **3.2.** Identifying prime local and export markets

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.** Eager to learn
	4.2. Considerate of personal grooming
	4.3. Patient and attentive
	4.4. Active on team work
	4.5. Tidy and punctual
	4.6. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Map/globe
	5.3. Projector
	5.4. Stationary
	5.5. 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:	Apply occupational health and safety (OHS) practice in the workplace
Unit Code:	SEIP-RMG-MLM-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 (**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 interpreted 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 **4.1.** 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.** 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:	Carry out measurements and calculations
Unit Code:	SEIP-RMG-MLM-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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Plan and prepare	1.1. Work instructions are confirmed and applied to the job in hand. 1.2. Materials to be measured are identified as per job specification. 1.3. Appropriate **measuring device** is identified and selected based on materials to be measured. 1.4. Specifications are obtained and verified from relevant **documents**.
2. Obtain measurements	2.1. Method of obtaining measurement is selected and applied. 2.2. **Measurements** are obtained using appropriate device in accordance with job requirement. 2.3. Measurements, including area, volume, tolerance and clearance limits, are confirmed and applied.
3. Perform calculations	3.1. **Calculations**, using basic operations, for determining material requirement are taken. 3.2. Appropriate **formulas** for calculating quantities are selected. 3.3. Quantities are estimated from the calculation taken. 3.4. Material quantities are calculated, confirmed and recorded within tolerances.

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

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: **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	**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	**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-MLM-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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Interpret information and specifications	1.1. Appropriate **manuals** for work activity are identified and collected. 1.2. Information and **specifications** in the manuals is interpreted and applied.
2. Read and interpret sketches and drawings	2.1. Relevant **sketches and drawings** are identified for job requirement. 2.2. Key **terms and abbreviations** are identified and interpreted. 2.3. **Signs and symbols** are identified and interpreted. 2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
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.** Read 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.** Concerns 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.** Stationary **5.5.** 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:	Perform sewing machine operations
Unit Code:	SEIP-RMG-MLM-01-O
Nominal Hours:	80 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform sewing machine operations. It specifically includes identifying operation flow chart, identifying garments and parts of garments, identifying different types of sewing machine and, operating sewing machines.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify operation flow chart	**1.1.** **Operation flow chart** of garment manufacturing process is identified and described. **1.2.** Each step within the operation flow chart is explained.
2. Identify garments and garment parts	**2.1.** Different **types of garment** are identified for construction. **2.2.** Garment parts and points of garment are identified as per sample. **2.3.** **Methods of measuring** garments are identified.
3. Identify sewing machines	**3.1.** Different **types of sewing machine** are identified. **3.2.** Functions of different types of sewing machine are explained.
4. Operate sewing machines	**4.1.** Single needle machine is operated. **4.2.** Over lock machine is operated. **4.3.** Flat lock machine is operated

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Operation flow chart	**1.1.** Pattern making **1.2.** Sample making **1.3.** Marker preparation **1.4.** Fabric cutting **1.5.** Embellishment **1.6.** Sewing **1.7.** Finishing **1.8.** Packing
2. Types of garment	**2.1.** Woven **2.2.** Knit **2.3.** Sweater

Range of Variables	
Variable	**Range** *(may include but not limited to)*
3. Methods of measuring	**3.1.** Sketch **3.2.** Measurement chart **3.3.** Horizontal **3.4.** Vertical
4. Types of sewing machine	**4.1.** Single needle **4.2.** Double needle **4.3.** Overlock **4.4.** Feed of arm **4.5.** Flat lock **4.6.** Blind stich **4.7.** Zigzag **4.8.** Kansai multi needle **4.9.** Bar truck **4.10.** Button stitch **4.11.** Button hole **4.12.** Eye hole **4.13.** Cutting

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 operation flow chart **1.2.** Identified garment types, parts and points **1.3.** Identified methods of measurement **1.4.** Identified different types of sewing machine **1.5.** Described functions of different types of sewing machine **1.6.** Operated various sewing machines
2. Underpinning knowledge	**2.1.** Operation flow chart **2.2.** Types of garment **2.3.** Parts and points of garment **2.4.** Measuring methods **2.5.** Sewing machines
3. Underpinning skills	**3.1.** Interpreting operation flow chart **3.2.** Identifying types, parts and points of garment **3.3.** Describing functions of various sewing machines **3.4.** Carrying out operation of sewing machines

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
	4.10. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Computer/laptop/notebook
	5.3. Internet
	5.4. Tools and equipment
	5.5. Sewing machines
	5.6. Garments
	5.7. Materials
	5.8. Projector
	5.9. Stationary
	5.10. 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.

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Unit Title:	Develop plan and schedule
Unit Code:	SEIP-RMG-MLM-02-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to develop plan and schedule. It specifically includes identifying goal and targets and, performing planning and scheduling.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify goal and targets	1.1. **SMART** goal is identified and described. 1.2. Targets are identified and explained. 1.3. Methodologies for achieving goal are matched with SOP.
2. Perform planning and scheduling	2.1. Work plan is explained. 2.2. Work plan is prepared according to operational requirements. 2.3. Schedule is explained. 2.4. Schedule is maintained as per work plan.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. SMART	1.1. Specific 1.2. Measurable 1.3. Achievable 1.4. Relevant 1.5. Timely

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 SMART goal 1.2. Identified and explained targets 1.3. Prepared work plan pursuant to operational requirements 1.4. Maintain schedule as per work plan
2. Underpinning knowledge	2.1. SMART 2.2. Work planning 2.3. Scheduling

<table>
<tr><td colspan="2" style="background-color:#F5C842">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.</td></tr>
<tr><td>3. Underpinning skills</td><td>3.1. Identifying and describing SMART goal
3.2. Identifying and explaining targets
3.3. Preparing work plan as per operational requirements
3.4. Maintaining schedule as per work plan</td></tr>
<tr><td>4. Underpinning attitudes</td><td>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
4.7. Communicate with peers and seniors in the workplace</td></tr>
<tr><td>5. Resource implications</td><td>The following resources must be provided:
5.1. Workplace (simulated or actual)
5.2. Computer/laptop/notebook
5.3. Software
5.4. Internet
5.5. Standard operating procedure (samples)
5.6. Work plan (samples)
5.7. Work schedule (samples)
5.8. Projector
5.9. Stationary
5.10. Learning manual</td></tr>
<tr><td>6. Methods of assessment</td><td>Methods of assessment may include but is not limited to:
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6.3. Observation
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6.5. Portfolio</td></tr>
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</table>

Unit Title:	Develop knowledge of basic organisational structure
Unit Code:	SEIP-RMG-MLM-03-O
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to develop knowledge of basic organisational structure. It specifically includes identifying production and non-production departments within an organisation.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify production departments	1.1. **Production departments** are identified. 1.2. Activities of production departments are described.
2. Identify non-production departments	2.1. **Non-production departments** are identified. 2.2. Activities of non-production departments are described.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Production departments	1.1. Pattern and sample 1.2. Cutting 1.3. Sewing 1.4. Finishing 1.5. Packing 1.6. Industrial engineering (IE) 1.7. Quality assurance
2. Non-production departments	2.1. Merchandising 2.2. Supply chain 2.3. Procurement 2.4. Store 2.5. Human resources 2.6. Compliance 2.7. Finance

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 production departments
	1.2. Described activities of production departments
	1.3. Identified non-production departments
	1.4. Described activities of non-production departments

2. Underpinning knowledge	**2.1.** Activities of production departments
	2.2. Activities of non–production departments

3. Underpinning skills	**3.1.** Identifying production departments and describing their activities
	3.2. Identifying non-production departments and describing their activities

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
	4.7. Communicate with peers and seniors in the workplace

5. Resource implications	The following resources must be provided:
	5.1. Workplace (simulated or actual)
	5.2. Computer/laptop/notebook
	5.3. Projector
	5.4. Stationary
	5.5. 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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Unit Title:	Show leadership in the workplace
Unit Code:	SEIP-RMG-MLM-04-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to develop and facilitate team cohesion, and communicate information to others effectively.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Develop and facilitate team cohesion	1.1. **Types of leadership** are identified and defined. 1.2. **Challenges of leadership** are identified and described.
2. Communicate information	2.1. **Methods of communication** are identified and described. 2.2. Communication of information is planned and prepared. 2.3. Information is communicated clearly and concisely.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Types of leadership	1.1. Autocratic 1.2. Democratic 1.3. Strategic 1.4. Transformational 1.5. Team 1.6. Cross-cultural 1.7. Mentoring
2. Challenges of leadership	2.1. Managing teams and individuals 2.2. Maintaining tools, equipment and machinery 2.3. Overseeing productivity 2.4. Achieving efficiency
3. Methods of communication	3.1. Verbal 3.2. Visual 3.3. Written 3.4. Physical

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 different types of leadership **1.2.** Described leadership challenges **1.3.** Identified and described different methods of communication **1.4.** Planned and prepared to communicate information **1.5.** Communicated information using different methods
2. Underpinning knowledge	**2.1.** Types of leadership **2.2.** Challenges of leadership **2.3.** Methods of communication
3. Underpinning skills	**3.1.** Identifying types of leadership **3.2.** Identifying methods of communication **3.3.** Planning and preparing to communicate information **3.4.** Communicating information using different methods
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 **4.7.** Communicate with peers and seniors in the workplace
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.** Internet **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. |

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Unit Title:	Resolve conflict and assess risk
Unit Code:	SEIP-RMG-MLM-05-O
Nominal Hours:	30 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to resolve conflict and assess risk. It specifically includes identifying and resolving conflict in the workplace, assessing risk and making decision.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify and resolve conflict	1.1. Sources of conflict at individual and team level are identified. 1.2. Conflict is clarified and resolved using **grievance handling procedure**. 1.3. **Problems** are identified and resolved as per organisational policy.
2. Assess risk and make decision	2.1. Risk management techniques are identified and described. 2.2. Risks are identified, defined and recorded. 2.3. Courses of action to eliminate or limit risk are identified. 2.4. **Decision making process** is identified and explained. 2.5. Decision is made and course of action implemented to eliminate or limit risk.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Problems	1.1. Supervision 1.2. Tools, equipment and machinery 1.3. Production 1.4. Quality
2. Grievance handling procedure	2.1. Laws 2.2. Grievances 2.3. Grievance submission 2.4. Settlement of grievance
3. Decision making process	3.1. Identify decision 3.2. Gather relevant information 3.3. Identify alternatives 3.4. Weigh evidence 3.5. Choose among alternatives 3.6. Take action 3.7. Review decision

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 sources of conflict and other problems **1.2.** Explained grievance handling procedure **1.3.** Identified solutions and selected appropriate course of action **1.4.** Described and identified risk management techniques **1.5.** Identified risks and course of action to eliminate or limit risk **1.6.** Explained decision making process **1.7.** Made decision and implemented course of action
2. Underpinning knowledge	**2.1.** Common types of conflict and problems in the workplace **2.2.** Grievance handling procedure **2.3.** Risk management techniques **2.4.** Decision making process
3. Underpinning skills	**3.1.** Identifying sources of conflict and other problems **3.2.** Explaining grievance handling procedure **3.3.** Identifying appropriate course of action to resolve conflict and/or problem **3.4.** Identifying risk management techniques **3.5.** Explaining decision making process **3.6.** Identifying appropriate course of action to eliminate or limit risk
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 **4.7.** Communicate with peers and seniors in the workplace
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.** Internet **5.5.** Grievance handling procedure (sample) **5.6.** Projector **5.7.** Stationary **5.8.** 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.

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Unit Title:	Evaluate production performance
Unit Code:	SEIP-RMG-MLM-06-O
Nominal Hours:	50 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to evaluate production performance. It specifically includes leading production personnel in the workplace and evaluating performance.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Mentor personnel	**1.1.** Purpose and benefits of mentoring plan are identified and defined. **1.2.** Ground rules and expectations are established with employee. **1.3.** Training requirements, **modes and methods** are identified and discussed with employee. **1.4.** Mentoring plan is developed in consultation with employee. **1.5.** Range of tools and resources to support mentoring plan are developed. **1.6.** Employee mentoring plan is implemented and evaluated.
2. Evaluate performance	**2.1.** Team and individual performance appraisal and review process is explained. **2.2.** Production performance against expected target is assessed. **2.3.** Performance appraisal is conducted in accordance with organisational practice. **2.4.** Performance appraisal feedback is provided to employee.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Modes and methods	**1.1.** Job rotation **1.2.** Buddy system **1.3.** Job instructions **1.4.** Committee assignments **1.5.** Internship training

1. Critical aspects of competency	Assessment must evidence that the candidate:	
	1.1.	Explained purpose and objectives of mentoring plan
	1.2.	Identified different modes and methods of training
	1.3.	Developed, implemented and monitored mentoring plan
	1.4.	Evaluated employee performance against established targets
	1.5.	Developed professional development plan for employee
2. Underpinning knowledge	**2.1.**	Purpose and benefits of mentoring plan
	2.2.	Modes and methods of training
	2.3.	Different types of mentoring plans
	2.4.	Performance appraisal and review process
	2.5.	Professional development plans
3. Underpinning skills	**3.1.**	Explaining purpose and benefits of mentoring plan
	3.2.	Identifying skills gaps and training modes and methods
	3.3.	Developing and implementing appropriate mentoring plan
	3.4.	Conducting performance appraisal and providing feedback
	3.5.	Developing and implementing professional development plan
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
	4.7.	Communicate with peers and seniors in the workplace
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.	Internet
	5.5.	Performance appraisal forms (sample)
	5.6.	Professional development plan (sample)
	5.7.	Projector
	5.8.	Stationary
	5.9.	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.	

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