



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD

FOR

SETTING AND ASSEMBLING OPERATIONS

(LEATHER AND FOOTWEAR SECTOR)

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

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Copyright

The Competency Standard for Setting and Assembling Operations 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	
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 5 January 2017 and concluded with a validation workshop with working group on 16 May 2017, and was reviewed and revised on 15 August 2018.

Experts Involved

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

Name	Organisation	Designation
Md. Mehedi Hasan	LFMEAB-SEIP	Lead Trainer
Engineer Kamruzzaman Manik	PICARD Bangladesh Limited	Production Manager
Mr. Mehedi Hasan	FB Footwear Limited	Manager (Quality Assurance)
Md. Golam Shahnewaz	US-Bangla Leather Products Limited	General Manager (Operations)
Engineer Md. Mostafa	BTEB	Industry Liaison Officer
Mr. Syed Sibgat Ullah	LFMEAB-SEIP	Chief Coordinator
Md. Arifur Rahman Bhuiyan	LFMEAB-SEIP	Coordinator - Training, Job Placement and Database
Md. Mominul Ahsan	Landmark Footwear	Executive Director and Chief Executive Officer (and ISC member)
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 26 April 2017]:

Name	Organisation	Designation
Md. Mominul Ahsan	Landmark Footwear	Executive Director and Chief Executive Officer (and ISC member)
Md. Mehedi Hasan	LFMEAB-SEIP	Lead Trainer
Engineer Kamruzzaman Manik	PICARD Bangladesh Limited	Production Manager
Mr. Mehedi Hasan	FB Footwear Limited	Manager (Quality Assurance)
Md. Golam Shahnewaz	US-Bangla Leather Products Limited	General Manager (Operations)

Name	Organisation	Designation
Mr. Syed Sibgat Ullah	LFMEAB-SEIP	Chief Coordinator
Md. Arifur Rahman Bhuiyan	LFMEAB-SEIP	Coordinator - Training, Job Placement and Database
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 16 May 2017]:

Name	Organisation	Designation
Md. Mehedi Hasan	LFMEAB-SEIP	Lead Trainer
Mr. Mehedi Hasan	FB Footwear Limited	Manager (Quality Assurance)
Md. Golam Shahnewaz	US-Bangla Leather Products Limited	General Manager (Operations)
Md. Monirul Islam	ALERON Limited	Production Executive
Engineer Md. Mostafa	BTEB	Industry Liaison Officer
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 Setting and Assembling Operations, 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:

Setting and Assembling Operations - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-LEA-SET-01-S	Use basic mathematical concepts		8
2	SEIP-LEA-SET-02-S	Carry out workplace interaction		8
3	SEIP-LEA-SET-03-S	Operate in a team environment		8
Sub-Total				24
Sector-specific Competencies (3 units of competency required)				
1	SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practice in the workplace		24
2	SEIP-LEA-SET-02-S	Work in leather goods and footwear industry		24
3	SEIP-LEA-SET-03-S	Use hand and power tools		24
Sub-Total				72
Occupation-specific Competencies (4 units of competency required)				
1	SEIP-LEA-SET-01-O	Identify basic setting and assembling operation		52
2	SEIP-LEA-SET-02-O	Carry out table work		52
3	SEIP-LEA-SET-03-O	Perform setting operation		80
4	SEIP-LEA-SET-04-O	Perform assembling operation		80
Sub-Total				264
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
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Generic Specific (Basic) Competencies

Use basic mathematical concepts SEIP-LEA-SET-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-SET-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-SET-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-SET-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-SET-02-S	Identify workflow process	Identify materials	Identify prime local and export markets
Use hand and power tools SEIP-LEA-SET-03-S	Identify and inspect hand and power tools	Use hand tools properly and safely	Operate power tools properly and safely
	Clean and maintain hand and power tools		

Occupation-Specific (Core) Competencies

Identify basic setting and assembling operation SEIP-LEA-SET-01-O	Identify basic operation	Identify materials	Identify leather goods and parts
Carry out table work SEIP-LEA-SET-02-O	Prepare for work	Collect material	Set-up workstation
	Carry out table work	Clean and maintain workplace	
Perform setting operation SEIP-LEA-SET-03-O	Prepare for work	Collect work material	Carry out setting operation
	Clean and maintain workplace		
Perform assembling operation SEIP-LEA-SET-04-O	Prepare for work	Set-up workstation	Carry out assembling operation
	Apply quality control	Clean and maintain workplace	

Units and Elements Table

Generic – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SET-01-G	Use basic mathematical concepts	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace. 2. Select appropriate mathematical methods/concepts for the calculation. 3. Use tools and instruments to perform calculations. 	8
SEIP-LEA-SET-02-G	Carry out workplace interaction	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Read and understand workplace documents. 3. Participate in workplace meetings and discussions. 4. Practice professional ethics at work. 	8
SEIP-LEA-SET-03-G	Operate in a team environment	<ol style="list-style-type: none"> 1. Identify team goals and work processes. 2. Identify own role and responsibilities within team. 3. Communicate and co-operate with team members. 4. Practice problem solving within the team. 	8
Total Hours			24

Sector-specific – Compulsory (3 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SET-01-S	Apply occupational health and safety (OHS) practice in the workplace	<ol style="list-style-type: none"> 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-SET-02-S	Work in leather goods and footwear industry	<ol style="list-style-type: none"> 1. Identify workflow process. 2. Identify materials. 3. Identify prime local and export markets. 	24
SEIP-LEA-SET-03-S	Use hand and power tools	<ol style="list-style-type: none"> 1. Identify and inspect hand and power tools. 2. Use hand tools properly and safely. 3. Operate power tools properly and safely. 4. Clean and maintain hand and power tools. 	24
Total Hours			72

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SET-01-O	Identify basic setting and assembling operation	<ol style="list-style-type: none"> 1. Identify basic operation. 2. Identify materials. 3. Identify leather goods and parts 	52
SEIP-LEA-SET-02-O	Carry out table work	<ol style="list-style-type: none"> 1. Prepare for work. 2. Collect material. 3. Set-up workstation. 4. Carry out table work. 5. Clean and maintain workplace. 	52
SEIP-LEA-SET-03-O	Perform setting operation	<ol style="list-style-type: none"> 1. Prepare for work. 2. Collect work material. 3. Carry out setting operation. 4. Clean and maintain workplace. 	80
SEIP-LEA-SET-04-O	Perform assembling operation	<ol style="list-style-type: none"> 1. Prepare for work. 2. Set-up workstation. 3. Carry out assembling operation. 4. Apply quality control. 5. Clean and maintain workplace. 	80
Total Hours			264

Generic Competencies

Unit Title:	Use basic mathematical concepts
Unit Code:	SEIP-LEA-SET-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 (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify calculation requirements in the workplace	1.1. <u>Calculation requirements</u> are identified from <u>workplace information</u> . 1.2. Mathematical problems are constructed from workplace information.
2. Select appropriate mathematical methods/concepts for the calculation.	2.1. <u>Appropriate method</u> is selected to carry-out calculation requirements. 2.2. Constructed mathematical problems are solved with appropriate method.
3. Use tools and instruments to perform calculations	3.1. Tools and instruments required for computation are identified. 3.2. Calculation is performed using appropriate tools and instruments accurately.

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified calculation requirements from workplace information 1.2. Selected appropriate method to carry out the calculation requirements 1.3. Completed calculations using appropriate tools/instruments
2. Underpinning knowledge	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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-SET-02-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to carry out workplace interaction. It specifically includes workplace communication, etiquette, understanding workplace documents, workplace meetings and discussions, and professional ethics at work.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret workplace communication and etiquette	<p>1.1. Workplace codes of conduct are interpreted as per organisational guidelines.</p> <p>1.2. Appropriate lines of communication are maintained with supervisors and colleagues.</p> <p>1.3. Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information.</p> <p>1.4. <u>Workplace procedures and matters</u> are comprehended.</p>
2. Read and understand workplace documents	<p>2.1. Workplace documents are interpreted correctly.</p> <p>2.2. Visual information/symbols/signage are understood correctly and followed.</p> <p>2.3. Specific and relevant information are accessed from <u>appropriate sources</u>.</p> <p>2.4. Appropriate medium is used to transfer information and ideas.</p>
3. Participate in workplace meetings and discussions	<p>3.1. Team meetings are attended on time.</p> <p>3.2. Meeting procedures and etiquette are followed.</p> <p>3.3. Active participation is ensured, opinions are expressed and heard.</p> <p>3.4. Inputs are provided and interpreted in line with the meeting purpose.</p>
4. Practice professional ethics at work	<p>4.1. Responsibilities as a team member are performed.</p> <p>4.2. Tasks are performed in accordance with workplace procedures.</p> <p>4.3. Confidentiality is maintained.</p> <p>4.4. Inappropriate and conflicting situations are avoided.</p>

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Interpreted workplace communication and etiquette 1.2. Interpreted workplace instructions and symbols 1.3. Performed active participation in workplace meetings
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Workplace communication and etiquette 2.2. Workplace documents, signs and symbols 2.3. Meeting procedure and etiquette 2.4. Professional ethics
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Demonstrating workplace communication and etiquette 3.2. Interpreting workplace instructions and symbols 3.3. Demonstrating active participation in workplace meeting 3.4. Applying professional ethics at work

Evidence Guide

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

4. Underpinning attitudes

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

5. Resource implications

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

6. Methods of assessment

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

7. Context of assessment

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

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any NTVQF qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

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

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

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

Evidence Guide

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

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

7. Context of assessment

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

Accreditation Requirements

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.

Sector-specific Competencies

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

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

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified OHS policies and procedures 1.2. Applied personal health and safety practices (including PPE) 1.3. Reported hazards and risks 1.4. Responded to emergencies
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Workplace OHS policies and procedures 2.2. Work safety procedures 2.3. Emergency response procedures: <ol style="list-style-type: none"> 2.3.1. Firefighting 2.3.2. Earthquake response 2.3.3. Accident response 2.4. Types of hazards (biological, chemical and physical) and their effects 2.5. OHS awareness 2.6. Personal protective equipment (PPE)
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identifying OHS policies and procedures 3.2. Applying personal health and safety practices 3.3. Reporting hazards and risks 3.4. Responding to emergencies

Evidence Guide

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

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

Accreditation Requirements

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

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
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: <ol style="list-style-type: none"> 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

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	<ul style="list-style-type: none">2.1. Workflow processes2.2. Raw materials2.3. Leather goods materials2.4. Footwear materials2.5. Local and export markets
3. Underpinning skills	<ul style="list-style-type: none">3.1. Identifying leather goods workflow process3.2. Identifying footwear workflow process3.3. Identifying raw materials3.4. Identifying leather goods and footwear materials3.5. Identifying prime local and export markets
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Prompt in carrying out activities4.2. Tidy and punctual4.3. Sincere and honest concerning duties4.4. Eager to learn4.5. Communicates well with peers, subordinates and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none">5.1. Workplace (simulated or actual)5.2. Internet5.3. Materials (samples)5.4. Projector5.5. Stationary5.6. Learning manual
6. Methods of assessment	<p>Methods of assessment may include but is not limited to:</p> <ul style="list-style-type: none">6.1. Written test6.2. Demonstration6.3. Oral test6.4. Observation6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">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:	Use hand and power tools
Unit Code:	SEIP-LEA-SET-03-S
Nominal Hours:	24 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to use hand and power tools in the workplace. It specifically includes identifying and inspecting hand and power tools for usability, using and operating tools properly and safely, and cleaning and maintaining hand and power tools after use.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify and inspect hand and power tools	<p>1.1. Appropriate hand and power tools are identified.</p> <p>1.2. Application of hand and power tools is recognised.</p> <p>1.3. Usability of hand and power tools are checked and verified.</p>
2. Use hand tools properly and safely	<p>2.1. Appropriate <u>hand tools</u> are selected.</p> <p>2.2. Safety precautions are ensured before using hand tools.</p> <p>2.3. Unsafe or faulty hand tools are identified and marked for repair.</p> <p>2.4. <u>Measuring tools</u> are checked and calibrated before use.</p> <p>2.5. Use hand tools properly and safely to perform work activity.</p>
3. Operate power tools properly and safely	<p>3.1. Appropriate <u>power tools</u> are selected.</p> <p>3.2. Power supply outlet and electrical cord are inspected and confirmed safe for use in accordance with established workplace safety requirements.</p> <p>3.3. Safety precautions are ensured before using power tools in accordance with manufacturer's operating specification.</p> <p>3.4. Proper sequence of operation applied for using power tools.</p> <p>3.5. Unsafe or faulty power tools are identified and marked for repair.</p> <p>3.6. Operate power tools properly and safely to perform work activity.</p>
4. Clean and maintain hand and power tools	<p>4.1. Dust and foreign matters are removed from hand and power tools in accordance to workplace standards.</p> <p>4.2. Condition of hand and power tools are checked after use and reported.</p> <p>4.3. Appropriate lubricant is applied after use and prior to storage.</p> <p>4.4. Measuring tools are checked and calibrated after use.</p> <p>4.5. Defective hand and power tools are inspected and repaired or replaced.</p> <p>4.6. Hand and power tools are stored and secured in accordance with workplace requirements.</p>

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
1. Hand tools	<ul style="list-style-type: none"> 1.1. Awls 1.2. Cutting knives 1.3. Edgers 1.4. Grommet 1.5. Hammers 1.6. Snipper 1.7. Mallets 1.8. Pliers 1.9. Lacing 1.10. Punches 1.11. Rollers 1.12. Saddle making 1.13. Scissors 1.14. Shears 1.15. Setting 1.16. Sharpening 1.17. Polishing 1.18. Spacing 1.19. Tack removers 1.20. Swivel knives 1.21. Stitching horse 1.22. Hand press 1.23. Chisels 1.24. Pinchers 1.25. Stamping
2. Power tools	<ul style="list-style-type: none"> 2.1. Folding device 2.2. Hand dryer 2.3. Thread burner 2.4. Hot air blower 2.5. Hand roller
3. Measuring tools	<ul style="list-style-type: none"> 3.1. Measuring tape 3.2. Level 3.3. Steel tape 3.4. Tension meter

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 selected appropriate hand and power tools for work to be performed 1.2. Identified and used measuring and testing tools appropriate to work activity 1.3. Followed safety precautions when using hand and power tools 1.4. Operated power tools safely and pursuant to manufacturer's operating specification 1.5. Performed cleaning and maintenance of hand and power tools after use and prior to storing
2. Underpinning knowledge	2.1. Information on types of hand and power tools, their functions and use 2.2. Procedures for safely using hand and power tools
3. Underpinning skills	3.1. Identifying hand, power and measuring tools 3.2. Following safety precautions when using hand, power and measuring tools 3.3. Using hand and measuring tools correctly and safely in accordance with manufacturer's operating specification 3.4. Operating power tools correctly and safely in accordance with manufacturer's operating specification 3.5. Cleaning and maintaining hand and power tools after use 3.6. Applying appropriate lubricant on hand and power tools after use and prior to storing
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. Committed to occupational health and safety practices
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Hand tools 5.4. Power tools 5.5. Measuring tools 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.

Accreditation Requirements

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Occupation-specific Competencies

Unit Title:	Identify basic setting and assembling operation
Unit Code:	SEIP-LEA-SET-01-O
Nominal Hours:	52 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify basic setting and assembling operations. It specifically includes identifying basic operation, materials, and leather goods and parts.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify basic operation	1.1. Workflow process and work activity sequencing are identified and described. 1.2. Requirements and outcome of each work activity are identified and described.
2. Identify materials	2.1. Common <u>materials</u> used are identified. 2.2. Materials are differentiated by key characteristics and usage guidelines.
3. Identify leather goods and parts	3.1. <u>Leather goods</u> are identified. 3.2. <u>Parts of leather goods</u> are identified. 3.3. Use and function of each part is described.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Materials	1.1. Upper 1.2. Lining 1.3. Reinforcement 1.4. Adhesive 1.5. Adhesive tape
2. Types of leather	2.1. Full grain 2.2. Corrected grain 2.3. Suede 2.4. Nubuck
3. Leather goods	3.1. Shoes 3.2. Handbags 3.3. Briefcases 3.4. Luggage 3.5. Clothing

Range of Variables	
Variable	Range (may include but not limited to)
4. Parts of leather goods	4.1. Front 4.2. Back 4.3. Top 4.4. Bottom 4.5. Flap 4.6. Counter flap 4.7. Handle 4.8. Gusset 4.9. Asther 4.10. Centre piece 4.11. Upper 4.12. Divider

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified basic setting and assembling operation 1.2. Described workflow process and activities 1.3. Identified materials 1.4. Identified leather goods and parts of leather goods 1.5. Described function of each part of leather good
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Setting and assembling operations 2.2. Workflow process 2.3. Materials 2.4. Leather goods
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Explaining basic setting and assembling operation 3.2. Identifying and describing workflow process 3.3. Explaining work activities and their expected outcome 3.4. Identifying different leather goods, their parts and function
4. Underpinning attitudes	<ol style="list-style-type: none"> 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

Evidence Guide

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

5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Leather goods (including parts) 5.3. Materials 5.4. Projector 5.5. Stationary 5.6. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Carry out table work
Unit Code:	SEIP-LEA-SET-02-O
Nominal Hours:	52 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to carry out table work. It specifically includes preparing for work, collecting material, setting-up workstation, carrying out table work, and cleaning and maintaining workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate <u>tools and equipment</u> are identified and selected.</p>
2. Collect material	<p>2.1. Work bundle and <u>upper material</u> is received, inspected and checked as per job specification.</p> <p>2.2. <u>Lining material</u> and <u>reinforcement</u> is received, inspected and checked as per job specification.</p> <p>2.3. Defects are identified, marked and recorded as per standard operating procedure.</p> <p>2.4. Work pieces are arranged in correct sequence as per job requirement.</p>
3. Set-up workstation	<p>3.4. Workstation is set-up as per job requirement.</p> <p>3.5. Work table, seating posture and lighting are arranged as per job requirement.</p> <p>3.6. Tools and equipment are cleaned and checked for function and safety.</p> <p>3.7. Faults with tools and equipment are identified and marked for repair or replacement as per standard operating procedure.</p>
4. Carry out table work	<p>4.1. <u>Table operations</u> are performed according to job specification and as per standard operating procedure.</p> <p>4.2. Quality requirements are identified as per standard operating procedure.</p> <p>4.3. Inspection of work product is carried out to ensure compliance with quality standards.</p>
5. Clean and maintain workplace	<p>5.1. Tools and equipment are cleaned, maintained and stored.</p> <p>5.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>5.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
1. Tools and equipment	<ul style="list-style-type: none"> 1.1. Manual handling devices 1.2. Cutting knives 1.3. Eyelet punch 1.4. Scissors 1.5. Revolving punch 1.6. Markers 1.7. Hammer 1.8. Button setter 1.9. Rivet setter 1.10. Thread trimmer 1.11. Steel scale 1.12. Decorating punch 1.13. Manual folder
2. Upper material	<ul style="list-style-type: none"> 2.1. Leather 2.2. Synthetic 2.3. Fabric 2.4. Jute sack
3. Lining material	<ul style="list-style-type: none"> 3.1. Leather 3.2. Synthetic 3.3. Fabric
4. Reinforcement	<ul style="list-style-type: none"> 4.1. Board 4.2. Interlinings 4.3. Sheet material
5. Table operations	<ul style="list-style-type: none"> 5.1. Identification marking 5.2. Sorting of component 5.3. Component matching 5.4. Stitch marking 5.5. Reinforcement fixing 5.6. Edge trimming 5.7. Edge preparation 5.8. Edge colouring 5.9. Edge folding 5.10. Punching 5.11. Eyeleting 5.12. Riveting/buttoning 5.13. Applying adhesive 5.14. Fixing locks, buckles and decorative pieces 5.15. Assembling various parts

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. Identified tools and equipment 1.3. Collected and inspected materials 1.4. Set-up workstation and table 1.5. Carried out table work 1.6. Cleaned and maintained workplace
2. Underpinning knowledge	2.1. Tools and equipment 2.2. Standard operating procedure 2.3. Workstation and table set-up 2.4. Table operations 2.5. Quality control 2.6. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work 3.2. Identifying and inspecting tools and equipment 3.3. Inspecting and checking materials 3.4. Arranging work pieces in sequence 3.5. Setting-up workstation and table 3.6. Performing table operations 3.7. Carrying out quality inspection of product 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. Committed to occupational health and safety practices 4.8. Respectful of peers, subordinates and seniors in the workplace

Evidence Guide

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

5. Resource implications

The following resources must be provided:

- 5.1. Workplace (simulated or actual)
- 5.2. Personal protective equipment (PPE)
- 5.3. Tools and equipment
- 5.4. Workstation/table
- 5.5. Materials
- 5.6. Job specification
- 5.7. Standard operating procedure
- 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.

Accreditation Requirements

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Unit Title:	Perform setting operation
Unit Code:	SEIP-LEA-SET-03-O
Nominal Hours:	80 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform setting operations. It specifically includes preparing for work, collecting work material, carrying out setting operation, and cleaning and maintaining workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate tools and equipment are identified and selected.</p>
2. Collect work material	<p>2.1. Work bundle, materials and <u>accessories</u> are receive, inspected and checked as per job specification.</p> <p>2.2. Discrepancies are identified, recorded and reported as per standard operating procedure.</p>
3. Carry out setting operation	<p>3.1. Tasks to be performed are identified.</p> <p>3.2. Setting is carried out as per job specification.</p> <p>3.3. Faults or defective pieces are identified, marked and recorded.</p>
4. Clean and maintain workplace	<p>4.1. Tools and equipment are cleaned, maintained and stored.</p> <p>4.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>4.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Accessories	<p>1.1. Frames</p> <p>1.2. Rings</p> <p>1.3. Hooks/hinges</p> <p>1.4. Metal angle</p> <p>1.5. Key bars</p> <p>1.6. Buckles</p> <p>1.7. Snap fastener</p> <p>1.8. Eyelets</p> <p>1.9. Studs</p> <p>1.10. Rivets/buttons</p> <p>1.11. Zippers</p> <p>1.12. Velcro</p> <p>1.13. Locks</p>

Evidence Guide

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

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Prepared for work 1.2. Collected and inspected work bundles, materials and accessories 1.3. Identified, recorded and reported discrepancies 1.4. Carried out setting operation 1.5. Identified, marked and recorded faults and defective pieces 1.6. Cleaned and maintained workplace
2. Underpinning knowledge	2.1. Tools and equipment 2.2. Materials 2.3. Accessories 2.4. Setting operation 2.5. Standard operating procedure 2.6. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work 3.2. Collecting work bundles, materials and accessories 3.3. Inspecting work bundles, materials and accessories 3.4. Identifying, recording and reporting discrepancies 3.5. Carrying out setting operation 3.6. Identifying, marking and recording faults and defective 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

Evidence Guide

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

5. Resource implications

The following resources must be provided:

- 5.1. Workplace (simulated or actual)
- 5.2. Personal protective equipment (PPE)
- 5.3. Tools and equipment
- 5.4. Materials
- 5.5. Accessories
- 5.6. Job specification
- 5.7. Standard operating procedure
- 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:	Perform assembling operation
Unit Code:	SEIP-LEA-SET-04-O
Nominal Hours:	80 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform assembling operations. It specifically includes preparing for work, setting-up workstation, carrying out setting operation, applying quality control, and cleaning and maintaining workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate tools and equipment are identified and selected.</p>
2. Set-up workstation	<p>2.1. Workstation is set-up as per job requirement.</p> <p>2.2. Tools and equipment are cleaned and checked for function and safety.</p> <p>2.3. Faults with tools and equipment are identified and marked for repair or replacement as per standard operating procedure.</p>
3. Carry out assembling operation	<p>3.1. Leather goods components are positioned as per construction process.</p> <p>3.2. <u>Assembling</u> is carried out as per job specification.</p> <p>3.3. Faults or defective pieces are identified and recorded.</p>
4. Apply quality control	<p>4.1. Completed work is checked against job specification and approved sample.</p> <p>4.2. Defective work pieces are removed and isolated as per standard operating procedure.</p> <p>4.3. Corrections are made to work piece, as required, to meet job specification.</p>
5. Clean and maintain workplace	<p>5.1. Tools and equipment are cleaned, maintained and stored.</p> <p>5.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>5.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. Assembling	<p>1.1. Small leather goods:</p> <ul style="list-style-type: none"> 1.1.1. Outer top 1.1.2. Divider 1.1.3. Centre piece 1.1.4. Credit card pocket 1.1.5. Flap 1.1.6. Total asther 1.1.7. Gusset 1.1.8. Final preparation 1.1.9. Piping and binding <p>1.2. Large leather goods:</p> <ul style="list-style-type: none"> 1.2.1. Back part 1.2.2. Back top 1.2.3. Front part 1.2.4. Front top 1.2.5. Flap 1.2.6. Gusset 1.2.7. Bottom 1.2.8. Belt/handle 1.2.9. Lining setting 1.2.10. Fixing reinforcement

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	<p>Assessment must evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Prepared for work 1.2. Set-up workstation 1.3. Positioned leather goods components 1.4. Carried out assembling operation 1.5. Applied quality control 1.6. Identified and recorded faults and defective pieces 1.7. Cleaned and maintained workplace

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2. Underpinning knowledge	2.1. Tools and equipment 2.2. Workstation set-up 2.3. Construction process 2.4. Leather goods components 2.5. Quality control process 2.6. Standard operating procedure 2.7. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work 3.2. Setting-up workstation 3.3. Positioning leather goods components 3.4. Assembling leather goods components 3.5. Checking finished product for quality 3.6. Making corrections to work piece 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. Workstation 5.5. Leather goods components 5.6. Materials 5.7. Job specification 5.8. Standard operating procedure 5.9. Projector 5.10. Stationary 5.11. Learning manual

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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.