



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD FOR SOCIAL COMPLIANCE AND HR MANAGEMENT *(RMG SECTOR)*

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

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Copyright

The Competency Standard for Social Compliance and HR 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	
CAP	Corrective action plan
ERC	Export registration certificate
IRC	Import registration certificate
OHS	Occupational health and safety
PPE	Personal protective equipment
RMG	Ready-made garment
SOP	Standard operating procedure
TIN	Taxation identification number
TNA	Training needs analysis
VAT	Value added tax

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 October 2017 and concluded with a validation workshop with working group on 31 December 2017, and was reviewed and revised on 21 October 2018.

Experts Involved

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

Name	Organisation	Designation
Engr. Rupali Biswas	BKMEA	Chief Coordinator
Farzana Sharmin	BKMEA	Senior Trainer (Compliance)
L.N Shipra Das	Ananta Apparels Limited	Manager - HR
Mr. Nazmul Islam	Alim Knit Bd. Limited	Manager - Compliance and HR
Mr. Hasanuzzaman	Cotton Club Limited	Manager - Compliance and HR
Mr. Jillur Rahman	NARI Project - DEPZ	Job Placement Officer
Rashmi Mehra	British Council - SD03	International Consultant and Acting Team Leader
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 23 December 2017]:

Name	Organisation	Designation
Engr. Rupali Biswas	BKMEA	Chief Coordinator
Farzana Sharmin	BKMEA	Senior Trainer - Compliance
Md. Rashedul Hassan	Independent	CSR Manager
Ms. Gulshan Ara	Hoplun BD Limited	Compliance Manager
Ananda Falia	BTEB	Assistant Controller
Engr. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Mr. Mohiuzzaman	SEIP	Course Specialist

Name	Organisation	Designation
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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 31 December 2017]:

Name	Organisation	Designation
M. I. Siddique (Selim Mahbub)	BKMEA (RTISC)	Director
Engr. Rupali Biswas	BKMEA	Chief Coordinator
Farzana Sharmin	BKMEA	Senior Trainer - Compliance
Md. Rashedul Hassan	Independent	CSR Manager
Mohammad Shahin Miah	Masco Group	Senior General Manager (HR, Admin and Compliance)
Mohammad Faruque Hossain	Comfit Composite Knit Limited	General Manager (IR and Compliance)
Javed Ahmed	Fakir Apparels Limited	Manager - Training and Development
Engr. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
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Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Dr. Md. Wazed Ali	British Council - SD03	Deputy Team Leader
Syed Azharul Haque	British Council - SD03	National Subject Matter Consultant - RMG Sector
Md. Amir Hossain	Dhaka Ahsania Mission	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

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-RMG-CHR-01-G	Use basic mathematical concepts		8
2	SEIP-RMG-CHR-02-G	Carry out workplace interaction		8
3	SEIP-RMG-CHR-03-G	Operate in a team environment		8
4	SEIP-RMG-CHR-04-G	Apply basic IT skills		16
Sub-Total				40
Sector-specific Competencies (3 units of competency required)				
1	SEIP-RMG-CHR-01-S	Explore the history of RMG Sector		20
2	SEIP-RMG-CHR-02-S	Carry out measurements and calculations		20
3	SEIP-RMG-CHR-03-S	Read and interpret sketches and drawings		20
Sub-Total				60
Occupation-specific Competencies (5 units of competency required)				
1	SEIP-RMG-CHR-01-O	Understand social compliance and human resource management		30
2	SEIP-RMG-CHR-02-O	Apply knowledge of social compliance		80
3	SEIP-RMG-CHR-03-O	Identify health, safety and environment management requirements		80
4	SEIP-RMG-CHR-04-O	Identify social compliance standards and audit requirements		40
5	SEIP-RMG-CHR-05-O	Develop human resources		30
Sub-Total				260
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
Use basic mathematical concepts SEIP-RMG-CHR-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-CHR-02-G	Interpret workplace communication and etiquette	Read and understand workplace documents
Practice professional ethics at work			
Operate in a team environment SEIP-RMG-CHR-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-CHR-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

<p>Explore the history of RMG Sector SEIP-RMG-CHR-01-S</p>	<p>Examine the background of RMG Sector</p>	<p>Identify main industries within RMG sector</p>	<p>Identify prime local and export markets</p>
<p>Carry out calculations and measurements SEIP-RMG-CHR-02-S</p>	<p>Plan and prepare</p>	<p>Obtain measurements</p>	<p>Perform calculations</p>
<p>Read and interpret sketches and drawings SEIP-RMG-CHR-03-S</p>	<p>Interpret information and specifications</p>	<p>Read and interpret sketches and drawings</p>	

Occupation-specific (Core) Competencies

<p>Understand social compliance and human resource management SEIP-RMG-CHR-01-O</p>	<p>Interpret social compliance</p>	<p>Define human resource management</p>	<p>Identify organogram of social compliance and human resource departments</p>
<p>Apply knowledge of social compliance SEIP-RMG-CHR-02-O</p>	<p>Identify labour law and organisational policies</p>	<p>Identify ILO conventions</p>	<p>Perform industrial relation activities</p>
<p>Identify health, safety and environment management requirements SEIP-RMG-CHR-03-O</p>	<p>Identify health and safety requirements</p>	<p>Identify environmental issues</p>	
<p>Identify social compliance standards and audit requirements SEIP-RMG-CHR-04-O</p>	<p>Identify social compliance standards</p>	<p>Implement corrective action plan (CAP)</p>	<p>Identify social compliance audit requirements</p>
	<p>Identify major buyers code of conduct</p>		
<p>Develop human resources SEIP-RMG-CHR-05-O</p>	<p>Identify human resource planning requirements</p>	<p>Identify recruitment and selection procedures</p>	<p>Carry out performance appraisal</p>
	<p>Identify training and development needs</p>		

Units and Elements Table

Generic – Compulsory (4 units of competency required)

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

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-CHR-01-S	Explore the history of RMG Sector	<ol style="list-style-type: none"> 1. Examine the background of RMG sector. 2. Identify main departments within RMG sector. 3. List prime local and export markets. 	20
SEIP-RMG-CHR-02-S	Carry out measurements and calculations	<ol style="list-style-type: none"> 1. Plan and prepare. 2. Obtain measurements. 3. Perform calculations. 	20
SEIP-RMG-CHR-03-S	Read and interpret sketches and drawings	<ol style="list-style-type: none"> 1. Interpret information and specifications. 2. Read and interpret sketches and drawings. 	20
Total Hours			60

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-CHR-01-O	Understand social compliance and human resource management	<ol style="list-style-type: none"> 1. Interpret social compliance. 2. Define human resource management. 3. Identify organogram of social compliance and human resource departments. 	30
SEIP-RMG-CHR-02-O	Apply knowledge of social compliance	<ol style="list-style-type: none"> 1. Identify labour law and organisational policies. 2. Identify ILO conventions. 3. Perform industrial relation activities. 	80
SEIP-RMG-CHR-03-O	Identify health, safety and environment management requirements	<ol style="list-style-type: none"> 1. Identify health and safety requirements. 2. Identify environmental issues. 	80
SEIP-RMG-CHR-04-O	Identify social compliance standards and audit requirements	<ol style="list-style-type: none"> 1. Identify social compliance standards. 2. Implement corrective action plan (CAP). 3. Identify social compliance audit requirements. 4. Identify major buyers code of conduct. 	40
SEIP-RMG-CHR-05-O	Develop human resources	<ol style="list-style-type: none"> 1. Identify human resource planning requirements. 2. Identify recruitment and selection procedures. 3. Carry out performance appraisal. 4. Identify training and development needs. 	30
Total Hours			260

Generic Competencies

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

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

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

Evidence Guide

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

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

Accreditation Requirements

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

Unit Title:	Carry out workplace interaction
Unit Code:	SEIP-RMG-CHR-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 (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: <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. 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-CHR-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 (<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 (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-CHR-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 (<u>bold and underlined</u> 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 <u>IT tools</u> 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. <u>Data manipulation techniques</u> 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 <u>browsers</u> 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: <ol style="list-style-type: none"> 1.1. Identified commonly used IT tools 1.2. Performed simple trouble-shooting with computer 1.3. Performed typing on word processing software, saved and retrieved documents 1.4. Performed data entry with 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	<ul style="list-style-type: none">2.1. IT and IT tools2.2. Computer trouble-shooting2.3. Techniques to access internet
3. Underpinning skills	<ul style="list-style-type: none">3.1. Demonstrating simple trouble-shooting with computer3.2. Demonstrating typing on word processing software3.3. Demonstrating data entry with spread sheet3.4. Opening email account and using it for different purposes
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Active on teamwork4.2. Prompt in carrying out activities4.3. Tidy and punctual4.4. Respectful of peers, subordinates and seniors in the workplace4.5. Sincere and honest concerning duties
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. IT tools5.3. Computer/laptop/notebook5.4. Software5.5. Internet5.6. Projector5.7. Stationary5.8. 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. Oral test6.3. Observation6.4. Demonstration6.5. 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.

Accreditation Requirements

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Sector-specific Competencies

Unit Title:	Explore the history of RMG Sector
Unit Code:	SEIP-RMG-CHR-01-S
Nominal Hours:	20 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 departments within the RMG sector, 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. 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 departments within RMG sector	2.1. <u>Main departments</u> of the RMG sector are identified. 2.2. Importance of RMG sector and main departments is explored and analysed. 2.3. Common <u>types of machine</u> used in RMG sector are identified.
3. Identify prime local and export markets	3.1. Prime local markets 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. Main departments	1.1. PDS 1.2. Store 1.3. Cutting 1.4. Embellishment 1.5. Sewing 1.6. Washing 1.7. Finishing 1.8. Quality 1.9. Industrial engineering 1.10. Production planning 1.11. Production control 1.12. Maintenance 1.13. Merchandising

Range of Variables	
Variable	Range (may include but not limited to)
2. Types of machine	2.1. Single needle 2.2. Double needle 2.3. Overlock 2.4. Flatlock 2.5. Feed of the arm 2.6. Kansai multi needle 2.7. Bartuck 2.8. Button needle 2.9. Button stitch 2.10. Snap attach
3. Export markets	3.1. United States 3.2. European 3.3. 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. Main departments 2.3. Common types of machinery 2.4. Prime local and export markets
3. Underpinning skills	3.1. Describing the history of RMG sector 3.2. Identifying prime local and export markets
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

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. 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:	Carry out measurements and calculations
Unit Code:	SEIP-RMG-CHR-02-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required for carry out measurements and calculations in the workplace. It specifically includes planning and preparing to take measurements, obtaining measurements, and performing calculations.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Plan and prepare	<p>1.1. Work instructions are confirmed and applied to the job in hand.</p> <p>1.2. Materials to be measured are identified as per job specification.</p> <p>1.3. Appropriate <u>measuring device</u> is identified and selected based on materials to be measured.</p> <p>1.4. Specifications are obtained and verified from relevant <u>documents</u>.</p>
2. Obtain measurements	<p>2.1. Method of obtaining measurement is selected and applied.</p> <p>2.2. <u>Measurements</u> are obtained using appropriate device in accordance with job requirement.</p> <p>2.3. Measurements, including area, volume, tolerance and clearance limits, are confirmed and applied.</p>
3. Perform calculations	<p>3.1. <u>Calculations</u>, using basic operations, for determining material requirement are taken.</p> <p>3.2. Appropriate <u>formulas</u> for calculating quantities are selected.</p> <p>3.3. Quantities are estimated from the calculation taken.</p> <p>3.4. Material quantities are calculated, confirmed and recorded within tolerances.</p>

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

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified and selected appropriate measuring devices 1.2. Carried out measurements for apparel 1.3. Identified and selected correct mathematical formula 1.4. Performed calculations as per job requirement
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Measuring devices 2.2. Basic mathematical formulas 2.3. Simple calculation techniques 2.4. Garment allowances and tolerances 2.5. Recording data procedures
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identifying appropriate measuring devices 3.2. Carrying out measurements for apparel 3.3. Performing calculations as per job requirement

Evidence Guide

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

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

Accreditation Requirements

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Unit Title:	Read and interpret sketches and drawings
Unit Code:	SEIP-RMG-CHR-03-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to read and interpret sketches and drawings. It specifically includes interpreting information and specifications, and reading and interpreting sketches and drawings.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret information and specifications	<p>1.1. Appropriate <u>manuals</u> for work activity are identified and collected.</p> <p>1.2. Information and <u>specifications</u> in the manuals is interpreted and applied.</p>
2. Read and interpret sketches and drawings	<p>2.1. Relevant <u>sketches and drawings</u> are identified for job requirement.</p> <p>2.2. Key <u>terms and abbreviations</u> are identified and interpreted.</p> <p>2.3. <u>Signs and symbols</u> are identified and interpreted.</p> <p>2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Manuals	<p>1.1. Buyers specification</p> <p>1.2. Compliance</p> <p>1.3. Maintenance procedure</p> <p>1.4. Periodic maintenance</p> <p>1.5. Quality assurance</p> <p>1.6. Standard operating procedure (SOP)</p>
2. Sketches and drawings	<p>2.1. Technical</p> <p>2.2. Measurement</p> <p>2.3. Design</p>
3. Specifications	<p>3.1. Product</p> <p>3.2. Performance</p> <p>3.3. Method</p>
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:	Understand social compliance and human resource management
Unit Code:	SEIP-RMG-CHR-01-O
Nominal Hours:	30 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply understand social compliance and human resources. It specifically includes interpreting social compliance, defining human resource management, and identifying organogram of social compliance and human resource departments.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret social compliance	<p>1.1 Social compliance within the RMG Sector is interpreted.</p> <p>1.2 <u>Aspects of social compliance</u> are identified and described.</p> <p>1.3 <u>Functions of compliance department</u> are identified.</p> <p>1.4 <u>Role and responsibilities</u> of compliance officer are identified.</p>
2. Define human resource management	<p>2.1. Principles and objectives of human resource management are defined.</p> <p>2.2. <u>Human resource functions</u> are identified and described.</p> <p>2.3. <u>Role and responsibilities</u> of HR officer are identified.</p>
3. Identify organogram of social compliance and human resource departments	<p>3.1. Organogram of social compliance department is identified and explained.</p> <p>3.2. Organogram of human resource department is identified and explained.</p> <p>3.3. Relationship between social compliance and human resource department is clearly identified and described.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Aspects of social compliance	<p>1.1. Child labour</p> <p>1.2. Forced labour</p> <p>1.3. Working hour</p> <p>1.4. Compensation and benefits</p> <p>1.5. Discrimination</p> <p>1.6. Harassment and abuse</p> <p>1.7. Health and safety</p> <p>1.8. Welfare and social benefits</p> <p>1.9. Freedom of association</p> <p>1.10. Environment</p> <p>1.11. Buyer code of conduct</p>

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
2. Functions of compliance department	2.1. Legal 2.2. Workplace safety 2.3. Worker welfare 2.4. Job security validation
3. Role and responsibilities (Compliance Officer)	3.1. Workplace health and safety 3.2. Awareness training 3.3. Grievance handling 3.4. Social compliance audit 3.5. Audit documentation 3.6. Welfare issues
4. Human resource functions	4.1. Recruitment and selection 4.2. Compensation and benefits 4.3. Training and development 4.4. HR strategy and planning 4.5. Succession and career planning 4.6. Talent and performance management 4.7. Employee engagement 4.8. Job security 4.9. Grievance 4.10. Complaint handling 4.11. Disciplinary process 4.12. Organisational development
5. Role and responsibilities (HR Officer)	5.1. Recruitment and selection 5.2. Personal file and documentation 5.3. Payroll management 5.4. Leave management 5.5. Compensation and benefits 5.6. Training needs analysis (TNA)

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 social compliance in the RMG context 1.2. Identified functions of social compliance 1.3. Identified role and responsibilities of compliance officer 1.4. Defined human resource management 1.5. Identified functions of human resources 1.6. Identified role and responsibilities of human resources officer 1.7. Explained organogram of social compliance and human resources department
2. Underpinning knowledge	2.1. Social compliance 2.2. Social compliance functions 2.3. Role and responsibilities of compliance officer 2.4. Human resources 2.5. Human resources functions 2.6. Role and responsibilities of human resources officer 2.7. Organograms
3. Underpinning skills	3.1. Interpreting social compliance 3.2. Identifying and explaining functions of social compliance 3.3. Defining human resources management 3.4. Identifying and explaining functions of human resources 3.5. Describing relationship between social compliance and human resources department
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

Evidence Guide

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

5. Resource implications

The following resources must be provided:

- 5.1. Workplace (simulated or actual)
- 5.2. Computer/laptop/notebook
- 5.3. Guideline (social compliance)
- 5.4. Guideline (human resources)
- 5.5. Code of conduct
- 5.6. Organogram (samples)
- 5.7. Projector
- 5.8. Stationary
- 5.9. Learning manual

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

7. Context of assessment

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

Accreditation Requirements

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Unit Title:	Apply knowledge of social compliance
Unit Code:	SEIP-RMG-CHR-02-O
Nominal Hours:	80 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply knowledge of social compliance. It specifically includes identifying labour law and organisational policies, identifying ILO conventions, and performing industrial relation activities.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify labour law and organisational policies	1.1. Bangladesh <u>labour law and rules</u> are identified and interpreted. 1.2. <u>Organisational policies</u> are identified and described.
2. Identify ILO conventions	2.1. <u>ILO conventions</u> are identified and interpreted. 2.2. Major issues of ILO conventions in social compliance practice are identified.
3. Perform industrial relation activities	3.1. Activities of <u>participant committee</u> are identified and described. 3.2. <u>Grievance handling procedures</u> are identified and illustrated. 3.3. Grievances are resolved as per standard operating procedure.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Labor laws and rules	1.1. Employment rules and regulations 1.2. Wages, benefits and leave 1.3. Disciplinary procedure 1.4. Welfare facilities 1.5. Occupational health and safety 1.6. Industrial relations 1.7. Environment
2. Organisational policies	2.1. Recruitment 2.2. Health and safety 2.3. Social accountability 2.4. Welfare 2.5. Grievance handling 2.6. Emergency action plan 2.7. Discrimination 2.8. Harassment

Range of Variables	
Variable	Range (may include but not limited to)
3. ILO conventions	3.1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87) 3.2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98) 3.3. Forced Labour Convention, 1930 (No. 29) 3.4. Abolition of Forced Labour Convention, 1957 (No. 105) 3.5. Minimum Age Convention, 1973 (No. 138) 3.6. Worst Forms of Child Labour Convention, 1999 (No. 182) 3.7. Equal Remuneration Convention, 1951 (No. 100) 3.8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
4. Participation committee	4.1. Requirements 4.2. Election procedures 4.3. Election conduct 4.4. Duration 4.5. Formation 4.6. Functions 4.7. Communication
5. Grievance handling procedures	5.1. Laws 5.2. Grievances 5.3. Grievance submission 5.4. Settlement of grievance

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 interpreted labour law and rules 1.2. Identified and interpreted laws and rules on wages, benefits and leave entitlement 1.3. Identified and described common organisational policies 1.4. Identified and interpreted ILO conventions 1.5. Identified and illustrated grievance handling procedure
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Bangladesh labour law and rules 2.2. ILO conventions 2.3. Grievance handling procedure

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.

3. Underpinning skills	3.1. Interpreting Bangladesh labour law and rules 3.2. Describing common organisational policies 3.3. Interpreting ILO conventions 3.4. Identifying major issues of ILO conventions 3.5. Conducting grievance handling procedure
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. Bangladesh labour law 5.4. Organisational policies 5.5. ILO conventions manual 5.6. Projector 5.7. Stationary 5.8. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Identify health, safety and environment management requirements
Unit Code:	SEIP-RMG-CHR-03-O
Nominal Hours:	80 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify health, safety and environment management requirements. It specifically includes identifying health and safety requirements and identifying environmental issues.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify health and safety requirement	<p>1.1. Basic building safety requirements are identified and defined.</p> <p>1.2. <u>Electrical and fire hazards</u> are identified.</p> <p>1.3. <u>Personal protective equipment</u> (PPE) is identified.</p> <p>1.4. Occupational health and safety is maintained as per standard operating procedure.</p>
2. Identify environmental issues	<p>2.1. Common <u>environmental issues</u> are identified and described.</p> <p>2.2. Bangladesh environment laws are identified and interpreted.</p> <p>2.3. Environmental management systems are identified and described.</p> <p>2.4. <u>Waste management systems</u> are identified and described.</p> <p>2.5. Importance of effluent treatment plant (ETP) is explained.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Electrical and fire hazards	<p>1.1. Loose connection</p> <p>1.2. Damaged connection</p> <p>1.3. Incorrect load distribution</p> <p>1.4. Faulty wiring</p> <p>1.5. Combustible dust</p> <p>1.6. Flammable liquids and gasses</p>
2. Personal protection equipment (PPE)	<p>2.1. Apron/vest</p> <p>2.2. Head scarf</p> <p>2.3. Guard (eye, needle)</p> <p>2.4. Rubber mat</p> <p>2.5. Safety shoes</p> <p>2.6. Safety goggles/mask</p> <p>2.7. Helmet</p> <p>2.8. Safety harness</p> <p>2.9. Gloves</p> <p>2.10. Ear plugs</p>

Range of Variables	
Variable	Range (may include but not limited to)
3. Environmental issues	3.1. Overpopulation 3.2. Hydrology 3.3. Intensive farming 3.4. Pollution
4. Waste management system	4.1. Classification 4.2. Segregation 4.3. Prevention 4.4. 3R system 4.5. Disposal

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. Applied occupational health and safety practice 1.2. Identified and defined basic building safety 1.3. Identified electrical and fire hazards 1.4. Described environmental issues 1.5. Identified environmental management systems 1.6. Identified waste management systems
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Occupational health and safety 2.2. Personal protective equipment (PPE) 2.3. Building safety 2.4. Electrical and fire hazards 2.5. Common environmental issues 2.6. Environmental law 2.7. Environmental management systems 2.8. Waste management systems 2.9. Standard operating procedure
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Applying occupational health and safety practices 3.2. Describing building safety requirements 3.3. Identifying electrical and fire hazards 3.4. Identifying environmental issues 3.5. Explaining environmental management systems 3.6. Explaining waste management systems

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. 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. Internet
 - 5.4. Personal protective equipment (PPE)
 - 5.5. Standard operating procedure
 - 5.6. Projector
 - 5.7. Stationary
 - 5.8. Learning manual

6. Methods of assessment

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

7. Context of assessment

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

Accreditation Requirements

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Unit Title:	Identify social compliance standards and audit requirements
Unit Code:	SEIP-RMG-CHR-04-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify social compliance standards and audit requirements. It specifically includes identifying social compliance standards, implementing corrective action plan, identifying social compliance audit requirements, and identifying major buyers code of conduct.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify social compliance standards	<p>1.1. <u>Social compliance standards</u> are identified and interpreted.</p> <p>1.2. Types of <u>business license</u> are identified and described.</p> <p>1.3. Procedures for obtaining compliance standards are identified.</p>
2. Implement corrective action plan (CAP)	<p>2.1. Non-compliances issues are identified and defined.</p> <p>2.2. Corrective action plan (CAP) is developed.</p> <p>2.3. Developed corrective action plan (CAP) is implemented as per standard operating procedure.</p>
3. Identify social compliance audit requirements	<p>3.1. <u>Types of audit</u> are identified.</p> <p>3.2. Social compliance audit requirements are identified and interpreted.</p> <p>3.3. Audit procedure is identified and explained.</p> <p>3.4. Audit checklist is prepared and verified.</p>
4. Identify major buyers code of conduct	<p>4.1. Common <u>codes of conduct</u> for different buyers are identified and interpreted.</p> <p>4.2. Code of conduct is selected and applied to organisation.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Social compliance standards	<p>1.1. Worldwide Responsible Accredited Production (WRAP)</p> <p>1.2. Business social compliance initiative (BSCI)</p> <p>1.3. Sedex Members Ethical Trade Audit (SMETA)</p> <p>1.4. Initiative Clauses Socially (ICS)</p> <p>1.5. Social Accountability (SA 8000)</p> <p>1.6. Ethical Trading Initiative (ETI)</p> <p>1.7. Fair Labour Association (FLA)</p> <p>1.8. Fair Wear Foundation (FWF)</p> <p>1.9. Security Compliance/Global Security Verification (GSV)</p>

Range of Variables	
Variable	Range (may include but not limited to)
2. Business license	2.1. Certificate of Incorporation 2.2. Bank solvency certificate 2.3. Export Registration Certificate (E.R.C) 2.4. Import Registration Certificate (I.R.C) 2.5. Trade 2.6. Factory license 2.7. Factory layout plan approval 2.8. Structural plan approval 2.9. VAT certificate 2.10. TIN certificate
3. Types of audit	3.1. First party/Second party/Third party 3.2. Internal 3.3. Certification 3.4. Government
4. Codes of conduct	4.1. Prohibition of child labour 4.2. Prohibition of forced labour 4.3. Non-discrimination 4.4. Prohibition of harassment and abuse 4.5. Working hours 4.6. Remuneration, benefits and leave 4.7. Health and safety 4.8. Health and social facilities 4.9. Environment

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 social compliance standards 1.2. Identified non-compliance issues 1.3. Developed and implemented corrective action plan (CAP) 1.4. Identified and interpreted audit requirements and procedure 1.5. Identified and interpreted common codes of conduct

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. Social compliance standards 2.2. Non-compliance issues 2.3. Corrective action plans (CAP) 2.4. Audit types, requirements and procedure 2.5. Common codes of conduct 2.6. Standard operating procedure
3. Underpinning skills	3.1. Interpreting social compliance standards 3.2. Identifying non-compliance issues 3.3. Developing corrective action plan (CAP) 3.4. Interpreting audit types, requirements and procedure 3.5. Interpreting common codes of conduct
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. Internet 5.4. Social compliance standards 5.5. Corrective action plan (sample) 5.6. Audit procedure (sample) 5.7. Business license (samples) 5.8. Codes of conduct (samples) 5.9. Standard operating procedure 5.10. Projector 5.11. Stationary 5.12. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio

Evidence Guide

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

7. Context of assessment

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

Accreditation Requirements

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Unit Title:	Develop human resources
Unit Code:	SEIP-RMG-CHR-05-O
Nominal Hours:	30 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to develop human resources. It specifically includes identifying human resource planning requirements, identifying recruitment and selection procedures, carrying out performance appraisal, and identifying training and development needs.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify human resource planning requirements	<p>1.1. Human resource planning needs are identified and interpreted.</p> <p>1.2. Stages of job analysis in human resource planning are identified.</p> <p>1.3. Demand and supply of labour is reviewed and analysed.</p>
2. Identify recruitment and selection procedures	<p>2.1. Recruitment and selection preparation and arrangement procedures are identified.</p> <p>2.2. Selection and placement process of personnel are identified and described.</p> <p>2.3. <u>Methods of interview</u> are identified and performed during recruitment.</p>
3. Carry out performance appraisal	<p>3.1. <u>Nature and objectives</u> are identified and defined.</p> <p>3.2. Appraisal process steps are identified and interpreted.</p> <p>3.3. Methods and types of appraisal are performed.</p> <p>3.4. Career counselling is provided, as necessary.</p>
4. Identify training and development needs	<p>4.1. Basis for training need analysis (TNA) is identified and explained.</p> <p>4.2. <u>Training preparation and delivery procedures</u> are identified.</p> <p>4.3. <u>Training evaluation methods</u> are identified and explained.</p> <p>4.4. Recordkeeping procedures and processes are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Methods of interview	<p>1.1. Written test</p> <p>1.2. Skill test</p> <p>1.3. Group work</p> <p>1.4. Individual interview</p>

Range of Variables	
Variable	Range (may include but not limited to)
2. Nature and objectives	2.1. Define organisational goals 2.2. State employees' objectives 2.3. Monitor performance and progress 2.4. Evaluate performance 2.5. Provide feedback
3. Training preparation and delivery procedures	3.1. Training preparation: 3.1.1. Design (training methods) 3.1.2. Development 3.1.3. Implementation 3.1.4. Evaluation 3.2. Delivery procedures: 3.2.1. Lecture 3.2.2. Discussion 3.2.3. E-learning 3.2.4. Roleplay 3.2.5. On-the-job
4. Training evaluation methods	4.1. Observation 4.2. Questionnaire 4.3. Interview 4.4. Recording of performance

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 stages of job analysis 1.2. Analysed demand and supply of labour 1.3. Identified recruitment and selection procedures 1.4. Identified methods of interview 1.5. Carried out performance appraisal 1.6. Explained training needs analysis
2. Underpinning knowledge	2.1. Human resource management 2.2. Job analysis 2.3. Recruitment and selection procedures 2.4. Methods of interview 2.5. Performance appraisal 2.6. Training needs analysis

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.

3. Underpinning skills	<ul style="list-style-type: none">3.1. Identifying stages of job analysis3.2. Reviewing and analysing labour demand and supply3.3. Explaining recruitment and selection procedures3.4. Performing interviews using different methods3.5. Carrying out performance appraisal3.6. Identifying training needs analysis requirements
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Tidy and punctual4.2. Prompt in carrying out activities4.3. Sincere and honest concerning duties4.4. Active on teamwork4.5. Eager to learn4.6. Respectful of peers, subordinates and seniors in the workplace4.7. Communicate with peers and seniors in the 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. Computer/laptop/notebook5.3. Training needs analysis (sample)5.4. Standard operating procedure5.5. Projector5.6. Stationary5.7. 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. Oral test6.3. Observation6.4. Demonstration6.5. 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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