Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD

FOR

<u>STANDARD SOCIAL COMPLIANCE IN INDUSTRY</u>

(LEATHER AND FOOTWEAR SECTOR)

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

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The Competency Standard for Standard Social Compliance in Industry 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 Labour 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
CSR	Corporate social responsibility
IR	Industrial relations
MDSS	Material Data Safety Sheet
OHS	Occupational health and safety
PPE	Personal protective equipment
SOP	Standard operating procedure

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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 8 May 2018 and concluded with a validation workshop with working group on 30 July 2018.

Experts Involved

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

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shahnewaz	US Bangla Leather Limited	General Manager
Md. Hedayetullah Ron	Footbed and FB Footwear Limited	Managing Director
Md. Mostafizur Rahman Rana	FB Footwear Limited	Human Resources Manager
Md. Syfur Rahman	Leather Goods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)	Deputy Manager - Compliance
Mr. Shuva Chowdhury	Centre of Excellence for Leather Skill Bangladesh Limited (COEL)	Assistant Manager - Compliance and Maintenance
Mr. Md. ASM Nasim	SEIP-LFMEAB	Lead Trainer
Ms. Israt Zahan Hia	Intertek Bangladesh	Auditor
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear

Development Workshop

Working group formation and competency standard development workshop participants [held on 18 July 2018]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Mr. Md. Golam Shahnewaz	US Bangla Leather Limited	General Manager
Md. Mostafizur Rahman Rana	FB Footwear Limited	Human Resources Manager
Ms. Israt Zahan Hia	Intertek Bangladesh	Auditor

Name	Organisation	Designation
Mr. Shuva Chowdhury	Centre of Excellence for Leather Skill Bangladesh Limited (COEL)	Assistant Manager - Compliance and Maintenance
Md. Syfur Rahman	Leather Goods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)	Deputy Manager - Compliance
Md. Arifur Rahman Bhuiyan	LFMEAB-SEIP	Coordinator - Training, Job Placement and Database
Eng. Md. Mostafa	BTEB	Industry Liaison Officer
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
David King	British Council - SD03	Team Leader
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear

Validation Workshop

Competency standard validation workshop participants [held on 30 July 2018]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shahnewaz	US Bangla Leather Limited	General Manager
Md. Mostafizur Rahman Rana	FB Footwear Limited	Human Resources Manager
Ms. Israt Zahan Hia	Intertek Bangladesh	Auditor
Mr. Shuva Chowdhury	Centre of Excellence for Leather Skill Bangladesh Limited (COEL)	Assistant Manager - Compliance and Maintenance
Mr. Md. Mashiur Rahman	LFMEAB-SEIP Project	Chief Coordinator
Engineer Md. Mostafa	BTEB	Industry Liaison Officer
Eng. Abdur Razzak	SEIP	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist

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Name	Organisation	Designation
David King	British Council - SD03	Team Leader
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear

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 Standard Social Compliance in Industry, 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:

Standard Social Compliance in Industry - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (1 unit of competency required)				
1	SEIP-LEA-SOC-01-G	Operate in a team environment		4
Sub-Total				**4**
Sector-specific Competencies (1 unit of competency required)				
1	SEIP-LEA-SOC-01-S	Apply occupational health and safety (OHS) practice in the workplace		4
Sub-Total				**4**
Occupation-specific Competencies (5 units of competency required)				
1	SEIP-LEA-SOC-01-O	Understand social compliance in industry		10
2	SEIP-LEA-SOC-02-O	Apply knowledge of social compliance for leather and footwear industry		18
3	SEIP-LEA-SOC-03-O	Identify health, safety and environment management		16
4	SEIP-LEA-SOC-04-O	Identify social compliance standards and audit requirements		12
5	SEIP-LEA-SOC-05-O	Identify industrial welfare and corporate social responsibility		12
Sub-Total				**72**
Total Nominal Learning Hours				**80**

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Competency Chart

Units of Competency	Elements		

Generic Specific (Basic) Competencies

Units of Competency	Elements		
Operate in a team environment SEIP-LEA-SOC-01-G	Identify team goals and work processes	Identify own role and responsibilities within team	Communicate and co-operate with team members
	Practice problem solving within the team		

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Sector-Specific (Common) Competencies

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

Occupation-specific (Core) Competencies

Understand social compliance in the industry SEIP-LEA-SOC-01-O	Explain social compliance	Identify organogram of social compliance	

Apply knowledge of social compliance for leather and footwear industry SEIP-LEA-SOC-02-O	Identify labour law and organisational policies	Identify ILO conventions	Perform industrial relation activities

Identify health, safety and environment management requirements SEIP-LEA-SOC-03-O	Identify health and safety requirements	Identify environmental issues	

Identify social compliance standards and audit requirements SEIP-LEA-SOC-04-O	Identify social compliance standards	Implement corrective action plan (CAP)	Identify social compliance audit requirements
	Identify major buyers codes of conduct		

Identify industrial welfare and corporate social responsibility SEIP-LEA-SOC-05-O	Explain industrial welfare	Identify implementation methods	Describe significance of CSR activities

Units and Elements Table

Generic – Compulsory (1 unit of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SOC-01-G	Operate in a team environment	1. Identify team goals and work processes. 2. Identify own role and responsibilities within team. 3. Communicate and co-operate with team members. 4. Perform problem solving within the team.	4
Total Hours			**4**

Sector-specific – Compulsory (1 unit of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SOC-01-S	Apply occupational health and safety (OHS) practice in the workplace	1. Identify OHS policies and procedures. 2. Apply personal health and safety practices. 3. Report hazards and risks. 4. Respond to emergencies.	4
Total Hours			**4**

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SOC-01-O	Understand social compliance in the industry	1. Explain social compliance. 2. Identify organogram of social compliance.	10
SEIP-LEA-SOC-02-O	Apply knowledge of social compliance for leather and footwear industry	1. Identify labour law and organisational policies. 2. Identify ILO conventions. 3. Perform industrial relation activities.	18
SEIP-LEA-SOC-03-O	Identify health, safety and environment management requirements	1. Identify health and safety requirements. 2. Identify environmental issues.	16
SEIP-LEA-SOC-04-O	Identify social compliance standards and audit requirements	1. Identify social compliance standards. 2. Implement corrective action plan (CAP). 3. Identify social compliance audit requirements. 4. Identify major buyers codes of conduct.	12
SEIP-LEA-SOC-05-O	Apply knowledge of industrial welfare and corporate social responsibility	1. Explain industrial welfare. 2. Identify implementation methods 3. Describe significance of industrial CSR activities.	12
Total Hours			**72**

Generic Competencies

Unit Title:	Operate in a team environment
Unit Code:	SEIP-LEA-SOC-01-G
Nominal Hours:	4 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to operate in a team environment. It specifically includes team goals and work processes, roles and responsibilities, team communication and problem solving within the team.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify team goals and work processes	**1.1.** Roles and objectives of the team are identified and interpreted. **1.2.** Roles and responsibilities of team members are identified and interpreted.
2. Identify own role and responsibilities within team	**2.1.** Personal role and responsibilities are identified within the team environment. **2.2.** Reporting relationships are interpreted within team and external to team.
3. Communicate and co-operate with team members	**3.1.** Other teammates' tasks are identified and support provided when requested. **3.2.** The team is encouraged through **sharing information** or expertise, working together to solve problems, and putting team success first. **3.3.** Views and opinions of other team members are interpreted and respected.
4. Practice problem solving within the team	**4.1.** Problems faced at the individual and team level are identified and showed insight into the root causes of the problems. **4.2.** A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each. **4.3.** The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems. **4.4.** It is looked beyond the obvious and not stopped at the first answers.

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

Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: **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-SOC-01-S
Nominal Hours:	4 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply occupational health and safety (OHS) practices in the workplace. It specifically includes identifying OHS policies and procedures, applying personal health and safety practices, reporting hazards and risks, and responding to emergencies.
Elements of Competency	**Performance Criteria** (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify OHS policies and procedures	1.1. **OHS policies** and safe operating procedures are interpreted. 1.2. Safety signs and symbols are identified and followed. 1.3. Response, evacuation procedures and other contingency measures are interpreted correctly.
2. Apply personal health and safety practices	2.1. OHS policies and procedures are applied in the workplace including **personal protective equipment (PPE)**. 2.2. Common health issues are recognised. 2.3. Common safety issues are identified.
3. Report hazards and risks	3.1. Hazards and risks are identified. 3.2. Hazards and risks assessment and controls are interpreted.
4. Respond to emergencies	4.1. Respond to alarms and warning devices. 4.2. **Emergency response plans and procedures** are responded to. 4.3. **First aid procedures** during emergency situations are identified.

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

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

Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: **1.1.** Identified OHS policies and procedures **1.2.** Applied personal health and safety practices (including PPE) **1.3.** Reported hazards and risks **1.4.** Responded to emergencies

2. Underpinning knowledge	**2.1.** Workplace OHS policies and procedures
	 2.2. Work safety procedures
	 2.3. Emergency response procedures:
	      2.3.1. Firefighting
	      2.3.2. Earthquake response
	      2.3.3. Accident response
	 2.4. Types of hazards (biological, chemical and physical) and their effects
	 2.5. OHS awareness
	 2.6. Personal protective equipment (PPE)

3. Underpinning skills	**3.1.** Identifying OHS policies and procedures **3.2.** Applying personal health and safety practices **3.3.** Reporting hazards and risks **3.4.** Responding to emergencies

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

Accreditation Requirements

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

Occupation-specific Competencies

Unit Title:	Understand social compliance in the industry
Unit Code:	SEIP-LEA-SOC-01-O
Nominal Hours:	10 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to understand social compliance in the industry. It specifically includes explaining the concept of social compliance and identifying organogram of social compliance in an organisation.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Explain social compliance	1.1. Concept of **social compliance** in the industry is described. 1.2. **Functions of compliance department** are identified. 1.3. Benefit of social compliance in industry is explained.
2. Identify organogram of social compliance	2.1. Organogram of social compliance department is identified. 2.2. Major compliance issues are identified and briefly described. 2.3. **Role and responsibilities** of compliance officer are identified. 2.4. Relationship between compliance and human resources is defined.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Social compliance	1.1. Child labour 1.2. Forced labour 1.3. Working hours 1.4. Remuneration and benefits 1.5. Discrimination 1.6. Harassment and abuse 1.7. Health and safety 1.8. Welfare and social benefits 1.9. Freedom of association 1.10. Environment
2. Functions of compliance department	2.1. Legal 2.2. Workplace safety 2.3. Welfare 2.4. Industrial relations

Range of Variables	
Variable	**Range** *(may include but not limited to)*
3. Roles and responsibilities	**3.1.** OHS **3.2.** Awareness training **3.3.** Grievance handling **3.4.** Social compliance audit **3.5.** Welfare issues

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.** Described social compliance in industry **1.2.** Identified organogram of social compliance department **1.3.** Identified functions of social compliance department **1.4.** Identified role and responsibilities of social compliance officer
2. Underpinning knowledge	**2.1.** Social compliance **2.2.** Role and responsibilities of social compliance officer **2.3.** Functions of social compliance department **2.4.** Major social compliance issues **2.5.** Organisational policies and guidelines
3. Underpinning skills	**3.1.** Describing social compliance in the industry **3.2.** Identifying organogram of social compliance department **3.3.** Explaining relationship between social compliance and human resources **3.4.** Identifying role and responsibilities of social compliance officer
4. Underpinning attitudes	**4.1.** Tidy and punctual **4.2.** Eager to learn **4.3.** Sincere and honest concerning duties **4.4.** Respectful of peers, subordinates and seniors in the workplace **4.5.** Communication with peers, sub-ordinates and seniors in 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.** 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

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 knowledge of social compliance for leather and footwear industry
Unit Code:	SEIP-LEA-SOC-02-O
Nominal Hours:	18 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to interpret the concepts of compliance for leather and footwear industries. It specifically includes identifying labour law and organisational policies, identifying ILO conventions and performing industrial relations activities.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify labour law and organisational policies	1.1. Bangladesh **labour law and rules** are identified and interpreted. 1.2. **Organisational policies** are identified and described.
2. Identify ILO conventions	2.1. **ILO conventions** 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 participant committee are identified and described. 3.2. Grievance handling procedures are identified and illustrated. 3.3. Grievances are resolved as per standard operating procedure.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Labor law 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)

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: **1.1.** Identified and interpreted 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	**2.1.** Bangladesh labour law and rules **2.2.** ILO conventions **2.3.** Grievance handling procedure
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.** Sincere and honest concerning duties **4.3.** Eager to learn **4.4.** Concerned for other's rights **4.5.** Respectful of peers, subordinates and seniors in the workplace **4.6.** Communication with peers, sub-ordinates and seniors in workplace **4.7.** Concerned about the work 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.		

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.** Bangladesh labour law **5.5.** Organisational policies **5.6.** ILO conventions manual **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:	Identify health, safety and environment management requirements
Unit Code:	SEIP-LEA-SOC-03-O
Nominal Hours:	16 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 (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify health and safety requirements	1.1. Basic building safety requirements are identified and defined. 1.2. **Electrical and fire hazards** are identified. 1.3. Occupational health and safety is maintained as per standard operating procedure.
2. Identify environmental issues	2.1. Common **environmental issues** are identified and described. 2.2. **Waste management systems** are identified and explained. 2.3. **Chemical safety management systems** are identified and explained.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Electrical and fire hazards	1.1. Loose connection 1.2. Damaged connection 1.3. Incorrect load distribution 1.4. Faulty wiring 1.5. Combustible dust 1.6. Flammable liquids and gasses
2. Environmental issues	2.1. Overpopulation 2.2. Hydrology 2.3. Intensive farming 2.4. Pollution
3. Waste management systems	3.1. Classification 3.2. Segregation 3.3. Prevention 3.4. 3R system 3.5. Disposal

Range of Variables	
Variable	**Range** *(may include but not limited to)*
4. Chemical safety management systems	**4.1.** Prevention **4.2.** Precaution **4.3.** Handling **4.4.** Labelling and storage **4.5.** Material Data Safety Sheet (MDSS) **4.6.** Compatibility chart **4.7.** Secondary containment **4.8.** Spillage **4.9.** Leakage **4.10.** Explosion **4.11.** 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: **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 waste management systems **1.6.** Identified chemical safety management systems
2. Underpinning knowledge	**2.1.** Occupational health and safety **2.2.** Build safety **2.3.** Electrical and fire hazards **2.4.** Common environmental issues **2.5.** Waste management systems **2.6.** Chemical safety management systems
3. Underpinning skills	**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 waste management systems **3.6.** Explaining chemical safety management systems

4.	**Underpinning attitudes**	**4.1.**	Tidy and punctual
		4.2.	Prompt in carrying out activities
		4.3.	Sincere and honest concerning duties
		4.4.	Eager to learn
		4.5.	Concerned about the work environment
		4.6.	Concerned about the global environment
		4.7.	Commitment to occupational health and safety
5.	**Resource implications**	The following resources must be provided:	
		5.1.	Workplace (simulated or actual)
		5.2.	Personal protective equipment (PPE)
		5.3.	Computer/laptop/notebook
		5.4.	Internet
		5.5.	Projector
		5.6.	Stationary
		5.7.	Learning manual
6.	**Methods of assessment**	Methods of assessment may include but is not limited to:	
		6.1.	Written test
		6.2.	Oral test
		6.3.	Observation
		6.4.	Demonstration
		6.5.	Portfolio
7.	**Context of assessment**	**7.1.**	Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.
		7.2.	Assessment must be done by a suitably qualified/certified assessor.

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Unit Title:	Identify social compliance standards and audit requirements
Unit Code:	SEIP-LEA-SOC-04-O
Nominal Hours:	12 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 common codes of conduct in the industry.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Identify social compliance standards	1.1. **Social compliance standards** are identified and interpreted. 1.2. Different types of **business license** are identified and described. 1.3. Procedures for obtaining compliance standards are identified.
2. Implement corrective action plan (CAP)	2.1. Non-compliances issues are identified and defined. 2.2. Corrective action plan (CAP) is developed. 2.3. Developed corrective action plan (CAP) is implemented as per standard operating procedure.
3. Identify social compliance audit requirements	3.1. **Types of audit** are identified. 3.2. Social compliance audit requirements are identified and interpreted. 3.3. Audit procedure is identified and described.
4. Identify major buyers codes of conduct	4.1. Common **codes of conduct** for different buyers are identified and interpreted. 4.2. Code of conduct is selected and applied to organisation.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Social compliance standards	1.1. Worldwide Responsible Accredited Production (WRAP) 1.2. Business Social Compliance Initiative (BSCI) 1.3. Sedex Members Ethical Trade Audit (SMETA) 1.4. Social Accountability (SA 8000) 1.5. Fair Labour Association (FLA) 1.6. Fair Wear Foundation (FWF) 1.7. Global Security Verification (GSV) 1.8. ISO 14001 1.9. Leather Working Group Standard (LWGS)

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 **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/Second/Third party **3.2.** Internal **3.3.** Certification **3.4.** Government
4. Common 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: **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

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
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. Eager to learn
	4.5. Respectful of peers, subordinates and seniors in the workplace
	4.6. Communication with peers, sub-ordinates and seniors in 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. Correct action plan (samples)
	5.6. Audit procedure (samples)
	5.7. Business license (samples)
	5.8. Codes of conduct
	5.9. Projector
	5.10. Stationary
	5.11. 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 industrial welfare and ccorporate social responsibility
Unit Code:	SEIP-LEA-SOC-05-O
Nominal Hours:	12 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify industrial welfare and corporate social responsibility (CSR). It specifically includes explaining industrial welfare, identifying implementation methods, and assessing the significance of CSR activities.

Elements of Competency	Performance Criteria (**bold and underlined** terms are elaborated in the Range of Variables)
1. Explain industrial welfare	**1.1.** **Types of industrial welfare** are identified and described. **1.2.** Importance of industrial welfare is explained.
2. Identify implementation methods	**2.1.** **CSR (corporate social responsibility)** is defined. **2.2.** Implementation methods of CSR are identified.
3. Describe significance of CSR activities	**3.1.** **Perspectives** CSR are described. **3.2.** Significance of CSR is explained.

Range of Variables	
Variable	**Range** *(may include but not limited to)*
1. Types of industrial welfare	**1.1.** Statutory **1.2.** Voluntary **1.3.** Mutual
2. CSR (corporate social responsibility)	**3.1.** Economic **3.2.** Legal **3.3.** Ethical **3.4.** Discretionary
3. Perspectives	**4.1.** External **4.2.** Internal

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: **1.1.** Identified and described types of industrial welfare **1.2.** Explained the importance of industrial welfare **1.3.** Described significance of corporate social responsibility (CSR)

2. Underpinning knowledge	2.1. Types of industrial welfare
	2.2. CSR
	2.3. Implementation methods of CSR
	2.4. CSR perspectives and activities
3. Underpinning skills	3.1. Identifying types of industrial welfare
	3.2. Explaining importance of industrial welfare
	3.3. Describing significance of CSR
4. Underpinning attitudes	4.1. Tidy and punctual
	4.2. Prompt in carrying out activities
	4.3. Sincere and honest concerning duties
	4.4. Eager to learn
	4.5. Respectful of peers, subordinates and seniors in the workplace
	4.6. Communication with peers, sub-ordinates and seniors in 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. 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.

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