# Skills for Employment Investment Program (SEIP)

## COMPETENCY STANDARD

### FOR

## PRODUCTION PLANNING AND SUPPLY CHAIN MANAGEMENT

### *(RMG SECTOR)*

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

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The Competency Standard for Production Planning and Supply Chain 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** | |
| CM | Cost of manufacturing |
| EOQ | Economic order quantity |
| FIFO | First in/first out |
| LILO | Last in/first out |
| OHS | Occupational health and safety |
| PPE | Personal protective equipment |
| SMV | Standard minute value |
| SOP | Standard operating procedure |
| WIP | Work in progress |

## 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.

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## Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials

- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies

- encourage the development and delivery of flexible training which suits individual and industry requirements

- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of national and international subject-matter experts, SEIP, BTEB, ISC, and industry experts to identify the competencies required of an occupation in a particular sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. Competency standards acknowledge that people can achieve technical and vocational competency in many ways by emphasising what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title

- nominal duration

- unit code

- unit descriptor

- elements and performance criteria

- variables and range statement

- curricular content guide

- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity

- guide the assessor to determine whether the candidate is competent or not yet competent

**Approval Sheet**

Identification and validation of units of competency and elements for this occupation were made by experts within this sector. A series of meetings were held to accurately capture industry and employer needs and expectations and develop the competency framework that would help to enhance the employability of the youth trained. This process started on 5 August 2017 and concluded with a validation workshop with working group on 7 November 2017, and was reviewed and revised on 25 October 2018.

**Experts Involved**

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

| Name | Organisation | Designation |
|------|--------------|-------------|
| Md. Shafiqul Islam | ISML (Viyellatex Group) | In charge - Planning |
| Mahbubur Rahman | Doreen Apparels Limited | Manager - Industrial Engineering and Planning |
| Tanvir Al Islam | Ehsan-Moonlight Garments Limited | Manager - Industrial Engineering and Planning |
| Ruhul Amin | Bangladesh Apparel | In charge - Planning and Sourcing |
| Zakaria Lelin | Institute of Science Trade and Technology | Faculty Member |
| 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 5 November 2017]:

| Name | Organisation | Designation |
|------|--------------|-------------|
| Engr. Rupali Biswas | BKMEA | Chief Coordinator |
| Engr. Ahmmed Taukir Istiaque | BKMEA | Trainer (PIC) |
| Md. Majharul Hasan | Masco Industries Limited | Assistant Manager (Planning) |
| Rumana Afroj Mukti | Innovation for Poverty Action | Manager Training |
| Dipankar Saha | ERP-DMS Tech | Implementation Consultant |
| Ananda Falia | BTEB | Assistant Controller |
| Engr. Abdur Razzaque | SEIP-BTEB | Specialist-1 (Competency Standards) |

| Name | Organisation | Designation |
|---|---|---|
| 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 |

**Validation Workshop**

Competency standard validation workshop participants [held on 7 November 2017]:

| Name | Organisation | Designation |
|---|---|---|
| Engr. Rupali Biswas | BKMEA | Chief Coordinator |
| Engr. Ahmmed Taukir Istiaque | BKMEA | Trainer (PIC) |
| Md. Nazmul Hosen | Anowara Knit Composite Limited | Manager – Industrial Engineering and Planning |
| Gopi Ranjan Talukdar | Asrotex | DGM Planning |
| Engr. Abdur Razzaque | SEIP-BTEB | Specialist-1 (Competency Standards) |
| Syed Nasir Ershad | SEIP | AEPD (Public-1) |
| Mr. Md. Ahsan Habib | SEIP | TVET Specialist |
| Mr. Mohiuzzaman | SEIP | Course Specialist |
| 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 |

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 Production Planning and Supply Chain Management, **NTVQF Level [INSERT LEVEL]** qualification is a document developed by the Skill for Employment Investment Programme (SEIP), Finance Division, Ministry of Finance. This standard has been developed by an industry expert group under guidance of SEIP. The standard was approved by the SCDC [BTEB to insert date] at NTVQF Cell, BTEB.

**Respectable members of the SCDC:**

| Production Planning and Supply Chain Management - Level [INSERT LEVEL] | | |
|---|---|---|
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## Course Structure

| SL | Unit Code and Title | | Level | Nominal Duration (Hours) |
|---|---|---|---|---|
| **Generic Competencies (4 units of competency required)** | | | | |
| 1 | SEIP-RMG-PSC-01-G | Apply occupational health and safety (OHS) practice in the workplace | | 8 |
| 2 | SEIP-RMG-PSC-02-G | Carry out workplace interaction | | 8 |
| 3 | SEIP-RMG-PSC-03-G | Operate in a team environment | | 8 |
| 4 | SEIP-RMG-PSC-04-G | Apply basic IT skills | | 16 |
| **Sub-Total** | | | | **40** |
| **Sector-specific Competencies (3 units of competency required)** | | | | |
| 1 | SEIP-RMG-PSC-01-S | Explore the history of RMG Sector | | 20 |
| 2 | SEIP-RMG-PSC-02-S | Carry out measurements and calculations | | 20 |
| 3 | SEIP-RMG-PSC-03-S | Read and interpret sketches and drawings | | 20 |
| **Sub-Total** | | | | **60** |
| **Occupation-specific Competencies (7 units of competency required)** | | | | |
| 1 | SEIP-RMG-PSC-01-O | Identify textile and garment manufacturing process | | 30 |
| 2 | SEIP-RMG-PSC-02-O | Identify raw materials and machinery used in manufacturing | | 20 |
| 3 | SEIP-RMG-PSC-03-O | Understand production planning and supply chain management | | 20 |
| 4 | SEIP-RMG-PSC-04-O | Employ garment operations, data management and planning methods | | 65 |
| 5 | SEIP-RMG-PSC-05-O | Apply supply chain process | | 50 |
| 6 | SEIP-RMG-PSC-06-O | Analyse supply market | | 30 |
| 7 | SEIP-RMG-RSC-07-O | Perform inventory management | | 45 |
| **Sub-Total** | | | | **260** |
| **Total Nominal Learning Hours** | | | | **360** |

## Competency Chart

| Units of Competency | Elements | | |
|---|---|---|---|

### Generic Specific (Basic) Competencies

| Apply occupational health and safety (OHS) practice in the workplace SEIP-RMG-PSC-01-G | Identify OHS policies and procedures | Apply personal health and safety practices | Report hazards and risks |
|---|---|---|---|
| | Respond to emergencies | | |

| Carry out workplace interaction SEIP-RMG-PSC-02-G | Interpret workplace communication and etiquette | Read and understand workplace documents | Participate in workplace meetings and discussions |
|---|---|---|---|
| | Practice professional ethics at work | | |

| Operate in a team environment SEIP-RMG-PSC-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-PSC-04-G | Identify and use most commonly used IT tools | Understand use of computer | Work with word processing application |
|---|---|---|---|
| | Work with spreadsheets | Access email and search the internet | |

**Sector-specific (Common) Competencies**

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

## Occupation-specific (Core) Competencies

| | | | |
|---|---|---|---|
| **Identify textile and garment manufacturing process**<br>SEIP-RMG-PSC-01-O | Identify types of fibre, yarn and fabric | Identify textile manufacturing process | Identify garment manufacturing process |
| **Identify raw materials and machinery used in manufacturing**<br>SEIP-RMG-PSC-02-O | Identify basic trims and accessories | Identify basic machinery | |
| **Understand production planning and supply chain management**<br>SEIP-RMG-PSC-03-O | Interpret terminology | Identify structure, role and responsibilities of PPC and SCM | Identify main functions of PPC and CSM departments |
| **Employ garment operations, data management and planning methods**<br>SEIP-RMG-PSC-04-O | Prepare garment operations | Identify work study techniques | Identify forecasting tools and techniques |
| | Calculate production capacity and target | Perform aggregate planning and master production scheduling | |
| **Apply supply chain process**<br>SEIP-RMG-PSC-05-O | Identify types of supply chain and markets | Interpret supply chain process | Apply product selection and procurement methods |
| **Analyse supply market**<br>SEIP-RMG-PSC-06-O | Perform supply market analysis | Apply solutions to supply chain uncertainty | |
| **Perform inventory management**<br>SEIP-RMG-PSC-07-O | Identify inventory control systems | Apply lean tools to inventory management | |

**Units and Elements Table**

**Generic – Compulsory (4 units of competency required)**

| Code | Unit of Competency | Elements of Competency | Duration (hours) |
|---|---|---|---|
| SEIP-RMG-PSC-01-G | Apply occupational health and safety (OHS) practice in the workplace | 1. Identify OHS policies and procedures.<br>2. Apply personal health and safety practices.<br>3. Report hazards and risks.<br>1. Respond to emergencies. | 8 |
| SEIP-RMG-PSC-02-G | Carry out workplace interaction | 1. Interpret workplace communication and etiquette.<br>2. Read and understand workplace documents.<br>3. Participate in workplace meetings and discussions.<br>4. Practice professional ethics at work. | 8 |
| SEIP-RMG-PSC-03-G | Operate in a team environment | 1. Identify team goals and work processes.<br>2. Identify own role and responsibilities within team.<br>3. Communicate and co-operate with team members.<br>4. Practice problem solving within the team. | 8 |
| SEIP-RMG-PSC-04-G | Apply basic IT skills | 1. Identify and use most commonly used IT tools.<br>2. Understand use of computer.<br>3. Work with word processing application.<br>4. Work with spreadsheets.<br>5. Access email and search the internet. | 16 |
| **Total Hours** | | | **40** |

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

| Code | Unit of Competency | Elements of Competency | Duration (hours) |
|---|---|---|---|
| SEIP-RMG-PSC-01-S | Explore the history of RMG Sector | 1. Examine the background of RMG sector.<br>2. Identify main departments within RMG sector.<br>3. List prime local and export markets. | 20 |
| SEIP-RMG-PSC-02-S | Carry out measurements and calculations | 1. Plan and prepare.<br>2. Obtain measurements.<br>3. Perform calculations. | 20 |
| SEIP-RMG-PSC-03-S | Read and interpret sketches and drawings | 1. Interpret information and specifications.<br>2. Read and interpret sketches and drawings. | 20 |
| **Total Hours** | | | **60** |

**Occupation-specific – Compulsory (7 units of competency required)**

| Code | Unit of Competency | Elements of Competency | Duration (hours) |
|---|---|---|---|
| SEIP-RMG-PSC-01-O | Identify textile and garment manufacturing process | 1. Identify types of fibre, yarn and fabric.<br>2. Identify textile manufacturing process.<br>3. Identify garment manufacturing process. | 30 |
| SEIP-RMG-PSC-02-O | Identify raw materials and machinery used in manufacturing | 1. Identify basic trims and accessories.<br>2. Identify basic machinery. | 20 |
| SEIP-RMG-PSC-03-O | Understand production planning and supply chain management | 1. Interpret terminology.<br>2. Identify structure, role and responsibilities of PPC and SCM.<br>3. Identify main functions of PPC and SCM departments. | 20 |
| SEIP-RMG-PSC-04-O | Employ garment operations, data management and planning methods | 1. Prepare garment operations.<br>2. Identify work study techniques.<br>3. Identify forecasting tools and techniques.<br>4. Calculate production capacity and target.<br>5. Perform aggregate planning and master production scheduling. | 65 |
| SEIP-RMG-PSC-05-O | Apply supply chain process | 1. Identity types of supply chain and markets.<br>2. Interpret supply chain process.<br>3. Apply product selection and procurement methods. | 50 |
| SEIP-RMG-PSC-06-O | Analyse supply market | 1. Perform supply market analysis.<br>2. Apply solutions to supply chain uncertainty. | 30 |
| SEIP-RMG-PSC-07-O | Perform inventory management | 1. Identity inventory control systems.<br>2. Apply lean tools to inventory management. | 45 |
| **Total Hours** | | | **260** |

**Generic Competencies**

| Unit Title: | Apply occupational health and safety (OHS) practice in the workplace |
|---|---|
| Unit Code: | SEIP-RMG-PSC-01-S |
| Nominal Hours: | 8 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to apply occupational health and safety (OHS) practices in the workplace. It specifically includes identifying OHS policies and procedures, applying personal health and safety practices, reporting hazards and risks, and responding to emergencies. |

| Elements of Competency | Performance Criteria<br>(**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<br>**1.2.** Safety signs and symbols are identified and followed.<br>**1.3.** Response, evacuation procedures and other contingency measures are interpreted correctly. |
| **2.** Apply personal health and safety practices | **2.1.** OHS policies and procedures are interpreted in the workplace including **personal protective equipment (PPE)**.<br>**2.2.** Common health issues are recognised.<br>**2.3.** Common safety issues are identified. |
| **3.** Report hazards and risks | **3.1.** Hazards and risks are identified.<br>**3.2.** Hazards and risks assessment and controls are interpreted. |
| **4.** Respond to emergencies | **4.1.** Respond to alarms and warning devices.<br>**4.2.** **Emergency response plans and procedures** are responded to.<br>**4.3.** **First aid procedures** during emergency situations are identified. |

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

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

| Evidence Guide <br> 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: <br> **1.1.** Identified OHS policies and procedures <br> **1.2.** Applied personal health and safety practices (including PPE) <br> **1.3.** Reported hazards and risks <br> **1.4.** Responded to emergencies |
| **2.** Underpinning knowledge | **2.1.** Workplace OHS policies and procedures <br> **2.2.** Work safety procedures <br> **2.3.** Emergency response procedures: <br>     **2.3.1.** Firefighting <br>     **2.3.2.** Earthquake response <br>     **2.3.3.** Accident response <br> **2.4.** Types of hazards (biological, chemical and physical) and their effects <br> **2.5.** OHS awareness <br> **2.6.** Personal protective equipment (PPE) |
| **3.** Underpinning skills | **3.1.** Identifying OHS policies and procedures <br> **3.2.** Applying personal health and safety practices <br> **3.3.** Reporting hazards and risks <br> **3.4.** Responding to emergencies |

| 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.** 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**

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-PSC-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<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Interpret workplace communication and etiquette | 1.1. Workplace codes of conduct are interpreted as per organisational guidelines.<br>1.2. Appropriate lines of communication are maintained with supervisors and colleagues.<br>1.3. Workplace interactions are conducted in a **courteous manner** to gather and convey information.<br>1.4. **Workplace procedures and matters** are comprehended. |
| 2. Read and understand workplace documents | 2.1. Workplace documents are interpreted correctly.<br>2.2. Visual information/symbols/signage are understood correctly and followed.<br>2.3. Specific and relevant information are accessed from **appropriate sources.**<br>2.4. Appropriate medium is used to transfer information and ideas. |
| 3. Participate in workplace meetings and discussions | 3.1. Team meetings are attended on time.<br>3.2. Meeting procedures and etiquette are followed.<br>3.3. Active participation is ensured, opinions are expressed and heard.<br>3.4. Inputs are provided and interpreted in line with the meeting purpose. |
| 4. Practice professional ethics at work | 4.1. Responsibilities as a team member are performed.<br>4.2. Tasks are performed in accordance with workplace procedures.<br>4.3. Confidentiality is maintained.<br>4.4. Inappropriate and conflicting situations are avoided. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| **1.** Courteous manner | **1.1.** Effective questioning<br>**1.2.** Active listening<br>**1.3.** Speaking skills<br>**1.4.** Writing skill<br>**1.5.** Email etiquette |
| **2.** Workplace procedures and matters | **2.1.** Notes<br>**2.2.** Arranging a meeting<br>**2.3.** Agenda<br>**2.4.** Simple reports such as progress and incident reports<br>**2.5.** Job sheets<br>**2.6.** Operational manuals<br>**2.7.** Brochures and promotional material<br>**2.8.** Visual and graphic materials<br>**2.9.** Standards<br>**2.10.** OHS information<br>**2.11.** Signs |
| **3.** Appropriate sources | **3.1.** Human Resources (HR) Department<br>**3.2.** Managers<br>**3.3.** Supervisors<br>**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:<br>**1.1.** Interpreted workplace communication and etiquette<br>**1.2.** Interpreted workplace instructions and symbols<br>**1.3.** Performed active participation in workplace meetings |
| **2.** Underpinning knowledge | **2.1.** Workplace communication and etiquette<br>**2.2.** Workplace documents, signs and symbols<br>**2.3.** Meeting procedure and etiquette<br>**2.4.** Professional ethics |
| **3.** Underpinning skills | **3.1.** Demonstrating workplace communication and etiquette<br>**3.2.** Interpreting workplace instructions and symbols<br>**3.3.** Demonstrating active participation in workplace meeting<br>**3.4.** Applying professional ethics at work |

| 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-PSC-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<br>(**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.<br>**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.<br>**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.<br>**3.2.** The team is encouraged through **sharing information** or expertise, working together to solve problems, and putting team success first.<br>**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.<br>**4.2.** A range of solutions and courses of action are identified together with benefits, costs, and risks associated with each.<br>**4.3.** The good ideas of others to help develop solutions are recognised and advice sought from those who have solved similar problems.<br>**4.4.** It is looked beyond the obvious and not stopped at the first answers. |

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

| Evidence Guide<br>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:<br>**1.1.** Identified own role and responsibilities within team<br>**1.2.** Communicated and co-operated with team members<br>**1.3.** Demonstrated problem solving within the team |
| **2.** Underpinning knowledge | **2.1.** Team goals and work processes<br>**2.2.** Roles and responsibilities<br>**2.3.** Finding problems and solving them |
| **3.** Underpinning skills | **3.1.** Identifying own role and responsibilities within team<br>**3.2.** Communicating and co-operating with team members<br>**3.3.** Demonstrating problem solving within the team |
| **4.** Underpinning attitudes | **4.1.** Active on teamwork<br>**4.2.** Prompt in carrying out activities<br>**4.3.** Tidy and punctual<br>**4.4.** Respectful of peers, subordinates and seniors in the workplace<br>**4.5.** Sincere and honest concerning duties |
| **5.** Resource implications | The following resources must be provided:<br>**5.1.** Workplace (simulated or actual)<br>**5.2.** Projector<br>**5.3.** Stationary<br>**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:<br><br>**6.1.** Written test<br><br>**6.2.** Oral test<br><br>**6.3.** Observation<br><br>**6.4.** Demonstration<br><br>**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.<br><br>**7.2.** Assessment must be done by a suitably qualified/certified assessor. |

**Accreditation Requirements**

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| Unit Title: | Apply basic IT skills |
|---|---|
| Unit Code: | SEIP-RMG-PSC-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**<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
| **1.** Identify and use most commonly used IT tools | **1.1.** History of information technology (IT) is identified and summarised.<br>**1.2.** Commonly used **IT tools** are identified and described. |
| **2.** Understand use of computer | **2.1.** Basic parts of a computer are identified.<br>**2.2.** Turning on and off technique of a computer is performed.<br>**2.3.** Working environment, functions and features of operating system is interpreted.<br>**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.<br>**3.2.** Basic typing technique to document is applied.<br>**3.3.** Word processing techniques to document are employed.<br>**3.4.** Personal CV writing using suitable word processing techniques is practiced.<br>**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.<br>**4.2.** Data entry on spreadsheet appropriate to perform activity is performed.<br>**4.3.** **Data manipulation techniques** to spreadsheet document are applied.<br>**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.<br>**5.2.** Writing and sending of workplace emails is completed.<br>**5.3.** Different **browsers** to work online are identified and selected.<br>**5.4.** Browse different web portals and apply proper search techniques. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| **1.** IT tools | **1.1.** Cell phone<br>**1.2.** Tablets<br>**1.3.** Computers, laptops, notebooks<br>**1.4.** Internet<br>**1.5.** Software<br>**1.6.** Satellite |
| **2.** Data manipulation techniques | **2.1.** Sum<br>**2.2.** Average<br>**2.3.** Count<br>**2.4.** Max<br>**2.5.** Min<br>**2.6.** If<br>**2.7.** Sort<br>**2.8.** Fill<br>**2.9.** Header<br>**2.10.** Footer<br>**2.11.** Print |
| **3.** Browsers | **3.1.** Internet Explorer<br>**3.2.** Firefox<br>**3.3.** Google Chrome<br>**3.4.** Opera<br>**3.5.** Safari<br>**3.6.** Omni Web<br>**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:<br>**1.1.** Identified commonly used IT tools<br>**1.2.** Performed simple trouble-shooting with computer<br>**1.3.** Performed typing on word processing software, saved and retrieved documents<br>**1.4.** Performed data entry with spread sheet<br>**1.5.** Used email account for different online purposes |

| **Evidence Guide** The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency. | |
|---|---|
| **2.** Underpinning knowledge | **2.1.** IT and IT tools<br>**2.2.** Computer trouble-shooting<br>**2.3.** Techniques to access internet |
| **3.** Underpinning skills | **3.1.** Demonstrating simple trouble-shooting with computer<br>**3.2.** Demonstrating typing on word processing software<br>**3.3.** Demonstrating data entry with spread sheet<br>**3.4.** Opening email account and using it for different purposes |
| **4.** Underpinning attitudes | **4.1.** Active on teamwork<br>**4.2.** Prompt in carrying out activities<br>**4.3.** Tidy and punctual<br>**4.4.** Respectful of peers, subordinates and seniors in the workplace<br>**4.5.** Sincere and honest concerning duties |
| **5.** Resource implications | The following resources must be provided:<br>**5.1.** Workplace (simulated or actual)<br>**5.2.** IT tools<br>**5.3.** Computer/laptop/notebook<br>**5.4.** Software<br>**5.5.** Internet<br>**5.6.** Projector<br>**5.7.** Stationary<br>**5.8.** Learning manual |
| **6.** Methods of assessment | Methods of assessment may include but is not limited to:<br>**6.1.** Written test<br>**6.2.** Oral test<br>**6.3.** Observation<br>**6.4.** Demonstration<br>**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.<br>**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-PSC-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<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| **1.** Examine the background of RMG sector | **1.1.** Historical background of RMG sector is examined and described.<br>**1.2.** Backward and forward linkages are identified. |
| **2.** Identify main departments within RMG sector | **2.1.** **Main departments** of the RMG sector are identified.<br>**2.2.** Importance of RMG sector and main departments is explored and analysed.<br>**2.3.** Common **types of machine** used in RMG sector are identified. |
| **3.** Identify prime local and export markets | **3.1.** Prime local markets and **export markets** are identified.<br>**3.2.** Local and export markets are listed. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| **1.** Main departments | **1.1.** PDS<br>**1.2.** Store<br>**1.3.** Cutting<br>**1.4.** Embellishment<br>**1.5.** Sewing<br>**1.6.** Washing<br>**1.7.** Finishing<br>**1.8.** Quality<br>**1.9.** Industrial engineering<br>**1.10.** Production planning<br>**1.11.** Production control<br>**1.12.** Maintenance<br>**1.13.** Merchandising |

| Range of Variables | |
|---|---|
| **Variable** | **Range** <br> *(may include but not limited to)* |
| **2.** Types of machine | **2.1.** Single needle <br> **2.2.** Double needle <br> **2.3.** Overlock <br> **2.4.** Flatlock <br> **2.5.** Feed of the arm <br> **2.6.** Kansai multi needle <br> **2.7.** Bartuck <br> **2.8.** Button needle <br> **2.9.** Button stitch <br> **2.10.** Snap attach |
| **3.** Export markets | **3.1.** United States <br> **3.2.** European <br> **3.3.** Asian |

| Evidence Guide <br> 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: <br> **1.1.** Illustrated history of RMG sector <br> **1.2.** Identified prime local and export markets |
| **2.** Underpinning knowledge | **2.1.** History of RMG sector <br> **2.2.** Main departments <br> **2.3.** Common types of machinery <br> **2.4.** Prime local and export markets |
| **3.** Underpinning skills | **3.1.** Describing the history of RMG sector <br> **3.2.** Identifying prime local and export markets |
| **4.** Underpinning attitudes | **4.1.** Eager to learn <br> **4.2.** Considerate of personal grooming <br> **4.3.** Patient and attentive <br> **4.4.** Active on team work <br> **4.5.** Tidy and punctual <br> **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:<br>**5.1.** Workplace (simulated or actual)<br>**5.2.** Map/globe<br>**5.3.** Projector<br>**5.4.** Stationary<br>**5.5.** Learning manual |
| **6.** Methods of assessment | Methods of assessment may include but is not limited to:<br>**6.1.** Written test<br>**6.2.** Oral test<br>**6.3.** Observation<br>**6.4.** Demonstration<br>**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.<br>**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-PSC-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<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Plan and prepare | 1.1. Work instructions are confirmed and applied to the job in hand.<br>1.2. Materials to be measured are identified as per job specification.<br>1.3. Appropriate **measuring device** is identified and selected based on materials to be measured.<br>1.4. Specifications are obtained and verified from relevant **documents**. |
| 2. Obtain measurements | 2.1. Method of obtaining measurement is selected and applied.<br>2.2. **Measurements** are obtained using appropriate device in accordance with job requirement.<br>2.3. Measurements, including area, volume, tolerance and clearance limits, are confirmed and applied. |
| 3. Perform calculations | 3.1. **Calculations**, using basic operations, for determining material requirement are taken.<br>3.2. Appropriate **formulas** for calculating quantities are selected.<br>3.3. Quantities are estimated from the calculation taken.<br>3.4. Material quantities are calculated, confirmed and recorded within tolerances. |

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

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

| Evidence Guide <br> 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: <br> **1.1.** Identified and selected appropriate measuring devices <br> **1.2.** Carried out measurements for apparel <br> **1.3.** Identified and selected correct mathematical formula <br> **1.4.** Performed calculations as per job requirement |
| **2.** Underpinning knowledge | **2.1.** Measuring devices <br> **2.2.** Basic mathematical formulas <br> **2.3.** Simple calculation techniques <br> **2.4.** Garment allowances and tolerances <br> **2.5.** Recording data procedures |
| **3.** Underpinning skills | **3.1.** Identifying appropriate measuring devices <br> **3.2.** Carrying out measurements for apparel <br> **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-PSC-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<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Interpret information and specifications | 1.1. Appropriate **manuals** for work activity are identified and collected.<br>1.2. Information and **specifications** in the manuals is interpreted and applied. |
| 2. Read and interpret sketches and drawings | 2.1. Relevant **sketches and drawings** are identified for job requirement.<br>2.2. Key **terms and abbreviations** are identified and interpreted.<br>2.3. **Signs and symbols** are identified and interpreted.<br>2.4. Schedules, dimensions, sketches, drawings and specifications are correctly read and interpreted. |

| Range of Variables | |
|---|---|
| Variable | Range<br>*(may include but not limited to)* |
| 1. Manuals | 1.1. Buyers specification<br>1.2. Compliance<br>1.3. Maintenance procedure<br>1.4. Periodic maintenance<br>1.5. Quality assurance<br>1.6. Standard operating procedure (SOP) |
| 2. Sketches and drawings | 2.1. Technical<br>2.2. Measurement<br>2.3. Design |
| 3. Specifications | 3.1. Product<br>3.2. Performance<br>3.3. Method |
| 4. Terms and abbreviations | 4.1. Refers to all terms and abbreviations associated with the RMG Sector |
| 5. Signs and symbols | 5.1. Includes all signs and symbols associated with the RMG Sector |

| **Evidence Guide** | |
|---|---|
| The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency. | |
| **1.** Critical aspects of competency | Assessment must evidence that the candidate: <br> **1.1.** Identified information and specifications <br> **1.2.** Read and interpreted sketches and drawings |
| **2.** Underpinning knowledge | **2.1.** Manuals <br> **2.2.** Units of measurement <br> **2.3.** Units of conversion <br> **2.4.** Sketch, drawings and specifications |
| **3.** Underpinning skills | **3.1.** Read and identifying information and specifications (from manual) <br> **3.2.** Reading and interpreting sketches and drawings |
| **4.** Underpinning attitudes | **4.1.** Eager to learn <br> **4.2.** Tidy and punctual <br> **4.3.** Concerned about proper use of computer and peripherals <br> **4.4.** Concerns for other's rights <br> **4.5.** Sincere and honest concerning duties |
| **5.** Resource implications | The following resources must be provided: <br> **5.1.** Workplace (simulated or actual) <br> **5.2.** Computer/laptop/notebook <br> **5.3.** Software <br> **5.4.** Stationary <br> **5.5.** Learning manual |
| **6.** Methods of assessment | Methods of assessment may include but is not limited to: <br> **6.1.** Written test <br> **6.2.** Oral test <br> **6.3.** Observation <br> **6.4.** Demonstration <br> **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. <br> **7.2.** Assessment must be done by a suitably qualified/certified assessor. |

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## Occupation-specific Competencies

| | |
|---|---|
| **Unit Title:** | Identify textile and garment manufacturing process |
| **Unit Code:** | SEIP-RMG-PSC-01-O |
| **Nominal Hours:** | 30 hours |
| **Unit Descriptor:** | This unit covers the skills, knowledge and attitudes required to identify textile and garment manufacturing process. It specifically includes identifying types of fibre, yarn and fabric, identifying textile manufacturing process, and identifying garment manufacturing process. |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| **1.** Identify types of fibre, yarn and fabric | **1.1.** **Types of fibre, yarn and fabric** are identified.<br>**1.2.** Types of fibre, yarn and fabric are categorised as between textile and garment construction. |
| **2.** Identify textile manufacturing process | **2.1.** Types of fabric are identified for manufacture.<br>**2.2.** Types of **textile manufacturing process** are explained.<br>**2.3.** Manufacturing steps are identified according to type of fabric to be manufactured. |
| **3.** Identify garment manufacturing process | **3.1.** **Types of garments** are identified for construction.<br>**3.2.** Garments parts are identified as per sample.<br>**3.3.** **Garment manufacturing process** is explained.<br>**3.4.** Manufacturing **process breakdown** is listed as per styling. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| **1.** Types of fibre, yarn and fabric | **1.1.** Fibre:<br>    **1.1.1.** Natural<br>    **1.1.2.** Man-made<br>**1.2.** Yarn:<br>    **1.2.1.** Carded yarn<br>    **1.2.2.** Combed yarn<br>**1.3.** Fabric:<br>    **1.3.1.** Woven<br>    **1.3.2.** Knit<br>    **1.3.3.** Non-woven |

| Range of Variables | |
|---|---|
| **Variable** | **Range** <br> *(may include but not limited to)* |
| **2.** Textile manufacturing process | **2.1.** Yarn manufacturing <br> **2.2.** Fabric manufacturing <br> **2.3.** Dying, printing and finishing <br> **2.4.** Yarn dyed fabrics |
| **3.** Types of garments | **3.1.** Woven <br> **3.2.** Knit <br> **3.3.** Sweater |
| **4.** Garment manufacturing process | **4.1.** Measure <br> **4.2.** Sketch/pattern <br> **4.3.** Sample <br> **4.4.** Cut <br> **4.5.** Print and embroider <br> **4.6.** Sew <br> **4.7.** Wash <br> **4.8.** Finish <br> **4.9.** Pack |
| **5.** Process breakdown | **5.1.** Front part <br> **5.2.** Back part <br> **5.3.** Assembling part |

| Evidence Guide <br> 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: <br> **1.1.** Identified and categorised types of fibre, yarn and fabric <br> **1.2.** Identified types of textile manufacturing processes <br> **1.3.** Identified textile manufacturing steps <br> **1.4.** Explained garment manufacturing process |
| **2.** Underpinning knowledge | **2.1.** Fibre, yarn and fabric <br> **2.2.** Textile manufacturing process <br> **2.3.** Garments <br> **2.4.** Garment manufacturing process <br> **2.5.** Manufacturing process breakdown |

| 3. Underpinning skills | 3.1. Identifying and categorising types of fibre, yarn and fabric |
| | 3.2. Identifying types of textile manufacturing processes |
| | 3.3. Identifying textile manufacturing steps |
| | 3.4. Explaining garment manufacturing process |
| | 3.5. Listing manufacturing process breakdown |
| 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. Calculator |
| | 5.4. Fibre, yarn and fabric (samples) |
| | 5.5. Garments (samples) |
| | 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 raw materials and machinery used in manufacturing |
|---|---|
| Unit Code: | SEIP-RMG-PSC-02-O |
| Nominal Hours: | 20 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to identify raw materials and machinery used in manufacturing. It specifically includes identifying basic trims and accessories and identifying basic machinery. |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Identify basic trims and accessories | 1.1. Basic **trims and accessories** are identified.<br>1.2. Difference between basic trims and accessories is explained.<br>1.3. Uses of trims and accessories are identified according to specification sheet. |
| 2. Identify basic machinery | 2.1. Types of **basic machinery** are identified.<br>2.2. Types of stitch and seam are identified as per job requirement.<br>2.3. Sewing machine is identified as per styling instructions. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| 1. Trims and accessories | 1.1. Trims:<br>    1.1.1. Sewing<br>    1.1.2. Finishing<br>1.2. Accessories:<br>    1.2.1. Informative<br>    1.2.2. Decorative<br>    1.2.3. Paper made<br>    1.2.4. Plastic made |
| 2. Basic machinery | 2.1. Single needle<br>2.2. Double needle<br>2.3. Overlock<br>2.4. Feed of the arm<br>2.5. Kansai multi needle<br>2.6. Flat lock<br>2.7. Bar tuck<br>2.8. Button stitch<br>2.9. Button hole sewing<br>2.10. Eye hole/key hole<br>2.11. Snap attach |

| **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: <br> **1.1.** Identified basic trims and accessories <br> **1.2.** Explained difference between trims and accessories <br> **1.3.** Identified basic machinery |
| **2.** Underpinning knowledge | **2.1.** Trims <br> **2.2.** Accessories <br> **2.3.** Garments <br> **2.4.** Stitches <br> **2.5.** Seams <br> **2.6.** Sewing machines |
| **3.** Underpinning skills | **3.1.** Identifying basic trims and accessories <br> **3.2.** Identifying basic machinery <br> **3.3.** Identifying stitches and seams <br> **3.4.** Identified sewing machines as per styling |
| **4.** Underpinning attitudes | **4.1.** Tidy and punctual <br> **4.2.** Prompt in carrying out activities <br> **4.3.** Sincere and honest concerning duties <br> **4.4.** Active on teamwork <br> **4.5.** Eager to learn <br> **4.6.** Respectful of peers, subordinates and seniors in the workplace <br> **4.7.** Communicate with peers and seniors in the workplace |
| **5.** Resource implications | The following resources must be provided: <br> **5.1.** Workplace (simulated or actual) <br> **5.2.** Computer/laptop/notebook <br> **5.3.** Garments (samples) <br> **5.4.** Trims and accessories <br> **5.5.** Sewing machines <br> **5.6.** Specification sheets <br> **5.7.** Projector <br> **5.8.** Stationary <br> **5.9.** Learning manual |
| **6.** Methods of assessment | Methods of assessment may include but is not limited to: <br> **6.1.** Written test <br> **6.2.** Oral test <br> **6.3.** Observation <br> **6.4.** Demonstration <br> **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:** | Understand production planning and supply chain management |
| **Unit Code:** | SEIP-RMG-PSC-03-O |
| **Nominal Hours:** | 20 hours |
| **Unit Descriptor:** | This unit covers the skills, knowledge and attitudes required to understand production planning and supply chain management. It specifically includes interpreting terminology, identifying structure, role and responsibilities of PPC and SCM, and identifying major functions of PPC and SCM departments. |
| **Elements of Competency** | **Performance Criteria**<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
| 1. Interpret terminology | **1.1.** Production, production planning and supply chain **terminology** is interpreted.<br>**1.2.** Relationship between production planning and supply chain is identified and described.<br>**1.3.** **Supply chain requirements** are identified as per job requirement. |
| 2. Identify structure, role and responsibilities of PPC and SCM | **2.1.** Structure of **Production Planning and Control (PPC)** is identified and described.<br>**2.2.** Role and responsibilities of PPC department are identified and explained.<br>**2.3.** Structure of **Supply Chain Management (SCM)** is identified and described.<br>**2.4.** Role and responsibilities of SCM department are identified and explained. |
| 3. Identify main functions of PPC and SCM departments | **3.1.** Main functions of PPC department are identified and described.<br>**3.2.** Main functions of SCM department are identified and described.<br>**3.3.** Cross functional relationship among other departments is identified. |

| Range of Variables | |
|---|---|
| **Variable** | **Range** <br> *(may include but not limited to)* |
| **1.** Terminology | **1.1.** Input <br> **1.2.** Processing <br> **1.3.** Output <br> **1.4.** Style analysis <br> **1.5.** Operation breakdown <br> **1.6.** Data Management <br> **1.7.** Capacity and target <br> **1.8.** Schedule <br> **1.9.** Sourcing <br> **1.10.** Logistic Management |
| **2.** Supply chain requirements | **2.1.** Raw material sourcing <br> **2.2.** Required sample approvals <br> **2.3.** Preparation for production <br> **2.4.** Sourcing management |
| **3.** Production planning and control (PPC) | **3.1.** Taking orders from marketing division <br> **3.2.** Analysing orders <br> **3.3.** Planning for fabric development <br> **3.4.** Planning for trims and accessories <br> **3.5.** Planning for pattern to packing <br> **3.6.** Delivery planning |
| **4.** Supply chain management (SCM) | **4.1.** Raw supply chain <br> **4.2.** Demand and supply management <br> **4.3.** Internal and external supply chain |

| 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: <br> **1.1.** Interpreted terminology <br> **1.2.** Identified supply chain requirements <br> **1.3.** Described structure of production planning and control <br> **1.4.** Explained role and responsibilities of PPC department <br> **1.5.** Described structure of supply chain management <br> **1.6.** Explained role and responsibilities of SCM department <br> **1.7.** Identified main functions of PPC and SCM departments |

| 2. Underpinning knowledge | 2.1. Production planning terminology |
| | 2.2. Supply chain terminology |
| | 2.3. Production planning and control structure and function |
| | 2.4. Supply chain management structure and function |
| 3. Underpinning skills | 3.1. Interpreting production, production planning and supply chain terminology |
| | 3.2. Describing structure of production planning and control |
| | 3.3. Explaining role, responsibilities and main functions of PPC department |
| | 3.4. Describing structure of supply chain management |
| | 3.5. Explaining role, responsibilities and main functions of SCM department |
| | 3.6. Identifying cross functional relationship between PPC, SCM and other departments |
| 4. Underpinning attitudes | 4.1. Tidy and punctual |
| | 4.2. Prompt in carrying out activities |
| | 4.3. Sincere and honest concerning duties |
| | 4.4. Active on teamwork |
| | 4.5. Eager to learn |
| | 4.6. Respectful of peers, subordinates and seniors in the workplace |
| | 4.7. Communicate with peers and seniors in the workplace |
| 5. Resource implications | The following resources must be provided: |
| | 5.1. Workplace (simulated or actual) |
| | 5.2. Computer/laptop/notebook |
| | 5.3. Projector |
| | 5.4. Stationary |
| | 5.5. Learning manual |
| 6. Methods of assessment | Methods of assessment may include but is not limited to: |
| | 6.1. Written test |
| | 6.2. Oral test |
| | 6.3. Observation |
| | 6.4. Demonstration |
| | 6.5. Portfolio |
| 7. Context of assessment | 7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. |
| | 7.2. Assessment must be done by a suitably qualified/certified assessor. |

**Evidence Guide**

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

**Accreditation Requirements**

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| Unit Title: | Employ garment operations, data management and planning methods |
|---|---|
| Unit Code: | SEIP-RMG-PSC-04-O |
| Nominal Hours: | 65 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to employ garments operations, data management and planning methods.  It specifically includes |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Prepare garment operations | 1.1. **Garment operations breakdown** is identified and interpreted as per styling instructions.<br>1.2. Garment operations bulletin is prepared as per approved sample. |
| 2. Identify work study techniques | 2.1. **Method study procedure** is identified as per job requirement.<br>2.2. **Work measurement techniques** are identified and described. |
| 3. Identify forecasting tools and techniques | 3.1. **Forecasting tools and techniques** are identified.<br>3.2. Forecasting tools and techniques are applied as per planning method. |
| 4. Calculate production capacity and target | 4.1. Formula for **production target calculation** is identified and interpreted.<br>4.2. **Production capacity** on process, line and factory is calculated and recorded. |
| 5. Perform aggregate planning and master production scheduling | 5.1. Aggregate planning is carried out as per scheduling process.<br>5.2. **Master scheduling process** is identified and explained.<br>5.3. **Functions of master production scheduling** are identified and described.<br>5.4. Production scheduling is performed as per lead time. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| 1. Garments operation breakdown | 1.1. Style of the garments<br>1.2. Front part<br>1.3. Back part<br>1.4. Assembling part<br>1.5. Make section |

| Range of Variables | |
|---|---|
| **Variable** | **Range** <br> *(may include but not limited to)* |
| **2.** Method study procedure | **2.1.** Select <br> **2.2.** Record <br> **2.3.** Examine <br> **2.4.** Develop <br> **2.5.** Define <br> **2.6.** Install <br> **2.7.** Maintain |
| **3.** Work measurement techniques | **3.1.** Time study <br> **3.2.** Activity sampling <br> **3.3.** Predetermined motion time systems <br> **3.4.** Synthesis form standard data <br> **3.5.** Estimating |
| **4.** Forecasting tools and techniques | **4.1.** Qualitative <br> **4.2.** Quantitative |
| **5.** Production target calculation | **5.1.** Production capacity <br> **5.2.** Efficiency/performance <br> **5.3.** Non-productive time/lose time <br> **5.4.** Absenteeism |
| **6.** Production capacity | **6.1.** Working hour <br> **6.2.** SMV/SAM <br> **6.3.** Total SMV earners <br> **6.4.** Working days |
| **7.** Master scheduling process | **7.1.** Inputs: <br>     **7.1.1.** Beginning inventory <br>     **7.1.2.** Forecast <br>     **7.1.3.** Customer orders <br> **7.2.** Outputs: <br>     **7.2.1.** Projected inventory <br>     **7.2.2.** Master production scheduling <br>     **7.2.3.** Uncommitted inventory |
| **8.** Functions of master production scheduling | **8.1.** Translating aggregate plans <br> **8.2.** Evaluating alternative master schedule <br> **8.3.** Generating material and capacity requirements <br> **8.4.** Facilitating information processing <br> **8.5.** Maintaining priorities |

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

| **1.** Critical aspects of competency | Assessment must evidence that the candidate: |
|---|---|
| | **1.1.** Prepared garment operations bulletin |
| | **1.2.** Identified method study procedure |
| | **1.3.** Identified work measurement techniques |
| | **1.4.** Applied forecasting tools and techniques |
| | **1.5.** Calculated production capacity |
| | **1.6.** Carried out aggregate planning |
| | **1.7.** Performed production scheduling |

| **2.** Underpinning knowledge | |
|---|---|
| | **2.1.** Garment operations |
| | **2.2.** Method study procedure |
| | **2.3.** Work measurement techniques |
| | **2.4.** Forecasting tools and techniques |
| | **2.5.** Production capacity calculation formula |
| | **2.6.** Aggregate planning |
| | **2.7.** Production scheduling |

| **3.** Underpinning skills | |
|---|---|
| | **3.1.** Preparing garment operations bulletin |
| | **3.2.** Applying forecasting tools and techniques |
| | **3.3.** Calculating production capacity |
| | **3.4.** Carrying out aggregate planning |
| | **3.5.** Performing production scheduling |

| **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.** Calculator |
| | **5.4.** Projector |
| | **5.5.** Stationary |
| | **5.6.** Learning manual |

| 6. Methods of assessment | Methods of assessment may include but is not limited to: |
|---|---|
| | **6.1.** Written test |
| | **6.2.** Oral test |
| | **6.3.** Observation |
| | **6.4.** Demonstration |
| | **6.5.** Portfolio |
| 7. Context of assessment | **7.1.** Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. |
| | **7.2.** Assessment must be done by a suitably qualified/certified assessor. |

**Accreditation Requirements**

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| Unit Title: | Apply supply chain process |
|---|---|
| Unit Code: | SEIP-RMG-PSC-05-O |
| Nominal Hours: | 50 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to apply supply chain process. It specifically includes identifying types of supply chain and markets, interpreting supply chain process, and applying product selection and procurement methods. |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Identify types of supply chain and markets | 1.1. **Types of supply chain** are identified and described.<br>1.2. Functions of the different types of supply chain are explained.<br>1.3. Process of supply market in garment industry is illustrated. |
| 2. Interpret supply chain process | 2.1. **Supply chain management process** is identified.<br>2.2. Supply chain management process is interpreted. |
| 3. Apply product selection and procurement methods | 3.1. Product selection and procurement methods are identified and explained.<br>3.2. Procurement methods are applied as per standard operating procedure. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| 1. Types of supply chain | 1.1. Internal<br>1.1. External |
| 2. Supply chain management process | 2.1. Customer relationship management<br>2.2. Customer service management<br>2.3. Demand management style<br>2.4. Order fulfillment<br>2.5. Manufacturing flow management<br>2.6. Supplier relationship management<br>2.7. Product development and commercialisation<br>2.8. Returns management |

| **Evidence Guide**<br>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:<br>**1.1.** Identified types of supply chain<br>**1.2.** Explained functions of supply chain<br>**1.3.** Identified supply chain management process<br>**1.4.** Applied product selection and procurement methods |
| **2.** Underpinning knowledge | **2.1.** Types of supply chain<br>**2.2.** Functions of supply chain<br>**2.3.** Supply markets<br>**2.4.** Supply chain management process<br>**2.5.** Product selection<br>**2.6.** Procurement methods<br>**2.7.** Standard operating procedure |
| **3.** Underpinning skills | **3.1.** Identifying types of supply chain and their functions<br>**3.2.** Explaining supply chain management process<br>**3.3.** Applying product selection and procurement methods |
| **4.** Underpinning attitudes | **4.1.** Tidy and punctual<br>**4.2.** Prompt in carrying out activities<br>**4.3.** Sincere and honest concerning duties<br>**4.4.** Active on teamwork<br>**4.5.** Eager to learn<br>**4.6.** Respectful of peers, subordinates and seniors in the workplace<br>**4.7.** Communicate with peers and seniors in the workplace |
| **5.** Resource implications | The following resources must be provided:<br>**5.1.** Workplace (simulated or actual)<br>**5.2.** Computer/laptop/notebook<br>**5.3.** Instruction sheet<br>**5.4.** Standard operating procedure<br>**5.5.** Projector<br>**5.6.** Stationary<br>**5.7.** Learning manual |
| **6.** Methods of assessment | Methods of assessment may include but is not limited to:<br>**6.1.** Written test<br>**6.2.** Oral test<br>**6.3.** Observation<br>**6.4.** Demonstration<br>**6.5.** Portfolio |

<table>
<tr><td colspan="2" style="background:yellow"><strong>Evidence Guide</strong><br>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</td></tr>
<tr><td><strong>7.</strong> Context of assessment</td><td><strong>7.1.</strong> Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.<br><br><strong>7.2.</strong> Assessment must be done by a suitably qualified/certified assessor.</td></tr>
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| Unit Title: | Analyse supply market |
|---|---|
| Unit Code: | SEIP-RMG-PSC-06-O |
| Nominal Hours: | 30 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to analyse supply market. It specifically includes performing supply market analysis and applying solutions to supply chain uncertainty. |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Perform supply market analysis | 1.1. Setting of priorities is interpreted and analysed.<br>1.2. Supply market is examined and evaluated. |
| 2. Apply solutions to supply chain uncertainty | 2.1. Supply chain uncertainty is identified and defined.<br>2.2. Possible **causes of supply chain uncertainty** are identified.<br>2.3. **Solutions to supply chain uncertainty** are implemented. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| 1. Causes of supply chain uncertainty | 1.1. Lack of information of the supply chain environment<br>1.2. Lacks information on processing capacities<br>1.3. Unable to accurately predict supply chain behaviour<br>1.4. Lacks effective control actions |
| 2. Solutions to supply chain uncertainty | 2.1. Managing/controlling supply<br>2.2. Managing inventory<br>2.3. Managing the demand<br>2.4. Information centralisation<br>2.5. Specialisation<br>2.6. Postponement strategy<br>2.7. Demand forecasting |

| 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:<br>1.1. Interpreted and analysed setting of priorities<br>1.2. Examined and evaluated supply market<br>1.3. Defined supply chain uncertainty<br>1.4. Applied solutions to supply chain uncertainty |

| 2. Underpinning knowledge | **2.1.** Supply chain management |
| | **2.2.** Supply market analysis |
| | **2.3.** Causes of supply chain uncertainty |
| | **2.4.** Techniques to manage uncertainty |
| 3. Underpinning skills | **3.1.** Performing supply market analysis |
| | **3.2.** Applying solutions to supply chain uncertainty |
| 4. Underpinning attitudes | **4.1.** Tidy and punctual |
| | **4.2.** Prompt in carrying out activities |
| | **4.3.** Sincere and honest concerning duties |
| | **4.4.** Active on teamwork |
| | **4.5.** Eager to learn |
| | **4.6.** Respectful of peers, subordinates and seniors in the workplace |
| | **4.7.** Communicate with peers and seniors in the workplace |
| 5. Resource implications | The following resources must be provided: |
| | **5.1.** Workplace (simulated or actual) |
| | **5.2.** Computer/laptop/notebook |
| | **5.3.** Projector |
| | **5.4.** Stationary |
| | **5.5.** Learning manual |
| 6. Methods of assessment | Methods of assessment may include but is not limited to: |
| | **6.1.** Written test |
| | **6.2.** Oral test |
| | **6.3.** Observation |
| | **6.4.** Demonstration |
| | **6.5.** Portfolio |
| 7. Context of assessment | **7.1.** Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. |
| | **7.2.** Assessment must be done by a suitably qualified/certified assessor. |

**Accreditation Requirements**

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| Unit Title: | Perform inventory management |
|---|---|
| Unit Code: | SEIP-RMG-PSC-07-O |
| Nominal Hours: | 45 hours |
| Unit Descriptor: | This unit covers the skills, knowledge and attitudes required to perform inventory management. It specifically includes identifying inventory control systems and applying lean tools to inventory management. |

| Elements of Competency | Performance Criteria<br>(**bold and underlined** terms are elaborated in the Range of Variables) |
|---|---|
| 1. Identify inventory control systems | 1.1. **Inventory control systems** are identified and explained.<br>1.2. Inventory control planning techniques are identified.<br>1.3. **Types of items** for inventory are identified. |
| 2. Apply lean tools to inventory management | 2.1. **Basic lean tools** are identified.<br>2.2. Selected lean tools are applied to inventory management. |

| Range of Variables | |
|---|---|
| **Variable** | **Range**<br>*(may include but not limited to)* |
| 1. Inventory control systems | 1.1. Economic Order Quantity (EOQ)<br>1.2. Safety stock<br>1.3. Reordering policy<br>1.1. Last in/first out (LIFO)<br>1.2. First in/first out (FIFO) |
| 2. Types of items | 2.1. Fabrics<br>2.2. Trims and accessories<br>2.3. Finished goods<br>2.4. Work in progress (WIP)<br>2.5. Machinery<br>2.6. Tools and equipment |
| 3. Basic lean tools | 3.1. Cause and effect diagram<br>3.2. Plan, Do, Check, Act (PDCA)<br>3.3. 5S and visual management<br>3.4. KANBAN<br>3.5. Push-pull system |

| 1. Critical aspects of competency | Assessment must evidence that the candidate: |
| --- | --- |
| | **1.1.** Identified inventory control systems |
| | **1.2.** Identified basic lean tools |
| | **1.3.** Applied lean tools to inventory management |
| **2.** Underpinning knowledge | **2.1.** Inventory control systems |
| | **2.2.** Inventory control planning techniques |
| | **2.3.** Lean tools |
| | **2.4.** Inventory management |
| **3.** Underpinning skills | **3.1.** Identifying inventory control systems |
| | **3.2.** Identifying basic lean tools |
| | **3.3.** Applying lean tools to inventory management |
| **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.** Calculator |
| | **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. |

**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.

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