



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD FOR QUALITY CONTROL MANAGEMENT (*RMG SECTOR*)

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

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Copyright

The Competency Standard for Quality Control 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	
OHS	Occupational health and safety
PPE	Personal protective equipment
SOP	Standard operating procedure

Introduction

The Skills for Employment Investment Program (SEIP) Project of the Finance Division of the Ministry of Finance has embarked on a project which aims to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalising a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support.

Among the many components of the project, one is to promote a Market Responsive Inclusive Skills Training Delivery programme. Key priority economic growth sectors identified by the government have been targeted by the project to improve current job skills along with up-skilling of the existing workforce to ensure 'required skills to industry standards'. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training programmes. Priority sectors were identified to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

This document is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

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

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

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

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

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

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

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

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

Approval Sheet

Identification and validation of units of competency and elements for this occupation were made by experts within this sector. A series of meetings were held to accurately capture industry and employer needs and expectations, and develop the competency framework that would help to enhance the employability of the youth trained. This process started on 22 May 2017 and concluded with a validation workshop with working group on 25 July 2017, and was reviewed and revised on 16 October 2018.

Experts Involved

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

Name	Organisation	Designation
Mr. Abul Hossain	Ananta Group	Director - Quality Assurance
Sk. Fazlur Rahman	Youngone Hi-Tech Industries Limited	Manager - Quality Assurance
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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 16 July 2017]:

Name	Organisation	Designation
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Md. Mizanur Rahman	Shanto-Mariumv University of Creative Technology	Assistant Professor
Ananda Falia	BTEB	Assistant Controller

Name	Organisation	Designation
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Mr. Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
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Validation Workshop

Competency standard validation workshop participants [held on 25 July 2017]:

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Azim Mohammad	SEIP- BGMEA	Senior Trainer
Md. Sultan Al Maruf	SEIP	Quality Assurance Officer
Al-Mustafa Tawqin	SEIP	Quality Assurance Officer
Ananda Falia	BTEB	Assistant Controller
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

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-RMG-QCM-01-G	Apply occupational health and safety (OHS) practice in the workplace		8
2	SEIP-RMG-QCM-02-G	Carry out workplace interaction		8
3	SEIP-RMG-QCM-03-G	Operate in a team environment		8
4	SEIP-RMG-QCM-04-G	Apply basic IT skills		16
Sub-Total				40
Sector-specific Competencies (3 units of competency required)				
1	SEIP-RMG-QCM-01-S	Explore the history of RMG Sector		20
2	SEIP-RMG-QCM-02-S	Carry out measurements and calculations		20
3	SEIP-RMG-QCM-03-S	Read and interpret sketches and drawings		20
Sub-Total				60
Occupation-specific Competencies (7 units of competency required)				
1	SEIP-RMG-QCM-01-O	Identify garments and garment construction		30
2	SEIP-RMG-QCM-02-O	Perform fabric inspection		40
3	SEIP-RMG-QCM-03-O	Carry out quality checks and inspection		40
4	SEIP-RMG-QCM-04-O	Perform quality assurance		15
5	SEIP-RMG-QCM-05-O	Identify faults and defects		60
6	SEIP-RMG-QCM-06-O	Perform final inspection		50
7	SEIP-RMG-QCM-07-O	Perform safety housekeeping		25
Sub-Total				260
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
Apply occupational health and safety (OHS) practice in the workplace SEIP-RMG-QCM-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-QCM-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-QCM-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-QCM-04-G	Identify and use most commonly used IT tools	Understand use of computer	Work with word processing application
	Work with spreadsheets	Access email and search the internet	

Sector-specific (Common) Competencies

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

Occupation-specific (Core) Competencies

Identify garments and garment construction SEIP-RMG-QCM-01-O	Identify garment types	Interpret garment operation	Identify sewing machine and stitch types
Perform fabric inspection SEIP-RMG-QCM-02-O	Identify types of fabric and their production process	Identify types of trim and accessory	Carry out fabric inspection
	Carry out trim and accessory inspection	Carry out embellishment inspection	
Carry out quality checks and inspection SEIP-RMG-QCM-03-O	Interpret quality in store	Carry out quality control (samples)	Carry out quality control (washing)
	Identify quality in cutting	Identify quality in sewing	Carry out finishing and packing inspection
Perform quality assurance SEIP-RMG-QCM-04-O	Interpret quality, quality control and quality assurance	Identify structure of quality department	Explain quality control
Identify faults and defects SEIP-RMG-QCM-05-O	Identify fabric faults	Identify trim and accessory faults	Identify garment defects
	Classify garment zones and defects		
Perform final inspection SEIP-RMG-QCM-06-O	Define acceptable quality level	Identify quality formats	Conduct final inspection
Perform safety housekeeping SEIP-RMG-QCM-07-O	Identify Five "S" system	Follow broken needle safety policy	Apply root cause analysis

Units and Elements Table

Generic – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-QCM-01-G	Apply occupational health and safety (OHS) practice in the workplace	<ol style="list-style-type: none"> 1. Identify OHS policies and procedures. 2. Apply personal health and safety practices. 3. Report hazards and risks. 1. Respond to emergencies. 	8
SEIP-RMG-QCM-02-G	Carry out workplace interaction	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Read and understand workplace documents. 3. Participate in workplace meetings and discussions. 4. Practice professional ethics at work. 	8
SEIP-RMG-QCM-03-G	Operate in a team environment	<ol style="list-style-type: none"> 1. Identify team goals and work processes. 2. Identify own role and responsibilities within team. 3. Communicate and co-operate with team members. 4. Practice problem solving within the team. 	8
SEIP-RMG-QCM-04-G	Apply basic IT skills	<ol style="list-style-type: none"> 1. Identify and use most commonly used IT tools. 2. Understand use of computer. 3. Work with word processing application. 4. Work with spreadsheets. 5. Access email and search the internet. 	16
Total Hours			40

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

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

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-RMG-QCM-01-O	Identify garments and garment construction	<ol style="list-style-type: none"> 1. Identify garment types. 2. Interpret garment operation. 3. Identify sewing machine and stitch types. 	30
SEIP-RMG-QCM-02-O	Perform fabric inspection	<ol style="list-style-type: none"> 1. Identify types of fabric and their production process. 2. Identify types of trim and accessory. 3. Carry out fabric inspection. 4. Carry out trim and accessory inspection. 5. Carry out embellishment inspection. 	40
SEIP-RMG-QCM-03-O	Carry out quality checks and inspection	<ol style="list-style-type: none"> 1. Identify quality in store. 2. Carry out quality control (samples). 3. Carry out quality control (washing). 4. Identify quality in cutting. 5. Identify quality in sewing. 6. Carry out finishing and packing inspection. 	40
SEIP-RMG-QCM-04-O	Perform quality assurance	<ol style="list-style-type: none"> 1. Interpret quality, quality control and quality assurance. 2. Identify structure of quality department. 3. Explain quality control. 	15
SEIP-RMG-QCM-05-O	Identify faults and defects	<ol style="list-style-type: none"> 1. Identify fabric faults. 2. Identify trim and accessory faults. 3. Identify garment defects. 4. Classify garment zones and defects. 	60
SEIP-RMG-QCM-06-O	Perform final inspection	<ol style="list-style-type: none"> 1. Define acceptable quality level. 2. Identify quality formats. 3. Conduct final inspection. 	50
SEIP-RMG-QCM-07-O	Perform safety housekeeping	<ol style="list-style-type: none"> 1. Identify Five “S” system. 2. Follow broken needle safety policy. 3. Apply root cause analysis. 	25
Total Hours			260

Generic Competencies

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

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

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

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

Evidence Guide

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

4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Committed to occupational health and safety practices4.2. Communicates well with peers, subordinates and seniors in workplace4.3. Prompt in carrying out activities4.4. Tidy and punctual4.5. Sincere and honest concerning duties4.6. Responsible during emergencies
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none">5.1. Workplace (simulated or actual)5.2. Personal protective equipment (PPE)5.3. Firefighting equipment5.4. Emergency response manual5.5. First aid kits5.6. Stationary5.7. Learning manual
6. Methods of assessment	<p>Methods of assessment may include but is not limited to:</p> <ul style="list-style-type: none">6.1. Written test6.2. Oral test6.3. Observation6.4. Demonstration6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

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-QCM-02-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to carry out workplace interaction. It specifically includes workplace communication, etiquette, understanding workplace documents, workplace meetings and discussions, and professional ethics at work.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret workplace communication and etiquette	<p>1.1. Workplace codes of conduct are interpreted as per organisational guidelines.</p> <p>1.2. Appropriate lines of communication are maintained with supervisors and colleagues.</p> <p>1.3. Workplace interactions are conducted in a <u>courteous manner</u> to gather and convey information.</p> <p>1.4. <u>Workplace procedures and matters</u> are comprehended.</p>
2. Read and understand workplace documents	<p>2.1. Workplace documents are interpreted correctly.</p> <p>2.2. Visual information/symbols/signage are understood correctly and followed.</p> <p>2.3. Specific and relevant information are accessed from <u>appropriate sources</u>.</p> <p>2.4. Appropriate medium is used to transfer information and ideas.</p>
3. Participate in workplace meetings and discussions	<p>3.1. Team meetings are attended on time.</p> <p>3.2. Meeting procedures and etiquette are followed.</p> <p>3.3. Active participation is ensured, opinions are expressed and heard.</p> <p>3.4. Inputs are provided and interpreted in line with the meeting purpose.</p>
4. Practice professional ethics at work	<p>4.1. Responsibilities as a team member are performed.</p> <p>4.2. Tasks are performed in accordance with workplace procedures.</p> <p>4.3. Confidentiality is maintained.</p> <p>4.4. Inappropriate and conflicting situations are avoided.</p>

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

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

Evidence Guide

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

4. Underpinning attitudes

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

5. Resource implications

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

6. Methods of assessment

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

7. Context of assessment

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

Accreditation Requirements

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

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

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified own role and responsibilities within team 1.2. Communicated and co-operated with team members 1.3. Demonstrated problem solving within the team
2. Underpinning knowledge	2.1. Team goals and work processes 2.2. Roles and responsibilities 2.3. Finding problems and solving them
3. Underpinning skills	3.1. Identifying own role and responsibilities within team 3.2. Communicating and co-operating with team members 3.3. Demonstrating problem solving within the team
4. Underpinning attitudes	4.1. Active on teamwork 4.2. Prompt in carrying out activities 4.3. Tidy and punctual 4.4. Respectful of peers, subordinates and seniors in the workplace 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Projector 5.3. Stationary 5.4. Learning manual

Evidence Guide

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

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

7. Context of assessment

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

Accreditation Requirements

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

Unit Title:	Apply basic IT skills
Unit Code:	SEIP-RMG-QCM-04-G
Nominal Hours:	16 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply basic IT skills in the workplace. It specifically includes identifying IT tools, using computer, word processing and spreadsheet applications, email and searching on internet.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify and use most commonly used IT tools	1.1. History of information technology (IT) is identified and summarised. 1.2. Commonly used <u>IT tools</u> are identified and described.
2. Understand use of computer	2.1. Basic parts of a computer are identified. 2.2. Turning on and off technique of a computer is performed. 2.3. Working environment, functions and features of operating system is interpreted. 2.4. Simple trouble-shooting techniques are applied.
3. Work with word processing application	3.1. Word processing application appropriate to perform activity is operated. 3.2. Basic typing technique to document is applied. 3.3. Word processing techniques to document are employed. 3.4. Personal CV writing using suitable word processing techniques is practiced. 3.5. Saving and retrieving technique of a document is used.
4. Work with spreadsheets	4.1. Spreadsheet working environment, functions and features are identified and interpreted. 4.2. Data entry on spreadsheet appropriate to perform activity is performed. 4.3. <u>Data manipulation techniques</u> to spreadsheet document are applied. 4.4. Spreadsheet document is created and saved.
5. Access email and search the internet	5.1. Use of email account in online environment is explained. 5.2. Writing and sending of workplace emails is completed. 5.3. Different <u>browsers</u> to work online are identified and selected. 5.4. Browse different web portals and apply proper search techniques.

Range of Variables	
Variable	Range (may include but not limited to)
1. IT tools	1.1. Cell phone 1.2. Tablets 1.3. Computers, laptops, notebooks 1.4. Internet 1.5. Software 1.6. Satellite
2. Data manipulation techniques	2.1. Sum 2.2. Average 2.3. Count 2.4. Max 2.5. Min 2.6. If 2.7. Sort 2.8. Fill 2.9. Header 2.10. Footer 2.11. Print
3. Browsers	3.1. Internet Explorer 3.2. Firefox 3.3. Google Chrome 3.4. Opera 3.5. Safari 3.6. Omni Web 3.7. Microsoft Edge

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified commonly used IT tools 1.2. Performed simple trouble-shooting with computer 1.3. Performed typing on word processing software, saved and retrieved documents 1.4. Performed data entry with spread sheet 1.5. Used email account for different online purposes

Evidence Guide

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

2. Underpinning knowledge	<ul style="list-style-type: none">2.1. IT and IT tools2.2. Computer trouble-shooting2.3. Techniques to access internet
3. Underpinning skills	<ul style="list-style-type: none">3.1. Demonstrating simple trouble-shooting with computer3.2. Demonstrating typing on word processing software3.3. Demonstrating data entry with spread sheet3.4. Opening email account and using it for different purposes
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Active on teamwork4.2. Prompt in carrying out activities4.3. Tidy and punctual4.4. Respectful of peers, subordinates and seniors in the workplace4.5. Sincere and honest concerning duties
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none">5.1. Workplace (simulated or actual)5.2. IT tools5.3. Computer/laptop/notebook5.4. Software5.5. Internet5.6. Projector5.7. Stationary5.8. Learning manual
6. Methods of assessment	<p>Methods of assessment may include but is not limited to:</p> <ul style="list-style-type: none">6.1. Written test6.2. Oral test6.3. Observation6.4. Demonstration6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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:	Explore the history of RMG Sector
Unit Code:	SEIP-RMG-QCM-01-S
Nominal Hours:	20 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to explore the history of RMG Sector in Bangladesh. It specifically includes examining the background of RMG sector, identifying the main departments within the RMG sector, and identifying prime local and export markets.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Examine the background of RMG sector	1.1. Historical background of RMG sector is examined and described. 1.2. Backward and forward linkages are identified.
2. Identify main departments within RMG sector	2.1. <u>Main departments</u> of the RMG sector are identified. 2.2. Importance of RMG sector and main departments is explored and analysed. 2.3. Common <u>types of machine</u> used in RMG sector are identified.
3. Identify prime local and export markets	3.1. Prime local markets and <u>export markets</u> are identified. 3.2. Local and export markets are listed.

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

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Illustrated history of RMG sector 1.2. Identified prime local and export markets
2. Underpinning knowledge	2.1. History of RMG sector 2.2. Main departments 2.3. Common types of machinery 2.4. Prime local and export markets
3. Underpinning skills	3.1. Describing the history of RMG sector 3.2. Identifying prime local and export markets
4. Underpinning attitudes	4.1. Eager to learn 4.2. Considerate of personal grooming 4.3. Patient and attentive 4.4. Active on team work 4.5. Tidy and punctual 4.6. Sincere and honest concerning duties

Evidence Guide

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

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

Accreditation Requirements

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

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

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

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

Evidence Guide

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

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

Accreditation Requirements

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

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

Evidence Guide

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

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified information and specifications 1.2. Read and interpreted sketches and drawings
2. Underpinning knowledge	2.1. Manuals 2.2. Units of measurement 2.3. Units of conversion 2.4. Sketch, drawings and specifications
3. Underpinning skills	3.1. Read and identifying information and specifications (from manual) 3.2. Reading and interpreting sketches and drawings
4. Underpinning attitudes	4.1. Eager to learn 4.2. Tidy and punctual 4.3. Concerned about proper use of computer and peripherals 4.4. Concerns for other's rights 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Software 5.4. Stationary 5.5. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Occupation-specific Competencies

Unit Title:	Identify garments and garment construction
Unit Code:	SEIP-RMG-QCM-01-O
Nominal Hours:	30 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify garments and garment construction. It specifically includes identifying garment types, interpreting garments operation, and identifying sewing machines and stitch types.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify garment types	<p>1.1. <u>Types of garment</u> are identified.</p> <p>1.2. Garment parts and points are identified as per sample.</p> <p>1.3. <u>Methods of measuring</u> garments are identified.</p>
2. Interpret garments operation	<p>2.1. <u>Garment operation</u> process is identified and explained.</p> <p>2.2. Departments within garment operation are identified.</p>
3. Identify sewing machine and stitch types	<p>3.1. <u>Types of sewing machine</u> are identified.</p> <p>3.2. Functions of sewing machine are identified and described.</p> <p>3.3. <u>Types of stitch</u> are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Types of garment	<p>1.1. Woven</p> <p>1.2. Knit</p> <p>1.3. Sweater</p>
2. Methods of measuring	<p>2.1. Sketch</p> <p>2.2. Chart</p> <p>2.3. Horizontal</p> <p>2.4. Vertical</p>
3. Garment operation	<p>3.1. Front part</p> <p>3.2. Back part</p> <p>3.3. Assembling part</p>

Range of Variables	
Variable	Range (may include but not limited to)
4. Types of sewing machine	4.1. Single needle 4.2. Double needle 4.3. Overlock 4.4. Feed of the arm 4.5. Kansai multi-needle 4.6. Flat lock 4.7. Bar tuck 4.8. Button stitch 4.9. Button hole
5. Types of stitch	5.1. Chain 5.2. Lock

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified types of garment 1.2. Identified and explained garments operation 1.3. Identified types of sewing machine 1.4. Explained functions of sewing machine 1.5. Identified types of stitch
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Garment types 2.2. Methods of measuring 2.3. Garments operation 2.4. Sewing machines 2.5. Stitches
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Identified types of garment, parts and points 3.2. Explained garments operation 3.3. Identified types of sewing machine 3.4. Described functions of sewing machines 3.5. Identified types of stitches

Evidence Guide

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

4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Internet (optional) 5.4. Garments (samples) 5.5. Sewing machines 5.6. Stitches (samples) 5.7. Projector 5.8. Stationary 5.9. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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:	Perform fabric inspection
Unit Code:	SEIP-RMG-QCM-02-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform fabric inspection. It specifically includes identifying types of fabric and their production process, identifying types of trim and accessory, carrying out fabric inspection, carrying out trim and accessory inspection, and carrying out embellishment inspection.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify types of fabric and their production process	<p>1.1. <u>Types of fabrics</u> are identified.</p> <p>1.2. Fabric types are categorised.</p> <p>1.3. Production process of different fabric categories is explained.</p>
2. Identify types of trim and accessory	<p>2.1. <u>Types of trim and accessory</u> are identified and differentiated.</p> <p>2.2. Use of trims and accessories are identified according to specification sheet.</p>
3. Carry out fabric inspection	<p>3.1. <u>Types of fabric defect</u> and their effects are identified.</p> <p>3.2. <u>Fabric inspection methods</u> are identified and described.</p> <p>3.3. Fabric inspection is performed as per buyer guidelines.</p>
4. Carry out trim and accessory inspection	<p>4.1. Trim and accessory inspection methods are identified and described.</p> <p>4.2. Trim and accessory inspection is performed as per buyer guidelines.</p> <p>4.3. Inspection report is prepared for selection and acceptability of trims and accessories.</p>
5. Carry out embellishment inspection	<p>5.1. Types of embellishments are identified.</p> <p>5.2. <u>Types of embellishment faults</u> are identified and described.</p> <p>5.3. Embellishment inspection is performed as per buyer guidelines.</p> <p>5.4. Inspection report is prepared as per established industry format.</p>

Range of Variables	
Variable	Range (may include but not limited to)
1. Types of fabric	1.1 Woven: 1.1.1. Plain/Poplin 1.1.2. Twill 1.1.3. Oxford 1.1.4. Dobby 1.1.5. Jacquard 1.2. Knitted: 1.2.1. Weft 1.2.2. Warp
2. Types of trim and accessory	2.1. Trims: 2.1.1. Sewing 2.1.2. Finishing 2.2. Accessories: 2.2.1. Informative 2.2.2. Decorative 2.2.3. Paper made 2.2.4. Plastic made
3. Types of fabric defect	3.1. Yarn 3.2. Weaving/raw fabric 3.3. Dyeing 3.4. Printing 3.5. Finishing
4. Fabric inspection methods	4.1. 4-point system 4.2. 10-pint system
5. Types of embellishment faults	5.1. Print 5.2. Embroidery

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 types of fabric 1.2. Identified types of trim and accessory 1.3. Explained inspection methods 1.4. Identified fabric defects 1.5. Identified embellishment faults 1.6. Carried out fabric inspection

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. Types of fabric 2.2. Types of trim and accessory 2.3. Types of embellishment 2.4. Fabric defects 2.5. Trim, accessory and embellishment faults 2.6. Inspection methods
3. Underpinning skills	3.1. Identified types of fabric, trim and accessory 3.2. Identified types of embellishment 3.3. Identified fabric defects 3.4. Identified trim, accessory and embellishment faults 3.5. Carried out fabric inspection
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. Fabric (samples) 5.4. Trim and accessory (samples) 5.5. Embellishments (samples) 5.6. Buyers specification (samples) 5.7. Inspection report form 5.8. Projector 5.9. Stationary 5.10. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio

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

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 quality checks and inspection
Unit Code:	SEIP-RMG-QCM-03-O
Nominal Hours:	40 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform quality assurance. It specifically includes interpreting quality in store, carrying out quality control (samples and washing), identifying quality in cutting and sewing, and carrying out finishing and packing inspection.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret quality in store	<p>1.1. Essential raw materials are identified according to specification.</p> <p>1.2. Final finished goods are identified and selected.</p> <p>1.3. <u>Raw materials receiving criteria</u> as per quality manual is followed.</p> <p>1.4. Quality in store is maintained as per quality guideline.</p>
2. Carry out quality control (samples)	<p>2.1. <u>Types of sample</u> needed to be prepared are identified.</p> <p>2.2. Technical issues such as shrinkage, master pattern, pattern grading and related issues are identified.</p> <p>2.3. Final <u>sample checking</u> is performed as per quality specifications.</p>
3. Carry out quality control (washing)	<p>3.1. Washing quality reporting procedures are identified and described.</p> <p>3.2. Washing quality is checked as per work order.</p>
4. Identify quality in cutting	<p>4.1. <u>Marker checking</u> procedure is explained.</p> <p>4.2. Cut fabric checking procedure is identified and described.</p> <p>4.3. Cutting quality reporting formats are identified.</p>
5. Identify quality in sewing	<p>5.1. Inline quality checking procedure is explained.</p> <p>5.2. End line quality checking procedure is explained.</p> <p>5.3. Sewing quality reporting formats are identified.</p>
6. Carry out finishing and packing inspection	<p>6.1. <u>Finishing and packing</u> quality checkpoints are identified as per sample.</p> <p>6.2. Pre-final inspection by following Acceptable Quality Level (AQL) is carried out.</p> <p>6.3. Final inspection is process is explained and carried out as per buyer's standard.</p>

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
1. Raw materials receiving criteria	1.1. Raise invoice 1.2. Perform booking sheet check 1.3. Packing list/challan check 1.4. Quality check with specification 1.5. Acceptability of the packing list/challan
2. Types of sample	2.1. Development/styling 2.2. Size set/fit 2.3. Pre-production 2.4. Wash test 2.5. Production 2.6. Shipment
3. Sample checking	3.1. Match with specification 3.2. Fabrication 3.3. Trims and accessories 3.4. Workmanship 3.5. Measurement 3.6. Getup/presentation of the sample 3.7. Sample information
4. Marker checking	4.1. Number of pattern and garment pieces 4.2. Number of garments 4.3. Parts alignment 4.4. Fabric consumption 4.5. Marker efficiency
5. Finishing and packing	5.1. Ironing 5.2. Folding 5.3. Packing 5.4. Arranging 5.5. Final inspection

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 raw materials 1.2. Followed raw materials receiving criteria 1.3. Carried out quality control of samples and washing 1.4. Identified quality in cutting and sewing 1.5. Carried out finishing and packing inspection
2. Underpinning knowledge	2.1. Raw materials 2.2. Raw materials receiving criteria 2.3. Types of samples 2.4. Sample checking 2.5. Marker checking 2.6. Finishing and packing
3. Underpinning skills	3.1. Identifying and following raw materials receiving criteria 3.2. Carrying out quality checks 3.3. Identifying quality in cutting and sewing 3.4. Performed finishing and packing inspection
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. Standard operating procedure 5.4. Raw materials 5.5. Samples 5.6. Measuring tape 5.7. Marker 5.8. Projector 5.9. Stationary 5.10. Learning manual

Evidence Guide

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

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

7. Context of assessment

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

Accreditation Requirements

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

Unit Title:	Perform quality assurance
Unit Code:	SEIP-RMG-QCM-04-O
Nominal Hours:	15 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform quality assurance. It specifically includes interpreting quality, quality control and quality assurance, identifying structure of quality department, and explaining quality control.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Interpret quality, quality control and quality assurance	<p>1.1. Quality, quality control and quality assurance are defined.</p> <p>1.2. Quality control systems are identified and explained.</p> <p>1.3. <u>Methods of quality control</u> are identified and described.</p> <p>1.4. <u>Tools of quality assurance</u> are identified and described.</p> <p>1.5. <u>Quality assurance parameters</u> are identified.</p> <p>1.1. Difference between quality control and quality assurance is identified and explained.</p>
2. Identify structure of quality department	<p>2.1. Structure of the quality department is identified and explained.</p> <p>2.2. Activities of quality department are identified and described.</p>
3. Explain quality control	<p>3.1. Importance of quality control systems is defined.</p> <p>3.2. Quality control procedures are identified and explained.</p> <p>3.3. Application of quality control procedures is described.</p> <p>3.4. <u>Basic quality equipment</u> is identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Methods of quality control	<p>1.1 Testing</p> <p>1.2 Inspection</p>
2. Tools of quality assurance	<p>2.1. Cause and effect diagram</p> <p>2.2. Check sheet</p> <p>2.3. Control chart</p> <p>2.4. Flow chart</p> <p>2.5. Histogram</p> <p>2.6. Pareto chart</p> <p>2.7. Scatter diagram</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
3. Quality assurance parameters	3.1. Dimension 3.2. Shrinkage 3.3. Strength 3.4. Colour fastness 3.5. Products safety 3.6. Customer satisfaction
4. Basic quality equipment	4.1. Measuring tape 4.2. Button pull test machine 4.3. Needle detector machine

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Interpreted quality, quality control and quality assurance 1.2. Identified methods of quality control 1.3. Identified tools of quality assurance 1.4. Identified quality assurance parameters 1.5. Described structure of quality department 1.6. Explained quality control
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Quality 2.2. Quality control 2.3. Quality assurance 2.4. Methods of quality control 2.5. Tools of quality assurance 2.6. Quality assurance parameters 2.7. Quality department structure and activities 2.8. Quality control procedures 2.9. Basic quality equipment
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Interpreting quality, quality control and quality assurance 3.2. Identifying methods of quality control 3.3. Identifying quality assurance tools and parameters 3.4. Describing structure of quality department 3.5. Explaining quality control, procedures and application

Evidence Guide

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

4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Standard operating procedure 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:	Identify faults and defects
Unit Code:	SEIP-RMG-QCM-05-O
Nominal Hours:	60 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify faults and defects. It specifically includes identifying fabric faults, identifying trim and accessory faults, identifying garment defects, and classifying garment zone and defects.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify fabric faults	1.1. <u>Common fabric faults</u> are identified. 1.2. Solution to repair and rectify fabric faults are identified.
2. Identify trim and accessory faults	2.1. <u>Trim and accessory faults</u> are identified. 2.2. Solution to repair and rectify faulty trims and accessories are identified.
3. Identify garment defects	3.1. <u>Garment defects</u> are identified as per specification. 3.2. Solution to repair or rectify garment defects are identified.
4. Classify garment zones and defects	4.1. <u>Garment zone classification</u> is identified and described. 4.2. <u>Garment defect classification</u> is carried out as per garment zone. 4.3. Assessment to accept or reject garments is performed as per zone classification.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Common fabric faults	1.1. Oily stains 1.2. Dust to surface 1.3. Improper cleaning 1.4. Very high yarn twist 1.5. Needle broken 1.6. Uneven yarn

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
2. Trim and accessory faults	2.1. Unmatched colour of thread 2.2. Broken button and zipper 2.3. Short zippers 2.4. Wrong labels 2.5. Improper size labels 2.6. Printing mistake of labels and cartons 2.7. Broken polybag 2.8. Wrong hanger 2.9. Improper embroideries and prints
3. Garment defects	3.1. Seam puckering 3.2. Spirally 3.3. Broken buttons 3.4. Broken stitching 3.5. Defective snaps 3.6. Different shades (within the same garment) 3.7. Dropped stitch 3.8. Exposed stitch 3.9. Exposed raw edges 3.10. Fabric defects 3.11. Holes 3.12. Inoperative zipper 3.13. Loose sewing threads 3.14. Misaligned buttons and holes 3.15. Needle cuts 3.16. Open seams 3.17. Loose thread 3.18. Stain 3.19. Unfinished buttonhole 3.20. Zipper too short
4. Garment zone classification	4.1. Zone A 4.2. Zone B 4.3. Zone C
5. Garment defect classification	5.1. Critical defects 5.2. Major defects 5.3. Minor defects

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 fabric faults 1.2. Identified trim and accessory faults 1.3. Identified garment defects 1.4. Classified garment zones and defects
2. Underpinning knowledge	2.1. Fabric faults and solutions 2.2. Trim and accessory faults and solutions 2.3. Garment defects and solutions 2.4. Garment zone and defect classification
3. Underpinning skills	3.1. Identified fabric faults and solution 3.2. Identified trim and accessory fault and solution 3.3. Identified garment fault and solution 3.4. Classified garment zones and defects
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. Fabrics (fault samples) 5.4. Trims and accessories (fault samples) 5.5. Garments (defect 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

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:	Perform final inspection
Unit Code:	SEIP-RMG-QCM-06-O
Nominal Hours:	50 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform final inspection. It specifically includes defining acceptable quality level, identifying quality formats, and conducting final inspection.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Define acceptable quality level	1.1. Acceptable Quality Level (AQL) is identified and defined. 1.2. <u>AQL chart</u> is identified as per standard operating procedure. 1.3. Importance and use of AQL chart are described.
2. Identify quality formats	2.1. <u>Quality formats</u> used for PDS to finishing and packing departments are identified. 2.2. Quality formats for pre-final and final inspection are identified.
3. Conduct final inspection	3.1. Procedure for packing list verification and carton selection is identified. 3.2. Garment selection is carried out as per AQL and standard operating procedure. 3.3. <u>Inspection methodology</u> to be utilised is identified and explained. 3.4. <u>Final inspection</u> is carried out as per standard operating procedure.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. AQL chart	1.1. Lot or batch size 1.2. Sample size code letter 1.3. Sample size 1.4. Acceptable quality level (AQL)
2. Quality formats	2.1. Raw material inspection 2.2. Sample inspection 2.3. Cutting inspection 2.4. In line quality 2.5. End line quality 2.6. Washing quality 2.7. Measurement checking 2.8. Finishing quality 2.9. Packing quality

Range of Variables	
Variable	Range (may include but not limited to)
3. Inspection methodology	3.1. Environment checking of inspection room 3.2. Packing list and carton verification 3.3. Sample lot selection 3.4. Overall garments checking 3.5. Report generation
4. Final inspection	4.1. Quantity of the order 4.2. Matching with final sample 4.3. Garments checking as per AQL 4.4. Needle deduction 4.5. Measurement check 4.6. Inspection report

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified and defined acceptable quality level 1.2. Prepared sampling as per AQL chart 1.3. Identified quality formats 1.4. Identified and explained inspection methodology 1.5. Carried out final inspection
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Acceptable quality levels and chart 2.2. Quality formats 2.3. Procedure for packing list verification 2.4. Procedure for carton selection 2.5. Inspection methodology 2.6. Final inspection process
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Defining acceptable quality level 3.2. Preparing sampling as per AQL chart 3.3. Completing quality formats 3.4. Performing final inspection

Evidence Guide

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

4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Respectful of peers, subordinates and seniors in the workplace 4.7. Communicate with peers and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Computer/laptop/notebook 5.3. Instruction sheet 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:	Perform safety housekeeping
Unit Code:	SEIP-RMG-QCM-07-O
Nominal Hours:	25 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform safety housekeeping. It specifically includes identifying the five “S” system, following the broken need safety policy, and applying root cause analysis.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify ‘Five S’ system	1.1. <u>Five S system</u> is identified and defined. 1.2. Application of Five “S” system in the workplace is explained.
2. Follow broken needle safety policy	2.1. <u>Broken needle safety policy</u> is described and followed. 2.2. Operation procedure of needle/metal detector machine is identified and explained.
3. Apply root cause analysis	3.1. Problem solving procedures are identified as per company policy. 3.2. <u>Root cause analysis</u> is defined to establish problem and possible solutions. 3.3. Root cause analysis is applied to solve garment quality related problems.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Five S system	1.1. Seri (Sort) 1.2. Seiton (Straighten) 1.3. Seiso (Shine) 1.4. Seiketsu (Standardise) 1.5. Shitsuke (Sustain)
2. Broken needle safety policy	2.1. Needle detector machine 2.2. Broken needle policy 2.3. Broken needle (sharp metal) inspection 2.4. Pull test
3. Root cause analysis	3.1. Problem identification 3.2. Problem analysis 3.3. Cause of problem 3.4. Effect of problem 3.5. Possible solution 3.6. Sustainability

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. Defined five “S” system 1.2. Followed broken needle safety policy 1.3. Applied root cause analysis
2. Underpinning knowledge	2.1. Five “S” system 2.2. Broken needle safety 2.3. Root cause analysis 2.4. Standard operating procedure
3. Underpinning skills	3.1. Applying five “S” system 3.2. Following broken needle safety policy 3.3. Applying root cause analysis
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. Personal protective equipment (PPE) 5.4. Broken needle safety policy 5.5. Instruction sheet 5.6. Standard operation procedure 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

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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