



Skills for Employment Investment Program (SEIP)

COMPETENCY STANDARD FOR SEWING MACHINE OPERATION *(LEATHER AND FOOTWEAR SECTOR)*

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

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Copyright

The Competency Standard for Sewing Machine Operation 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 30 December 2017 and concluded with a validation workshop with working group on 1 February 2018, and was reviewed and revised on 22 August 2018.

Experts Involved

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

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager
Mr. Foysal Hossain	FB Footwear Limited	Production Manager
Syed Abdullah Al Arafat	Walker Footwear (RFL Group)	Manager - Production
Md. Abu Talha	Leatherex Footwear Limited	Manager (R & D Merchandising)
Md. Mosaddequr Rahman	Bata Shoe Company Bangladesh Limited	Assistant Production Manager
Mr. Uzzal Kumar Kundu	Lalmal Footwear Limited	Production Manager
M. M. Khalid Ahsan	Banbiz (Pvt) Limited	Factory In-Charge
Md. Mehedi Hasan	LFMEAB-SEIP	Lead Trainer
Mr. Mehedi Hasan	FB Footwear Limited	Manager (Quality Assurance)
Md. Hamidur Rahman	Rimex Footwear Limited	Quality Assurance Manger
Md. Rawshanuzzaman Basunia	Apex Footwear Limited	Manager (Quality Assurance)
K. M. Rasel	FB Footwear Limited	Assistant Manager (Cutting)
David King	British Council - SD03	Team Leader
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear Sector

Development Workshop

Working group formation and competency standard development workshop participants [held on 28 January 2018]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager

Name	Organisation	Designation
Md. A.S.M. Nasim Hassan	LFMEAB-SEIP	Lead Trainer
Mr. Jani Roy	LFMEAB-SEIP	Trainer
Mr. Md. Salim Reza	Apex Footwear Limited	Assistant Manager - Product Development
Mr. Foysal Hossain	FB Footwear Limited	Production Manager
Eng. Md. Mostafa	BTEB	Industry Liaison Officer
Eng. Md. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Dr. Wazeed Ali	British Council - SD03	Deputy Team Leader
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear Sector

Validation Workshop

Competency standard validation workshop participants [held on 1 February 2018]:

Name	Organisation	Designation
Md. Mominul Ahsan	Industry Skills Council (ISC)	Chief Executive Officer
Md. Golam Shah Newaz	US Bangla Leather Limited	General Manager
Md. Rawshanuzzaman Basunia	Apex Footwear Limited	Manager (Quality Assurance)
Md. A.S.M. Nasim Hassan	LFMEAB-SEIP	Lead Trainer
Mr. Md. Salim Reza	Apex Footwear Limited	Assistant Manager – Product Development
Md. Arifur Rahman Bhuiyan	LFMEAB-SEIP	Coordinator - Training, Job Placement and Database
Eng. Md. Mostafa	BTEB	Industry Liaison Officer
Eng. Md. Abdur Razzaque	SEIP-BTEB	Specialist-1 (Competency Standards)
Syed Nasir Ershad	SEIP	AEPD (Public-1)
Md. Ahsan Habib	SEIP	TVET Specialist
Mr. Mohiuzzaman	SEIP	Course Specialist
Dr. Wazeed Ali	British Council - SD03	Deputy Team Leader

Name	Organisation	Designation
Sobur Ahmed	British Council - SD03	National Subject Matter Consultant - Leather and Footwear Sector

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide

Committee Workshop

The National competency standards for National Skills Certificate in Sewing Machine Operation, 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:

Sewing Machine Operation - Level [INSERT LEVEL]		

Course Structure

SL	Unit Code and Title		Level	Nominal Duration (Hours)
Generic Competencies (4 units of competency required)				
1	SEIP-LEA-SEW-01-S	Use basic mathematical concepts		8
2	SEIP-LEA-SEW-02-S	Carry out workplace interaction		8
3	SEIP-LEA-SEW-03-S	Operate in a team environment		8
4	SEIP-LEA-SEW-04-S	Apply basic IT skills		8
Sub-Total				32
Sector-specific Competencies (2 units of competency required)				
1	SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice in the workplace		16
2	SEIP-LEA-SEW-02-S	Work in leather goods and footwear industry		24
Sub-Total				40
Occupation-specific Competencies (5 units of competency required)				
1	SEIP-LEA-SEW-01-O	Identify sewing machines and their parts		16
2	SEIP-LEA-SEW-02-O	Identify sewing machine operation		24
3	SEIP-LEA-SEW-03-O	Operate sewing machine		90
4	SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations		66
5	SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine operations		92
Sub-Total				288
Total Nominal Learning Hours				360

Competency Chart

Units of Competency	Elements		
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Generic Specific (Basic) Competencies

Use basic mathematical concepts SEIP-LEA-SEW-01-G	Identify calculation requirements in the workplace	Select appropriate mathematical methods/concepts for the calculation	Use tools and instruments to perform calculations
Carry out workplace interaction SEIP-LEA-SEW-02-G	Interpret workplace communication and etiquette	Read and understand workplace documents	Participate in workplace meetings and discussions
	Practice professional ethics at work		
Operate in a team environment SEIP-LEA-SEW-03-G	Identify team goals and work processes	Identify own role and responsibilities within the team	Communicate and co-operate with team members
	Practice problem solving within the team		
Apply basic IT skills SEIP-LEA-SEW-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

Apply occupational health and safety (OHS) practices in the workplace SEIP-LEA-SEW-01-S	Identify OHS policies and procedures	Apply personal health and safety practices	Report hazards and risk
	Respond to emergencies		
Work in leather goods and footwear industry SEIP-LEA-SEW-02-S	Identify workflow process	Identify materials	Identify prime local and export markets

Occupation-Specific (Core) Competencies

<p>Identify sewing machines and their parts SEIP-LEA-SEW-01-O</p>	<p>Identify sewing machines</p>	<p>Identify basic parts</p>	<p>Identify tools and equipment</p>
<p>Identify sewing machine operation SEIP-LEA-SEW-02-O</p>	<p>Identify basic operation</p>	<p>Identify needle specification and thread number</p>	
<p>Operate sewing machine SEIP-LEA-SEW-03-O</p>	<p>Prepare for work</p>	<p>Set-up machine</p>	<p>Operate sewing machine</p>
	<p>Clean and maintain workplace</p>		
<p>Perform flatbed sewing machine operations SEIP-LEA-SEW-04-O</p>	<p>Prepare for work</p>	<p>Operate flatbed sewing machine</p>	<p>Perform routine maintenance</p>
	<p>Clean and maintain workplace</p>		
<p>Perform post bed/cylinder bed sewing machine operations SEIP-LEA-SEW-05-O</p>	<p>Prepare for work</p>	<p>Operate post bed/cylinder bed sewing machine</p>	<p>Perform routine maintenance</p>
	<p>Clean and maintain workplace</p>		

Units and Elements Table

Generic – Compulsory (4 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SEW-01-G	Use basic mathematical concepts	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace. 2. Select appropriate mathematical methods/concepts for the calculation. 3. Use tools and instruments to perform calculations. 	8
SEIP-LEA-SEW-02-G	Carry out workplace interaction	<ol style="list-style-type: none"> 1. Interpret workplace communication and etiquette. 2. Read and understand workplace documents. 3. Participate in workplace meetings and discussions. 4. Practice professional ethics at work. 	8
SEIP-LEA-SEW-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-LEA-SEW-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. 	8
Total Hours			32

Sector-specific – Compulsory (2 units of competency required)

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SEW-01-S	Apply occupational health and safety (OHS) practice in the workplace	<ol style="list-style-type: none"> 1. Identify OHS policies and procedures 2. Apply personal health and safety Practices 3. Report hazards and risks 4. Respond to emergencies 	16
SEIP-LEA-SEW-02-S	Work in leather goods and footwear industry	<ol style="list-style-type: none"> 1. Identify workflow process. 2. Identify materials. 3. Identify prime local and export markets. 	24
Total Hours			40

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

Code	Unit of Competency	Elements of Competency	Duration (hours)
SEIP-LEA-SEW-01-O	Identify sewing machines and their parts	<ol style="list-style-type: none"> 1. Identify sewing machines. 2. Identify basic parts. 3. Identify tools and equipment. 	16
SEIP-LEA-SEW-02-O	Identify sewing machine operation	<ol style="list-style-type: none"> 1. Identify basic operation. 2. Identify needle specification and thread number. 	24
SEIP-LEA-SEW-03-O	Operate sewing machine	<ol style="list-style-type: none"> 1. Prepare for work. 2. Set-up machine. 3. Operate sewing machine. 4. Clean and maintain workplace. 	90
SEIP-LEA-SEW-04-O	Perform flatbed sewing machine operations	<ol style="list-style-type: none"> 1. Prepare for work. 2. Operate flatbed sewing machine. 3. Perform routine maintenance. 4. Clean and maintain workplace. 	66
SEIP-LEA-SEW-05-O	Perform post bed/cylinder bed sewing machine operations	<ol style="list-style-type: none"> 1. Prepare for work. 2. Operate post bed/cylinder bed sewing machine. 3. Perform routine maintenance. 4. Clean and maintain workplace. 	92
Total Hours			288

Generic Competencies

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

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

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

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified calculation requirements from workplace information 1.2. Selected appropriate method to carry out the calculation requirements 1.3. Completed calculations using appropriate tools/instruments
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Numerical concepts 2.2. Basic mathematical methods such as addition, subtraction, multiplication and division and percentage 2.3. Mathematical language, symbols and terminology 2.4. Measuring units
3. Underpinning skills	<ol style="list-style-type: none"> 3.1. Construct simple problems with workplace information 3.2. Solve problems using appropriate method and instruments 3.3. Use appropriate tools and instruments.

Evidence Guide

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

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

Accreditation Requirements

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

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

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

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

Evidence Guide

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

4. Underpinning attitudes	4.1. Prompt in carrying out activities 4.2. Tidy and punctual 4.3. Respectful of peers, subordinates and seniors in the workplace 4.4. Concerned about the work environment 4.5. Sincere and honest concerning duties
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Workplace procedures 5.3. Standard operating procedure 5.4. Workplace documents, signs and symbols 5.5. Codes of conduct 5.6. Projector 5.7. Stationary 5.8. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Demonstration 6.3. Oral test 6.4. Observation 6.5. Portfolio
7. Context of assessment	7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency. 7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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

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

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

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

Evidence Guide

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

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

7. Context of assessment

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

Accreditation Requirements

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

Unit Title:	Apply basic IT skills
Unit Code:	SEIP-LEA-SEW-04-G
Nominal Hours:	8 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply basic IT skills in the workplace. It specifically includes identifying common 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 (<i>may include but not limited to</i>)
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 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 spreadsheet 1.5. Used email account for different online purposes
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. IT and IT tools 2.2. Computer trouble-shooting 2.3. Techniques to access internet

Evidence Guide

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

3. Underpinning skills	<ul style="list-style-type: none">3.1. Demonstrating simple trouble-shooting with computer3.2. Demonstrating typing on word processing software3.3. Demonstrating data entry with spreadsheet3.4. 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. Demonstration6.3. Oral test6.4. Observation6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Sector-specific Competencies

Unit Title:	Apply occupational health and safety (OHS) practice in the workplace
Unit Code:	SEIP-LEA-SEW-01-S
Nominal Hours:	16 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to apply occupational health and safety (OHS) practices in the workplace. It specifically includes identifying OHS policies and procedures, applying personal health and safety practices, reporting hazards and risks, and responding to emergencies.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify OHS policies and procedures	<p>1.1. <u>OHS policies</u> and safe operating procedures are interpreted.</p> <p>1.2. Safety signs and symbols are identified and followed.</p> <p>1.3. Response, evacuation procedures and other contingency measures are interpreted correctly.</p>
2. Apply personal health and safety practices	<p>2.1. OHS policies and procedures are applied in the workplace including <u>personal protective equipment (PPE)</u>.</p> <p>2.2. Common health issues are recognised.</p> <p>2.3. Common safety issues are identified.</p>
3. Report hazards and risks	<p>3.1. Hazards and risks are identified.</p> <p>3.2. Hazards and risks assessment and controls are interpreted.</p>
4. Respond to emergencies	<p>4.1. Respond to alarms and warning devices.</p> <p>4.2. <u>Emergency response plans and procedures</u> are responded to.</p> <p>4.3. <u>First aid procedures</u> during emergency situations are identified.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. OHS policies	<p>1.1. Organisational OHS polices</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. 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. Demonstration6.3. Oral test6.4. Observation6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

Accreditation Requirements

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Unit Title:	Work in the leather goods and footwear industry
Unit Code:	SEIP-LEA-SEW-02-S
Nominal Hours:	24 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to work in the leather goods and footwear industry. It specifically includes identifying basic workflow process, identifying materials, and identifying prime local and export markets.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify basic workflow	1.1. <u>Leather goods workflow process</u> is identified and described. 1.2. <u>Footwear workflow process</u> is identified and described.
2. Identify materials	2.1. <u>Raw materials</u> commonly used in industry are identified. 2.2. <u>Leather goods materials</u> are identified. 2.3. <u>Footwear materials</u> are identified.
3. Identify prime local and export markets	3.1. Prime <u>local markets</u> and <u>export markets</u> are identified. 3.2. Local and export markets are listed.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Leather goods workflow process	1.1. Designing 1.2. Pattern making 1.3. Cutting 1.4. Setting and assembly 1.5. Finishing 1.6. Quality control 1.7. Packaging
2. Footwear workflow process	2.1. Designing 2.2. Pattern making 2.3. Cutting 2.4. Preparation and setting 2.5. Sewing/Upper closing 2.6. Lasting and making 2.7. Finishing 2.8. Quality control 2.9. Packaging

Range of Variables	
Variable	Range (may include but not limited to)
3. Raw materials	3.1. Cow hides 3.2. Buffalo hides 3.3. Goat skins 3.4. Sheep skins
4. Leather goods materials	4.1. Upper 4.2. Lining 4.3. Interlining 4.4. Reinforcement 4.5. Accessories 4.6. Adhesives 4.7. Threads
5. Footwear materials	5.1. Upper 5.2. Lining 5.3. Interlining 5.4. Reinforcement 5.5. Accessories 5.6. Adhesives 5.7. Threads 5.8. Insole 5.9. Soling
6. Local markets	6.1. Garments 6.2. Wholesale 6.3. Retail
7. Export markets	7.1. Europe 7.2. United States 7.3. Australia

Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment must evidence that the candidate: <ol style="list-style-type: none"> 1.1. Identified and described leather goods workflow process 1.2. Identified and described footwear workflow process 1.3. Identified raw materials commonly used in industry 1.4. Identified leather goods and footwear materials 1.5. Identified prime local and export markets

Evidence Guide

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

2. Underpinning knowledge	<ul style="list-style-type: none">2.1. Workflow processes2.2. Raw materials2.3. Leather goods materials2.4. Footwear materials2.5. Local and export markets
3. Underpinning skills	<ul style="list-style-type: none">3.1. Identifying leather goods workflow process3.2. Identifying footwear workflow process3.3. Identifying raw materials3.4. Identifying leather goods and footwear materials3.5. Identifying prime local and export markets
4. Underpinning attitudes	<ul style="list-style-type: none">4.1. Prompt in carrying out activities4.2. Tidy and punctual4.3. Sincere and honest concerning duties4.4. Eager to learn4.5. Communicates well with peers, subordinates and seniors in workplace
5. Resource implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none">5.1. Workplace (simulated or actual)5.2. Internet5.3. Materials (samples)5.4. Projector5.5. Stationary5.6. Learning manual
6. Methods of assessment	<p>Methods of assessment may include but is not limited to:</p> <ul style="list-style-type: none">6.1. Written test6.2. Demonstration6.3. Oral test6.4. Observation6.5. Portfolio
7. Context of assessment	<ul style="list-style-type: none">7.1. Competency assessment must be done in a training institute or an actual or simulated workplace after completion of this unit of competency.7.2. Assessment must be done by a suitably qualified/certified assessor.

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Occupation-specific Competencies

Unit Title:	Identify sewing machines and their parts
Unit Code:	SEIP-LEA-CUT-01-O
Nominal Hours:	16 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify sewing machines and their parts. It specifically includes identifying sewing machines, identifying their basic parts, and identifying tools and equipment.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify sewing machines	1.1. <u>Types of sewing machine</u> are identified. 1.2. Functions of sewing machine are identified and described.
2. Identify basic parts	2.1. Basic sewing <u>machine parts</u> are identified. 2.2. <u>Parts of needle</u> are identified. 2.3. Functions of sewing machine parts are identified and described. 2.4. Function of needle parts are identified and described.
3. Identify tools and equipment	3.1. <u>Tools and equipment</u> used in sewing machine operations are identified. 3.2. Faults with tools and equipment are identified and marked for repair or replacement as per standard operating procedure.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Types of sewing machine	1.1. Flatbed (single/double needle) 1.2. Post bed (single/double needle) 1.3. Cylinder bed 1.4. Zigzag 1.5. Strobel

Range of Variables	
Variable	Range <i>(may include but not limited to)</i>
2. Machine parts	<ul style="list-style-type: none"> 2.1. Spool pin 2.2. Thread guide 2.3. Tension disc 2.4. Take-up lever 2.5. Needle bar 2.6. Bobbin case 2.7. Presser foot/pressure wheel 2.8. Presser foot lifter 2.9. Stitch regulator 2.10. Bobbin winder 2.11. Fly wheel/balance wheel 2.12. Clutch 2.13. Slide plate 2.14. Needle plate/throat plate 2.15. Feed dog 2.16. Face plate 2.17. Spool pin (for bobbin winding)
3. Parts of needle	<ul style="list-style-type: none"> 3.1. Butt 3.2. Shank 3.3. Shoulder 3.4. Blade 3.5. Long groove 3.6. Short groove 3.7. Needle eye 3.8. Scarf/clearance cut 3.9. Point 3.10. Tip
4. Tools and equipment	<ul style="list-style-type: none"> 4.1. Trimmers 4.2. Cutters 4.3. Screwdrivers 4.4. Allen key 4.5. Scissors 4.6. Ruler

Evidence Guide

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

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Identified types of sewing machine 1.2. Described functions of sewing machine 1.3. Identified basic parts of sewing machine 1.4. Described functions of basic parts of sewing machine 1.5. Identified parts of sewing needle 1.6. Identified tools and equipment
2. Underpinning knowledge	2.1. Sewing machines 2.2. Sewing machine parts 2.3. Needles 2.4. Tools and equipment
3. Underpinning skills	3.1. Identifying types and function of sewing machine 3.2. Identifying basic parts and their function of sewing machine 3.3. Identifying parts of needle 3.4. Identifying and inspecting tools and equipment
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Concerned for proper use of tools 4.7. Concerned about the work environment 4.8. Committed to occupational health and safety practices 4.9. Respectful of peers, subordinates and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Tools and equipment 5.4. Sewing machines (whole/part) 5.5. Needles 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.

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Unit Title:	Identify basic sewing machine operations
Unit Code:	SEIP-LEA-SEW-02-O
Nominal Hours:	24 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to identify basic sewing machine operations. It specifically includes identifying basic operation, and identifying needle specification and thread number.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Identify basic operation	1.1. <u>Steps</u> of sewing machine operation are explained. 1.2. <u>Purpose</u> of sewing is identified and described. 1.3. <u>Types of stitch formation</u> are identified and described.
2. Identify needle specification and thread number	2.1. <u>Needle specification</u> is identified and described. 2.2. Needle is selected and inserted as per job requirement. 2.3. Thread number is selected and threading performed as per job requirement.

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Steps	1.1. Stitch marking 1.2. Machine setting 1.3. Threading 1.4. Sewing 1.5. Quality control
2. Purpose	2.1. Joining 2.2. Reinforcing 2.3. Decorating
3. Types of stitch formation	3.1. Lock 3.2. Chain
4. Needle specification	4.1. System 4.2. Size/number 4.3. Point

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 basic sewing machine operation 1.2. Explained purpose of sewing 1.3. Identified types of stitch formation 1.4. Identified needle specifications 1.5. Identified thread number 1.6. Inserted needle and performed threading
2. Underpinning knowledge	2.1. Sewing machine operations 2.2. Purpose of sewing 2.3. Stitch formation 2.4. Needle specifications 2.5. Thread numbers
3. Underpinning skills	3.1. Explaining basic steps of sewing machine operation 3.2. Identifying types of stitch formation 3.3. Identifying needle specifications 3.4. Identifying thread numbers 3.5. Inserting needle into machine 3.6. Performing threading
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Concerned for proper use of tools 4.7. Concerned about the work environment 4.8. Committed to occupational health and safety practices 4.9. Respectful of peers, subordinates and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Tools and equipment 5.4. Sewing machine 5.5. Needles 5.6. Threads 5.7. Projector 5.8. Stationary 5.9. 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.

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Unit Title:	Operate sewing machine
Unit Code:	SEIP-LEA-SEW-03-O
Nominal Hours:	90 hours
Unit Descriptor:	This unit covers the knowledge, skills and attitude required to operate sewing machine. It specifically includes preparing for work, setting-up machine, operating sewing machine, and cleaning and maintaining workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate tools and equipment are identified and selected.</p>
2. Set-up machine	<p>2.1. Machine table, seating posture and lighting are set.</p> <p>2.2. Machine is lubricated and cleaned as per standard operating procedure.</p> <p>2.3. <u>Safety guards</u> and machine parts are inspected and checked.</p> <p>2.4. Work bundles are inspected and checked as per standard operating procedure.</p> <p>2.5. <u>Needle point</u> and <u>threads</u> are selected as per job requirement.</p> <p>2.6. Thread tension, stitch length and density are checked to conform to job specification.</p>
3. Operate sewing machine	<p>3.1. <u>Stitching line</u> is selected as per job specification.</p> <p>3.2. Sewing machine is operated as per standard operating procedure.</p> <p>3.3. Accuracy of perforation along stitching line is inspected and maintained.</p>
4. Clean and maintain workplace	<p>4.1. Tools and equipment are cleaned, maintained and stored.</p> <p>4.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>4.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Safety guards	<p>1.1. Motor</p> <p>1.2. Eye</p> <p>1.3. Belt</p> <p>1.4. Needle</p>

Range of Variables	
Variable	Range (may include but not limited to)
2. Needle point	2.1. Round 2.2. Cutting 2.3. SD1
3. Threads	3.1. Nylon 3.2. Cotton 3.3. Polyester
4. Stitching line	4.1. Straight 4.2. Circular 4.3. Curved 4.4. Angular 4.5. Complex

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. Prepared for work 1.2. Set machine table, seating posture and lighting 1.3. Lubricated and cleaned machine 1.4. Inspected safety guards and machine parts 1.5. Selected needle point, thread and stitching line 1.6. Operated sewing machine 1.7. Checked perforation along stitching line 1.8. Cleaned and maintained workplace
2. Underpinning knowledge	<ol style="list-style-type: none"> 2.1. Tools and equipment 2.2. Work bundles 2.3. Work station set-up 2.4. Sewing machines 2.5. Needle points 2.6. Threads 2.7. Stitching lines 2.8. Maintenance procedure

Evidence Guide

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

3. Underpinning skills	3.1. Preparing for work 3.2. Checking work bundles 3.3. Inspecting, lubricating and cleaning machine 3.4. Selecting needle point, thread and stitching line 3.5. Operating sewing machine 3.6. Checking perforation along stitching line 3.7. Cleaning and maintaining workplace
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Concerned for proper use of tools 4.7. Concerned about the work environment 4.8. Committed to occupational health and safety practices 4.9. Respectful of peers, subordinates and seniors in the workplace
5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Tools and equipment 5.4. Sewing machine 5.5. Work bundles 5.6. Needle points 5.7. Threads 5.8. Job specification 5.9. Standard operating procedure 5.10. Projector 5.11. Stationary 5.12. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
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:	Performing flatbed sewing machine operations
Unit Code:	SEIP-LEA-SEW-04-O
Nominal Hours:	66 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform flatbed sewing machine operations. It specifically includes preparing for work, operating flatbed sewing machine, carrying out routine maintenance, and cleaning and maintaining workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate tools and equipment are identified and selected.</p>
2. Operate flatbed sewing machine	<p>2.1. Leather components are selected as per job requirement.</p> <p>2.2. Thread tension, stitch length and density are adjusted as per job specification using dummy piece.</p> <p>2.3. Flatbed sewing machine is operated following sewing instructions as per standard operating procedure.</p> <p>2.4. <u>Faults</u> are identified, recorded and report as per standard operating procedure.</p>
3. Carry out routine maintenance	<p>3.1. Machine is oiled and cleaned as per manufacturer's specification.</p> <p>3.2. Worn needles are identified and replaced.</p> <p>3.3. General maintenance is carried out as per standard operating procedure.</p>
4. Clean and maintain workplace	<p>4.1. Tools and equipment are cleaned, maintained and stored.</p> <p>4.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>4.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Faults	<p>1.1. Puckered seam</p> <p>1.2. Uneven stitch</p> <p>1.3. Floating stitch</p> <p>1.4. Broken stitch</p> <p>1.5. Skipped stitch</p> <p>1.6. Broken needle</p>

Evidence Guide

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

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Prepared for work 1.2. Selected leather components 1.3. Adjusted thread tension, stitch length and density 1.4. Performed flatbed sewing machine operations 1.5. Identified, recorded and reported faults 1.6. Carried out routine maintenance 1.7. Cleaned and maintained workplace
2. Underpinning knowledge	2.1. Tools and equipment 2.2. Leather and leather components 2.3. Thread tension 2.4. Stitch length and density 2.5. Flatbed sewing machine set-up 2.6. Flatbed sewing machine operation 2.7. Fault identification 2.8. Standard operating procedure 2.9. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work 3.2. Selecting leather components 3.3. Adjusting thread tension, stitch length and density 3.4. Setting-up flatbed sewing machine 3.5. Performing flatbed sewing machine operations 3.6. Identifying, recording and reporting faults 3.7. Carrying out routine maintenance 3.8. Cleaning and maintaining workplace
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Concerned for proper use of tools 4.7. Concerned about the work environment 4.8. Committed to occupational health and safety practices 4.9. Respectful of peers, subordinates and seniors in the workplace

Evidence Guide

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

5. Resource implications

The following resources must be provided:

- 5.1. Workplace (simulated or actual)
- 5.2. Personal protective equipment (PPE)
- 5.3. Tools and equipment
- 5.4. Flatbed sewing machine
- 5.5. Leather components
- 5.6. Needle points
- 5.7. Threads
- 5.8. Job specification
- 5.9. Standard operating procedure
- 5.10. Projector
- 5.11. Stationary
- 5.12. Learning manual

6. Methods of assessment

Methods of assessment may include but is not limited to:

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

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 post bed/cylinder bed sewing machine operations
Unit Code:	SEIP-LEA-SEW-05-O
Nominal Hours:	92 hours
Unit Descriptor:	This unit covers the skills, knowledge and attitudes required to perform post bed/cylinder bed machine operations. It specifically includes preparing for work, operating post bed/cylinder bed sewing machine, performing routine maintenance, and cleaning and maintain workplace.
Elements of Competency	Performance Criteria (<u>bold and underlined</u> terms are elaborated in the Range of Variables)
1. Prepare for work	<p>1.1. Job specifications and instructions are read and interpreted.</p> <p>1.2. Appropriate personal protective equipment (PPE) is identified and selected.</p> <p>1.3. Appropriate tools and equipment are identified and selected.</p>
2. Operate post bed/cylinder sewing machine	<p>2.1. Leather components are selected as per job requirement.</p> <p>2.2. Thread tension, stitch length and density are adjusted as per job specification using dummy piece.</p> <p>2.3. Post bed/cylinder bed sewing machine is operated following sewing instructions as per standard operating procedure.</p> <p>2.4. <u>Faults</u> are identified, recorded and report as per standard operating procedure.</p>
4. Carry out routine maintenance	<p>3.1. Machine is oiled and cleaned as per manufacturer's specification.</p> <p>3.2. Worn needles are identified and replaced.</p> <p>3.3. General maintenance is carried out as per standard operating procedure.</p>
4. Clean and maintain workplace	<p>4.1. Tools and equipment are cleaned, maintained and stored.</p> <p>4.2. Machine and machine parts are cleaned as per standard operating procedure.</p> <p>4.3. Workplace is cleaned and waste material disposed of.</p>

Range of Variables	
Variable	Range (<i>may include but not limited to</i>)
1. Faults	<p>1.1. Puckered seam</p> <p>1.2. Uneven stitch</p> <p>1.3. Floating stitch</p> <p>1.4. Broken stitch</p> <p>1.5. Skipped stitch</p> <p>1.6. Broken needle</p>

Evidence Guide

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

1. Critical aspects of competency	Assessment must evidence that the candidate: 1.1. Prepared for work 1.2. Selected leather components 1.3. Adjusted thread tension, stitch length and density 1.4. Performed post bed/cylinder bed sewing machine operations 1.5. Identified, recorded and reported faults 1.6. Carried out routine maintenance 1.7. Cleaned and maintained workplace
2. Underpinning knowledge	2.1. Tools and equipment 2.2. Leather and leather components 2.3. Thread tension 2.4. Stitch length and density 2.5. Post bed/cylinder bed sewing machine set-up 2.6. Post bed/cylinder bed sewing machine operation 2.7. Fault identification 2.8. Standard operating procedure 2.9. Maintenance procedure
3. Underpinning skills	3.1. Preparing for work 3.2. Selecting leather components 3.3. Adjusting thread tension, stitch length and density 3.4. Setting-up post bed/cylinder sewing machine 3.5. Performing post bed/cylinder sewing machine operations 3.6. Identifying, recording and reporting faults 3.7. Carrying out routine maintenance 3.8. Cleaning and maintaining workplace
4. Underpinning attitudes	4.1. Tidy and punctual 4.2. Prompt in carrying out activities 4.3. Sincere and honest concerning duties 4.4. Active on teamwork 4.5. Eager to learn 4.6. Concerned for proper use of tools 4.7. Concerned about the work environment 4.8. Committed to occupational health and safety practices 4.9. Respectful of peers, subordinates and seniors in the workplace

Evidence Guide

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

5. Resource implications	The following resources must be provided: 5.1. Workplace (simulated or actual) 5.2. Personal protective equipment (PPE) 5.3. Tools and equipment 5.4. Post bed/cylinder bed sewing machine 5.5. Leather components 5.6. Needle points 5.7. Threads 5.8. Job specification 5.9. Standard operating procedure 5.10. Projector 5.11. Stationary 5.12. Learning manual
6. Methods of assessment	Methods of assessment may include but is not limited to: 6.1. Written test 6.2. Oral test 6.3. Observation 6.4. Demonstration 6.5. Portfolio
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.