



COMPETENCY STANDARD FOR UPCYCLED JEWELRY AND FASHION ACCESSORIES

Level: 2

(Informal Sector)

Competency Standard Code: CS-IS-UJFA-L2-EN-V1



**National Skills Development Authority
Chief Advisor's Office
Government of the People's Republic of Bangladesh**

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This Competency Standard for Upcycled Jewelry and Fashion Accessories 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 to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with Informal Sector, industry representatives, academia, related specialist, trainer and related employee.

Public and private institutions may use the information contained in this standard for activities benefitting Bangladesh.

Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with 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 program. **"Upcycled Jewelry and Fashion Accessories"** is selected as one of the priority occupations of Informal Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework (NSQF) under Bangladesh National Qualification Framework and will be listed on the NSDA's online portal.

This competency standard 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. A series of stakeholder consultations, workshops were held to develop this document.

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 representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in Informal Sector.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing 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

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.

**Competency Standards for National Skill Certificate, Level-2 in
Upcycled Jewelry and Fashion Accessories in Informal Sector**

Level Descriptors of BNQF 1-6

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

CS	Competency Standard
ISC	Industry Skills Council
NSDA	National Skills Development Authority
NSQF	National Skills Qualifications Framework
OSH	Occupational Safety and Health
PPE	Personal Protective Equipment
SCVC	Standards and Curriculum Validation Committee
STP	Skills Training Provider
SOP	Standard Operating Procedure
UoC	Unit of Competency

Approved by
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**Competency Standards for National Skill Certificate, Level-2 in
Upcycled Jewelry and Fashion Accessories in Informal Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)
Generic Units of Competencies			
1.	GU-02-L1-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	2 15
2.	GU-04-L1-V1	Work in a Team Environment	2 20
3.	GU-05-L1-V1	Deal with Clients/ Customers	1 10
Sub Total			45
Sector Specific Units of Competencies			
4.	SU-CS-01-L2-V1	Work in the Informal Sector	2 20
Sub Total			20
Occupation Specific Units of Competencies			
5.	OU-IS-UJFA-01-L2-V1	Interpret Upcycled Jewelry and Fashion Accessories	2 15
6.	OU-IS-UJFA-02-L2-V1	Arrange the Raw Materials and Packing Materials	2 35
7.	OU-IS-UJFA-03-L2-V1	Perform Designing Activity	2 45
8.	OU-IS-UJFA-04-L2-V1	Make Contemporary Jewelry	2 90
9.	OU-IS-UJFA-05-L2-V1	Make Fashion Accessories	2 80
10.	OU-IS-UJFA-06-L2-V1	Carryout Pricing, Marketing and Sales	2 30
Sub Total			295
Total Duration			360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L1-V1	Apply Occupational Safety and Health (OSH) procedure In the Workplace	<ol style="list-style-type: none">1. Identify OSH policies and procedures2. Follow OSH procedure3. Report hazards and risks4. Respond to emergencies5. Maintain personal well-being	15
GU-04-L1-V1	Work in a Team Environment	<ol style="list-style-type: none">1. Define team role and scope2. Identify individual role and responsibility3. Participate in team discussions4. Work as a team member	20
GU-05-L1-V1	Deal with Clients / Customers	<ol style="list-style-type: none">1. Response customer with due respect2. Perform customer service3. Ensure customer satisfaction	10
Total hours			45

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-CS-01-L2-V1	Work in the Informal Sector	<ol style="list-style-type: none">1. Describe the organizational structure within the sector2. Identify processes and procedures3. Identify workplace requirements4. Organize own workload	20
Total hours			20

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-IS-UJFA-01-L2-V1	Interpret Upcycled Jewelry and Fashion Accessories	1. Define Upcycled Jewelry 2. Identify Fashion Accessories 3. List the Use of Upcycled Jewelry and Fashion Accessories 4. Interpret the Impact of Upcycled Materials	15
OU-IS-UJFA-02-L2-V1	Arrange the Raw Materials and Packing Materials	1. Source Raw materials 2. Organize Packing Materials	35
OU-IS-UJFA-03-L2-V1	Perform Designing Activity	1. Perform Designing 2. Prepare Sample	45
OU-IS-UJFA-04-L2-V1	Make Contemporary Jewelry	1. Follow OSH 2. Prepare for Making Upcycled Jewelry 3. Carryout Upcycled Jewelry Making 4. Perform Packaging and Ensure Package Quality 5. Clean and maintain workplace	90
OU-IS-UJFA-05-L2-V1	Make Fashion Accessories	1. Follow OSH 2. Prepare for making Fashion Accessories 3. Perform Fashion Accessories Making 4. Perform Packaging and Ensure Quality 5. Clean and Maintain Workplace	80
OU-IS-UJFA-06-L2-V1	Carryout Pricing, Marketing and Sales	1. Perform Costing and Pricing 2. Accomplish Marketing and Sales 3. Ensure Customer Service	30
Total Hours			295

Generic Units of Competencies

Unit Code and Title	GU-02-L1-V1: Apply Occupational Safety and Health (OSH) Procedure in the Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace. It specifically includes identifying OHS policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures.	1.1. <u>OHS policies</u> and <u>safe operating procedures</u> are accessed and stated. 1.2. <u>Safety signs and symbols</u> are identified and followed. 1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements.
2. Follow OSH procedure	2.1 <u>Personal protective equipment (PPE)</u> is selected and collected as required. 2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices. 2.3 A clear and tidy workplace is maintained as per workplace standard. 2.4 PPE is maintained to keep them operational and compliant with OHS regulations.
3. Report hazards and risks.	3.1 <u>Hazards</u> and risks are identified, assessed and controlled. 3.2 Incidents arising from hazards and risks are reported to designated authority.
4. Respond to emergencies	4.1 Alarms and warning devices are responded. 4.2 Workplace <u>emergency procedures</u> are followed. 4.3 <u>Contingency measures</u> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures. 4.4 First aid procedures is applied during emergency situations.
5. Maintain personal well-being	5.1 OHS policies and procedures are adhered to. 5.2 OHS awareness programs are participated in as per workplace guidelines and procedures. 5.3 Corrective actions are implemented to correct unsafe condition in the workplace. 5.4 <u>“Fit to work” records</u> are updated and maintained according to workplace requirements.

Range of Variables	
Variables	Range (may include but not limited to):
1. OHS Policies	1.1. Bangladesh standards for OHS 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 Evacuation
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination
8. "Fit to Work" records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 stated OHS policies and safe operating procedures

	1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions
2. Underpinning knowledge	2.1 Define OHS 2.2 OHS Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and uses 2.8 Personal Hygiene Practices 2.9 OHS Awareness
3. Underpinning skills	3.1 Accessing OHS policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, materials and documentation required 5.4 OHS Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	GU-04-L1-V1: Work in a Team Environment
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSAs) required in working in a team environment.</p> <p>It includes define team role and scope, identify individual role and responsibility, participate in team discussions and work as a team member.</p>
Nominal Hours	20 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <u>team members</u> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	3.1 Ideas related to team plans are contributed 3.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1 Effective forms of communication are used to interact with team members 4.2 Communication channels are followed 4.3 OHS practices are followed
Range of Variables	
Variables	Range (may include but not limited to):
1. Team Members	1.1 Coach/mentor 1.2 Supervisor/Manager 1.3 Peers/Colleagues 1.4 Employee representative
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment.

	1.2 satisfied the requirements mentioned in the 1.3 Performance Criteria and Range of Variables
2. Underpinning knowledge	2.1 Team Structure, Role and Responsibility 2.2 Individual Members' Roles and Responsibilities 2.3 Communication Flow and Reporting Structures 2.4 Team Planning 2.5 Interpersonal Communication Skills 2.6 Team Meeting Procedures 2.7 OHS Practices
3. Underpinning skills	3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under NSQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	GU-05-L1-V1: Deal with Clients/ Customers
Nominal Hours	10 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to deal with clients.</p> <p>It includes response customer with due respect, perform customer service and ensure customer satisfaction</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Response customer with due respect	<p>1.1 Customers required service and needs are responded with due <u>courteous manner</u></p> <p>1.2 Customer's attitude and psychology is recognized</p> <p>1.3 Customers queries are responded with patience</p> <p>1.4 Customers required service and needs are recorded in accordance with workplace procedures</p> <p>1.5 Payment method is explained and agreed with customers</p> <p>1.6 Customers are entertained as per workplace procedures</p>
2. Perform customer service	<p>2.1 Customer's security and confidentiality are ensured as per workplace standard</p> <p>2.2 Customer special needs are identified and ensured in consultation with customer</p> <p>2.3 Workplace health and hygiene are ensured as per workplace standard</p> <p>2.4 Customer service is provided as required</p> <p>2.5 Courtesy kind and sincere services are provided to ensure customers positive impression</p>
3. Ensure customer satisfaction	<p>3.1 Customers comments are requested about service provided</p> <p>3.2 Possible causes of client/customer dissatisfaction are identified, dealt with and recorded</p> <p>3.3 Customer satisfaction is reviewed and evaluated as per workplace standard</p> <p>3.4 Customer service policy is replanted and readjusted based on evaluation</p> <p>3.5 Customers details are recorded for future contact as per workplace standard</p>
Range of variables	
Variables	Range (may include but not limited to):
1. Courteous manner	<p>1.1 Greet customers with brighter smiling face</p> <p>1.2 Polite greetings</p> <p>1.3 Use decent words</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 required evidence that the candidate: 1.1 responded customer with due respect 1.2 performed customer service 1.3 ensured customer satisfaction
2. Underpinning knowledge	2.1. Uniform and personal grooming requirements of the employer and the client 2.2. Occupational Health and safety requirement for the assignment 2.3. Assignment Instructions
3. Underpinning Skills	3.1. Attention to detail when completing client/employer documentation 3.2. Interpersonal and communication skills required in client contact assignments 3.3. Customer service skills required to meet client/customer needs 3.4. Punctuality 3.5. Customer Service 3.6. Telephone Technique 3.7. Problem Solving and Negotiation 3.8. Maintaining Records
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace.
5. Resource Implications	The following resources must be provided: 5.1 Workplace (simulated or actual) 5.2 Different types of hand tools and power tools 5.3 Work books 5.4 Hand tools and power tools operating and maintenance manuals
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning

7. Context of Assessment	<p>7.1 Competency assessment must be done in a training center or in an actual or simulated work place after completion of the training module</p> <p>7.2 Assessment should be done by NSDA certified assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, 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 national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Sector Specific Units of Competencies

Unit Code and Title	SU-CS-01-L2-V1: Work in the Informal Sector
Nominal Hours	20 Hours
Unit Descriptor	<p>This unit covers the skills, knowledge and attitude required in working in the informal sector.</p> <p>It includes describe the organizational structure within the informal sector, identify processes and procedures, identify tools, equipment and materials, identify workplace practices, and organize own workload, and practice OHS.</p>
Elements of Competency	<p>Performance Criteria</p> <p><u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Describe the organizational structure within the sector	<p>1.1 Scope, nature and <u>major fields</u> of the informal sector are determined</p> <p>1.2 The profile of the informal sector in relation to Bangladesh <u>employment conditions</u> is determined</p> <p>1.3 Trends and technologies relevant to the sector are explained.</p> <p>1.4 Relevant policies and guidelines are identified and interpreted.</p> <p>1.5 <u>Instructions</u> as to procedures in achieving quality are obtained, understood and clarified.</p>
2. Identify processes and procedures	<p>2.1 Informal processes are identified, described and explained.</p> <p>2.2 Work activities are correctly identified.</p> <p>2.3 Adjustments are interpreted.</p>
3. Identify workplace requirements	<p>3.1 <u>Workplace requirements</u> are identified and clarified.</p> <p>3.2 Roles and responsibilities of all personnel are described.</p> <p>3.3 Workplace's practices are identified.</p> <p>3.4 <u>Problem-solving strategies</u> are used to address bottlenecks, inconsistencies and other concerns.</p>
4. Organize own workload	<p>4.1 Own work activities are planned and progress of work is communicated to relevant staff.</p> <p>4.2 Work activities are completed.</p> <p>4.3 Difficulties and bottlenecks are identified, and solutions are put forwarded.</p> <p>4.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon.</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Major Fields	<p>1.1 Food and flea markets</p> <p>1.2 Street vendors</p>

	1.3 laundromat
2. Employment conditions	2.1 Code of Practice 2.2 Salary/Wage System 2.3 Labor Practices 2.4 Anti-Discrimination Policy 2.5 Gender Issues 2.6 Collective Bargaining and Other Practices 2.7 Awards 2.8 Procedures for Handling Disputes 2.9 Innovations in the Sector
3. Instructions	3.1 Specifications and requirements 3.2 Standard operating procedures 3.3 Manuals of Instruction 3.4 Operations Manual 3.5 Environmental Guidelines 3.6 Gender and Develop Guidelines
4. Workplace requirements	4.1 Goals and objectives 4.2 Strategic and Operational Plans 4.3 Systems and Processes 4.4 Monitoring and Evaluation 4.5 Reports and Documentation
5. Problem-solving strategies	5.1 Asking questions 5.2 Feedback and Feed forward system 5.3 Reference to Standard Operating Procedures 5.4 Accessing Information 5.5 Reviews 5.6 Brainstorming
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: 1.1 demonstrated knowledge in working in the informal sector 1.2 satisfying all the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Scope and major divisions of the informal sector 2.2 Relevant policies and guidelines in the informal sector 2.3 Manuals used in the informal sector 2.4 Relevant terminologies and acronyms 2.5 Workplace practices 2.6 Recording and reporting practices

3. Underpinning skills	3.1 Describing the organization structure 3.2 Identifying informal processes and procedures 3.3 Identifying tools, equipment and materials 3.4 Identifying workplace practices 3.5 Organizing own workload 3.6 Practicing OHS
4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Competency should be assessed by 6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), 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 NSDA.	

Occupation Specific Units of Competencies

Unit Code and Title	OU-IS-UJFA-01-L2-EN-V1: INTERPRET UPCYCLED JEWELRY AND FASHION ACCESSORIES
Unit Descriptor	This unit covers the skills, knowledge and attitude required to Interpret Upcycled Jewelry and Fashion Accessories. It specifically includes defining upcycled jewelry, identifying fashion accessories, listing the use of upcycled jewelry and fashion accessories and Interpreting the impact of upcycled materials.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Define Upcycled Jewelry	1.1 Concept of 'upcycling' is interpreted 1.2 <u>Application of upcycling</u> is recognized 1.3 <u>Types of upcycled jewelry</u> are listed 1.4 <u>Importance of upcycled jewelry</u> are elaborated 1.5 <u>Process of making upcycled jewelry</u> are interpreted
2. Identify Fashion Accessories	2.1 Fashion Accessories are interpreted 2.2 <u>Types of Fashion Accessories</u> are listed
3. List the Use of Upcycled Jewelry and Fashion Accessories	3.1 <u>Use of Upcycled Jewelry</u> are listed 3.2 <u>Use of Fashion Accessories</u> are listed 3.3 <u>Terminology</u> used in Upcycled Jewelry and Fashion Accessories are identified
4. Interpret the Impact of Upcycled Materials	4.1 <u>Reason for popularity of upcycled materials</u> are elaborated 4.2 <u>Impact of upcycled materials</u> are recognized
Range of Variables	
Variables	Range (may include but not limited to):
1. Application of upcycling	1.1 Fashion and Accessories 1.1.1 Clothing 1.1.2 Jewelry 1.1.3 Shoes and Bags 1.2 Interior Design and Home Décor 1.2.1 Furniture 1.2.2 Decorative Items 1.2.3 Fabric and Textiles 1.3 Sustainability in Business and Industry 1.3.1 Retail Products 1.3.2 Packaging 1.4 Gardening and Landscaping

	1.4.1 Planters 1.4.2 Garden Tools and Décor
2. Types of upcycled jewelry	2.1 Vintage Jewelry Renovation 2.2 Jute Jewelry 2.3 Metal Jewelry 2.4 Plastic Jewelry 2.5 Button Jewelry 2.6 Leather Jewelry 2.7 Beaded Jewelry 2.8 Wooden Jewelry 2.9 Fabric Jewelry 2.10 Paper Jewelry 2.11 Glass Jewelry 2.12 Ceramic Jewelry 2.13 Dry flower Jewelry 2.14 Clay Jewelry 2.15 Eco-Friendly Jewelry
3. Importance of upcycled jewelry	3.1 Environmental Sustainability 3.2 Promotes Ethical Fashion 3.3 Cost-Effective 3.4 Encourages Creativity and Innovation 3.5 Supports Small Businesses and Artisans 3.6 Supports Circular Economy 3.7 Diversification in Design 3.8 Develop new entrepreneurs and experts 3.9 Creation of new employment
4. Process of making upcycled jewelry	4.1 Gather Materials 4.2 Design the Jewelry Piece 4.3 Prepare the Materials 4.4 Assemble the Jewelry 4.5 Add Finishing Touches 4.6 Test and Wear
5. Types of Fashion Accessories	5.1 Jewelry 5.2 Handbags and Wallets 5.3 Belts 5.4 Scarves 5.5 Hats 5.6 Hair Accessories 5.7 Footwear 5.8 Watches 5.9 Key rings 5.10 Charms

	5.11 Forehead tip 5.12 Mobile phone case/ bag
6. Use of Upcycled Jewelry	6.1 Promotes Contemporary Fashion 6.2 Utilization of unused and leftover materials 6.3 Sustainability and Environmental Impact 6.4 Customization and Personalization 6.5 Fashion Statement 6.6 Cultural and Emotional Value 6.7 Gift Giving 6.8 Festivals 6.9 Aesthetic value 6.10 Export potentials
7. Use of Fashion Accessories	7.1 Personal Expression 7.2 Complementing an Outfit/ look 7.3 Functional Purposes 7.4 Seasonal Adaptation 7.5 Cultural and Social Significance 7.6 Event-Specific Styling 7.7 Fashion Trends 7.8 Support for Sustainable Fashion 7.9 Utilization of unused and leftover materials
8. Terminology	8.1 Recycling 8.2 Reuse 8.3 Sustainability 8.4 Vintage 8.5 Contemporary 8.6 Eco-Friendly Materials 8.7 Handcrafted 8.8 Slow Fashion 8.9 Fast Fashion 8.10 Circular Economy 8.11 Mood board 8.12 Swatch
9. Reason for popularity of upcycled materials	9.1 Environmental Sustainability 9.2 Raising Awareness of Climate Change 9.3 Economic Benefits 9.4 Unique and Personalized Designs 9.5 Creativity and Innovation 9.6 Fashion and Lifestyle Trends 9.7 Utilization of used materials 9.8 Waste reduction 9.9 New employment and freelancing opportunity 9.10 Opportunity for exports

10. Impact of upcycled materials	10.1 Economic Impact 10.2 Cultural Impact 10.3 Environmental Impact 10.4 Social Impact 10.5 Market Impact 10.6 Health and Safety Impact
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 defined upcycled jewelry 1.2 identified fashion accessories 1.3 listing use of upcycled jewelry and fashion accessories 1.4 interpreting impact of upcycled materials
2. Underpinning knowledge	2.1 Upcycling 2.2 Upcycled jewelry 2.3 Process of making upcycled jewelry 2.4 Fashion accessories 2.5 Impacts of upcycled materials
3. Underpinning skills	3.1 Defined upcycled jewelry 3.2 Identified fashion accessories 3.3 Listing use of upcycled jewelry and fashion accessories 3.4 Interpreting impact of upcycled materials
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Learning materials 5.3 Samples of upcycled jewelry 5.4 Samples of fashion accessories
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-IS-UJFA-02-L2-EN-V1: ARRANGE THE RAW MATERIALS AND PACKING MATERIALS
Unit Descriptor	This unit covers the skills, knowledge and attitude required to arrange the raw materials and packaging materials. It specifically includes sourcing raw materials and organizing packing materials.
Nominal Hours	45 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Source Raw materials	1.1 <u>Raw materials for upcycling jewelry and fashion accessories</u> are identified 1.2 <u>Sourcing places</u> are recognized 1.3 Raw materials are selected and sourced as per workplace standard
2. Organize Packing Materials	2.1 <u>Packing materials for upcycling jewelry and fashion accessories</u> are identified 2.2 Suppliers and sourcing places are recognized 2.3 Packing materials are selected and organized as per workplace standard
Range of Variables	
Variables	Range (may include but not limited to):
1. Raw materials for upcycling jewelry and fashion accessories	1.1 Used/ unused jewelry & accessories 1.2 Discarded materials 1.3 Natural materials 1.4 Craft supplies from craft stores 1.5 Used/ Unused household items
2. Sourcing places	2.1 Local jewelry materials selling store 2.2 Wholesale jewelry supply stores 2.3 Craft stores 2.4 Eco-Friendly & upcycling Stores 2.5 Sustainable & ethical jewelry suppliers 2.6 Online scrap & salvage material sellers 2.7 Natural & recycled component suppliers 2.8 House hold sources
3. Packing materials for upcycling jewelry and fashion accessories	3.1 Recycled paper & cardboard 3.2 Biodegradable & compostable packaging 3.3 Upcycled & reusable packaging 3.4 Natural fillers 3.5 Eco-Friendly stickers & tape

	3.6 Reusable cotton or jute bags 3.7 Upcycled boxes 3.8 Used fabrics
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 sourced raw materials 1.2 recognized suppliers and sourcing places 1.3 organized packing materials
2. Underpinning knowledge	2.1 Raw materials 2.2 Suppliers 2.3 Sourcing places 2.4 Packing materials
3. Underpinning skills	3.1 Sourcing raw materials 3.2 Recognizing supplies and sourcing places 3.3 Selecting and sourcing raw materials 3.4 Identifying packing materials 3.5 Organizing packing materials
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Raw materials 5.3 Packing materials 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Unit Code and Title	OU-IS-UJFA-03-L2-EN-V1: PERFORM DESIGNING ACTIVITY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to perform designing activity. It specifically includes performing designing and preparing prototype.
Nominal Hours	35 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Perform Designing	1.1 Designing is interpreted 1.2 <u>Steps of designing</u> are recognized 1.3 <u>Materials for designing</u> are listed 1.4 Designing for upcycled jewelry and fashion accessories are performed 1.5 Peer review is taken as per workplace standard
2. Prepare Sample	2.1 Sampling is interpreted 2.2 <u>Steps of sampling</u> are recognized 2.3 Sampling for upcycled jewelry and fashion accessories are performed
Range of Variables	
Variables	Range (may include but not limited to):
1. Steps of designing	1.1 Virtual research 1.2 Consider elements of design 1.3 Concept development/ Inspiration 1.4 Mood board development 1.5 Assess materials 1.6 Sketching and Ideation/ Illustration 1.7 Sampling 1.8 Design finalization 1.9 Peer review
2. Materials for designing	2.1 Paper 2.2 Pen 2.3 Pencils 2.4 Upcycled materials for jewelry and accessories 2.5 Beads 2.6 Wire 2.7 Charms and Pendants 2.8 Stringing Materials 2.9 Gemstones and Crystals 2.10 Adhesives

3. Steps of sampling	3.1 Gather Materials 3.2 Create Initial Sketches 3.3 Plan the Assembly Process 3.4 Create the sample 3.5 Physical testing 3.6 Make Adjustments 3.7 Gather Feedback 3.8 Finalize the Design 3.9 Documentation
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 performed designing 1.2 taken peer review 1.3 prepared prototype
2. Underpinning knowledge	2.1 Designing 2.2 Peer review 2.3 Prototyping
3. Underpinning skills	3.1 Performing designing 3.2 Taking peer review 3.3 Preparing prototype
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Designing materials 5.3 Prototyping materials 5.4 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OU-IS-UJFA-04-L2-EN-V1: MAKE CONTEMPORARY JEWELRY
Unit Descriptor	This unit covers the skills, knowledge and attitude required to make contemporary jewelry. It specifically includes following OSH, preparing for making upcycled jewelry, carrying out upcycled jewelry making, performing packaging and ensuring package quality and cleaning and maintaining workplace.
Nominal Hours	90 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Follow OSH	1.1 Safe work practices are followed as per workplace standard 1.2 <u>Personal Protective Equipment (PPE)</u> is selected and collected as required. 1.3 A clear and tidy workplace is maintained as per workplace standard.
2. Prepare for Making Upcycled Jewelry	2.1 Final design and <u>specification of upcycled jewelry</u> are collected as per workplace standard 2.2 <u>Tools and equipment</u> are selected and prepared 2.3 <u>Materials for upcycled jewelry</u> are prepared as per workplace standard
3. Carryout Upcycled Jewelry Making	3.1 <u>Components of jewelry</u> are made/ set as per design specification 3.2 Components are assembled by applying modern techniques 3.3 <u>Finishing</u> is performed for increasing attractiveness 3.4 Care instructions are prepared and inserted 3.5 <u>Quality of jewelry</u> are checked as per workplace standard
4. Perform Packaging and Ensure Package Quality	4.1 <u>Plan for upcycled jewelry packaging</u> is prepared 4.2 Packaging materials are selected and prepared 4.3 Sample packages are prepared 4.4 <u>Quality of jewelry packages</u> are checked 4.5 Final package is selected and approved
5. Clean and maintain workplace	5.1 Materials are cleaned and stored as per workplace standard 5.2 Workplace is cleaned and maintained as per workplace standard
Range of Variables	
Variables	Range (may include but not limited to):
1. Personal Protective Equipment (PPE)	1.1 Mask 1.2 Apron 1.3 Hand gloves 1.4 Goggles

2. Specification of upcycled jewelry	2.1 Sketch/ Photograph 2.2 Materials type 2.3 Measurements 2.4 Weight 2.5 Colors 2.6 Finishing 2.7 Special features
3. Tools and equipment	3.1 Wire Cutters 3.2 Scissors 3.3 Tweezer 3.4 Jeweler's Saw 3.5 Hacksaw 3.6 Nose Pliers 3.7 Files and Sandpaper 3.8 Craft Knife 3.9 Heat Gun 3.10 Measuring tape 3.11 Steel Ruler 3.12 Needles 3.13 Gas lighter
4. Materials for upcycled jewelry	4.1 Metals 4.2 Old Chains 4.3 Old Pendants 4.4 Broken jewelry 4.5 Belts 4.6 Bags 4.7 Wire 4.8 Nuts and Bolts 4.9 Bottle Caps 4.10 Scrap Fabric 4.11 Leather Scraps 4.12 Beads 4.13 Buttons 4.14 Paper 4.15 Magazine Pages 4.16 Old Books 4.17 Wood 4.18 Broken Ceramics 4.19 Glass 4.20 Keys 4.21 Watches 4.22 CDs/DVDs 4.23 Shells and Stones

	4.24 Feathers 4.25 Seeds and Pods 4.26 Circuit Boards and Wires 4.27 Rubber 4.28 Bicycle Inner Tubes 4.29 Old Tires 4.30 Threads 4.31 Machinery parts 4.32 Bamboo and cane 4.33 Dry leafs/ flowers 4.34 Sequins 4.35 Jute 4.36 Pencil 4.37 Colors
5. Components of jewelry	5.1 Base Materials 5.1.1 Metal 5.1.2 Glass 5.1.3 Ring base 5.1.4 Fabric 5.1.5 Wood 5.1.6 Natural fibers 5.2 Decorative Elements 5.2.1 Beads 5.2.2 Gemstones 5.2.3 Buttons 5.2.4 Charms 5.2.5 Dangler 5.3 Connectors and Findings 5.3.1 Jump Rings 5.3.2 Hooks and Clasps 5.3.3 Wire or Thread 5.3.4 Eye pin 5.3.5 Head pin 5.3.6 Dolphin hook 5.3.7 Ear ring hook 5.3.8 Tassel 5.4 Techniques and Embellishments 5.4.1 Wire Wrapping 5.4.2 Paint 5.4.3 Texturing or hammering
6. Finishing	6.1 Smoothing and Polishing 6.1.1 Edges: Surface Finish 6.1.2 Polishing Cloths/Compounds

	6.2 Securing Components 6.2.1 Clasp and hook attachments 6.2.2 Wire endings 6.2.3 Glue or resin 6.3 Finishing Coatings 6.3.1 Varnish or Lacquer 6.3.2 Sealing Paints or Dyes 6.3.3 Resin Coating 6.4 Color Matching 6.5 Structural Integrity and Comfort 6.5.1 Weight Balance 6.5.2 Flexibility
7. Quality of jewelry	7.1 Material 7.2 Craftsmanship and design 7.3 Functionality 7.4 Comfort and wear ability 7.5 Aesthetic appeal 7.6 Sustainability and ethical considerations
8. Plan for upcycled jewelry packaging	8.1 Eco-Friendly Materials 8.2 Customization and Branding 8.3 Minimalist and Sustainable Design 8.4 Packaging for Shipping 8.5 Unique Presentation Ideas 8.6 Informational Inserts 8.7 Packaging for Gift Buyers 8.8 Environmental Considerations 8.9 Costs and Sourcing
9. Quality of Jewelry packages	9.1 Material Quality 9.2 Aesthetic Appeal 9.3 Protection 9.4 Longevity
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 followed OSH 1.2 selected and prepared tools and equipment 1.3 prepared materials for upcycled jewelry 1.4 carried out upcycled jewelry making 1.5 checked upcycled jewelry 1.6 performed packaging and ensuring package quality
2. Underpinning knowledge	2.1 Safe work practice 2.2 PPE

	2.3 Design and specification 2.4 Tools and equipment 2.5 Materials 2.6 Components 2.7 Finishing 2.8 Quality of Jewelry 2.9 Jewelry packaging 2.10 Packaging materials 2.11 Quality of jewelry package 2.12 Clean and maintain materials and workplace
3. Underpinning skills	3.1 Following OSH 3.2 Preparing tools and equipment 3.3 Preparing materials 3.4 Making components of jewelry 3.5 Performing jewelry 3.6 Cleaning and maintaining materials and workplace
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 PPE 5.3 Design and specification of upcycled jewelry 5.4 Tools, Equipment and materials 5.5 Packaging materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OU-IS- UJFA-05-L2-EN-V1: MAKE FASHION ACCESSORIES
Unit Descriptor	<p>This unit covers the skills, knowledge and attitude required to make fashion accessories.</p> <p>It specifically includes following OSH, preparing for making fashion accessories, perform fashion accessories making, perform packaging and ensuring quality and clean and maintain workplace.</p>
Nominal Hours	80 Hours
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables</p>
1. Follow OSH	<p>1.1 Safe work practices are followed as per workplace standard</p> <p>1.2 Personal Protective Equipment (PPE) is selected and collected as required.</p> <p>1.3 A clear and tidy workplace is maintained as per workplace standard.</p>
2. Prepare for making Fashion Accessories	<p>2.1 Final design and <u>specification of upcycled fashion accessories</u> are collected as per workplace standard</p> <p>2.2 Tools and equipment are selected and prepared</p> <p>2.3 <u>Materials for upcycled fashion accessories</u> are prepared as per workplace standard</p>
3. Perform Fashion Accessories Making	<p>3.1 Upcycled fashion accessories are made as per design specification</p> <p>3.2 Finishing is performed for increasing attractiveness</p> <p>3.1 Quality of upcycled fashion accessories are checked as per workplace standard</p>
4. Perform Packaging and Ensure Quality	<p>4.1 Plan for upcycled fashion accessories packaging is prepared</p> <p>4.2 Packaging materials are selected and prepared</p> <p>4.3 Sample packages are prepared</p> <p>4.4 Quality of fashion accessories packages are checked</p> <p>4.5 Final package is selected and approved</p>
5. Clean and Maintain Workplace	<p>5.1 Materials are cleaned and stored as per workplace standard</p> <p>5.2 Workplace is cleaned and maintained as per workplace standard</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Specification of upcycled fashion accessories	<p>1.1 Materials</p> <p>1.2 Design and Functionality</p>

	1.3 Craftsmanship 1.4 Aesthetic and Branding 1.5 Quality and Durability 1.6 Packaging
2. Materials for upcycled fashion accessories	2.1 Old Clothes 2.2 Scraps from Tailoring 2.3 Used/ unused Fabrics 2.4 Felt 2.5 Discarded Leather Goods 2.6 Scrap Leather 2.7 Scrap Metal 2.8 Old Zippers and Buckles 2.9 Wood Scraps 2.10 Shells and Stones 2.11 Bamboo 2.12 Cane 2.13 Recycled Paper 2.14 Cardboard 2.15 Beads 2.16 Buttons 2.17 Sequins and Rhinestones 2.18 Broken Glass 2.19 Glass Beads 2.20 Cables and Wires 2.21 Shoe Soles 2.22 Shoelaces
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 followed OSH 1.2 prepared for making fashion accessories 1.3 performed fashion accessories making 1.4 performed packaging and ensured quality
2. Underpinning knowledge	2.1 Safe work practices 2.2 PPE 2.3 Specification of upcycled fashion accessories 2.4 Tools and equipment 2.5 Materials 2.6 Finishing 2.7 Quality 2.8 Packaging

3. Underpinning skills	3.1 Following OSH 3.2 Preparing for making fashion accessories 3.3 Performing fashion accessories making 3.4 Performing packaging and ensuring quality
4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 PPE 5.3 Tools and materials 5.4 Fashion accessories 5.5 Packaging
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
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Unit Code and Title	OU-IS-UJFA-06-L2-EN-V1: CARRYOUT PRICING, MARKETING AND SALES
Unit Descriptor	This unit covers the skills, knowledge and attitude required to carrying out pricing marketing and sales. It specifically includes performing costing and pricing, accomplishing marketing and sales and ensuring customer service.
Nominal Hours	30 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Perform Costing and Pricing	1.1 Costing and <u>pricing</u> are interpreted 1.2 <u>Elements of costing</u> for upcycled jewelry and fashion accessories are listed and interpreted 1.3 Profit margin is considered as per organizational policy 1.4 Costing and pricing are calculated as per standard procedure
2. Accomplish Marketing and Sales	2.1 <u>Marketing Policy</u> is set as per workplace standard 2.2 <u>Process of publicity</u> are used 2.3 Marketing is performed 2.4 <u>Preparation for sales</u> are carried out 2.5 Sales activities are accomplished
3. Ensure Customer Service	3.1 Concepts of Customer service are interpreted 3.2 Comprehensive product information is disseminated 3.3 Return and exchange policies are briefed as per workplace standard 3.4 After sales service is ensured
Range of Variables	
Variables	Range (may include but not limited to):
1. Pricing	1.1 Direct costs 1.2 Indirect costs 1.3 Profit margins
2. Elements of Costing	2.1 Materials cost 2.2 Labor cost 2.3 Factory direct costs 2.4 Overheads 2.5 Research and development costs 2.6 Marketing costs 2.7 Administrative cost
3. Marketing policy	3.1 Offline marketing 3.2 Online marketing

4. Process of publicity	4.1 Fair participation 4.2 Press Releases 4.3 Media Outreach 4.4 Social Media Campaigns 4.5 Influencer Collaborations 4.6 Events and Workshops 4.7 Collaborations with Other Brands 4.8 Content Marketing 4.9 Email Marketing 4.10 Paid Advertising 4.11 Online Marketplaces 4.12 Video Content 4.13 Sharing photographs 4.14 Poster and flayer 4.15 Personal networking 4.16 Developing story
5. Preparation for sales	5.1 Inventory management 5.2 Display products and Products photography 5.3 Marketing and communication 5.4 Order collection 5.5 Package preparation
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 performed costing and pricing 1.2 accomplished marketing and sales 1.3 ensuring customer service
2. Underpinning knowledge	2.1 Costing and pricing 2.2 Elements of costing 2.3 Profit margin 2.4 Marketing policy 2.5 Publicity 2.6 Sales 2.7 Customer service 2.8 Return and exchange policy 2.9 After sales service
3. Underpinning skills	3.1 Performing costing and pricing 3.2 Accomplishing marketing and sales 3.3 Ensuring customer service

4. Required attitude	4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Eagerness to learn 4.5 Tidiness and timeliness 4.6 Respect of peers and seniors in workplace 4.7 Communicate with peers and seniors in workplace
5. Resource implications	5.1 Workplace (simulated or actual) 5.2 Product information 5.3 Learning materials
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.6 Demonstration 6.7 Oral Questioning
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by National Skills Development Authority (NSDA), 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 qualification under BNQF. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Development of Competency Standard

The Competency Standards for National Skills Certificate in Upcycled Jewelry and Fashion Accessories Occupation, Level- 2 is developed by NSDA on 22, 23, 24 and 25 September, 2024.

List of Members

Sl No	Name and Address	Position in the committee
1.	Mantasha Ahmed President, Association of Fashion Designers of Bangladesh, Banani, Dhaka President, SAARC BUSINESS COUNCIL Mobile: +880 1944441212 Email: deshibhalobashi@gmail.com	Member
2.	Farzana Ripa Fashion Designer & CEO, Art of Living Ltd. & Vice President, Association of Fashion Designers of Bangladesh, Banani, Dhaka Mobile: +880 1711327944 Email: farzana_ripa21@yahoo.com	Member
3.	Sahina Rabby Topoty Assistant General Manager Design, Arong, Tejgaon, Dhaka Mobile: +8801717428949, Email: topoty.rabby@gmail.com	Member
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6.	Touhida Akter Songita Trainer, Artist & Entrepreneur, Association of Fashion Designers of Bangladesh, Dhaka Owner, Fresh Fashion, Dhaka Mobile: +880 1970378657 Email: touhida001@gmail.com	Member
7.	Farah Deeba Ismail Artist, Social worker, Trainer & Owner, Boa-ba Fashion, FCIC Institute, Dhaka National Provost (United Nations International Peach- Bangladesh Chapter) Adjunct faculty, Uttara University, Dhaka Mobile: +880 1621375142, +880 01329692237 Email: designfd.intl@gmail.com	Member
8.	Syed Azharul Haque Competency Standard Expert National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member

Validation of Competency Standard

The Competency Standards for National Skills Certificate in Upcycled Jewelry and Fashion Accessories, Level- 2 is validated by NSDA on 8 October 2024.

List of Members

Sl No	Name and Address	Position in the committee	Signature
1.	Mirza Nurul Ghani Shovon , Chairman (Informal Sector ISC), Mouchak, Dhaka Mobile: 01711263861 Email: isiscbd2015@gmail.com	Chairperson	
2.	Mantasha Ahmed , President Association of Fashion Designers Bangladesh (AFDB), Banani, Dhaka, Mobile: 01944441212 Email: mantasha@hotmail.com	Member	
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6.	Faiza Ahmed Fashion Activist, eco thinker Manas, Dhaka EC member, FDCB (Fashion design council of Bangladesh) & BFWF (Bangladesh federation of woman entrepreneur), Mobile: 01726243743 Email: faiza.designer@gmail.com	Member	
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9.	Syed Azharul Haque Competency Standard Expert, National Skills Development Authority (NSDA) Cell: +880 1711047815 Email: azharulhaque2008@gmail.com	Member	

Workshop Minutes

Government of the People's Republic of Bangladesh

Chief advisor's Office

National Skills Development Authority

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Minutes of the Competency Standard Validation Workshop on “Upcycled Jewelry and Fashion Accessories” Occupation.

Chairman	: Mr. Mirza Nurul Ghani Shovon, Chairman, ISISC
Date	: 8 October, 2024
Time	: 9:00 am - 5:00 pm
Place	: ISC Conference Room, NSDA, Biniyog Bhaban, Agargaon, Dhaka-1207

The Chairman welcomed all those present and started the work of the workshop. During the day-long workshop, the competency standard of Upcycled Jewelry and Fashion Accessories was reviewed and finalized in detail. The activities related to the finalized standard through validation workshop are presented below:

Serial No.	Content of validation	Whether it was appropriate		What actions have been taken if not appropriate?
		Yes	No.	
1	Name and level of occupation		No.	The name of the occupation has been changed to ‘Upcycled Jewelry and Fashion Accessories’ from ‘Upcycled Jewelry’. Level of this CS was considered Level 2.
2	Nominal Hour	Yes		360 hours
3	Unit of Competency	Yes		Name of the units were validated without any change.
4	Element	Yes		Name of the Elements were validated without any change.
5	Performance Criteria		No.	Relevant performance criteria were updated for changed element and some other elements.
3	Variables		No.	Relevant variables were added, changed and updated.
3	Critical Aspect of Competence		No.	Appropriate changes have been made in the critical aspect of competency as per the change of element and performance criteria.
3	Underpinning knowledge		No.	Necessary addition, changings and refinements have been made.
9	Underpinning Skills		No.	Necessary addition, changes and refinements have been made.
10	Attitude	Yes		
11	Resources	Yes		
12	Assessment methods	Yes		
13	Others			<ul style="list-style-type: none"> The nominal hours of the units of competencies have been readjusted for content consideration.

				<ul style="list-style-type: none"> Overall, the occupation has been included in Level-2 according to NSQF (BNQF 1-6).
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Through the above activities, the Competency Standard has been finalized and validated as
“Upcycled Jewelry and Fashion Accessories” Level-2.

Chairman
Committee on Standard and
Curriculum Validation,
Chairman - IS ISC