



COMPETENCY STANDARD FOR KNIT SEWING MACHINE OPERATION

Level: 2

(RMG & Textile Sector)

Competency Standard Code: CS-RMGT-KSMO-L2-EN-V2



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

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This Competency Standard for Knit 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 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 RMG & Textile 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. "**Knit Sewing Machine Operation**" is selected as one of the priority occupations of RMG & Textile 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 under Bangladesh National Qualification Framework (BNQF) 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
Knit Sewing Machine Operation in RMG and Textile 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
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

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**Competency Standards for National Skill Certificate, Level-2 in
Knit Sewing Machine Operation in RMG & Textile Sector**

Course Structure

SL No	Unit code and Title	UOC Level	Nominal (hours)
Generic Units of Competencies			
1.	GU-02-L2-V1	Apply Occupational Safety and Health (OSH) Practices in the Workplace	2 15
2.	GU-01-L1-V1	Perform Computations Using Basic Mathematical Concepts	2 15
3.	GU-02-L2-V1	Carry out Workplace Interaction	2 15
Sub Total			45
Sector Specific Units of Competencies			
4.	SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	2 15
5.	SU-RMGT-03-L3-V1	Interpret Sketch and Specifications in Manuals	3 15
Sub Total			30
Occupation Specific Units of Competencies			
6.	OU-RMGT-KSMO-01-L2-V2	Interpret Knit Fabrics and Garments	2 10
7.	OU-RMGT-KSMO-02-L2-V2	Prepare for Sewing Operation	2 40
8.	OU-RMGT-KSMO-03-L2-V2	Operate Industrial Sewing Machine	2 90
9.	OU-RMGT-KSMO-04-L2-V2	Make Knitted Products	2 105
10.	OU-RMGT-KSMO-05-L2-V2	Carry out Machine Maintenance	2 20
Sub Total			265
Workplace Visit			20
Total Duration			360

Units & Elements at Glance

Generic Competencies

Code	Unit of competency	Elements of competency	Duration (hours)
GU-02-L2-V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures 2. Follow OSH procedures 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being 	15
GU-01-L1-V1	Perform Computations Using Basic Mathematical Concepts	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace 2. Select appropriate mathematical methods for the calculation 3. Use basic mathematical formula to perform calculation 	15
GU-02-L2-V1	Carry out Workplace Interaction	<ol style="list-style-type: none"> 1. Carry out instructions verbally 2. Read and Understand Workplace Documents 3. Attend meetings and discussions in the workplace 	15
Total hours			45

Sector specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
SU-RMGT-01-L2-V1	Recognize the RMG Business Scenario	<ol style="list-style-type: none"> 1. Identify basic business communication practices in RMG sector 2. Recognize history of RMG industries in Bangladesh 3. Identify major departments of RMG industry 4. List prime export markets 	15
SU-RMGT-02-L3-V1	Interpret Sketch and Specifications in Manuals	<ol style="list-style-type: none"> 1. Identify information from manual 2. Interpret sketch and specifications 	15
Total hours			30

Occupation specific competencies

Code	Unit of competency	Elements of competency	Duration (hours)
OU-RMGT-KSMO-01-L2-V2	Interpret Knit Fabrics and Garments	<ol style="list-style-type: none"> 1. Interpret knit fabrics 2. Interpret knit garments 3. Interpret handling procedures of knit fabric 	10
OU-RMGT-KSMO-02-L2-V2	Prepare for Sewing Operation	<ol style="list-style-type: none"> 1. Identify and arrange pattern and garments parts 2. Check number and bundle of garments parts 3. Identify and arrange tools, machine and garments accessories 4. Set up machine 	40
OU-RMGT-KSMO-03-L2-V2	Operate Industrial Sewing Machine	<ol style="list-style-type: none"> 1. Follow safety procedure at workplace 2. Operate single needle machine 3. Operate over lock machine 4. Operate flat lock machine 5. Operate button hole machine 6. Operate button attach machine 7. Store tools and clean the workplace 	90
OU-RMGT-KSMO-04-L2-V2	Make Knitted Products	<ol style="list-style-type: none"> 1. Follow safety procedure at workplace 2. Identify process of T-shirts and polo shirts 3. Identify process of Trousers 4. Perform stitching operation for T-shirts, Polo Shirts and Trousers 5. Check stitch Quality 6. Store tools and clean the workplace 	105
OU-RMGT-KSMO-05-L2-V2	Carry Out Machine Maintenance	<ol style="list-style-type: none"> 1. Apply the attachments sewing machine 7. Perform sewing machine maintenance 	20
Total Hours			265

Generic Units of Competencies

Unit Code and Title	GU-02-L2-V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to apply occupational safety and health (OSH) procedure in the workplace. It specifically includes identifying OSH policies and procedures, following OSH procedures, reporting hazards and risks, responding 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>OSH 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 procedures	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 OSH 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 OSH 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 OSH policies and procedures are adhered to OSH awareness programs are participated in as per workplace guidelines and procedures

	<p>5.2 Corrective actions are implemented to correct unsafe condition in the workplace</p> <p>5.3 <u>“Fit to work” records</u> are updated and maintained according to workplace requirements</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. OSH policies	<p>1.1. Bangladesh standards for OSH</p> <p>1.2. Fire Safety Rules and Regulations</p> <p>1.3. Code of Practice</p> <p>1.4. Industry Guidelines</p>
2. Safe operating procedures	<p>2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc.</p> <p>2.2 Emergency procedures</p> <p>2.3 First Aid procedures</p> <p>2.4 Tagging procedures</p> <p>2.5 Use of PPE</p> <p>2.6 Safety procedures for hazardous substances</p>
3. Safety signs and symbols	<p>3.1 Direction signs (exit, emergency exit, etc.)</p> <p>3.2 First aid signs</p> <p>3.3 Danger Tags</p> <p>3.4 Hazard signs</p> <p>3.5 Safety tags</p> <p>3.6 Warning signs</p>
4. Personal Protective Equipment (PPE)	<p>4.1 Gas Mask</p> <p>4.2 Gloves</p> <p>4.3 Safety boots</p> <p>4.4 Face mask</p> <p>4.5 Overalls</p> <p>4.6 Goggles and safety glasses</p> <p>4.7 Sun block</p> <p>4.8 Chemical/Gas detectors</p>
5. Hazards	<p>5.1 Chemical hazards</p> <p>5.2 Biological hazards</p> <p>5.3 Physical Hazards</p> <p>5.4 Mechanical and Electrical Hazard</p> <p>5.5 Mental hazard</p> <p>5.6 Ergonomic hazard</p>
6. Emergency Procedures	<p>6.1 Fire fighting</p> <p>6.2 Earthquake</p> <p>6.3 Medical and first aid</p> <p>6.4 evacuation`</p>

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 OSH 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 OSH 2.2 OSH 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 their uses 2.8 Personal Hygiene Practices 2.9 OSH Awareness
3. Underpinning skills	3.1 Accessing OSH 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

	<p>5.2 Equipment and outfits appropriate in applying safety measures</p> <p>5.3 Tools, equipment, materials and documentation required</p> <p>5.4 OSH Policies and Procedures</p>
6. Methods of assessment	<p>Competency should be assessed by:</p> <p>6.1 Written test</p> <p>6.2 Demonstration</p> <p>6.3 Oral Questioning</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
<p>Accreditation Requirements</p> <p>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.</p>	

Unit Code and Title	GU-01-L1-V1: Perform Computations Using Basic Mathematical Concepts
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to perform computations using basic mathematical concepts in the workplace. It specifically includes the tasks of identifying calculation requirements in the workplace, selecting appropriate mathematical method/concept for the calculation and using appropriate instruments tools to perform calculation.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify calculation requirements in the workplace	1.1. Job requirements are identified 1.2. <u>Measurements</u> are selected in accordance with job requirement 1.3. Calculation requirements are identified from <u>workplace information</u>
2. Select appropriate mathematical methods for the calculation	1.1 Mathematical methods are identified 1.2 <u>Appropriate method</u> is selected to carry out the calculation requirements 1.3 Tolerance and clearance limits are identified and adjusted according to the job requirements
3. Use tool/instrument to perform calculations	3.1 Work instructions are confirmed and applied to the job in hand 3.2 Materials to be measured are identified as per job specification 3.3 Appropriate <u>tool/ instrument</u> are selected based on materials to be measured
Range of Variables	
Variables	Range (may include but not limited to):
1. Measurements	1.1 Length 1.2 Width 1.3 Weight 1.4 Tolerance
2. Workplace information	2.1 Job Order 2.2 Design 2.3 Working drawing 2.4 Verbal instructions 2.5 Written Instruction

3. Appropriate method	3.1 Addition 3.2 Subtraction 3.3 Division 3.4 Multiplication 3.5 Conversion 3.6 Percentage and ratio calculation
4. Tool/ Instrument	4.1 Calculator 4.2 Scale 4.3 Measuring tape 4.4 Marker
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 identified calculation requirements from workplace information 1.2 selected appropriate method to carry out the calculation requirements 1.3 selected measurements 1.4 selected appropriate methods 1.5 used tool/instrument 1.6 added numbers 1.7 subtracted numbers 1.8 multiplied numbers 1.9 divided numbers 1.10 completed calculation using appropriate tools/instruments
2. Underpinning knowledge	2.1 Numerical concept 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	3.1 Interpret numerical concept 3.2 Interpret mathematical methods such as addition, subtraction, multiplication and division and percentage 3.3 Interpret mathematical language, symbols and terminology 3.4 Interpret measuring units
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 4.6 Communication with peers and seniors in workplace

5. Resource implications	5.1 Work place Procedure 5.2 Materials relevant to the proposed activity 5.3 All tools, equipment, material and documentation required. 5.4 Relevant specifications or work instructions
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 center 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>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.</p>	

Unit Code and Title	GU-02-L2-V1: Carryout Workplace Interaction
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to carry out workplace interaction. It specifically includes the tasks of obtaining instructions verbally, translating information/instruction in writing, transmitting directions by the use of verbal and written forms of communication and attending meetings and discussions in the workplace.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Carry out instructions verbally	1.1 Instructions are obtained verbally 1.2 Questions are asked to clarify understanding or gain more information 1.3 Information/instruction is recorded
2. Read and Understand Workplace Documents	2.1 Workplace documents are interpreted as per standard. 2.2 Assistance is taken to aid comprehension when required from peers/supervisors 2.3 Visual information/ symbols/signage's are understood and followed 2.4 Specific and relevant information are accessed from <u>appropriate sources</u> 2.5 Appropriate medium is used to transfer information and ideas
3. Participate in workplace meetings and discussions	3.1 Team meetings are attended on time and followed meeting procedures and etiquette 3.2 Own opinions are expressed and listened to those of others without interruption 3.3 Inputs are provided consistent with the meeting purpose and interpreted and implemented meeting outcomes
Range of Variables	
Variables	Range (may include but not limited to):
1. Instructions	1.2 Supervisor's/Team leader's verbal instructions 1.3 Meeting minutes 1.4 Company Rules and Regulations 1.5 Work Plans 1.6 External communications 1.7 Work Instructions 1.8 Job orders
2. Appropriate Sources	2.1 HR Department 2.2 Managers 2.3 Supervisors

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	<p>Assessment required evidence that the candidate:</p> <p>1.1 interpreted information/instruction 1.2 interpreted Workplace documents 1.3 interpreted workplace instructions and symbols</p>
2. Underpinning knowledge	<p>2.1 Workplace communication policies, standards and procedures 2.2 Modes of communication 2.3 Communication equipment: types, uses and faults 2.4 Using suitable Types of communication tools and equipment their application and use 2.5 Channels of communication 2.6 Ways of recording information/instruction 2.7 Types and forms of work signage and their meanings 2.8 Forms of written instructions 2.9 Forms of verbal and written communication and methods of transmitting</p>
3. Underpinning skills	<p>1.1 Recording information/instruction 1.2 Acting on work signage positively 1.3 Obeying written instructions in accordance to proper sequence 1.4 Transmitting directions by the use of verbal and written forms of communication 1.5 Using suitable communication tools and equipment 1.6 Contributing in meetings and discussions in the work place 1.7 Applying meeting outputs</p>
2. Underpinning Attitudes	<p>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 4.6 Communication with peers and seniors in workplace</p>
5. Resource implications	<p>6.1 Pens 6.2 Documents 6.3 Company standard written communication forms</p>
7. Methods of assessment	<p>Competency should be assessed by:</p> <p>7.1 Written test 7.2 Demonstration 7.3 Oral Questioning 7.4 Portfolio</p>

8. Context of assessment	<p>7.3 Competency assessment must be done in NSDA accredited assessment center</p> <p>7.4 Assessment should be done by a NSDA certified/nominated assessor</p>
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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.

Sector Specific Units of Competencies

Unit Code and Title	SU-RMGT-01-L2-V1: Recognize the RMG Business Scenario
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge; skills and attitude required for recognize the RMG business scenario. It specifically includes identifying basic business communication practices in RMG sector, recognizing history of RMG industries in Bangladesh, identifying major departments of RMG industry and listing prime export markets.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify basic business communication practices in RMG sector	1.1 The communication requirements in the RMG sector are recognized in alignment to the role of sector 1.2 <u>Modes of Communication</u> are explained 1.3 Communication policies and guidelines are identified and interpreted
2. Recognize history of RMG industries in Bangladesh	2.1 <u>Background of RMG</u> Industries in Bangladesh is inferred with reference to the past history, present status and expected future trends 2.2 Importance of the RMG sector in relation to Bangladesh labour market is stated with emphasis on manpower and economic impact 2.3 Present and projected future trends and technologies relevant to the sector are summarized
3. Identify major departments of RMG industry	5.1 Scope and nature of <u>major departments</u> of the RMG sector are identified 5.2 Role and responsibilities of individuals are identified in relation to the department and organization as a whole 5.3 The <u>machines</u> used in different departments are identified
4. List prime export markets	6.1 The types of <u>prime export markets</u> are categorized on the basis of their current and future potential 6.2 Export marketing process is interpreted
Range of Variables	
Variables	Range (may include but not limited to):
1. Modes of communication	1.1 E-mail 1.2 Social Media 1.3 Telephonic Conversation 1.4 Fax

	<ul style="list-style-type: none"> 1.5 Meetings 1.6 Video Conference 1.7 Courier
2. Background of RMG	<ul style="list-style-type: none"> 2.1 History of Bangladesh RMG 2.2 Economy of Bangladesh 2.3 SWOT analysis on RMG sector 2.4 Gender dynamics of garments industry in Bangladesh. 2.5 Wages & efficiency in the garments industry 2.6 Compliance
3. Major Departments	<ul style="list-style-type: none"> 3.1 PDS 3.2 Store 3.3 Cutting 3.4 Embellishment 3.5 Sewing 3.6 Washing 3.7 Finishing 3.8 Quality 3.9 Industrial Engineering 3.10 Production Planning and Control 3.11 Maintenance 3.12 Merchandising
4. Machines	<ul style="list-style-type: none"> 4.1 Single needle machine 4.2 Double needle Machine 4.3 Over lock Machine 4.4 Flat lock Machine 4.5 Feed of the arm Machine 4.6 Kansai Multi Needle Machine 4.7 Bar tuck Machine 4.8 Button Hole Machine 4.9 Button Stitch Machine 4.10 Snap Attach Machine
5. Prime export markets	<ul style="list-style-type: none"> 5.1 American market 5.2 European market 5.3 Asian market 5.4 Newly explored market
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 identified mode Communication 1.2 interpreted production process 1.3 identified prime export markets

2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Policies and Guidelines 2.2 History of RMG sector 2.3 Trends in the RMG sector 2.4 Production process 2.5 Different Department in RMG sector 2.6 Own roles and responsibilities 2.7 Types of prime export markets
3. Underpinning skills	<ul style="list-style-type: none"> 3.1. Identifying policies and guidelines in RMG sector 3.2. Interpreting business communication technique 3.3. Interpreting trends of RMG sector 3.4. Identifying departments in RMG sector 3.5. Identifying machines used in different departments
4. Underpinning attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning
7. Context of assessment	<ul style="list-style-type: none"> 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	SU-RMGT-02-L3-V1: Interpret Sketch and Specifications in Manuals
Nominal Hours	15 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitude required for interpret sketches and specifications in manuals. It specially includes identifying information from manual, interpreting sketch and specification.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify information from manual	1.1. Appropriate <u>manuals</u> are collected as per sample 1.2. Importance of manuals is recognized 1.3. Required information are collected from manuals
2. Interpret sketch and specifications	2.1 Relevant <u>sketch</u> and <u>specifications</u> are identified 2.2 Key terms and abbreviations are identified 2.3 Signs and symbols are identified 2.4 Schedules, dimensions, drawings and specifications are interpreted
Range of Variables	
Variables	Range (may include but not limited to):
1. Manuals	1.1 Buyers' specification manual 1.2 Compliance manual 1.3 Maintenance procedure manual 1.4 Periodic maintenance manual 1.5 Quality manual 1.6 Signs and symbols, instruction manuals
2. Sketch	2.1 Technical sketch 2.2 Measurement sketch
3. Specifications	3.1 Product specifications 3.2 Performance specifications 3.3 Method specifications
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. collected information from manual as per sample 1.2. identified sketches and specifications as per sample

2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Themes on various types of RMG manuals 2.2 Units of measurement 2.3 Units of conversion 2.4 Rules of sketch, drawings and specifications
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Recognising importance of manual 3.2 Selecting appropriate manuals as per sample 3.3 Collecting information from manual as per sample 3.4 Interpreting schedules, dimensions, drawings and specifications
4. Underpinning attitudes	<ul style="list-style-type: none"> 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	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 OSH, and other policies and guidelines 5.5 Relevant specifications and work instructions 5.6 Fire extinguisher 5.7 Uninterrupted power supply
6. Methods of assessment	<p>Competency should be assessed by</p> <ul style="list-style-type: none"> 6.1 Demonstration 6.2 Oral questioning 6.3 Written test
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>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.</p>	

Occupation Specific Units of Competencies

Unit Code and Title	OU-RMGT-KSMO-01-L2-V2: Interpret Knit Fabrics and Garments
Nominal Hours	10 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to interpret Knit fabric & garments. It specifically includes Interpreting Knit fabrics, knit garments and handling procedures of Knit fabric.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Interpret knit fabrics	1.1 Knit fabrics are identified 1.2 <u>Types of knit fabric</u> are interpreted 1.3 <u>Properties of knit fabrics</u> are recognized
2. Interpret knit garments	2.1 Knit garments are identified 2.2 <u>Types of knit garments</u> are interpreted
3. Interpret handling procedures of knit fabric	3.1 <u>Safety issues</u> in handling of knit fabric is interpreted 3.2 Knit fabric is properly handled
Range of Variables	
Variables	Range (may include but not limited to):
1. Types of knit fabric	1.1 Single jersey 1.2 Double jersey 1.3 Rib 1.4 Interlock 1.5 Lacoste 1.6 Pique 1.7 Terry 1.8 Fleece
2. Properties of knit fabrics	2.1 Smoothness 2.2 Flexibility 2.3 Elasticity 2.4 Hand feel
3. Types of knit garments	3.1 T-Shirt 3.2 Polo-Shirt 3.3 Tank top 3.4 Trouser 3.5 Hoody 3.6 Sportswear
4. Safety issues	4.1 Exposure to fabric dust 4.2 Soft handling 4.3 Gentle Fabric Feeding
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	<p>Assessment required evidence that the candidate:</p> <p>1.1 interpreted types of knit fabrics and knit garments 1.2 maintained safety issues in handling of knit fabric 1.3 handled Knit fabric as per standard</p>
2. Underpinning knowledge	<p>2.1 Types of Knit fabric 2.2 Properties of knit fabrics 2.3 Types of Knit garments 2.4 Safety issues in handling of knit fabric</p>
3. Underpinning skills	<p>3.1 Identifying knit fabrics 3.2 Recognizing properties of knit fabrics 3.3 Handling knit fabric is properly</p>
4. Underpinning attitudes	<p>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 4.6 Communication with peers and seniors in workplace</p>
5. Resource implications	<p>5.1 Workplace (simulated or actual) 5.2 Different kinds of Knit fabric 5.3 Different kinds of Knit garments 5.4 Relevant Tools, equipment and materials Work instruction sheet 5.5 Pens and papers</p>
6. Methods of assessment	<p>Competency should be assessed by:</p> <p>6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio</p>
7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor</p>

Accreditation Requirements

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Unit Code and Title	OU-RMGT-KSMO-02-L2-V2: Prepare for Sewing Operation
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Prepare for sewing operation. It specifically includes Identifying pattern and garments parts, number and bundle of garments parts, garments accessories & Setting up machine.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Identify and arrange pattern and garments parts	1.1 <u>Types of Patterns</u> are interpreted 1.2 Working pattern is identified and interpreted as per design and measurements 1.3 Garments parts are arranged as per workplace standard
2. Check number and bundle of garments parts	2.1 Bundles are selected as per job requirement 2.2 Bundles are checked as per selected job 2.3 Numbers of <u>cutting components of bundle</u> are matched as per bundle
3. Identify and arrange tools, machine and garments accessories	3.1 <u>Tools and machine</u> are identified and arranged as per job requirement 3.2 <u>Materials</u> are identified and arranged as per job requirement 3.3 Tools, machine and materials are prepared as per job requirement
4. Set up machine	4.1 Machine is cleaned 4.2 Lubricant is checked as per oil level 4.3 <u>Safety guards</u> are checked and used as per job requirement 4.4 <u>Machine parts</u> are checked and adjusted 4.5 <u>Types of needle</u> are selected according to materials and sewing manuals 4.6 Tension of the stitches are checked and set 4.7 Machine is checked to ensure the width of the stitch 4.8 Power supply of machine is ensured
Range of Variables	
Variables	Range (may include but not limited to):
1. Types of pattern	1.1 Fabric Pattern 1.2 Finished Pattern
2. Cutting components of Bundle	2.1 Front part 2.2 Back Part 2.3 Sleeve 2.4 Neck

	<ul style="list-style-type: none"> 2.5 Placket 2.6 Pocket 2.7 Waist belt
3. Tools and machine	<ul style="list-style-type: none"> 3.1 Tools <ul style="list-style-type: none"> 3.1.1 Scissors 3.1.2 Trimmer 3.1.3 Stitch opener 3.1.4 Fabric marking pen/ chalk 3.2 Machine <ul style="list-style-type: none"> 3.2.1 Single needle machine 3.2.2 Over lock machine 3.2.3 Flat lock machine 3.2.4 Button hole machine 3.2.5 Button stitch machine
4. Materials	<ul style="list-style-type: none"> 4.1 Materials <ul style="list-style-type: none"> 4.1.1 Main materials <ul style="list-style-type: none"> 4.1.1.1 Fabrics 4.1.1.2 Tapes 4.1.2 Sub Materials <ul style="list-style-type: none"> 4.1.2.1 Trims 4.1.2.2 Accessories
5. Safety Guard	<ul style="list-style-type: none"> 3.1 Motor guard 3.2 Eye guard 3.3 Belt Guard 3.4 Needle Guard
6. Machine Parts	<ul style="list-style-type: none"> 6.1 Feed dog 6.2 Needle bar and needle 6.3 Tension post assembly 6.4 Thread guide 6.5 Thread take up lever 6.6 Pressure adjusting screw 6.7 Throat plate 6.8 Slide plate 6.9 Stitch length regulator 6.10 Pressure bar 6.11 Pressure foot 6.12 Bobbin 6.13 Bobbin case 6.14 Looper
7. Types of needle	<ul style="list-style-type: none"> 7.1 Sharp Point 7.2 Ball 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	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 marked working patterns on garment part 1.2 selected and collected bundles 1.3 matched numbers of cutting components of bundle 1.4 prepared tools, machine and materials 1.5 cleaned machine and checking lubricate 1.6 checked safety guards and machine parts 1.7 checked tension of the stitches 1.8 ensured width of the stitch and power supply of machine
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Types of patterns 2.2 Working pattern 2.3 Number and Bundle of garments 2.4 Cutting components of bundle 2.5 Tools, machine and materials as per job requirement. 2.6 Safety guards and machine parts 2.7 Types of needle 2.8 Adjustment tension of sewing machine
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Identifying working pattern 3.2 Interpreting working patterns on garment part. 3.3 Selecting and collecting bundles 3.4 Interpreting numbers of cutting components of bundle. 3.5 Preparing procedure of tools, machine and materials. 3.6 Cleaning procedure of machine and checking lubricate. 3.7 Checking procedure of safety guards and machine parts. 3.8 Ensuring power supply of machine.
4. Underpinning attitudes	<ul style="list-style-type: none"> 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 4.6 Communication with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Pattern 5.3 Bundle 5.4 Accessories 5.5 Sewing machinery 5.6 Sewing machine work aids 5.7 Manual 5.8 Work instruction sheet
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
<p>Accreditation Requirements</p> <p>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.</p>	

Unit Code and Title	OU-RMGT-KSMO-03-L2-V2: Operate Industrial Sewing Machine
Nominal Hours	90 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Operate industrial sewing machine. It specifically includes Following safety procedure at workplace, operating single needle machine, over lock machine, flat lock machine, Button hole machine, Button attach machine and store tools and clean the workplace.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Follow safety procedure at workplace	1.1 Occupational Safety and Health (OHS) is followed and <u>Personal Protective Equipment (PPE)</u> is used as per job requirements. 1.2 Safety guards are checked as per job requirements. 1.3 Machine is cleaned and checked as per safety procedures.
2. Operate single needle machine	2.1 <u>Single needle machine</u> is started and checked for normal operation. 2.2 Necessary adjustments are made to conform to workplace requirements 2.3 Knit fabric are sewed using single needle machine as per design and style requirement 2.4 Quality of stitch is maintained as per sample. 2.5 <u>Unusual operating conditions</u> are observed during operation and reported to authority.
3. Operate over lock machine	3.1 Over lock machine is started and checked for normal operation. 3.2 Necessary adjustments are made to conform to workplace requirements 3.3 Knit fabric are sewed using over lock machine as per design and style requirement 3.4 Quality of stitch is maintained as per sample 3.5 Unusual operating conditions are observed during operation and reported to authority
4. Operate flat lock machine	4.1 Flat lock machine is started and checked for normal operation 4.2 Necessary adjustments are made to conform to workplace requirements 4.3 Knit fabric are sewed using flat lock machine as per design and style requirement 4.4 Quality of stitch is maintained as per sample.

	4.5 Unusual operating conditions are observed during operation and reported to authority.
5. Operate button hole machine	5.1 Button hole machine is started and checked for normal operation 5.2 Necessary adjustments are made to conform to workplace requirements 5.3 Button hole are sewed using button hole machine as per design and style requirement 5.4 Quality of stitch is maintained as per sample. 5.5 Unusual operating conditions are observed during operation and reported to authority.
6. Operate button attach machine	6.1 Button attach machine is started and checked for normal operation 6.2 Necessary adjustments are made to conform to workplace requirements 6.3 Buttons are attached using button attach machine as per design and style requirement 6.4 Quality of stitch is maintained as per sample. 6.5 Unusual operating conditions are observed during operation and reported to authority.
7. Store tools and clean the workplace	7.1 Machine is switched off. 7.2 Waste materials are disposed as per workplace standard operating procedure (SOP) 7.3 Machines are cleaned and covered.
Range of Variables	
Variables	Range (may include but not limited to):
1. Single needle machine	1.1 Lock stitch machine 1.2 Chain stitch machine
2. Personal Protective Equipment (PPE)	2.1 Mask 2.2 Safety shoes 2.3 Apron 2.4 Hand gloves 2.5 Scarf
3. Unusual operating condition	3.1 Unusual machine noise 3.2 Excess oil/lubricant 3.3 Unusual needle breakage 3.4 Irregular stitch tension
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 followed Occupational Health and Safety (OHS)

	<ul style="list-style-type: none"> 1.2 checked safety guards. 1.3 observed operating conditions during operation. 1.4 cleaned and checked sewing machine. 1.5 sewed knit fabric using single needle machine. 1.6 sewed knit fabric using over lock machine. 1.7 sewed knit fabric using flat lock machine. 1.8 sewed button hole using button hole machine. 1.9 attached buttons using button attach machine. 1.10 maintained stitch quality. 1.11 cleaned machines and place
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Personal Protective Equipment (PPE) used in operation of knit garments sewing machines 2.2 Size and type of needle used in sewing of Knit fabrics 2.3 Procedure and techniques of winding and setting of bobbins in accordance with machine manufacturer's requirements 2.4 Machine threading procedure and techniques in accordance with machine manufacturer's requirements 2.5 Operation and maintenance of single needle, over-lock, flat lock, button hole & button attach machine. 2.6 Sewing methods and techniques on Knit materials using different types of knit machines in accordance with design and style requirement 2.7 Machine & place cleaning procedures
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Following Occupational Safety and Health (OSH) 3.2 Using Personal Protective Equipment (PPE) 3.3 Checking safety guards. 3.4 Interpreting operating conditions during operation. 3.5 Cleaning and checking sewing machine. 3.6 Interpreting Sewing procedure of knit fabric using single needle machine. 3.7 Interpreting Sewing procedure of knit fabric using over lock machine. 3.8 Interpreting Sewing procedure of knit fabric using flat lock machine. 3.9 Interpreting Sewing procedure of button hole using button hole machine.
4. Underpinning attitudes	<ul style="list-style-type: none"> 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 4.6 Communication with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Single needle machine 5.2 Over lock machine

	<ul style="list-style-type: none"> 5.3 Flat lock machine 5.4 Button hole machine 5.5 Button attach machine 5.6 Paper 5.7 Fabric 5.8 Threads 5.9 Sewing materials as per requirements
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>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.</p>	

Unit Code and Title	OU-RMGT-KSMO-04-L2-V2: Make Knitted Products
Nominal Hours	105 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to make knitted products. It specifically includes following safety procedure at workplace, identifying process of T-shirts and polo shirts, identifying process of trouser, performing stitching operation for T-shirts, polo shirt and trousers, checking stitch quality, storing tools and cleaning workplace.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Follow safety procedure at workplace	1.1 Occupational Health and Safety (OHS) is followed and Personal Protective Equipment (PPE) is used as per job requirements 1.2 Safety guards are checked as per job requirements 1.3 Tools and materials selected and collected 1.4 Machine is cleaned and checked as per safety procedures
2. Identify process of T-shirts and polo shirts.	2.1 Customer & workplace requirements are identified. 2.2 <u>Components of T-shirts and polo shirts</u> are identified as per sample 2.3 Process of T-shirts and polo shirts are identified as per sample 2.4 Stitching operation for T-shirts, Polo-Shirts are interpreted as per SOP 2.5 Assembling operation of T-shirt parts, Polo-Shirts parts are interpreted as per SOP
3. Identify process of Trousers	3.1 <u>Components of Trousers</u> are identified as per sample 3.2 Process of trousers are identified as per sample 3.3 Stitching operation for trousers are interpreted as per SOP 3.4 Assembling operation of trousers are interpreted as per SOP
4. Perform stitching operation for T-shirts, Polo-shirts and trousers	3.1 <u>Tools</u> and <u>materials</u> are selected and collected. 3.2 Materials are arranged as per job requirement. 3.3 Front part stitching operations for T-shirts and Polo Shirts are carried out as per sample. 3.4 Back part stitching operations for T-shirts and Polo Shirts are carried out as per sample. 3.5 Assembling operation of T-shirt and Polo Shirt parts are performed 3.6 Excess threads are trimmed as per sample
5. Check stitch quality	1.1 Stitch quality is checked as per sample 1.2 <u>Stitch Defects</u> are identified and repaired

	1.3 Quality is maintained by checking and trimming excess thread and neatening
6. Store tools and clean the workplace	6.1 Machine is switched off. 6.2 Waste materials are disposed as per workplace standard 6.3 Machines are cleaned and covered.
Range of Variables	
Variables	Range (may include but not limited to):
1. Tools	1.1 Trimmer 1.2 Tweezers/Forceps 1.3 Hammers/Plastic Hammer 1.4 Cleaning Brush 1.5 Scissors
2. Materials	2.1 Fabric 2.1.1 Single Jersey 2.1.2 Lacoste 2.1.3 Pique 2.1.4 Rib 2.1.5 Interlock 2.1.6 Fleece 2.1.7 French Terry 2.2 Thread 2.2.1 Cotton 2.2.2 Filament
3. PPE	3.1 Mask 3.2 Safety eye glasses 3.3 Safety shoes 3.4 Apron 3.5 Hand gloves 3.6 Scarf
4. Safety Guard	4.1 Needle Guard 4.2 Eye Guard
5. Components of T-shirt and Polo Shirts	5.1 Front part 5.2 Back part 5.3 Sleeves 5.4 Hem 5.5 Pockets 5.6 Shoulder seams 5.7 Neck band 5.8 Labels 5.9 Collar 5.10 Placket 5.11 Cuff
6. Components of Trousers	6.1 Front part 6.2 Back part 6.3 Waist belt

	6.4 Back Pocket 6.5 Pocket bag
7. Stitch Defects	7.1 Gathering 7.2 Broken stitch 7.3 Puckering 7.4 Loose Stitch 7.5 Wrinkles 7.6 Skip Stitch 7.7 Floating Stitch 7.8 Uneven Stitch 7.9 Needle cut 7.10 Slipped stitch 7.11 Stagger stitch
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 followed safety procedures 1.2 checked safety guards. 1.3 cleaned and checking sewing machine. 1.4 performed front part stitching operations for T-shirts, polo shirts and trousers 1.5 performed back part stitching of T-shirts, polo shirts and trousers 1.6 performed assembling operation of T-shirt and Polo Shirt parts 1.7 trimmed excess thread. 1.8 checked stitching quality. 1.9 repaired stitch defects. 1.10 disposed waste materials. 1.11 cleaned and covered sewing machine.
2. Underpinning knowledge	2.1 Personal Protective Equipment (PPE) used in operation of knit garments sewing machines. 2.2 Tools and materials. 2.3 Components of T-shirts, polo shirts and trousers. 2.4 Process of T-shirts, polo shirts and trousers. 2.5 Stitching operation of T-shirts, polo shirts and trousers 2.6 Assembling operation of T-shirts, polo shirts and trousers 2.7 Stitch defects. 2.8 Maintain quality
3. Underpinning skills	3.1 Using Personal Protective Equipment (PPE) 3.2 Checking safety guards 3.3 Cleaning and checking sewing machine

	<p>3.4 Interpreting stitching operation for T-shirts, polo shirts and trousers</p> <p>3.5 Interpreting assembling operation of T-shirts, polo shirts and trousers</p> <p>3.6 Interpreting front part stitching operations for T-shirts, polo shirts and trousers</p> <p>3.7 Interpreting back part stitching of T-shirts, polo shirts and trousers</p> <p>3.8 Trimming excess thread.</p> <p>3.9 Checking method stitching quality</p> <p>3.10 Repairing method stitch defects</p> <p>3.11 Disposing waste materials</p>
4. Underpinning attitudes	<p>4.1 Commitment to occupational health and safety</p> <p>4.2 Promptness in carrying out activities</p> <p>4.3 Sincere and honest to duties</p> <p>4.4 Environmental concerns</p> <p>4.5 Eagerness to learn</p> <p>4.6 Tidiness and timeliness</p>
5. Resource implications	<p>7.1 Workplace (simulated or actual)</p> <p>7.2 Single needle machine</p> <p>7.3 Over lock machine</p> <p>7.4 Flat lock machine</p> <p>7.5 Button hole machine</p> <p>7.6 Button attach machine</p> <p>7.7 Paper</p> <p>7.8 Fabric</p> <p>7.9 Threads</p> <p>7.10 Sewing materials as per requirements</p> <p>7.11 Stitch opener</p> <p>7.12 Marker</p>
8. Methods of assessment	<p>Competency should be assessed by:</p> <p>8.1 Written test</p> <p>8.2 Demonstration</p> <p>8.3 Oral questioning</p> <p>8.4 Portfolio</p>
9. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
Accreditation Requirements	

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Unit Code and Title	OU-RMGT-KSMO-05-L2-V2: Carry out Machine Maintenance
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Carry out machine maintenance. It specifically includes applying the attachments sewing machine and performing sewing machine maintenance.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Apply the attachments of sewing machine	1.1 Types of <u>attachments of sewing machine</u> are identified 1.2 Attachments of sewing machine are applied
2. Perform sewing machine maintenance	2.1 Basic machine maintenance is interpreted 2.2 <u>Types of machine maintenance</u> are recognized 2.3 Preventive maintenance requirements are identified and interpreted. 2.4 <u>Preventive maintenance activities</u> are performed according to job requirements 2.5 Machine is cleaned and lubricated as per machine manual.
Range of Variables	
Variables	Range (may include but not limited to):
1. Attachments of Sewing machine	1.1 Feed 1.2 Guide 1.3 Folders
2. Types of machine maintenance	2.1 Corrective maintenance 2.2 Preventive maintenance
3. Preventive maintenance activities	3.1 Feed dog check 3.2 Needle check 3.3 Needle plate check 3.4 Belt cover check 3.5 Throat plate check 3.6 Pulley cover check 3.7 Needle guard check 3.8 Fabric guide check 3.9 Eye glass check
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	<p>Assessment required evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 followed safety procedure at workplace 1.2 operated single needle lock stitch machine 1.3 operated double needle lock stitch machine 1.4 operated overlock machine 1.5 operated feed of the arm machine 1.6 cleaned and maintained workplace
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Safety procedure at workplace 2.2 Single needle lock stitch machine 2.3 Double needle lock stitch machine 2.4 Overlock machine 2.5 Feed of the arm machine 2.6 Machine & workplace cleaning procedures
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Checking safety guards 3.2 Interpreting operating conditions during operation 3.3 Cleaning and checking sewing machine 3.4 Interpreting sewing procedure of woven fabric 3.5 Operating sewing machine
4. Underpinning attitudes	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Tools, equipment 5.3 Sewing machine 5.4 Availability of materials
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral questioning
7. Context of assessment	<ul style="list-style-type: none"> 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.

**Participants List First Competency Standard Validation Workshop
Organized by SEIP 22 November, 2016**

S L	Name	Organization	Designation
1	Mr SM Shahjahan	BTEB	Deputy Director (Course Accreditation)
2	Mr Yusuf Hossain	BGMEA	Chief Instructor
3	Mr. Durlov Chandra Kha	BGTTC	Senior Instructor
4	Mr Kamrul Islam	BKMEA	Senior Trainer
5	Mr. Syed Azharul Haque	Skills Zone, Mirpur	CEO
6	Mr AKM Saiduzzaman	BKMEA	Senior Instructor
9	Syed Nasir Ershad	SEIP	AEPD
10	Md. Ahasan Habib	SEIP	TVET Specialist
11	Mohiuzzaman	SEIP	Course Specialist

RTISC Competency Standard Review Workshop Participants (25 August, 2020)

S L	Name	Organization	Designation
1	MD. Mohibullah Masud	BGMEA	Acting Chief Coordinator-SEIP
2	Md. Kamrul Islam	BKMEA	Senior Trainer- SEIP
3	AK M Saiduzzaman	BKMEA	Senior Trainer- SEIP
4	MD. Yusuf Hossain	Dhaka Ahsania Mission	TVET Manager
5	Mr. Syed Azharul Haque	Skills Zone, Mirpur	CEO
6	Mr. Md. Amir Hossain	DPDS Consulting support	Consultant
7	Dr. Md. Sanwar Jahan Bhuiyan	SEIP	DEPD
8	Mohammad Fiznur Rahman	SEIP	AEPD
9	Mohiuzzaman	SEIP	Course Specialist
10	Md. Ahasan Habib	SEIP	TVET Specialist
11	Engr. Abdur Razzaque	SEIP	Specialist-Competency Standard
12	Mohammad Rezaul Karim	NSDA	Member (Skills Standard & Certification)
	Md. Quamruzzaman	NSDA	Director (Skills Standard))
13	Wg Cdr Zaglul Hayder (retd)	RTISC	CEO
14	Md. Sharif Nowaz	RTISC	Executive (Curriculum development & Training)
16	Md. Moniruzzaman	RTISC	Executive (Assessment & Certification)

Validation of competency standard by Standard & Curriculum validation committee (SCVC)

Members of Workshop

S L	Name	Organization	Designation
1	MD. Abu saleh	BKTTC	TVET- Trainer
2	Md. Foyez Ahmed	WINDY Group	Assistant – Co-Ordinator
3	Mr. Kabir Ahmed	SUDOKKHO	Training Co-Ordinator
4	Sabiha Sultana	BKTTC	Chief – Instructor
5	Mr. Syed Azharul Haque	Skills Zone, Mirpur	CEO
6	Mr. Md. Amir Hossain	DPDS Consulting support	Consultant
7	Mr. Abdul Matin	Beximco Group	Training Incharge
8	Mohammad Ziaur Rahman	BTMA	Chief Co-Ordinator
9	Md. Quamruzzaman	NSDA	Director (Skills Standard))
10	BM Shariful Islam	NSDA	Deputy Director (Skills Standard)
11	Engr. Abdur Razzaque	NSDA	Ex-Consultant

Review of Competency Standard

The Competency Standards for National Skills Certificate in Knit Sewing Machine Operation, Level-2 is reviewed by NSDA on 17th December 2024.

List of Members

SI No	Name and Address	Position in the committee	Signature
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