

BANGLADESH TECHNICAL EDUCATION BOARD



***Leather and Leather Goods Industry
Skills Council***

Bangladesh

NATIONAL COMPETENCY STANDARDS

for

MACHINE OPERATION

(TENNERY)

**Sponsored by the TVET Reform Project
June 2010**

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Introduction

These Competency Standards were developed by the Standards and Curriculum Development Committee (SCDC) that was established under the sub-sector Industry Skills Council (ISC) and with the assistance of the Technical and Vocational Education Reform project. This project is funded by the European Union, the International Labour Organization and the Government of Bangladesh.

The competency standards are the foundation on which new competency based curriculum will be developed that responds better to the needs of industry for skilled workers. The members of the SCDCs are primarily from industry but with representatives from the Bangladesh Technical Education Board (BTEB), Directorate of Technical Education (DTE), Bureau of Manpower Employment and Training (BMET), NGO, and Private Training providers. Persons who will successfully complete the new TVET programs based on these competency standards will receive a qualification in the new National Technical and Vocational Qualification Framework (NTVQF).

Members of the SCDC for the occupation: Machine Operator

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Endorsed by

Industry Skills Council

Date:

Bangladesh Technical Education Board
(BTEB)

Date:

Proposed Bangladesh NTVQF with Job Classifications

NTVQF LEVELS	EDUCATION SECTORS			Job Classification
	Pre-Vocation Education	Vocational Education	Technical Education	
NTVQF 6			Diploma in engineering or equivalent	Middle Level Manager /Sub Assistant Engr. etc.
NTVQF 5		National Skill Certificate 5 (NSC 5)		Highly Skilled Worker / Supervisor
NTVQF 4		National Skill Certificate 4 (NSC 4)		Skilled Worker
NTVQF 3		National Skill Certificate 3 (NSC3)		Semi-Skilled Worker
NTVQF 2		National Skill Certificate 2 (NSC 2)		Medium - Skilled Worker
NTVQF 1		National Skill Certificate 1 (NSC 1)		Basic-Skilled Worker
Pre-Voc 2	National Pre-Vocation Certificate NPVC 2			Pre-Vocation Trainee
Pre-Voc 1	National Pre-Vocation Certificate 1 NPVC 1			Pre-Vocation Trainee

Note: Note: The final version of the National Technical and Vocational Qualification Framework (NTVQF) may exclude the Pre-Vocational Sector and Pre-Voc 1 and 2 Levels but they have been included to above table to show how the under-privileged are catered for by NTVQF.

*The pre-vocational levels prepare the participant for **training** while learning programs at the various levels of the NTVQF prepare the participant for the **workforce**.*

At the completion of the pre-vocational programs the participants would move into training programs at the NTVQF level 1.

Annex 1: NTVQF level Descriptors

NTVQF Level	Knowledge	Skill	Responsibility	Job Class.
6	<input type="checkbox"/> Comprehensive actual and theoretical knowledge within a specific study area with an awareness of the limits of that knowledge.	<input type="checkbox"/> Specialised and restricted range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems	<input type="checkbox"/> Manage a team or teams in workplace activities where there is unpredictable change <input type="checkbox"/> Identify and design learning programs to develop performance of team members	Supervisor / Middle Level Manager /Sub Assistant Engr. etc.
5	<input type="checkbox"/> Very broad knowledge of the underlying, concepts, principles, and processes in a specific study area	<input type="checkbox"/> Very broad range of cognitive and practical skills required to generate solutions to specific problems in one or more study areas.	<input type="checkbox"/> Take overall responsibility for completion of tasks in work or study <input type="checkbox"/> Apply past experiences in solving similar problems	Highly Skilled Worker / Supervisor
4	<input type="checkbox"/> Broad knowledge of the underlying, concepts, principles, and processes in a specific study area	<input type="checkbox"/> 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	<input type="checkbox"/> Take responsibility, within reason, for completion of tasks in work or study <input type="checkbox"/> Apply past experiences in solving similar problems	Skilled Worker
3	<input type="checkbox"/> Moderately broad knowledge in a specific study area.	<input type="checkbox"/> 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	<input type="checkbox"/> Work or study under supervision with some autonomy	Semi-Skilled Worker
2	<input type="checkbox"/> Basic underpinning knowledge in a specific study area.	<input type="checkbox"/> Basic skills required to carry out simple tasks	<input type="checkbox"/> Work or study under indirect supervision in a structured context	Medium Skilled Worker
1	<input type="checkbox"/> Elementary understanding of the underpinning knowledge in a specific study area.	<input type="checkbox"/> Limited range of skills required to carry out simple tasks	<input type="checkbox"/> Work or study under direct supervision in a structured context	Basic Skilled Worker
Pre-Voc 2	<input type="checkbox"/> Limited general knowledge	<input type="checkbox"/> Very limited range of skills and use of tools required to carry out simple tasks	<input type="checkbox"/> Work or study under direct supervision in a well-defined, structured context.	Pre-Vocational Trainee
Pre-Voc 1	<input type="checkbox"/> Extremely limited general knowledge	<input type="checkbox"/> Minimal range of skills required to carry out simple tasks	<input type="checkbox"/> Simple work or study exercises, under direct supervision in a clear, well defined structured context	Pre-Vocational Trainee

**National Competency Standards
for
MACHINE OPERATION**

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
Generic (5 UoCs required)				200
1	GN 1001A1	Use basic mathematical concepts	1	40
2	GN 1002A1	Apply OSH practices in the workplace	1	30
3	GN 2003A1	Use English in the workplace	2	70
4	GN 2004A1	Operate in a self- directed team	2	30
5	GN 2005A1	Present and apply workplace information	2	30
Sector Specific (1 UoC required)				40
6	LLGSS20006A	Work in the Leather, Footwear and Leather Goods Industry	1	40
Occupation Specific - Complete ONE of the following THREE specialised electives				
Machine Operations (Leather Goods) (11 UoCs required)				440
7	LLGMO1008A1	Cut leather by hand	1	50
8	LLGMO1009A1	Sew Leather by hand	1	30
9	LLGMO2011A1	Cut synthetic materials by machine	2	30
10	LLGMO1012A1	Skive leather pieces	1	60
11	LLGMO1013A1	Cut leather by machine	1	50
12	LLGMO1016A1	Identify materials used in leather goods production	1	30
13	LLGMO2017A1	Split leather pieces	2	20
14	LLGMO1007A1	Embossing and stamping operations	1	30
15	LLGMO1010A1	Apply chemical finishes to leather products	1	30
16	LLGMO2014A1	Sew leather by machine	2	60
17	LLGMO1015A1	Perform table work	1	50
Total Nominal Learning Hours Machine Operations (Leather Goods)				680
Machine Operations (Footwear) (10 UoCs required)				480
7	LLGMO1007A1	Perform embossing and stamping operations	1	30
8	LLGMO1008A1	Cut leather by hand	1	50
9	LLGMO1015A1	Perform table work	1	50

10	LLGMO2011A1	Cut synthetic materials by machine	2	30
11	LLGMO1013A1	Cut leather by machine	1	50
12	LLGMO1018A1	Hand last shoe	1	60
13	LLGMO2019A1	Assemble shoe by hand	2	50
14	LLGMO3020A1	Last shoe by machine	2	60
15	LLGMO3021A1	Perform footwear finishing operations	3	40
16	LLGMO2023A1	Operate machine to sew upper	2	60
Total Nominal Learning Hours Machine Operations (Footwear)				720
Machine Operations (Tannery) (10 UoCs required)				710
7	LLGMO1024A1	Use drum or vessel to prepare or tan hides or skins	1	100
8	LLGMO2025A1	Trim leather	2	40
9	LLGMO3030A1	Operate machines with in a team to prepare hides or skins for tanning	3	110
10	LLGMO2026A1	Perform drying operations	2	60
11	LLGMO3022A1	Operate machines for making crust leather *	3	70
12	LLGMO3032A1	Work safely with industrial chemicals and materials	3	60
13	LLGMO2027A1	Finish leather	2	70
14	LLGMO3028A1	Operate machines for making finished leather	3	70
15	LLGMO3029A1	Prepare chemicals as per formula	3	70
16	LLGMO3031A1	Participate in environmentally sustainable work practices	3	60
Total Nominal Learning Hours (Tannery)				950

*** This Unit of Competency has yet to be written.**

**Course Structure
for
National Certificate in Machine Operations (NTVQF Level 3)
(Tannery)**

S. No.	Unit Code and Title		UoC Level	Nominal Duration (Hours)
National Certificate in Machine Operations (Tannery)) (4 UoCs required)				
1	LLGMO2027A1	Finish leather	2	70
2	LLGMO3028A1	Operate machines for making finished leather	3	70
3	LLGMO3029A1	Prepare chemicals as per formula	3	70
4	LLGMO3031A1	Participate in environmentally sustainable work practices	3	60
Total Nominal Learning Hours for Machine Operations (Tannery)				270

List of Abbreviations used in this Competency Standard.

General

BMET - Bureau of Manpower Employment and Training
BTEB - Bangladesh Technical Education Board
DTE - Directorate of Technical Education
ILO - International Labour Organization
ISC - Industry Skills Council
NPVC - National Pre-Vocation Certificate
NTVQF - National Technical and Vocational Qualification Framework
SSDC - Standards and Curriculum Development Committee
TVET - Technical Vocational Education and Training
UoC - Unit of Competency

Occupation Specific Abbreviations

MSDS - Material Safety Data Sheet
OSH - Occupational Safety and Health
PPE - Personal Protective Equipment
SOP - Standard Operating Procedures

GENERIC UNITS



National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	GN1001A1 - Use Basic Mathematical Concepts
Nominal Hours	40 hours
Unit Descriptor	This requires the knowledge and skill to apply mathematical methods such as addition, subtraction, multiplication, and division, among others, in the routine tasks of an organisation.
Elements of Competency	Performance Criteria
1. Identify calculation requirements in the workplace	1.1 Calculation requirements are identified from workplace information
2. Select appropriate mathematical methods for the calculation	2.1 Appropriate method is selected to carry out the calculation.
3. Use basic mathematical concepts to calculate workplace calculation.	3.1 Calculations are completed using appropriate methods such as addition, subtraction, multiplication and division.
Range of Variables	
Variable	Range
1. Equipment and tools may include but are not limited to	<input type="checkbox"/> Calculator <input type="checkbox"/> Computer with office software
2. Calculations may include but are not limited	<input type="checkbox"/> Addition <input type="checkbox"/> Subtraction <input type="checkbox"/> Division <input type="checkbox"/> Multiplication <input type="checkbox"/> Ratio on any types of real values (such as whole numbers, fractional numbers, percentages, numbers with exponents)

<p>3. Application may include but is not limited to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Measurement <input type="checkbox"/> Volume <input type="checkbox"/> Weight <input type="checkbox"/> Mass <input type="checkbox"/> Density <input type="checkbox"/> Percentage <input type="checkbox"/> Length / Breadth / Thickness <input type="checkbox"/> Capacity <input type="checkbox"/> Time <input type="checkbox"/> Temperature <input type="checkbox"/> Budget, Pay/ Wages, Leave entitlements <input type="checkbox"/> Material usage <input type="checkbox"/> Speed <input type="checkbox"/> Costing
<p>4. Workplace information may include but is not limited to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Project documents <input type="checkbox"/> Graphs <input type="checkbox"/> Charts <input type="checkbox"/> Tables <input type="checkbox"/> Spread sheets <input type="checkbox"/> Item price quotations <input type="checkbox"/> Equipment manuals
<p>5. Budget may include but is not limited to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Budget of consumables <input type="checkbox"/> Calculation for software components <input type="checkbox"/> Hardware equipment <input type="checkbox"/> Maintenance budget of a set-up <input type="checkbox"/> Cost estimation
<p>6. Methods are basic mathematical functions and may include but are not limited to</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Addition <input type="checkbox"/> Subtraction <input type="checkbox"/> Multiplication <input type="checkbox"/> Division
<p>Evidence Guide</p> <p>1. Critical Aspects of Evidence</p> <ul style="list-style-type: none"> <input type="checkbox"/> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency. <input type="checkbox"/> Must comply with Bangladesh Standards and Testing Institute http://www.bsti.gov.bd/list.html and any relevant international standards. <input type="checkbox"/> The graduates should be able to perform workplace related activities covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the 	

required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Calculation requirements in the workplace

Select appropriate mathematical methods

Equipment and tools

- Mathematical language, symbols and terminology

Application of units

- Workplace information

- Using arithmetic processes to find solutions to simple mathematical problems

3. Required Underpinning Skills

- Ability to identify calculation requirements from workplace information

Ability to select appropriate mathematical methods

- Ability to use appropriate technology

- Ability to use mathematical language, symbols and terminology

- Understanding of appropriate units of measurement (such as kg, meter) and application may include measurement, volume, weight, density, percentage etc.

- Ability to include workplace information (project documents, graphs, charts, tables, spread sheets, item price quotations, equipment manuals)

- Ability to use arithmetic processes to find solutions to simple mathematical problems

- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety

Environmental concerns

- Eagerness to learn

- Tidiness and timeliness

- Respect for rights of peers and seniors in workplace

- Communication with peers and seniors in workplace

Occupational safety and health

This should include the essential underpinning knowledge, skills and attitudes required by students to develop competencies in this unit in a safe manner.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Comments on this Unit of Competency

If you wish to suggest changes to the content of this unit of competency, please, contact the relevant ISC, which is the standard setting body for this industry sector (relevant_isc@email.address).



National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	GN1002A1 - Apply OSH practices in the workplace
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills and knowledge required to identify and apply OSH in the workplace.
Elements of Competency	Performance Criteria
1. Identify, control and report OSH hazards	<p>1.1 Immediate work area is routinely checked for OSH hazards prior to commencing and during work.</p> <p>1.2 Hazards and unacceptable performance are identified and corrective action is taken within the level of responsibility.</p> <p>1.3 OSH hazards and incidents are reported to appropriate personnel according to workplace procedures.</p> <p>1.4 Safety Signs and symbols are identified and followed</p>
2. Conduct work safely	<p>2.1 Apply OSH practices in the workplace.</p> <p>2.2 Appropriate personal protective equipment (PPE) is selected and worn.</p>
3. Follow emergency response procedures	<p>3.1 Emergency situations are identified and reported according to workplace reporting requirements.</p> <p>3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures.</p> <p>3.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.</p>
4. Maintain and improve health and safety in the work place	<p>4.1 Risks are identified and appropriate control measures are implemented in the work area.</p> <p>4.2 Recommendations arising from risk assessments are implemented within level of responsibility.</p> <p>4.3 Opportunities for improving OSH performance are</p>

	<p>identified and raised with relevant personnel.</p> <p>4.4 Maintain safety records according to company policies.</p>
Range of Variables	
Variable	Range
1. Work is carried out in accordance with company procedures, regulatory and licensing requirements.	<ul style="list-style-type: none"> <input type="checkbox"/> Legislative requirements and industrial awards and agreements. Legislative requirements of occupational health and safety Acts and regulations, including regulations and codes of practice relating to hazards present in the workplace. They also include general duty of care under occupational health and safety legislation and common law.
2. Company procedures may include but not limited to	<ul style="list-style-type: none"> <input type="checkbox"/> Job-related Standard Operating Procedures (SOPs) and OSH-specific procedures. Examples of OSH procedures include consultation and participation, emergency response, response to specific hazards, incident investigation, risk assessment, reporting arrangements and issue resolution procedures
3. Workplace information may include but not limited to	<ul style="list-style-type: none"> <input type="checkbox"/> OSH system and related documentation including policies and procedures, Standard Operating Procedures (SOPs), information on hazards and the work process, hazard alerts, safety signs and symbols, labels, Material Safety Data Sheets (MSDSs) and manufacturers' advice.
4. Hazards may include but not limited to	<ul style="list-style-type: none"> <input type="checkbox"/> OSH incidents include near misses, injuries, illnesses and property damage, noise, handling hazardous substances, other hazards <input type="checkbox"/> Working with and near moving equipment/load shifting equipment <input type="checkbox"/> Broken or damaged equipment or materials
5. Personal Protective equipment may include but not limited to	<ul style="list-style-type: none"> <input type="checkbox"/> Goggles, ear muffs, ear plugs, Gloves, Clothing, Apron, Helmet, Boots
6. Equipment may include but not limited to	<ul style="list-style-type: none"> <input type="checkbox"/> Production machinery <input type="checkbox"/> Safety equipment <input type="checkbox"/> Emergency equipment <input type="checkbox"/> Tools of the trade

Evidence Guide

1. Critical Aspects of Evidence

- The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.
- Must comply with **Bangladesh Standards and Testing Institute** <http://www.bsti.gov.bd/list.html> and any relevant international standards.
- The graduates should be able to perform workplace related activities covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Personal protective equipment - Hand gloves, safety shoes, safety goggles, masks, apron,
- Identification of tools and equipment
- Hazardous events
 - Tools, equipment, machinery and relevant accessories.
- Communication
 - Job roles, responsibilities and compliance

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to identify tools and equipment.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to operate and use tools, equipment, machinery and accessories properly as per SOP (Company standards).
- Ability to communicate with peers and supervisors.
- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
 - Eagerness to learn
 - Tidiness and timeliness
 - Respect for rights of peers and seniors in workplace
 - Communication with peers and seniors in workplace

Occupational safety and health

This should include the essential underpinning knowledge, skills and attitudes required

by students to develop competencies in this unit in a safe manner.

Accreditation Requirements

Training Providers must be accredited by Bangladesh Technical Education Board (BTEB), the national quality assurance body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of any national qualification.

Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.

Comments on this Unit of Competency

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(relevant_isc@email.address)



National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	GN2003A1 - Use English in the workplace
Nominal Hours	70 hours
Unit Descriptor	This unit specifies the competency required to be able to read, write and understand basic English in the workplace.
Elements of Competency	Performance Criteria
1. Read and understand workplace documents in English	1.1 Workplace documents are read and understood. 1.2 Visual information is interpreted.
2. Write simple routine workplace documents in English	2.2 Simple routine workplace documents are prepared using key words, phrases, simple sentences and visual aids where appropriate. 2.3 Key information is written in the appropriate places in standard forms.
3. Listen to conversation in English	3.1 Active listening in English language is demonstrated to the required workplace standard.
4. Perform conversation in English	4.1 Conversation is performed in English with peers, customers and management to the required workplace standard.
Range of Variables	
Variable	Range
1. Routine and non-routine workplace documents required to be read and understood may include but are not limited to	<input type="checkbox"/> Schedules and itineraries <input type="checkbox"/> Agenda <input type="checkbox"/> Simple reports such as progress and incident reports <input type="checkbox"/> Job sheets <input type="checkbox"/> Operational manuals <input type="checkbox"/> Brochures and promotional material

	<input type="checkbox"/> Visual and graphic materials <input type="checkbox"/> Standards <input type="checkbox"/> OSH information
2. Visual information may include but not limited to	<input type="checkbox"/> Signs <input type="checkbox"/> Maps <input type="checkbox"/> Diagrams <input type="checkbox"/> Forms <input type="checkbox"/> Labels <input type="checkbox"/> Graphs <input type="checkbox"/> Charts

Evidence Guide

1. Critical Aspects of Evidence

- The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.
- Must comply with **Bangladesh Standards and Testing Institute** <http://www.bsti.gov.bd/list.html> and any relevant international standards.
- The graduates should be able to perform workplace related activities covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Read workplace documents in English
- Write simple routine workplace documents in English
- Listen to conversation in English
- Perform conversation in English
- Interaction skills (i.e., teamwork, interpersonal skills, etc.)
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to read and understand workplace documents in English, using appropriate vocabulary and grammar, and standard spelling and punctuation.
- Ability to write simple routine workplace documents in English, such as: Schedules and agendas, job sheets, operational manuals and brochures, and promotional material.
- Ability in active listening in English language is demonstrated to the required workplace standard.
- Ability to perform conversation in English with peers, customers and management, to the required workplace standard.
- Work effectively with others:

- listening and questioning skills
- ability to follow simple directions

4. Required Underpinning Attitude

- Commitment to occupational health and safety

Environmental concerns

- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

This should include the essential underpinning knowledge, skills and attitudes required by students to develop competencies in this unit in a safe manner.

Accreditation Requirements

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Comments on this Unit of Competency

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(relevant_isc@email.address)



National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	GN2004A1 - Operate in a self-directed team
Nominal Hours	30 hours
Unit Descriptor	This unit specifies the skills, knowledge and attitude to communicate and work within a team in an interactive work environment as per the workplace standard.
Elements of Competency	Performance Criteria
1. Identify team goals and processes	<p>1.1 Team goals and processes are identified.</p> <p>1.2 Roles and responsibilities of team members are identified</p> <p>1.3 Relationships within team and with other work areas are identified</p>
2. Communicate and cooperate with team members	<p>2.4 Effective interpersonal skills are used to interact with team members and to contribute to activities and objectives.</p> <p>2.5 Formal and informal forms of communication are used effectively to support team achievement.</p> <p>2.6 Diversity is respected and valued in team functioning.</p> <p>2.7 Views and opinions of other team members are understood and reflected accurately.</p> <p>2.5 Workplace terminology is used correctly to assist communication.</p>
3. Work as a team member	<p>3.1 Duties, responsibilities, authorities, objectives and task requirements are identified and clarified with team.</p> <p>3.2 Tasks are performed in accordance with organizational and team requirements, specifications and workplace procedures.</p> <p>3.3 Team members support other members as required to ensure team achieves goals and requirements.</p> <p>3.4 Agreed reporting lines are followed using standard operating procedures</p>

4. Solve problems as a team member	<p>4.1 Current and potential problems faced by team are identified.</p> <p>4.2 Procedures for avoiding and managing problems are identified.</p> <p>4.3 Problems are solved effectively and in a manner that supports the team.</p>
Range of Variables	
Variable	Range
1. Team problem-solving activities including:	<input type="checkbox"/> Identifying the problem <input type="checkbox"/> Consider solutions <input type="checkbox"/> Action <input type="checkbox"/> Follow-up.
2. Collaborative decision-making processes:	<input type="checkbox"/> Consultation <input type="checkbox"/> Conciliation <input type="checkbox"/> Negotiation <input type="checkbox"/> Principles of equity and fairness.
3. An awareness of:	<input type="checkbox"/> Organization/company's code of conduct, complaint handling/grievance policies and procedures
4. Critical aspects of competency - assessment requires evidence that the candidate:	<input type="checkbox"/> Worked effectively within a team <input type="checkbox"/> Dealt with a range of communication/ information at one time <input type="checkbox"/> Made constructive contributions in workplace issues <input type="checkbox"/> Sought workplace issues effectively <input type="checkbox"/> Responded to workplace issues promptly <input type="checkbox"/> Presented information clearly and effectively in written form <input type="checkbox"/> Used appropriate sources of information <input type="checkbox"/> Asked appropriate questions <input type="checkbox"/> Provided accurate information
5. Resource Implications The following resources MUST be provided:	<input type="checkbox"/> Variety of Information <input type="checkbox"/> Communication tools <input type="checkbox"/> Simulated workplace
Evidence Guide <p>1. Critical Aspects of Evidence</p> <input type="checkbox"/> The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	

- Must comply with **Bangladesh Standards and Testing Institute** <http://www.bsti.gov.bd/list.html> and any relevant international standards.
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2. Required Underpinning Knowledge

- Organization requirements for written and electronic communication methods
- Effective verbal communication methods

3. Required Underpinning Skills

- Organize information
- Understand and convey intended meaning
- Participate in a variety of workplace discussions
- Comply with Organization's requirements in the use of written and electronic communication methods

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	GN2005A1 - Present and apply workplace information
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills, knowledge and attitude to communicate and deliver up-to-date information in an interactive work environment as per workplace standard.
Elements of Competency	Performance Criteria
1. Identify information requirements	1.1 Information requirements in the workplace are identified
2. Process Data	2.1 Data is collected and correlated as per prescribed method. 2.2 Relevant data is used as references in accordance with the objectives of the program. 2.3 Information is applied according to workplace requirements.
3. Analyse, interpret and organize information	3.1 Collected information is analysed, interpret and organize as required for workplace.
4. Apply and present workplace information	4.1 Findings and recommendations are summarized and presented in a user-friendly manner. 4.2 Draft report/forms are prepared based on standard format. 4.3 Graphs and other visual presentations are prepared to highlight analysis/interpretation of information. 4.4 Reports/forms are submitted and distributed to relevant departments/persons.
Range of Variables	
Variable	Range
1. Sources of information may include but are not limited to:	<input type="checkbox"/> Daily job instructions <input type="checkbox"/> Specifications <input type="checkbox"/> Standard operating procedures <input type="checkbox"/> Charts <input type="checkbox"/> Lists

	<input type="checkbox"/> Documents <input type="checkbox"/> Computer data <input type="checkbox"/> Drawings <input type="checkbox"/> Sketches <input type="checkbox"/> Tables <input type="checkbox"/> Technical manuals and/or charts <input type="checkbox"/> Surveys <input type="checkbox"/> Interviews <input type="checkbox"/> Front-end analysis <input type="checkbox"/> Functional analysis
2. Forms may include but are not limited to:	<input type="checkbox"/> Questionnaires <input type="checkbox"/> Profile <input type="checkbox"/> Accident/incident report form <input type="checkbox"/> Work order <input type="checkbox"/> Purchase order,
3. Methodologies include:	<input type="checkbox"/> Qualitative <input type="checkbox"/> Quantitative
4. Statistical analysis includes:	<input type="checkbox"/> Average (mean, median, mode) <input type="checkbox"/> Percentage <input type="checkbox"/> Frequency distribution

Evidence Guide

1. Critical Aspects of Evidence

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2. Required Underpinning Knowledge

- Identify information
- Identify data
- Workplace standard

3. Required Underpinning Skills

- Collecting information

- Collecting data
- Demonstrating, interpreting and/or following data sheet or instruction
- Performing task as per data sheet or instruction
- Keeping records and reports

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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SECTOR SPECIFIC UNITS



Attention:

National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGSS206A1 - Work in the leather, leather goods and footwear industries.
Nominal Hours	40 hours
Unit Descriptor	This unit covers the knowledge and skills required to work in the leather, leather goods and footwear industries.
Elements of Competency	Performance Criteria
1. OSH practices followed	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) is worn
2. Conduct work safely	2.1 Work is conducted safely according to standard OSH requirement.
3. Identify and inform OSH hazards	3.1 Immediate work area is routinely checked for safety hazards prior to starting and during work. 3.2 Hazards and unacceptable performance are identified. 3.3 Hazards and unacceptable performance are rectified or removed within the level of responsibility and in accordance with workplace procedures and OSH standards. 3.4 OSH hazards and incidents in the work area are reported to appropriate personnel according to workplace procedures. 3.5 Operation of Machinery and equipment is

	<p>monitored and check to reduce potential hazards.</p> <p>3.6 Equipment hazards are identified and reported in accordance with company requirements</p>
4. Follow emergency procedures to respond to a hazardous event	<p>4.1 Emergency situations are promptly identified.</p> <p>4.2 Emergency situations are reported to appropriate personnel according to workplace reporting requirements.</p> <p>4.3 Workplace procedures for dealing with accidents, fires and emergencies are followed whenever necessary within scope of responsibilities.</p>
5. Identify types of raw materials for leather, leather goods and footwear industries.	5.1 Raw material used in the leather, leather goods and footwear industry are described
6. Follow quality systems.	6.1 Employee responsibilities for quality is identified and followed
7. Demonstrate team-work in the leather industry	<p>7.1 Team work in the leather industry is demonstrated</p> <p>7.2. Conflict resolution techniques are applied, to minimize interpersonal differences with co-workers that may adversely affect team performance</p>
8. Identify various positions, job roles and responsibilities in the leather industry	8.1 Various positions, job roles and responsibilities in the leather industry are identified.
Range of Variables	
Variable	Range
1. Leather may include but not limited to	1.1 Tools, equipment and machinery from wet section to finishing for leather manufactures.
2. Leather Goods may include but not limited to	2.1 Tools, equipment and machinery from cutting to finishing for leather goods manufacture.
3. Footwear may include but not limited to	3.1 Tools, equipment and machinery from cutting to finishing for footwear manufacture.
4. Materials may include but is not limited to	4.1 Raw materials, chemicals and accessories for leather, leather goods and footwear manufactures.
5. Bench operations may include but not limited to	5.1 Chemical mixing, trimming, folding, gluing, and assembling.
6. Machines operation may include but not limited to	6.1 Sequential unit operations for leather, leather goods and footwear manufactures
7. Information	<p>7.1 Documents</p> <p>7.2 Internet</p>

	7.3 CDs 7.4 Sample swatches 7.5 Hand outs 7.6 Journals 7.7 Magazines and other outputs
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Evidence Guide

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2. Required Underpinning Knowledge

- Personal protective equipment (PPE)
- Identification of toxic chemicals with their limit ranges.

Hazardous events

- Materials
- Products quality
- Tools, equipment and machinery

Communication

- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE -
 - Hand gloves, safety Boots and shoes, safety goggles, masks, apron etc.
- Ability to isolate toxic and hazardous chemicals with their ranges.

- Ability to quick response and to take safety precautions for different hazardous situations.

- Ability to select proper materials, chemicals and accessories.

Ability to ensure products quality.

- Ability to operate and use tools, equipment and machinery properly as per SOP
- (Company standards).
- Ability to communicate with peers and supervisors.
- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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OCCUPATION SPECIFIC UNITS - Leather Goods



National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGMO1008A1 - Cut leather by hand
Nominal Hours	50 hours
Unit Descriptor	This unit covers the skills and knowledge required to cut leather by hand.
Elements of Competency	Performance Criteria
1. OSH practices are followed	<p>1.1 All safety requirements/regulations are adhered to before, during and after use.</p> <p>1.2 Unsafe or faulty tools are identified and repaired according to designated procedures before, during and after use.</p> <p>1.3 Personal protective clothing (PPE) worn</p>
2. Prepare and set up workstation	<p>2.1 Workstation is set up according to industry practices.</p> <p>2.2 Cutting equipment and patterns are selected and prepared according to specified work and sizes, and manufacturer instructions.</p> <p>2.3 Materials are collected, sorted and laid out in preparation for cutting.</p> <p>2.4 Cutting board is routinely cleaned and maintained.</p> <p>2.5 Records are maintained.</p>
3. Assessment of leather to be cut	<p>3.1 Leather is checked carefully for scars, marks and faults that need to be considered during cutting.</p> <p>3.2 Leather pieces are sorted out for different parts and pattern pieces are considered for minimum wastage, according to industry requirements.</p>
4. Cut leather by hand	<p>4.1 Problems or faults with patterns, knives and cutting boards are identified and referred for repair.</p> <p>4.2 Cutting knives and patterns are used to minimise waste.</p> <p>4.3 Scars, marks and fault areas of high-quality leather are</p> <p>4.4 Identified areas of defects are avoided when</p>

	<p>patterns are positioned.</p> <p>4.5 Cutting techniques are used to match pattern shape, size and leather quality.</p> <p>4.6 Pieces are cut precisely to size and adjacent pieces are matched regarding grain pattern, colour shade.</p>
5. Check cut pieces	<p>5.1 Cut products are checked for compliance with job specifications and quality standards set by the industry.</p> <p>5.2 Reject pieces are replaced and records maintained.</p>
6. Clean work place	<p>6.1 Work place and machines are cleaned as per work place standard.</p> <p>6.2 Waste is disposed of according to company regulations.</p>
Range of Variables	
Variable	Range
1. Cutting operations may include but are not limited to:	<p>Basic cutting operations:</p> <p>1.1 Sorting.</p> <p>1.2 Shade matching.</p> <p>1.3 Interlocking.</p> <p>1.4 Marking.</p> <p>1.5 Cutting.</p> <p>1.6 Quality checking.</p>
2. Tools may include but are not limited to:	<p>2.1 Manual handling device (wooden horse, trolley).</p> <p>2.2 Cutting knives - straight knife, curved or English knife, NT cutter etc.</p> <p>2.3 Cutting board - zinc sheet, aluminium sheet, and plastic board with different thickness.</p> <p>2.4 Scissors.</p> <p>2.5 Thickness gauge.</p> <p>2.6 Markers.</p> <p>2.7 Hammer.</p>
3. Materials may include but are not limited to:	<p>3.1 Different types of upper leather (Full grain, corrected grain, patent, suede, nubuck, split leather). 3.2 Different types of lining leather (grain leather, split leather, cow, goat, sheep leather)</p> <p>3.3 Different type of sole leather.</p>
4. Templates may include but are not limited to:	<p>4.1 Taxons board, fibreboard, leather board, millboard, zinc sheet, aluminium sheet templates required styles and sizes.</p>
5. Accessories may include but	<p>5.1 Sharpening stone.</p>

are not limited to:	5.2 Rubber band.
6.PPE may include but is not limited to:	6.1 Safety goggles. 6.2 Protective clothing. 6.3 Apron.
7. OSH instructions may include but are not limited to:	7.1 Work area is clean and free of clutter. 7.2 Emergency procedures are demonstrated according to approved safety instructions. 7.3 Safety sign and symbols are identified and understood.

Evidence Guide

1. Critical Aspects of Evidence

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2. Required Underpinning Knowledge

- Personal protective equipment- finger guards, hand gloves, masks, apron
- Hazardous events
- Tools and equipment
- Cutting machine
- Quality of the cut components
- Communication
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to respond quickly and to take safety precautions for different hazardous situations.
- Ability to operate and use tools and equipment properly as per SOP (Company standards).
- Ability to set up different types of cutting machine and machine parts and operate machine as per SOP (Company standards).
- Ability to ensure quality of the cut components
- Ability to communicate with peers and supervisors.

- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGMO1009A1 - Sew leather by hand
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills and knowledge required to sew leather by hand.
Elements of Competency	Performance Criteria
1. OSH practices are followed	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and repaired according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) worn
2. Prepare and set up workstation	2.1 Workstation is set up according to industry practices. 2.2 Leather is measured and marked in the spots where stitches are to be applied. 2.3 Materials are collected, sorted and laid out in preparation for sewing. 2.4 Records are maintained.
3. Prepare to sew leather	3.1 Leather needle is selected 3.3 A thick leather thimble is used to sew leather by hand. 3.4 Pliers are used to grab the needle on the other side of the leather 3.5 Specially made waxed threads are used to sew leather by hand. 3.6 Leather adhesive is applied according to job specification.
4. Sew leather by hand	4.1 Leather is sewn by hand according to workplace standard. 4.2 Components are assessed carefully during hand sewing.
5. Check sewn pieces	5.1 Sewn products are checked for compliance

	<p>with job specification and quality standards set by the industry.</p> <p>5.2 Reject pieces are replaced and records maintained.</p>
6. Clean work place	<p>6.1 Work place is cleaned as per work place standard.</p> <p>6.2 Waste is disposed of according to company regulations.</p>
Range of Variables	
Variable	Range
1. Equipment may include but is not limited to:	<p>1.1 Hand Tools</p> <p>1.2 Scissors</p> <p>1.3 Knife</p> <p>1.4 Leather needles</p> <p>1.5 Thimble</p> <p>1.6 Pliers</p> <p>1.7 Waxed threads</p>
2. Sewing operations may include but are not limited to:	<p>Basic sewing operations:</p> <p>2.1 Stitch marking.</p> <p>2.2 Sewing.</p> <p>2.3 Quality checking.</p>
3. Tools may include but are not limited to:	<p>3.1 Manual handling device (wooden horse, trolley).</p> <p>3.2 Finger guard.</p> <p>3.3 Markers.</p> <p>3.4 Scissors.</p> <p>3.5 Needles.</p> <p>3.6 Hammer.</p>
4. Details of sewing operations:	<p>4.1 A leather needle is a special tipped needle that has three sharp edges to make it easier to sew leather.</p> <p>4.2 A thick leather thimble is used to sew leather by hand. It will help keep the needle from going through the finger.</p> <p>4.3 Pliers are used to grab the needle on the other side of the leather after using the thimble to push it through one side. Then use the pliers to gently pull the needle the rest of the way through the hole.</p>
5. Materials may include but are not limited to:	<p>5.1 Different types of upper leather (Full grain, corrected grain, patent, suede, nubuck, split leather).</p>

	5.2 Different types of lining leather (grain leather, split leather, cow, goat, sheep leather). 5.3 Different types of threads.
6. Accessories may include but are not limited to:	6.1 Wax.
7. PPE may include but is not limited to:	7.1 Safety goggles. 7.2 Protective clothing. 7.3 Apron.
8. OSH instructions may include but are not limited to:	8.1 Work area is clean and free of clutter. 8.2 Emergency procedures are demonstrated according to approved safety instructions. 8.3 Safety sign and symbols are identified and understood.

Evidence Guide

1. Critical Aspects of Evidence

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2. Required Underpinning Knowledge

- Personal protective equipment - finger guards, hand gloves, masks, apron
- Hazardous events
- Tools
- Materials
- Quality of the sewn components
- Communication
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to use tools properly as per SOP (Company standards).

- Ability to select proper materials, threads and accessories.

Ability to ensure quality of the sewn components

- Ability to communicate with peers and supervisors.
- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety

Environmental concerns

- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGMO2011A1 - Cut synthetic materials by machine
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills and knowledge required to assess and cut different qualities and types of materials.
Elements of Competency	Performance Criteria
1. OSH practices followed	<p>1.1 All safety requirements/regulations are adhered to before, during and after use.</p> <p>1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.</p> <p>1.3 Personal protective clothing (PPE) worn</p>
2. Setup workstation	<p>2.1 Workstation is set up to reflect specifications and to achieve operator comfort and minimise fatigue.</p> <p>2.2 Machines are cleaned and check for irregularities.</p> <p>2.3 Cutting board are routinely cleaned, turned and maintained.</p> <p>2.4 Striker plate is regularly checked for distortion and damage and irregularities report.</p> <p>2.5 Records are maintained.</p>
3. Assess material	<p>3.1 Materials are correctly assessed and graded against specification.</p> <p>3.2 Various types and finish of synthetics and fabrics are checked according to work ticket.</p> <p>3.3 Materials are sorted according to colour, shade and specifications.</p>
4. Cut materials	<p>4.1 Knives and patterns are used to gain optimal materials use against workplace quality standards.</p> <p>4.2 Machines are started up and shut down according to safety regulations.</p> <p>4.3 Knives are selected according to job specifications and size requirements and use according to OSH practices.</p> <p>4.4 Pressure on press is adjusted to knife size and shape.</p>

	<p>4.5 Parts are cut to workplace quality standards in relation to materials flaws.</p> <p>4.6 Individual pairs are selected and colour and grain matched to workplace quality standard.</p> <p>4.7 Pairs are cut to achieve best yield according to appropriate allowance.</p> <p>4.8 Distortion and defects on press cutting knives, dies and cutting board are identified and appropriate action taken.</p>
5. Check finished product	<p>5.1 Finish product is checked against workplace quality standard.</p> <p>5.2 Faults are recorded.</p>
6. Clean work place	<p>6.1 Work place and machine are cleaned as per work place standard.</p> <p>6.2 Waste is disposed off according to company regulations</p>
Range of Variables	
Variable	Range
1. Cutting operations may include but are not limited to:	<p>Basic cutting operations:</p> <p>1.1 Sorting.</p> <p>1.2 Shade matching.</p> <p>1.3 Interlocking.</p> <p>1.4 Marking.</p> <p>1.5 Multi layers setting.</p> <p>1.6 Cutting.</p> <p>1.7 Quality checking.</p>
2.Tools may include but are not limited to:	<p>2.1. Manual handling device (wooden horse, trolley).</p> <p>2.2. Strip steel cutting knives.</p> <p>2.3. Forged steel cutting knives.</p> <p>2.4. Cutting board.</p> <p>2.5. Scissors.</p> <p>2.6. Thickness gauge.</p> <p>2.7. Markers.</p> <p>2.8. Hammer.</p>
3. Equipment may include but is not limited to:	<p>3.1. Swing-arm clicking machine.</p> <p>3.2 Double beam clicking machine.</p> <p>3.3 Travelling head clicking machine.</p>
4. Materials may include but are not limited to:	<p>4.1 Different types of synthetic upper materials (PVC coated fabric, PU coated fabric, printed fabric).</p> <p>4.2 Different types of fabrics (drill cloth, polyester, cotton, brushed cotton, satin, silk).</p>

	4.3 Different types of insole and sole materials (Texan board, fibre board, leather board, resin sheet, EVA sheet, MCR sheet, PVC sheet, TPR sheet).
5. Accessories may include but are not limited to:	5.1 Hydraulic oil. 5.2 Rubber band.
6. PPE may include but is not limited to:	6.1 Safety goggles. 6.2 Protective clothing. 6.3 Apron.
7. OSH instructions may include but are not limited to:	7.1 Work area is clean and free of clutter. 7.2 Emergency procedures are demonstrated according to approved safety instructions. 7.3 Safety sign and symbols are identified and understood. 7.4 Equipment is used safely according to specifications and standard operating procedures.

Evidence Guide

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2. Required Underpinning Knowledge

- Personal protective equipment- finger guards, hand gloves, masks, apron Hazardous events
- Tools and equipment
- Cutting machine
- Quality of the cut components
- Communication
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to operate and use tools and equipment properly as per SOP

(Company standards).

- Ability to set up different types of cutting machine and machine parts and operate machine as per SOP (Company standards).
 - Ability to ensure quality of the cut components
 - Ability to communicate with peers and supervisors.
- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
 - Tidiness and timeliness
 - Respect for rights of peers and seniors in workplace
 - Communication with peers and seniors in workplace

Occupational safety and health

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National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGMO1012A1 - Skive leather pieces
Nominal Hours	60 hours
Unit Descriptor	This unit covers the knowledge and skills required to skive leather parts cut for leather goods and setting up machines and producing skived parts to specified industry performance and quality standards.
Elements of Competency	Performance Criteria
1. Follow OSH practices	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) worn.
2. Identified skiving techniques and machines	2.1 Different skiving techniques are identified, according to the end user purpose. 2.2 The differences between machines are described. 2.3 Machines parts are identified.
3. Set up and maintain skiving machine	3.1 The machine is set up and adjusted for the specified skiving job. 3.2 Damaged and unsafe machine parts are identified and reported. 3.3 Worn parts are removed and replaced, and reported as per workplace practice.
4. Operate machine to produce skived parts.	4.1 Operations completed to the specified industry performance and company quality standards. 4.2 Skived components are checked according to job specification. 4.3 Keep record of skived components as per company regulations.
5. Clean work place	5.1 Work place and machine are cleaned as per work place standard. 5.2 Waste is disposed off according to company

	regulations.
Range of Variables	
Variable	Range
1. Skiving operations may include but are not limited to:	Basic skiving operations: 1.1. Marking leather pieces. 1.2. Knife adjustment. 1.3. Stone adjustment. 1.4. Pressure foot and guide adjustment. 1.5. Skiving test pieces. 1.6. Skiving leather pieces.
2.Tools may include but is not limited to:	2.1. Manual handling devise (plastic box, trolley). 2.2. Bell knives. 2.3. Scissors. 2.4. Thickness gauge. 2.5. Markers. 2.6. Hammer. 2.7. Finger guard
3. Equipment may include but is not limited to:	3.1.Drum knife skivers. 3.2. Dish knife skivers. 3.3. Automatic skivers.
4. Materials may include but are not limited to:	4.1 Different types of upper leather (Full grain, corrected grain, patent, suede, nubuck, split leather). 4.2 Different types of lining leather (grain leather, split leather, cow, goat, sheep leather)
5. Accessories may include but is not limited to:	5.1 Sharpening stone. 5.2 Rubber band. 5.3. Feed wheel. 5.4. Edge guide. 5.5. Pressure foot. 5.6. Waste bag
6. Skiving types may include but is not limited to	6.1.Raw edge skiving. 6.2.Folded edge skiving. 6.3. Underlay skiving. 6.4. Overlay skiving.
7.PPE may include but is not limited to:	7.1 Safety goggles. 7.2 Protective clothing. 7.3 Apron.
8. OSH instructions may	8.1 Work area is clean and free of clutter.

include but is not limited to:	8.2 Emergency procedures are demonstrated according to approved safety instructions. 8.3 Safety sign and symbols are identified and understood.
9. Machine parts may include but are not limited to:	9.1 Sharpening stones 9.2 Knives 9.3 Feed wheel 9.4 Edge guide 9.5 Foot 9.6 Waste bag

Evidence Guide

1. Critical Aspects of Evidence

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- Must comply with **Bangladesh Standards and Testing Institute** <http://www.bsti.gov.bd/list.html> and any relevant international standards.
- The graduates should be able to perform workplace related activities covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Personal protective equipment - finger guards, hand gloves, masks, apron
- Hazardous events
- Tools and equipment
- Skiving machine
- Quality of the skived pieces
- Communication
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to operate and use tools and equipment properly as per SOP (Company standards).
- Ability to set up knife, edge guide, pressure foot and other machine parts and operate machine as per SOP (Company standards).
- Ability to ensure quality of the sewn components
- Ability to communicate with peers and supervisors.

- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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Accreditation Requirements

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Comments on this Unit of Competency

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National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency

Unit Code and Title	LLGMO1013A1 - Cut leather by machine
Nominal Hours	50 hours
Unit Descriptor	This unit covers the skills and knowledge to undertake cutting operations by different types of cutting machines.
Elements of Competency	Performance Criteria
1. OSH practices followed	<p>1.1 All safety requirements/regulations are adhered to before, during and after use.</p> <p>1.2 Unsafe or faulty tools are identified and repaired according to designated procedures before, during and after use.</p> <p>1.3 Personal protective clothing (PPE) is worn</p>
2. Identify different types and qualities of materials	<p>2.1 Materials are assessed against job specifications.</p> <p>2.2 Various types and finish of materials are checked according to work order.</p> <p>2.3 Materials are inspected and sorted according to colours, shades, thickness and finish.</p> <p>2.4 Materials that cannot be matched are handled and stored.</p>
3. Maintain machines	<p>3.1 Cutting boards are planed, cleaned and maintained.</p> <p>3.2 Cutting knives are sharpened, maintained and stored.</p> <p>3.3 Machines are started up and shut down as per operation manual and company safety regulations.</p> <p>3.4 Worn out striker plate replaced and reported.</p>
4. Set up machines	<p>4.1 Pressure setting in the cutting press is adjusted according to the size and shape of the knives.</p>

5. Cut leather by machine	<p>5.1 Parts are cut to workplace quality standards in relation to materials flaws and acceptable levels of matching of irregular and non-uniform finishes.</p> <p>5.2 Distortions and defects on press cutting knives, dies and cutting boards are identified and appropriate action taken.</p>
6. Cut non-leather materials by machine	<p>6.1 Materials are cut according to the tight direction</p> <p>6.2 Work is completed according to industry performance and quality standards.</p> <p>6.3 Material utilisation is consistent company requirements.</p>
7. Check cut material	<p>7.1 Cut pieces are checked for quality and quantity standards.</p> <p>7.2 Defect pieces are replaced and recorded.</p> <p>7.3 All materials are stacked ready for next operation.</p>
8. Clean work place	<p>8.1 Work place and machine are cleaned as per work place standard.</p> <p>8.2 Waste is disposed off according to company regulations.</p>
Range of Variables	
Variable	Range
1. Cutting operations may include but are not limited to:	<p>Basic cutting operations:</p> <p>1.1 Sorting.</p> <p>1.2 Shade matching.</p> <p>1.3 Interlocking.</p> <p>1.4 Marking.</p> <p>1.5 Cutting.</p> <p>1.6 Quality checking.</p>
2. Tools may include but are not limited to:	<p>2.1 Manual handling devise (wooden horse, trolley).</p> <p>2.2 Strip steel cutting knives.</p> <p>2.3 Forged steel cutting knives.</p> <p>2.4 Cutting board.</p> <p>2.5 Scissors.</p> <p>2.6 Thickness gauge.</p> <p>2.7 Markers.</p> <p>2.8 Hammer.</p> <p>2.9 Dies</p>
3. Equipment may include but is not limited to:	<p>3.1 Swing arm clicking machine.</p> <p>3.3 Double beam clicking machine.</p> <p>3.4 Travelling head clicking machine.</p>
4. Materials may include but is	4.1 Different types of upper leather (Full grain,

not limited to:	corrected grain, patent, suede, nubuck, split leather). 4.2 Different types of lining leather (grain leather, split leather, cow, goat, sheep leather) 4.3 Different type of sole leather.
5. Accessories may include but is not limited to:	5.1 Hydraulic oil. 5.2 Rubber band.
6. PPE may include but is not limited to:	6.1 Safety goggles. 6.2 Protective clothing. 6.3 Apron.
7. OSH instructions may include but is not limited to:	7.1 Work area is clean and free of clutter. 7.2 Emergency procedures are demonstrated according to approved safety instructions. 7.3 Safety sign and symbols are identified and understood. 7.4 Equipment is used safely according to specifications and standard operating procedures.

Evidence Guide

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2. Required Underpinning Knowledge

- Personal protective equipment - finger guards, hand gloves, masks, apron
- Hazardous events
- Tools and equipment
- Cutting machine
- Quality of the cut components
- Communication
- Job roles, responsibilities and compliances

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to respond quickly and to take safety precautions for different hazardous situations.

- Ability to operate and use tools and equipment properly as per SOP (Company standards).
 - Ability to set up different types of cutting machine and machine parts and operate machine as per SOP (Company standards).
 - Ability to ensure quality of the cut components
 - Ability to communicate with peers and supervisors.
- Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
 - Tidiness and timeliness
 - Respect for rights of peers and seniors in workplace
 - Communication with peers and seniors in workplace

Occupational safety and health

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Attention:

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Code and Title	LLGMO1016A1 - Identify materials used in leather goods production
Nominal Hours	30 hours
Unit Descriptor	This unit covers the knowledge and skills required to identify materials used in leather goods production.
Elements of Competency	Performance Criteria
1. OSH practices followed	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) worn
2. Identify materials in leather goods production	2.1 Types of raw materials used in leather goods industry are identified.
3. Identify materials for different applications	3.1 Materials for different applications in the leather goods industry are identified 3.2 Defects and problems related to the various applications of each type of material are identified. 3.3 Handling and care instructions for each material is identified.
4. Identify performance of raw materials	4.1 Physical properties of materials are identified. 4.2 Performance characteristics of materials are identified.
5. Identify common defects of raw materials.	5.1 Common surface defects are identified. 5.2 Causes for defects are identified.

	5.3 Quality practices relating to defects are identified
6. Clean work place	6.1 Work place is cleaned as per work place standard. 6.2 Waste is disposed off according to company regulations.
Range of Variables	
Variable	Range
1.Tools may include but is not limited to:	1.1 Manual handling device (plastic box, trolley, wooden horse). 1.2 Scissors. 1.3 Creep rubber. 1.4 Pincher. 1.5 Magnifying glass. 1.6 Emery paper. 1.7 Spirit lamp. 1.8 Copper wire.
2. Upper Leather may include but is not limited to:	2.1 Cow, goat, sheep, calf, buffalo, kangaroo, ostrich leather. 2.2 Aniline, semi-aniline, patent, corrected grain, suede, nubuck, oil pull-up, wax pull-up, glace kid leather. 2.3 Resin finished, protein finished, PU coated, PVC coated, embossed, printed and split leather. 2.4 Exotic or novelty leather (lizard, alligator, shark fish, python, chicken legs).
3. Synthetic upper materials may include but is not limited to:	3.1 PU coated fabrics. 3.2 PVC coated fabrics. 3.3 Poromerics. 3.4 Artificial leather
4. Lining materials may include but is not limited to:	4.1 Different types of leather - cow, goat, sheep, buffalo, split leather. 4.2 Different types of synthetic materials - PU coated fabrics, PVC coated fabrics, poromerics, artificial leather. 4.3 Different types of fabrics - cotton, polyester, silk, satin, drill cloth, taffeta, nylon, TC.
5. Reinforcement may include but is not limited to:	5.1 Different types of hard board - taxon board, leather board, fibreboard, millboard, paper board. 5.2 Different types of sheet - zinc sheet, aluminium sheet, PVC sheet, EVA sheet, Poly foam. 5.3 Different types of inter linings - sugar coated fabric (backrom), non-woven coated paper, sewing tapes, and backers.

6. Accessories may include but is not limited to:	6.1 Locks - metal, plastic, anodised. 6.2 Buckles - metal, plastic, anodised. 6.3 Decorative pieces, eg. Stickers, Logos. 6.4 Rivets - metal, plastic, anodised. 6.5 Buttons- metal, plastic, anodised. 6.6 Velcro. 6.7 Zipper - metal, plastic, anodised. 6.8. Beads - metal, plastic, stones. 6.9 Threads - cotton, polyester, nylon, cotton-polyester core spun.
7. Adhesives may include but is not limited to:	7.1 Water based - latex, solution. 7.2 Solvent based - neoprene, PU, rubber solution.
8. Chemicals may include but is not limited to:	8.1 Liquid cleaner. 8.2 Fillers. 8.3 Different types of leather finishes. 8.4 Top dressing chemicals. 8.5 Waxes. 8.6 Cream. 8.7 Dies and pigments. 8.8 Polishes
9.PPE may include but is not limited to:	9.1 Safety goggles. 9.2 Protective clothing. 9.3 Apron.
10. OSH instructions may include but is not limited to:	10.1 Work area is clean and free of clutter. 10.2 Emergency procedures are demonstrated according to approved safety instructions. 10.3 Safety sign and symbols are identified and understood.

Evidence Guide

1. Critical Aspects of Evidence

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2. Required Underpinning Knowledge

- Personal protective equipment - Hand gloves, safety shoes, safety goggles, masks, apron.
- Hazardous events.
- Identification of leather.
- Identification of synthetic materials.
- Identification of reinforcement materials.
- Identification of accessories, adhesives and chemicals.

Tools.

- Quality of the materials.
- Communication

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to identify different types of leather.
- Ability to identify different types of synthetic materials.
- Ability to identify different types of reinforcement materials.
- Ability to identify different types of accessories, adhesives and chemicals.

Ability to use tools properly as per SOP (Company standards).

- Ability to ensure quality of the materials.
- Ability to communicate with peers and supervisors.

4. Required Underpinning Attitude

- Commitment to occupational health and safety

Environmental concerns

- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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Accreditation Requirements

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Attention:

**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Code and Title	LLGMO2017A1 - Split Leather Pieces
Nominal Hours	20 hours
Unit Descriptor	This unit covers the knowledge and skills required to operate a splitting machine to produce split work as per industry specification for leather goods production.
Elements of Competency	Performance Criteria
1. OSH practices followed	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) is worn.
2. Identify parts of the band splitting machine.	2.1 Parts of the splitting machine are Identified 2.2 The function of various parts of the Band splitting are listed.
3. Set up and maintain band splitting machine.	3.1 According to the job instruction, top feed is selected to obtain specified thickness 3.2 Settings are tested prior to job production 3.3 Blades are sharpened according to company practice, Standard operation Procedure (SOP) 3.4 Damaged/worn out parts identified and reported as per company practice. 3.5 Extractor bag checked and cleaned.
4. Operate splitting machine	4.1 Job work is completed according to the specification and company quality standards. 4.2 Records are maintained as per company practice.
5. Check split material	5.1 Split pieces are checked for quantity and quality standards.

	<p>5.2 Defect pieces are replaced and recorded.</p> <p>5.3 All materials are stacked ready for next operation.</p>
6. Clean work place	<p>6.1 Work place and machine are cleaned as per work place standard.</p> <p>6.2 Waste is disposed of according to the company regulations.</p> <p>6.3 Extractor bag is checked and waste disposed of according to workplace standard.</p>
Range of Variables	
Variable	Range
1. Splitting operations may include but are not limited to:	<p>1.1 Machine setting.</p> <p>1.2 Running test pieces.</p> <p>1.3 Machine adjustment.</p> <p>1.4 Running test pieces.</p> <p>1.5 Splitting.</p> <p>1.6 Quality checking.</p>
2.Tools may include but are not limited to:	<p>2.1 Manual handling devise (wooden horse, trolley).</p> <p>2.2 Strip steel band knives.</p> <p>2.3 Sharpening stones.</p> <p>2.4 Feed roller.</p> <p>2.5 Top roller.</p> <p>2.6 Thickness gauge.</p> <p>2.7 Markers.</p> <p>2.8 Scissors.</p> <p>2.9 Extractor.</p> <p>2.10 Extractor bag.</p> <p>2.11 Adjustment screws.</p>
3. Equipment may include but is not limited to:	3.1 Band knife splitting machine.
4. Materials may include but are not limited to:	<p>4.1 Different types of upper leather (Full grain, corrected grain, patent, suede, nubuck, split leather).</p> <p>4.2 Different types of lining leather (grain leather, split leather, cow, goat, sheep leather)</p>
5.Accessories may include but are not limited to:	<p>5.1 Hydraulic oil.</p> <p>5.2 Rubber band.</p>
6.PPE may include but is not limited to:	<p>6.1 Safety goggles.</p> <p>6.2 Protective clothing.</p> <p>6.3 Apron.</p>
7. OSH instructions may include but are not limited to:	<p>7.1 Work area is clean and free of clutter.</p> <p>7.2 Emergency procedures are demonstrated</p>

	<p>according to approved safety instructions.</p> <p>7.3 Safety sign and symbols are identified and understood.</p> <p>7.4 Equipment is used safely according to specifications and standard operating procedures.</p>
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Evidence Guide

1. Critical Aspects of Evidence

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- The graduates should be able to perform workplace related activities covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Personal protective equipment- finger guards, hand gloves, masks, apron. Hazardous events.
- Tools and equipment.
- Splitting machine.
- Keeping record and report.
- Waste disposal.
- Quality of the split components. Communication.
- Job roles, responsibilities and compliances.

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to operate and use tools and equipment properly as per SOP (Company standards).
- Ability to set up splitting machine and machine parts and operate machine as per SOP (Company standards).
- Ability to keep record and make report properly. Ability to dispose waste as per standard.
- Ability to ensure quality of the split components Ability to communicate with peers and supervisors. Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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Accreditation Requirements

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National Technical and Vocational Qualification Framework for Bangladesh

Unit of Competency

Unit Code and Title	LLGMO1007A1 - Embossing and Stamping Operations
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills and knowledge required to describe and set up stamping machinery and equipment, and produce embossed and foil stamped work to specified industry performance standards.
Elements of Competency	Performance Criteria
1. OSH practices are followed	<p>1.1 All safety requirements/regulations are adhered to before, during and after use.</p> <p>1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use.</p> <p>1.3 Personal protective clothing (PPE) worn.</p>
2 Set up embossing and stamping machinery and equipment	<p>2.1 The purposes of embossing and stamping are described.</p> <p>2.2 Machinery and equipment are set up to product specifications and company standards.</p> <p>2.3 Foil types match job specification if necessary.</p>
3. Produce embossed/foil stamped work	<p>3.1 Work is completed to specified industry performance standards.</p> <p>3.2 Work is completed and checked to company quality standards.</p> <p>3.3 Documentation is completed to company requirements and practice.</p> <p>3.4 Material utilization is consistent with company requirements and practice.</p>
4. Clean work place	<p>4.1 Work place is cleaned as per work place standard.</p> <p>4.2 Waste is disposed of according to company regulations.</p>
Range of Variables	
Variable	Range

1. Embossing operations may include but are not limited to:	Basic embossing operations: 1.1 Setting up machine. 1.2 Checking correct temperature and pressure. 1.3 Embossing (e.g., embossing, match mark, lining stamp, sock stamp, foil stamping, heat embossing) 1.4 Quality checking.
2. Tools may include but are not limited to:	2.1. Manual handling device (wooden horse, trolley). 2.2. Embossing dies, plates and logos. 2.3. Scissors. 2.5. Thickness gauge. 2.6. Markers. 2.7. Hammer.
3. Materials may include but are not limited to:	3.1 Different types of upper leather (corrected grain, patent, suede, nubuck, split leather). 3.2 Different types of lining leather (split leather, cow, goat, sheep leather). 3.3. Different types of insole leather or materials. 3.4 Different types of sole leather.
4. Equipment may include but is not limited to:	4.1 Stamping machine. 4.2 Embossing machine with all accessories.
5. Accessories may include but are not limited to:	5.1 Foil papers - silver, golden or other colours as required.
6. PPE may include but is not limited to:	6.1 Safety goggles. 6.2 Protective clothing. 6.3 Apron.
7. OSH instructions may include but are not limited to:	7.1 Work area is clean and free of clutter. 7.2 Emergency procedures are demonstrated according to approved safety instructions. 7.3 Safety sign and symbols are identified and understood.

Evidence Guide

1. Critical Aspects of Evidence

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- The graduates should be able to perform workplace related activities

covering each of the elements of competency. The evidence will also collectively address the performance criteria considering the range of variables and the required underpinning knowledge, skills and attitudes.

2. Required Underpinning Knowledge

- Personal protective equipment- finger guards, hand gloves, masks, apron.
- Hazardous events.
- Materials selection.
- Tools and equipment.
- Embossing machine.
- Quality of the embossed components.
- Communication.
- Job roles, responsibilities and compliances.

3. Required Underpinning Skills

- Ability to use the appropriate PPE.
- Ability to quick response and to take safety precautions for different hazardous situations.
- Ability to select proper materials for embossing and stamping operations.
- Ability to operate and use tools and equipment properly as per SOP (Company standards).
- Ability to set up different types of embossing and stamping machines and machine parts and operate machine as per SOP (Company standards).
- Ability to ensure quality of the embossed components.
- Ability to communicate with peers and supervisors. Ability to apply in the workplace.

4. Required Underpinning Attitude

- Commitment to occupational health and safety
- Environmental concerns
- Eagerness to learn
- Tidiness and timeliness
- Respect for rights of peers and seniors in workplace
- Communication with peers and seniors in workplace

Occupational safety and health

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**National Technical and Vocational Qualification Framework for Bangladesh
Unit of Competency**

Unit Code and Title	LLGMO1010A1 - Apply chemical finishes to leather products
Nominal Hours	30 hours
Unit Descriptor	This unit covers the skills and knowledge to apply finishes to leather products.
Elements of Competency	Performance Criteria
1. OSH practices are followed	1.1 All safety requirements/regulations are adhered to before, during and after use. 1.2 Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.3 Personal protective clothing (PPE) worn.
2. Identify the chemicals to apply to finish leather products	2.1 Leather finishes are Identified. 2.2 Chemicals to finish leather products are identified.
3. Apply the chemicals to finish the leather products	3.1 Products are cleaned and brushed ready for chemical applications. 3.2 The chemicals are applied to finish the leather products as per job requirements. 3.3 Products are dried as per requirements. 3.4 Chemicals are reapplied if necessary and dried as per job requirements. 3.5 Finished products are brushed and polished as per job requirements.
4. Clean work place	4.1 Work place is cleaned as per work place standard. 4.2 Waste is disposed off according to company regulations.
Range of Variables	
Variable	Range
1.Tools may include but are not limited to:	1.1 Manual handling device (plastic box, trolley). 1.2 Scissors. 1.3 Hammer.

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