

BANGLADESH TECHNICAL EDUCATION BOARD






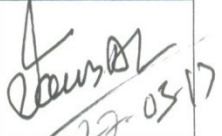




NATIONAL COMPETENCY STANDARDS
For
Motorcycle Servicing: Pre-voc 2
Transport Equipment Industry Skills Council
Bangladesh

BANGLADESH TECHNICAL EDUCATION BOARD
June, 2013

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BANGLADESH TECHNICAL EDUCATION BOARD
Standard Curriculum Development Committee
National Competency Standard
for
Motorcycle Servicing: Pre-voc 2
Meeting held on 27.5.2013

Sl. No	Name of members	Address Contact number	Designation	Signature	Remarks
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4.	Mr.Md.Golam Faruque Service Engineer	Walton Service Centre 7213293, 7215313	Member	 27-05/13	
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NATIONAL COMPETENCY STANDARDS

For

Motorcycle Servicing: Pre-voc 2

Structure of competency

000	Unit Code and Title		UoC Level	Hours
GENERIC – Compulsory (4 UoCs required)				180
1.	GNPV2001A1	Apply basic mathematics	Pre-voc 2	40
2.	GNPV2002A1	Apply Occupational Safety and Health (OSH) Practice in the workplace	Pre-voc 2	20
3.	GNPV2003A1	Apply basic English	Pre-voc 2	60
4.	GNPV2004A1	Apply basic Bangla	Pre-voc 2	60
SECTOR SPECIFIC– Compulsory (3 UoCs required)				60
5.	TRSSS1005A1	Identify tools and spares parts for motorcycle servicing*	NTVQF 1	20
6.	RSSS1006A1	Use graduated measuring instruments*	NTVQF 1	20
7.	TRSSS1007A1	Use motorcycle fasteners*	NTVQF 1	20
OCCUPATION SPECIFIC – Compulsory (3 UoCs required)				120
8.	TRSMS1008A1	Change wheels and tyres*	NTVQF 1	30
9.	TRSMS1009A1	Service motorcycle engine.*	NTVQF 1	60
10.	TRSMS10010A1	Replace motorcycle seals, gaskets and bearings*	NTVQF 1	30
Total Hours				360

* Transacted from NTVQF Level 1.

GENERIC UNITS
Pre-voc 2

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh
Motor Cycle: Pre-voc 2
Unit of Competency

Unit Code and Title	GNPV2001A1: Apply basic mathematics.
Nominal Hours	40 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to apply mathematical method such as addition, subtraction, multiplication and division to measure and find out dimension of object in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Read and write numeric numbers in Bangla and English.	1.1. Numerical numbers from 0 to 9 in Bangla and English is recognized. 1.2. Arrangement in ascending and descending order of numbers in English and Bangla is demonstrated. 1.3. Reading and writing of numerical numbers in Bangla and English are demonstrated.
2. Use mathematical methods.	2.1. <i>Addition, subtraction, multiplication and division</i> are applied. 2.2. Addition of numbers is carried out. 2.3. Subtraction of numbers from other numbers is demonstrated. 2.4. Multiplication of numbers with other numbers is demonstrated. 2.5. Division of numbers by other numbers is carried out. 2.3. Addition, subtraction, multiplication and division In decimal system are solved. 2.4. Percentage of numbers is calculated.
3. Measure in Metric system.	3.1. Units of measurement of length, breadth, height, weight and thickness in metric system is used. 3.2. Measurement of area and volume of solid and liquid in metric system is carried out. 3.3. Measurement of time is applied.
4. Measure in British system.	4.1. Units of measurement of length, breadth, height, weight and thickness in British system are used. 4.2. Measurement of area and volume of solid and liquid in British system is carried out. 4.3. Measurement of time is applied.
Range of Variables	

Variable	Range
<p>1. Mathematical methods of Addition, subtraction, multiplication and division</p>	<p>Mathematical methods may includes but not limited to.</p> <p>1.1. Addition up to six digits is applied. 1.2. Subtraction up to six digits is applied. 1.3. Multiplication up to six digits is applied. 1.4. Division up to six digits is applied. 1.5. Calculation of percentage. 1.6. Calculation of area and volume.</p>
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.</p>	
<p>1. Critical aspect of competency.</p>	<p>1.1. Calculation using addition, subtraction, multiplication and division. 1.2 Measurement of area and volume.</p>
<p>2. Underpinning knowledge.</p>	<p>2.1. Calculation requirements in the workplace. 2.2. Selection of appropriate mathematical methods. 2.3. Use of tools and equipment. 2.4. Symbols and terminology. 2.5. Use of units.</p>
<p>3. Underpinning skill.</p>	<p>3.1. Identification of appropriate mathematical methods from workplace information. 3.2. Selection of workplace information (Charts, tables, equipment, manuals). 3.3. Application of required skills in the workplace.</p>
<p>4. Required attitude.</p>	<p>4.1. Commitment to occupational safety and health. 4.2. Promptness in carrying out activities. 4.3. Tidiness and timeliness. 4.4. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.5. Sincere and honest to the duties. 4.6. Eagerness to learn. 4.7. Communication with peers, sub-ordinates and seniors in the workplace.</p>
<p>5. Resource implication.</p>	<p>The following resources must be provided.</p> <p>5.1. Calculator. 5.2. Measuring tape. 5.3. Ruler. 5.4. Marking chalk. 5.5. Ball pen. 5.6. Pencil. 5.7. Marker pen.</p>

	<p>5.8. White board.</p> <p>5.9. Flip charts. Tools, equipment and physical facilities.</p> <p>5.10. Materials and consumables.</p>
6. Assessment methods.	<p><i>Assessment methods may includes but not limited to.</i></p> <p>6.1. Continuous assessment</p> <p>6.2. Oral question</p> <p>6.3. Observation</p> <p>6.4. Assignment</p> <p>6.5. Witten test</p>
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

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 requirement set by BTEB.

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh
Motor Cycle: Pre-voc 2
Unit of Competency

Unit Code and Title	GNPV2002A1: Apply Occupational Safety & Health (OSH) Practice in the workplace
Nominal Hours	20 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to apply Occupational Safety & Health (OSH) practice in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow occupation safety and health environment at workplace.	1.1. Personal Protective Equipment (<i>PPE</i>) is used. 1.2. <i>Hazardsat workplace</i> explained. 1.3. Unsafe tools at workplace are listed. 1.4. Flammable materials are recognized. 1.5. Access and storable materials are preserved in designated place. 1.6. <i>OSH materials, resources</i> and equipment are used safely according to specifications, legislation and standard operating procedures.
2. Perform work in safe condition.	2.1. Safe OSH practices are performed. 2.2. Appropriate personal protective equipment (PPE) are used. 2.3. Safety signs, symbols and banners are displayed. 2.4. Location of the fire fighters is identified. 2.5. Clear and free emergency exit passage maintained.
3. Use first aid kits.	3.1. Contents in the <i>first aid kit</i> are selected. 3.2. First aid kit in emergency is used.
4. Maintain healthy and hygiene workplace.	4.1. Aspect of good housekeeping is explained. 4.2. Washing procedure of hands and parts of body is used. 4.3. Useable cleaning agents at workplace is selected. 4.5. Safe drinking water is made available.

Range of Variables	
Variable	Range
1. Hazardous workplace.	<i>Hazard may includes but not limited to.</i> 1.1. Accumulation of waste materials. 1.2. Random storage of tools, equipment and furniture.

	<ul style="list-style-type: none"> 1.3. Storage of rejected wires, cables and structural materials. 1.4. Storage of flammable materials. 1.5. Congested emergency exit. 1.6. Oil splits floor, passage at workplace.
2. OSH materials and resources.	<p><i>OSH materials and resources may includes but not limited to.</i></p> <ul style="list-style-type: none"> 2.1. Hand gloves. 2.2. Mask. 2.3. Apron. 2.4. Cap. 2.5. Goggle. 2.6. Safety shoes. 2.7. Cautionary signs, symbols and banners to be displayed. 2.8. Evacuation program. 2.9. Fire extinguisher. 2.10. Emergency lights, signals. 2.11. Instructions. 2.12. Stretcher.
3. First aids kit.	<p><i>First aids kit may includes but not limited to.</i></p> <ul style="list-style-type: none"> 3.1. Sterilized cotton. 3.2. Bandage. 3.3. Scissors. 3.4. Washing agent for injury. 3.5. Medicine for burn. 3.6. Medicine for sudden head-ache.
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.</p>	
1. Critical aspect of competency.	<ul style="list-style-type: none"> 1.1. Use of appropriate OSH materials and equipment. 1.2. Handling of OSH materials and equipment. 1.3. Use of appropriate assessing method. 1.4. Use of appropriate delivery method.
2. Underpinning knowledge.	<ul style="list-style-type: none"> 2.1. Maintenance of good OSH condition in workplace. 2.2. Use of symbols. 2.2. Evacuation instructions with pictures and words 2.3. Planning of floor layout of workplace. 2.4. Elimination of hazardous condition. 2.5. Use of PPE.
3. Underpinning skill.	<ul style="list-style-type: none"> 3.1. Use of appropriate PPE. 3.2. Preparation of signs and banners.

	3.4. Displaying of signs and banners.
4. Required attitude.	<p>4.1. Commitment to occupational safety and health.</p> <p>4.2. Promptness in carrying out activities.</p> <p>4.3. Tidiness and timeliness.</p> <p>4.4. Respect for rights of peers, sub-ordinates and seniors in workplace.</p> <p>4.5. Sincere and honest to the duties.</p> <p>4.6. Eagerness to learn.</p> <p>4.7. Communication with peers, sub-ordinates and seniors in the workplace.</p>
5. Resource implication.	<p>The following resources must be provided.</p> <p>5.1. Drawing paper.</p> <p>5.2. Drawing templates.</p> <p>5.3. First aid kit with required contents.</p> <p>5.4. PPE</p> <p>5.5. Pen, pencil, marker Pen and eraser.</p> <p>5.6. Banners showing OSH practice.</p>
6. Methods of assessment.	<p><i>Methods of assessment may includes but not limited to.</i></p> <p>6.1. Oral questions.</p> <p>6.2. Observation.</p> <p>6.3. Assignment.</p> <p>6.4. Practical display.</p> <p>6.5. Written test.</p>
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
<p>Accreditation Requirements</p> <p>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.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirement set by BTEB.</p>	

National Technical Vocational Qualification Framework (NTVQF) for Bangladesh
Motor Cycle: Pre-voc 2
Unit of Competency

Unit Code and Title	GNPV2003A1: Apply Basic English
Nominal Hours	60 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, write, speak and communicate in English in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Recognize the alphabets in English.	1.1. Alphabets in English are recognized. 1.2. Reading and writing words in English are carried out. 1.3. Reading and writing of technical terms are performed..
2. Read and write workplace information in English.	2.1. Reading of safety signals, banners, nameplates are demonstrated. 2.2. Writing visual information is demonstrated. 2.3. Learning aids are used.
3. Introduce yourself in English to others.	3.1. Introductory conversation in English is demonstrated. 3.2. Self introduction to other in English is performed. 3.3. Reading and writing of nameplates on equipment, materials in the workplace are demonstrated. 3.4. Reading English text is performed. 3.5. Vocabulary practice are performed.
Range of Variables	
Variable	Range
1. Learning aids.	The following resources must be provided to trainees to practice to read, write and speak in English. 1.1. Books / booklets with pictures with names written in English. 1.2. Work sheets / ID cards. 1.3. Catalogues / Manuals. 1.4. White boards / Marker pens. 1.5. Chalk boards / Chalk. 1.6. OSH information banner. 1.7. Pen / Pencil. 1.8. Flip charts. 1.9. Cassettes player / recorder. 1.10. Cassettes recorded in English conversations. 1.11. Lessons in English conversations. 1.12. TV and monitor.

	1.13. Multimedia.
2. Visual information.	Visual aid may includes but not limited to. 2.1. Signs. 2.2. Banners. 2.3. Forms. 2.4. Charts. 2.5. Labels. 2.6. Photo graphs captions. 2.7. Catalogues. 2.8. Cartoons. 2.9. Newspaper. 2.10. Name plate
3. Vocabulary practice.	Vocabulary practices may includes but not limited to. 3.1. Conversation in English between two learners. 3.2. Group conversation. 3.3. Reading. 3.4. Singing. 3.5. Listening and reproducing.
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.	
1. Critical aspect of competency.	1.1. Reading and writing words in English are carried out. 1.2. Reading and writing of technical terms are performed.
2. Underpinning knowledge.	2.1. Reading of alphabets in English. 2.2. Pronunciation of English words. 2.3. Reading workplace information in English. 2.4. Reading words and sentences in English. 2.5. Structures of words and sentences in English. 2.6. Reading of words in English related to occupation.
3. Underpinning skill.	3.1. Writing of alphabets in English. 3.2. Writing words and sentences in English. 3.3. Writing workplace information in English. 3.4. Writing words and sentences in English related to occupation.
4. Required attitude.	4.1. Communication with peers, sub-ordinates and seniors in the workplace. 4.2. Commitment to occupational safety and health. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinate and seniors in workplace. 4.6. Sincere and honest to the duties.

	4.7. Eagerness to learn.
5. Resource implication.	The learning aids and other required materials must be provided to learn English.
6. Methods of assessment.	Methods of assessment may include but not limited to. 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Assignment. 6.4. Written test. 6.5. Reading test 6.6. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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National Technical Vocational Qualification Framework (NTVQF) for Bangladesh
Motor Cycle: Pre-voc 2
Unit of Competency

Unit Code and Title	GNPV2004A1: Apply Basic Bangla
Nominal Hours	60 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to read, write, speak and communicate in Bangla in the workplace.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Recognize the alphabets in Bangla.	1.1. Alphabets in Bangla are recognized. 1.2. Reading and writing words in Bangla are carried out. 1.3. Reading and writing of technical terms are performed.
2. Read and write workplace information in Bangla.	2.1. Reading of safety signals, banners, nameplates are demonstrated. 2.2. Writing of visual information are demonstrated. 2.3 Learning aids are used.
3. Introduce yourself in Bangla to others.	3.1. Self introduction to others in Bangla is performed. 3.2. Reading and writing of nameplates on equipment, materials in the workplace are demonstrated. 3.3. Reading Bangla text is performed. 3.4. Vocabulary practices are performed.
Range of Variables	
Variable	Range
1. Learning aids.	The following resources must be provided to trainees to practice to read, write and speak in Bangla. 1.1. Books / booklets with pictures with names written in Bangla. 1.2. Work sheets / ID cards. 1.3. Catalogues / Manuals. 1.4. White boards / Marker pens. 1.5. Chalk boards / Chalk. 1.6. OSH information banner. 1.7. Pen/ Pencil. 1.8. Flip charts. 1.9. Cassettes player / recorder. 1.10. Cassettes recorded in Bangla conversations. 1.11. Lessons in Bangla conversations. 1.12. TV and monitor. 1.13. Multimedia.

2. Visual information.	<p>Visual information may includes but not limited to.</p> <p>2.1. Banner. 2.2. Form. 2.3. Charte. 2.4. Label. 2.5. Photo graphs captions. 2.6. Catalogues. 2.7. News papers.</p>
3. Vocabulary practice.	<p>Vocabulary practices may includes but not limited to.</p> <p>3.1. Conversation in Bangla between two learners. 3.2. Conversation In Bangla in groups. 3.3. Reading 3.4. Singing in Bangla. 3.5. Listening and reproducing.</p>
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirement of the current version of the Unit of Competency.</p>	
1. Critical aspect of competency	<p>1.1. Reading and writing words in Bangla are carried out. 1.2. Reading and writing of technical terms are performed.</p>
2. Underpinning knowledge.	<p>2.1. Reading of alphabets in bangla. 2.2. Pronunciation of Bangla words. 2.3. Reading workplace information in Bangla. 2.4. Reading words and sentences in Bangla. 2.5. Structures of words and sentences in Bangla. 2.6. Reading of words in Bangla related to occupation.</p>
3. Underpinning skill.	<p>3.1. Writing of alphabets in Bangla. 3.2. Writing words and sentences in Bangla. 3.3. Writing workplace information in Bangla. 3.4. Writing words and sentences in Bangla related to occupation.</p>
4. Required attitude.	<p>4.1. Communication in workplace. 4.2. Commitment to occupational safety and health. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.6. Sincere and honest to the duties. 4.7. Eagerness to learn.</p>
5. Resource implication.	<p>5.1. The learning aids and other required materials must be provided to learn Bangla.</p>

6. Methods of assessment.	Methods of assessment may includes but not limited to. 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Assignment. 6.4. Written test. 6.5. Reading test 6.6. Speaking test.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirements

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SECTOR SPECIFIC UNITS
Pre-voc 2

National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSSS1005A1: Identify tools and spare parts for motor cycle servicing.
Nominal Hours	20 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to identify tools and spare parts for motorcycle servicing.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow OSH practices	1.1 Personal protective equipment used during work as per job requirements. 1.2 OSH standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and standard operating procedures.
2. Select correct tools and spare parts for motor cycle service work	2.1 Metric system of tool measurements understood. 2.2. Tools and spare parts identified and selected to meet job requirements. 2.3. Common specialized motorcycle service tools and their use and identified.
3 Use of tools and spare parts	3.1 . Tools and spare parts are used in a safe manner to prevent injury to self and others. 3.2. Tooling and spare parts are used in a manner that does not cause damage to excessive wear on the tools and spare parts.
4. Service and maintain workplace tools and spare parts	4,1 . Tools and spare parts are regularly checked against service manuals /component supplier recommendations to ensure safe operating condition. 4.2 Damaged/worn tools and spare parts are tagged and removed from the workplace for repair or replacement and reported in accordance with workplace practices. 4.3 Tools/ spare parts are serviced, adjusted and maintained as per manufacturer/component supplier schedule to ensure safe and correct

	operation, within the scope of responsibility. 4.4 Servicing and maintenance operations are carried out in a safe work manner as per workplace practices.
5. Store and secure tooling and spare parts	5.1 Tools and spare parts are cleaned, checked and stored securely as per workplace practices.
Range of Variables	
Variable	Range
1.Occupational Safety and Health.	<i>OSH may includes but not limited to:</i> 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents 1.10 Environmental practices
2. Tools and spare parts	<i>Tools and equipment may includes but not limited to:</i> 2.1. Socket box (6-19 mm) 2.2. Combination spanners sets (6-21 mm) 2.3 Ring spanners 2.4 Open end spanners 2.5 Diagonal cutters and pliers 2.6 Multi grips 2.7 Hammers (Soft) 2.8 Hammers (Hard) 2.9 Screwdrivers (variety of blade and Phillips) 2.10 Oil funnel 2.11 Oil measuring container 2.12 Waste Oil storage facilities 2.13 Oil spill equipment (mop, bucket, saw dust or similar) 2.14 Chisels and punches 2.15 Torque wrench 2.16 Test light 2.17 Air compressor 2.18 Air blow gun 2.19 Tyre lever 2.20 Lifting and support equipment 2.21 Battery 2.22 Bench and hand grinders 2.23 Electric hand drill machine 2.24 Scissors 2.25 Adjustable wrench 2.26 Allen key set (3-4mm)

	2.27 Rotor puller 2.28 Rotor stoper 2.29 Cir-clip opener (External/ Internal) 2.30 Common special tools as required by manufacturer
3. Motorcycle	Motor cycle may includes but not limited to: 3.1. 2 and 4 stoke patrol fuelled motorcycle or motor scooters commonly used in Bangladesh.
4. Service manuals	Service manuals may includes but not limited to: 4.1 Manufacturers service manuals 4.2 Owners handbook 4.3 Non manufacturer manuals and service data information
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	1.1 Select and use tools & spares parts to the task. 1.2 Perform routine maintenance and storage of tools & spares parts.
2. Required underpinning knowledge	2.1 Define tools & spares parts. 2.2 Classification and use of spares parts. 2.3 Tools and spares parts defects. 2.4 Principals and techniques in maintenance and care
3. Required underpinning skills	3.1 Handling tools and spares parts 3.2 Communicating with supervisors & co-workers 3.3 Interpreting instructions
4. Required underpinning attitude	4.1. Commitment to occupational safety and health. 4.2. Communication with peers, sub-ordinates and seniors in workplace. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.6. Environmental concern. 4.7. Sincere and honest to duties.
5. Resource implication	The following resources must be provided 5.1 Tools, spares parts & physical facilities

	appropriate to perform activities. 5.2 Materials, consumable to perform activities.
6. Methods of assessment.	<i>Methods of assessment may includes but not limited to:</i> 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Observation.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

Accreditation Requirement

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National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSSS1006A1: Use graduated measuring instruments
Nominal Hours	20 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to be able to use and maintain graduated measuring instruments in servicing of motorcycle.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow OSH practices	1.1 Personal protective equipment used during work as per job requirements. 1.2 OSH standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and standard operating procedures.
2. Select correct measuring tools and equipment for motor cycle service work	2.1 Use of metric steel rulers, steel tapes, feeler gauges and vernier callipers is demonstrated. 2.2 Correct measuring instruments and equipment are selected to meet job requirements.
3. Use measuring tools and equipment	3.1 Graduated Measuring instruments and equipment are used in a safe manner to prevent injury to self and others. 3.2 Measuring tools and equipment are used in a manner that does not cause damage to excessive wear on the tools and equipment.
4. Store and secure measuring tools and equipment	4.1 Tools and equipment are cleaned, checked and stored securely as per service manuals .
Range of Variables	
Variable	Range
1. Occupational Safety and Health.	OSH may includes but not limited to: 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents

	1.10 Environmental practices
2. Graduated measuring instruments	Graduated measuring instruments may includes but not limited to: 2.1 Feeler gauges 2.2 Metric ruler and tape measures 2.3 Metric vernier callipers 2.4 Torque wrench
3. Service manuals	Service manuals may includes but not limited to: 3.1 Manufacturers service manuals 3.2 Owners handbook 3.3 Non manufacturer manuals and service data information
4. Measuring Instrument	Measuring Instruments may includes but not limited to: 4.1 Feeler gauges 4.2 Metric steel ruler and steel tape 4.3 Multi Meter (Analogue & Digital) 4.4 Vernier callipers 4.5 Range of suitable materials for measurement 4.6 Tyres pressure gauge & gun 4.7 Special tools as required by manufacturer
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	1.1 Select and use graduated measuring instrument appropriate to the task. 1.2 Perform routine maintenance and storage of measuring instrument.
2. Required Underpinning Knowledge	2.1 Knowledge about graduated measuring instrument. 2.2 Classification of graduated measuring instrument. 2.3 Measuring tools defects. 2.4 Principles and techniques in maintenance and care.
3. Required Underpinning Skills	3.1 Handling of graduated measuring instrument. 3.2 Interpreting instruction. 3.3 Communicating with supervisors and co-worker.
4. Required underpinning attitude.	4.1. Commitment to occupational safety and health. 4.2. Communication with peers, sub-ordinates and seniors in workplace. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace.

	<p>4.6. Environmental concern.</p> <p>4.7. Sincere and honest to duties.</p>
5. Resource implication	<p>The following resources must be provided</p> <p>5.1 Tools, spares parts & physical facilities appropriate to perform activities.</p> <p>5.2 Materials, consumable to perform activities.</p>
6. Methods of assessment.	<p><i>Methods of assessment may includes but not limited to:</i></p> <p>6.1. Continuous assessment.</p> <p>6.2. Oral questions.</p> <p>6.3. Written test.</p> <p>6.4. Observation.</p>

7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
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Accreditation Requirement

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National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSSS1007A1: Use motorcycle fasteners
Nominal Hours	20 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to use fasteners of motorcycle.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow OSH Practices	1.1 Personal protective equipment used during work as per job requirements. 1.2 OSH standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and standard operating procedures.
2. Identify common motorcycle fasteners	2.1 Different types of motorcycle fasteners and their applications are identified. 2.2 Knowledge of metric bolt identification in relation to diameter, head size and thread pitch as used in the motor cycle industry is demonstrated. 2.4 Correct tool and equipment are selected for installation/removal of common motorcycle fasteners.
3 Perform thread repair	3.1 Internal and external thread faults identified. 3.2 Common causes of thread damage identified. 3.3 Correct thread repair tools selected for specific faults. 3.4 Internal and external threads repaired using taps, die's and replacement threads (helicoil) as per workplace standards.
4 Use correct fastener for job	4.1 Suitable replacement parts and materials , fastener for the job selected. 4.2 Common motor cycle fasteners correctly installed and tensioned as per service manuals .
Range of Variables	
Variable	Range
1. Occupational Safety and Health.	OSH may includes but not limited to: 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques

	<ul style="list-style-type: none"> 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents 1.10 Environmental practices
2. Motorcycle fasteners	<p>Motorcycle fasteners may includes but not limited to:</p> <ul style="list-style-type: none"> 2.1 Metric bolts and machine screws with hexagon and Allen key heads 2.2 Blade and Phillips type screws 2.3 Specialty fasteners used on motor cycles service components
3. Service manuals	<p>Service manuals may includes but not limited to:</p> <ul style="list-style-type: none"> 3.1 Manufacturers service manuals 3.2 Owners handbook 3.3 Non manufacturer manuals and service data information
4. Tools and equipment	<p>Tools and equipment may includes but not limited to:</p> <ul style="list-style-type: none"> 4.1 Combination spanners (assortment ring/open end) 4.2 Socket box metric (6-19mm) 4.3 Feeler gauges 4.4 Screwdrivers (variety of blade and Phillips) 4.5 Thread cleaner 4.6 Thread pitch gauge 4.7 Vernier callipers 4.8 Cutting oil 4.9 Metric tap and die set 4.10 Metric helical coil (replacement thread) kits 4.11 Torque wrench 4.12 Special tools as required by manufacturer
5. Replacement parts and materials	<p>Replacement parts may includes but not limited to:</p> <ul style="list-style-type: none"> 5.1 Suitable range of replacement fasteners.
<p>Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<ul style="list-style-type: none"> 1.1 Select and use common motorcycle fasteners appropriate to the task 1.2 Perform routine maintenance and storage of common motorcycle fasteners
2. Required underpinning knowledge	<ul style="list-style-type: none"> 2.1 Relevant OSH practices 2.2 Identification of common motorcycle fasteners
3. Required underpinning skills	<ul style="list-style-type: none"> 3.1 Ability to apply relevant OSH practices 3.2 Use common motorcycle fasteners 3.3 Follow written or verbal instructions

4. Required underpinning attitude	4.1. Commitment to occupational safety and health. 4.2. Communication with peers, sub-ordinates and seniors in workplace. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.6. Environmental concern. 4.7. Sincere and honest to duties.
5. Resource implication	The following resources must be provided 5.1 Tools, spares parts & physical facilities appropriate to perform activities. 5.2 Materials, consumable to perform activities.
6. Methods of assessment.	<i>Methods of assessment may includes but not limited to:</i> 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Observation.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.
<p>Accreditation Requirements</p> <p>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.</p> <p>Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by BTEB.</p>	

OCCUPATION SPECIFIC UNITS
Pre-voc 2

National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSMS1008A1: Change wheels and tyres
Nominal Hours	20 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to change wheels and tyres of motor cycle.
Elements of Competency	Performance Criteria <i>Italicized</i> terms are elaborated in the range of variables
1. Follow OSH Practices	1.1 Personal protective equipment used during work as per job requirements. 1.2 OSH standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and standard operating procedures.
2. Prepare for change wheels and tyres	2.1 Job card prepared as per workplace practice and customer requirements 2.2 Work instructions are used to determine the job requirements including method, process and equipment. 2.4 Materials, tools, equipment and replacement parts required to perform work are identified and prepared as per workplace procedures.
3. Remove wheel assembly for inspection	3.1 Work procedure is accessed from manufacturer service manual or service data and correctly interpreted. 3.2 Wheel is removed in accordance with manufacturer procedures. 3.3 Removed wheel and associated components are inspected in accordance with manufacturers procedures and workplace practices.
4. Service, alloy rim/ replace spokes, tyres and tubes	4.1 Information and work procedure is accessed from manufacturer/component supplier specifications and interpreted. 4.2 Alloy rim/Spokes are inspected, replaced or re-tensioned as per manufacturer's specifications. 4.3 Tyres and or tubes are repaired according to manufacturer/component supplier procedures. 4.4 Tyres and or tubes are replaced according to manufacturer/component supplier procedures. 4.5 Tyres pressures checked and adjusted according to manufacturer/component supplier specifications.

5 Re-assemble wheel assembly	<p>5.1 Information and work procedure required for fitting/refitting and adjustment of wheel assemblies is accessed from manufacturer/ component supplier specifications and correctly interpreted.</p> <p>5.2 Wheel fitting and adjusting procedures are carried out in accordance with manufacturer/component supplier specifications.</p> <p>5.3 Tightening sequence, torque settings and spoke re-tensioning are completed in accordance with manufacturer/component supplier specifications and workplace procedures.</p> <p>5.4 Brakes are checked for correct operation and adjustment as per service manuals.</p> <p>5.5 Replacement parts and materials are identified.</p>
6 Clean work area and prepare motorcycle for pick up or storage	<p>6.1 Tools and equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace</p> <p>6.2 Final inspection is made to ensure work is to workplace expectations.</p> <p>6.3 Motorcycle cleaned and prepared for use or storage as per workplace procedures.</p> <p>6.4 Workplace documents are completed in accordance with workplace procedures</p>
Range of Variables	
Variable	Range
1.Occupational Safety and Health.	<p>OSH may includes but not limited to:</p> <ul style="list-style-type: none"> 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents 1.10 Environmental practices
2. Wheels and tyres	<p>Wheels and tyres may includes but not limited to:</p> <ul style="list-style-type: none"> 2.1 Steel, alloy and wire sprocket wheels as used on motor cycles and motor scooters in Bangladesh 2.2 Tubbed and tubeless type tyres
3.Service manuals	<p>Service manuals may includes but not limited to:</p> <ul style="list-style-type: none"> 3.1 Manufacturers service manuals 3.2 Owners handbook

	<p>3.3 Tyre manufacturer manuals and specifications</p> <p>3.4 Non manufacturer manuals and service data information</p>
4. Tools and equipment	<p><i>Tools and equipment may includes but not limited to:</i></p> <p>4.1 Combination spanners (Assortment ring/open end)</p> <p>4.2 Socket box (6-19mm)</p> <p>4.3 Screwdrivers (Flat and Phillips)</p> <p>4.4 Puncture repair equipment</p> <p>4.5 Spoke tools</p> <p>4.6 Tyre irons and levers</p> <p>4.7 Rubber mallet</p> <p>4.8 Tire inflation equipment</p> <p>4.9 Motor cycle lifting and support equipment</p> <p>4.10 Special tools as required by manufacturer</p>
5. Replacement parts and materials	<p><i>Replacement parts and materials may includes but not limited to:</i></p> <p>5.1 Tubes</p> <p>5.2 Tyres</p> <p>5.3 Spokes</p> <p>5.4 Puncture repair equipment</p>
<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>1.1 Select appropriate tools for change wheel and tyres</p> <p>1.2 Perform routine maintenance and storage of wheel and tyres changing tools</p>
2. Underpinning Knowledge	<p>2.1 Relevant OSH practices</p> <p>2.2 Identification of basic trade tools and equipment</p> <p>2.3 Motor cycle main systems and components</p> <p>2.4 Motor cycle controls</p>
3. Underpinning Skills	<p>3.1 Ability to apply relevant OSH practices</p> <p>3.2 Ability to maneuver motor cycles in confined spaces</p> <p>3.3 Use hand tools</p> <p>3.4 Follow written or verbal instructions</p>
4. Underpinning Attitude	<p>4.1. Commitment to occupational safety and health.</p> <p>4.2. Communication with peers, sub-ordinates and seniors in workplace.</p> <p>4.3. Promptness in carrying out activities.</p> <p>4.4. Tidiness and timeliness.</p> <p>4.5. Respect for rights of peers, sub-ordinates and</p>

	<p>seniors in workplace.</p> <p>4.6. Environmental concern.</p> <p>4.7. Sincere and honest to duties.</p>
5. Resource implication	<p>The following resources must be provided</p> <p>5.1 Tools, spares parts & physical facilities appropriate to perform activities.</p> <p>5.2 Materials, consumable to perform activities.</p>
6. Methods of assessment.	<p><i>Methods of assessment may includes but not limited to:</i></p> <p>6.1. Continuous assessment.</p> <p>6.2. Oral questions.</p> <p>6.3. Written test.</p> <p>6.4. Observation.</p>
7. Context of assessment.	<p>Competency may be assessed in the workplace or in a simulated workplace.</p>

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National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSMS1009A1: Service motorcycle engine
Nominal Hours	60 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to be able to perform engine servicing of different types of motor cycle.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow OSH Practices	1.1. Personal protective <i>tools and equipment</i> used during work as per job requirements. 1.2 <i>OSH</i> standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and <i>Service manuals.</i>
2. Identify different types of Engines	2.1. Motorcycle engine construction 2 & 4 stroke are identified. 2. 2. Demonstrated to identify engine component- 2& 4 stroke 2.3. Difference between 2 & 4 stroke engine explained 2.4. Engine operation – 2 stroke & 4 stroke cycle demonstrated
3. Perform engine servicing	3.1 Demonstrated to change engine oil & filter 3. 2 Demonstrated to clean/ change air filter 3. 3 Engine oil level checks in different models demonstrated 3..4 Demonstrate to adjust valve clearances (tappets) 3.5 Demonstrated to adjustment timing chain
Range of Variables	
Variable	Range
1. Occupational Safety Health.	<i>OSH may includes but not limited to:</i> 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents 1.10 Environmental practices

2. Service manuals	Service manuals may includes but not limited to: 2.1 Manufacturers service manuals 2.2 Owners handbook 2.3 Non manufacturer manuals and service data information
3. Tools and equipment	Tools and equipment may includes but not limited to: 3.1 Combination spanners (assortment ring/open end) 3.2 Socket box metric(6-19) 3.3 Screwdrivers (variety of blade and Phillips) 3.4 Special tools as required by manufacturer
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	1.1 Select appropriate motorcycle engine for servicing to the task 1.2 Perform routine servicing to motorcycle engine
2. Required underpinning knowledge	2.1 Relevant OSH practices 2.2 Identification of basic trade tools and equipment 2.3 Motor cycle main systems and components
3. Required underpinning skills	3.1 Ability to apply relevant OSH practices 3.2 Ability to maneuver motor cycles in confined spaces 3.3 Use hand tools 3.4 Follow written or verbal instructions
4. Required underpinning attitude	4.1. Commitment to occupational safety and health. 4.2. Communication with peers, sub-ordinates and seniors in workplace. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.6. Environmental concern. 4.7. Sincere and honest to duties.
5. Resource implication.	The following resources must be provided 5.1 Tools, spares parts & physical facilities appropriate to perform activities. 5.2 Materials, consumable to perform activities.

6. Method of assessment.	<p><i>Methods of assessment may includes but not limited to:</i></p> <p>6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Observation.</p>
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

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National Technical and Vocational Qualification Framework (NTVQF) for Bangladesh
Motorcycle Servicing: Pre-voc 2
Unit of Competency

Unit Code and Title	TRSMS10010A1: Replace motorcycle seals, gaskets and bearings
Nominal Hours	20 hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to service seals, gaskets and bearings of motorcycle.
Elements of Competency	Performance Criteria <i>Italicized terms are elaborated in the range of variables</i>
1. Follow OSH Practices	1.1 Personal protective equipment used during work as per job requirements. 1.2 OSH standards observed as set out by the workplace practices and legislation. 1.3 Equipment is used safely according to specifications and standard operating procedures.
2. Inspect seals and gaskets	2.1. Visual inspection performed to check for evidence of oil/fluid leakage from gasket and seals. 2.2 Faults are identified and reported to supervisor and preferred action determined
3. Replace seals and gaskets	3.1 Relevant service procedures are identified from manufacturer's manuals or service publications. 3.2 Gaskets, sealants and adhesives selected are those most appropriate for the work requirement. 3.3 Sealants and adhesives are used in accordance with manufacturer/component supplier instructions. 3.4 Replacement paper type gaskets are produced using suitable hand tools and equipment as per workplace procedures 3.5 Gaskets and seals are used in accordance with manufacturer/component supplier instructions.
4. Replace bearings	4.1 Bearings checked in accordance with manufacturer/component supplier instructions. 4.2 Faults are identified and reported to supervisor and preferred action determined 4.3 Bearings serviced/replaced in accordance with workplace procedures and manufacturer/ component supplier specifications. 4.5 Replacement parts and materials are identified.
5. Clean work area and prepare motorcycle for use or storage	5.1 Equipment and work area are cleaned and inspected for serviceable condition in accordance with workplace procedures. 5.2 Final inspection is made to ensure work is to workplace expectations. 5.3 Motorcycle cleaned and prepared for use or

	storage as per workplace procedures. Workplace documents are completed in accordance with workplace procedures.
Range of Variables	
Variable	Range
1 Occupational Safety Health.	<i>OSH may includes but not limited to:</i> 1.1 Clean work area 1.2 Oil spill control 1.3 Personal Protective Equipment 1.4 Risk assessment 1.5 Hazard identification 1.6 Manual handling techniques 1.7 Housekeeping 1.8 Material safety data sheets (MSDS) 1.9 Reporting accidents and incidents 1.10 Environmental practices
2 Gaskets and seals	<i>Gaskets and seals may includes but not limited to:</i> 2.1 Oil filter and housing gaskets 2.2 Sump plug gaskets 2.3 Clutch and engine side cover gaskets 2.4 Valve cover gaskets 2.5 Transmission selector seals.
3 Bearings	<i>Bearings may includes but not limited to:</i> 3.1 Wheel and hub bearings. 3.2 Steering head bearings. 3.3 Swing arm bearing/ bush.
4 Tools and equipment	<i>Tools and equipment may includes but not limited to:</i> 4.1 Combination spanners. 4.2 Socket wrench. 4.3 Filler gauge Vernier callipers. 4.4 Punch set. 4.5 Screwdrivers (Flat and Phillips) 4.6 Manufacture's special tools. 4.7 Torx 4.8 Allen key
5 Replacement parts and materials	<i>Replacement parts and materials may includes but not limited to:</i> 5.1 Paper type gasket. 5.2 Gasket / sealants. 5.3 Grease, brake fluid, hydraulic oil and lubricants.
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	1.1 Select the appropriate seals, gasket and bearing to the task. 1.2 Perform routine maintenance and storage of seals. Gaskets and bearings

2. Underpinning knowledge	2.1 Relevant OSH practices 2.2 Identification of basic trade tools and equipment 2.3 Motor cycle main systems and components 2.4 Motor cycle controls
3. Underpinning skills	3.1 Ability to apply relevant OSH practices 3.2 Use hand tools 3.3 Follow written or verbal instructions
4. Underpinning attitude	4.1. Commitment to occupational safety and health. 4.2. Communication with peers, sub-ordinates and seniors in workplace. 4.3. Promptness in carrying out activities. 4.4. Tidiness and timeliness. 4.5. Respect for rights of peers, sub-ordinates and seniors in workplace. 4.6. Environmental concern. 4.7. Sincere and honest to duties.
5. Resource implication.	The following resources must be provided 5.1 Tools, spares parts & physical facilities appropriate to perform activities. 5.2 Materials, consumable to perform activities.
6. Methods of assessment.	Methods of assessment may includes but not limited to: 6.1. Continuous assessment. 6.2. Oral questions. 6.3. Written test. 6.4. Observation.
7. Context of assessment.	Competency may be assessed in the workplace or in a simulated workplace.

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