National Competency Standards Level- 5 in Fashion Designing & Dress Making

National Vocational & Technical Training Commission (NAVTTC)

ACKNOWLEDGEMENTS

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CS16	Perform Garment Stitching	
CS17	Create Garment Design	
CS18	Develop Final Outfit Collection	
CS19	Design Fashion Accessories	
CS20	Prepare Home Textiles/Made ups	
CS21	Perform Basic Computer Operations	
CS22	Perform CAD for Textiles	
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CS1	Comply Work Health and Safety Policies	
CS2	Obey the Workplace Policies and Procedures	
CS3	Follow Basic Communication Skills (General)	

CS4	Operate Computer Functions (General)	
CS5	Comply with Perform Personal Health and Safety Guidelines	
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CS10	Identify and Implement Workplace Policy and Procedures	
CS11	Communicate at Workplace	
CS12	Perform Computer Application Skills	
CS13	Manage Personal Finances	
CS14	Contribute to Work Related Health and Safety (WHS) Initiatives	
CS15	Comply with Workplace Policy and Procedures	
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CS18	Manage Human Resource Services	
CS19	Develop Entrepreneurial Skills	
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CS3	Manage human resource	
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CS6	Negotiate for resolving business issues	
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1- INTRODUCTION

Fashion designing is an art to create dresses aesthetically and culturally. It has more sections to work such as accessories.

The global Fashion industry is a product of modern age. Prior to mid nineteenth century most of the clothing was custom made. Handmade for individual, that could be ordered by tailors or dressmakers. By the beginning of the 20th century with the rise of new technologies such as the sewing machine, the rise of global capitalism and the development of the factory system of production clothing had increasingly come to be mass-produced in standard sizes and sold at fixed prices.

Fashion industry in Pakistan is witnessing fast growth. There are numerous luxurious fashion brands in the country and their annual sales volume runs in billions of rupees. It is an exceedingly competitive market. Pakistan's fashion industry has become a very integral part of the operations of e-commerce businesses. It has helped to contribute a great deal to the revenues and profits of online businesses.

Pakistani society and government are eager to establish the growing demand of the apparel. New academia is being established and an environment is creating to produce skilled and equipped experts to match with pace of global fashion industry. It is a highly skill-based industry, professional training is imperative to its development. The standards of the education and training programmes are practicing to considerable extent. With the gradual emergence of a knowledge-based society, more effective flow of information and more sophisticated consumers, the industry has seen a burgeoning demand for professional fashion designers. in this specific competency standards, all basic subjects are being discussed such as drawing, stitching, patron making, knitting, marketing, entrepreneurship, fashion illustration and embroidery.

2- PURPOSE OF THE QUALIFICATION

The competency based NVQ has been developed to train the unskilled men and women of Pakistan on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by increase in their livelihood income generation.

The purpose of these qualifications is to set professional standards for Fashion design & Dress Making Experts, who will serve as key elements enhancing quality of Pakistan's Fashion industry. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of Fashion design & Dress Making industry
- Capacitate the local community and trainers in modern CBT trainings, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in Fashion design & Dress Making industry
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training in Fashion design & Dress Making industry in Pakistan

3- DATE OF VALIDATION

This national vocational qualification (NVQ) has been validated by the Qualifications Development Committee (QDC) in20 to 22 May 2019 and will remain in currency until December2029

4- DATE OF REVIEW

This national vocational qualification (NVQ) may be reviewed in December 2022

5- CODE OF QUALIFICATIONS

Qualification Title	Code
National Vocational Certificate Level 3, in (Fashion Design & Dress Making) "Dress Design Assistant"	0212-FI&ID(3)
National Vocational Certificate Level 4, in (Fashion Design & Dress Making) "Fashion & Textile Design Assistant"	0212-FI&ID(4)
National Vocational Certificate Level 5, in (Fashion Design & Dress Making) "Fashion & Textile Design Expert"	0212-FI&ID(5)

6- ENTRY REQUIREMENTS

- For National Vocational Certificate Level-3 in Fashion Design & Dress Making, the entry requirement is award of National Vocational Certificate Level-2 in Fashion Design & Dress Making.
- For National Vocational Certificate Level-4 in Fashion Design & Dress Making, the entry requirement is award of National Vocational Certificate Level-3 in Fashion Design & Dress Making.
- For National Vocational Certificate Level-5 in Fashion Design & Dress Making, the entry requirement is award of National Vocational Certificate Level-4 in Fashion Design & Dress Making.

7- QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members participated in the qualification development of thesequalifications:

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8- QUALIFICATIONSVALIDATION COMMITTEE

The following members participated in the qualifications' development and validation:

S.No.	Name & Designation	Organization
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5.	**Ms. Qureshia Sultanan** **Sr. Instructor**	Representative from P-TEVTA
6.	**Ms. Naheed**	GTVC (W), Gulbahar Representative from K-TEVTA
7.	**Mr. Shahzad Iqbal**	Representative from PBTE, Lahore
8.	**Ms. Fatima Iqbal**	Representative from PBTE, Lahore
9.	**Ms. Mohni Saif**	Representative from Sector Skill Council Industry

Code	Competency Standards	Level		Theory		Practical		Total	
				C	Hr.	C	Hr.	C	Hr.
	Fashion Design & Dress Making								
	Level 1								
1.	Comply Work Health and Safety Policies		1					3	30
2.	Obey the Workplace Policies and Procedures		1					2	20
3.	Follow Basic Communication Skills (General)		1					5	50
4.	Operate Computer Functions (General)		1					5	50
5.	Perform Basic Drawing and Colouring	1	2	1	10	13	130	14	140
6.	Develop Textile Design	1	2	3	10	13	130	14	140
7.	Perform Pattern Drafting and Making	1	2	3	30	14	140	17	170
8.	Perform Basic Computer Operations	1	2	3	30	11	110	14	140
			Total	13	130	52	520	65	650
	Level 2								
1.	Comply Personal Health and Safety Guidelines		2					3	
2.	Communicate the Workplace Policy and Procedure		2					2	
3.	Perform Basic Communication (Specific)		2					3	
4.	Perform Basic Computer Application (Specific)		2					4	
5.	Draw Life and Fashion Figure	2	3	2	20	13	130	15	150
6.	Perform Textile Basic Surface Techniques	2	4	2	20	12	120	14	140
7.	Perform Embroidery	2	3	1	10	11	110	12	120
8.	Perform Basic Sewing	2	2	2	20	15	150	17	170
			Total	s	130	52	520	65	650
			Grand Total	26	260	104	1040	130	1300

Code	Competency Standards	Level	Theory		Practical		Total	
			C	Hr.	C	Hr.	C	Hr.
	Fashion Design & Dress Making- 2nd Year							
	Level 3							
1.	Apply Work Health and Safety Practices (WHS)		3					3
2.	Identify and Implement Workplace Policy and Procedures		3					2
3.	Perform Computer Application Skills		3					4
4.	Perform Fashion Drawing and Illustration	3	4	1	10	12	120	13	130
5.	Perform Surface Embellishment Techniques	3	4	1	10	10	100	14	140
6.	Construct Pattern	3	3	3	30	13	130	16	160
7.	Perform CAD for Textiles	3	4	2	20	12	120	14	140
8.	Operate Industrial Sewing Machines	3	4	1	10	3	30	7	70
	Total		13	130	52	520	65	650
	Level 4							
9.	Communicate at Workplace		3					2
10.	Manage Personal Finances		3					3
11.	Perform Textile Printing Techniques	4	3	1	10	10	100	11	120
12.	Perform Basic Draping	4	4	2	20	13	130	15	170
13.	Perform Advanced Sewing	4	3	3	30	13	130	16	180
14.	Create Garment Design	4	4	2	20	14	140	16	200
15.	Promote Market and Merchandiser	4	4	5	50	2	20	7	70
	Total		13	130	52	520	65	650
	Grand Total		26	260	104	1040	130	1300

Code	Competency Standards	Level		Theory		Practical		Total	
				C	Hr.	C	Hr.	C	Hr.
Fashion Design & Dress Making- 3rd Year									
Level 4&5									
1.	Contribute to Work Related Health and Safety (WHS) Initiatives		4					3	
2.	Develop Advance Computer Application Skills		4					4	
3.	Manage Human Resource Services		4					2	
4.	Perform Garment Stitching	5	4	3	30	12	120	15	150
5.	Design Fashion Accessories	5	5	1	10	12	120	13	130
6.	Prepare Home Textiles/Made ups	5	5	2	20	11	110	13	130
7.	Perform CAD for Fashion	5	5	2	20	12	120	14	140
8.	Develop Entrepreneurship and Business Management	5	5	5	50	5	50	10	100
	Total			13	130	52	520	65	650
Level 4&5									
1.	Analysis Workplace Policy and Procedures		4					3	
2.	Perform Advanced Communication		4					3	
3.	Develop Entrepreneurial Skills		4					3	
4.	Develop Final Outfit Collection	6	5	4	40	24	240	28	280
5.	Perform Advance Draping	6	5	3	30	15	130	18	180
6.	Develop a Brand/Brand Imaging	6	5						
7.	Develop Professionalism	6	5	6	60	15	150	21	210

Total	13	130	52	520	65	650
Grand Total	26	260	104	1040	130	1300

0212-FI&ID-1   Perform Basic Drawing and Colouring

Overview: This competency standard deal with learning the competencies needed to perform Basic Drawing. That includes expressing different moods, creating designs using shapes and making compositions using form. It will also allow you to learn colour theory. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. Explore the basics of drawing	*You must be able to:* **P1.** Identify elements of drawing: o Line o Shape o Form o Colour o Texture o Space **P2.** Identify Principles of drawing: o Balance o Rhythm o Emphasis o Composition o Proportion o Repetition **P3.** Draw a design with the combination of elements and principles of drawing o Geometrical o Floral o Abstract
2. Express Different Moods Through Lines	*You must be able to:* **P4.** Draw different lines including: o Vertical line o Horizontal line o Diagonal line o Curvilinear line o Zigzag line **P5.** Create a design with lines to express different moods, including: o Happy o Sad o Joyful

		o Angry
		o Confused, etc.
3. Create a Design Using Different Shapes		*You must be able to:* **P1.** Draw different shapes through lines including: o Circle o Triangle o Square o Rectangle **P2.** Create an abstract design using different shapes
4. Explore 2D/3D Media and Materials		*You must be able to:* **P1.** Use different Medias for drawings: o Water Colour o Poster Colour o Dry Pastels o Markers o Mix Mediums **P2.** Use 2D/3D Materials for 2D/3D Models: o Drawing sheets o Clay o Sponge o Wire o Rubber sheet o Mix Mediums
5. Make Composition Through Forms		*You must be able to:* **P1.** Draw different forms through basic shapes o Draw Cube o Draw pyramid o Draw sphere o Draw Cylinder o Draw cuboid **P2.** Draw a composition through forms including: o Basic forms o Shading o Tones
6. Perform Colour Theory		*You must be able to:* **P1.** Identify the importance of colour with drawing **P2.** Develop colour wheel o Primary Colours o Secondary Colours o Tertiary Colours o Complementary Colours o Split Complementary Colours o Triadic Colours o Tetradic Colours o Analogous Colours o Neutral Colours o Monochromatic Colours o Tints and shades o Warm Colours o Cool Colours **P3.** Develop Colour Schemes/Combinations **P4.** Develop Designs from different colour terms **P5.** Develop Designs from contrasting colours

7. Draw Still life with different mediums	*You must be able to:*	
	P1. Draw different objects (Shoe, glass, bottle, jug, stool, chair, vase, fruits, vegetables, etc.) according to proportions.	
	P2. Draw composition of various still lives (Fruit basket, pencil box, jewellery box, bookshelf, etc.) according to proportions.	
8. Perform Nature Drawing with different mediums	*You must be able to:*	
	P1. Draw Leaves	
	P2. Draw Flowers	
	P3. Draw Trees	
	P4. Draw Branches	
	P5. Draw Roots	

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Design principles and Elements
- Different types of drawing pencils (2HB, 3B, etc.)
- Different drawing sheets (Newspaper sheet, Scholar sheet, Canson Sheet, etc.)
- Shading and lighting

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Express any (happy, angry, anxious, etc.) mood through lines.
➢ Work portfolio
➢ Create a design using different geometrical shapes.

0212-FI&ID-2   Draw Life and Fashion Figure

Overview: This competency standard deal with learning the competencies needed to perform advance drawing. That includes drawing with different mediums, drawing still life and also drawing different perspectives using different mediums. It will also allow you to learn colour theory in detail. Your underpinning knowledge will be enough to provide you the basis for your work.

Competency Units	Performance Criteria

1. Draw Portraits	*You must be able to:*
	P1. Draw female portrait
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	P2. Draw male portrait
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	P3. Draw Kid/child portrait
	   o Front pose
	   o Side pose
	   o Three Quarter Pose

2. Draw life/figure drawing with different mediums	*You must be able to:*
	P1. Draw **life/figure drawing of f**emale
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	
	P2. Draw life/figure drawing of male
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	
	P3. Draw life/figure drawing of Kid/child
	   o Front pose
	   o Side pose
	   o Three Quarter Pose

3. Draw basic fashion sketches	*You must be able to:*
	P1. Draw **f**emale fashion figure:
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	
	P2. Draw male fashion figure:
	   o Front pose
	   o Side pose
	   o Three Quarter Pose
	
	P3. Draw Kid/child fashion figure:
	   o Front pose
	   o Side pose

	o Three Quarter Pose
	P4. Draw **f**emale fashion portrait:
	o Front pose
	o Side pose
	o Three Quarter Pose
	P5. Draw male fashion portrait:
	o Front pose
	o Side pose
	o Three Quarter Pose
	P6. Draw Kid/child fashion portrait:
	o Front pose
	o Side pose
	o Three Quarter Pose

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Visual Communication
- Colour Theory
- Observation
- Measurements/proportions
- Positioning of objects
- Understanding of Composition

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Draw a landscape
- ➢ Draw a still life composition

0212-FI&ID-3   Perform Fashion Drawing and Illustration

Overview: This competency standard deal with learning the competencies needed to perform Fashion drawing and design. That includes drawing fashion croquis and their renderings using different mediums. It will also allow you to learn measurements and proportions of fashion figures. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Draw various parts of Fashion Figure/ croquis**	**You must be able to:**
	 P1. Draw movements of fashion figure
	     o Draw Hand movements
	     o Draw Arms movements
	     o Draw Feet movements
	     o Draw Body Movements
	 P2. Make different silhouettes on fashion figure

2. **Perform Fashion Illustration and Rendering**	**You must be able to:**
	 P1. Perform Skin Rendering:
	     o Perform Monotone skin Rendering
	     o Perform Two tone skin Rendering
	 P2. Render different silhouettes on fashion figure

3. **Draw components of outfit/garment**	**You must be able to:**
	 P1. Draw variations of garment components
	     o Sleeves
	     o Collars
	     o Necklines
	     o Cuff
	     o Trousers
	     o Skirts
	 P2. Prepare a folder of garment components

4. **Draw fashion Illustration**	**You must be able to:**
	 P1. Convert Fashion drawing into fashion illustration
	 P2. Draw Fashion Illustration on different themes
	     o Eastern
	     o Negro
	     o Baby Doll
	     o Futuristic
	 P3. Render Fashion Illustration

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Colour Theory
- Knowledge of Medium (Pencil colours, Pastels, Crayons, Water colour, poster colours, Acrylics, etc.)
- Human Anatomy (Male, Female and Kid)
- Types of Rendering
- Details of Garment components

- Measurement and proportions of Fashion figure/croquis

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Draw and render Nine heads Fashion figure/Croquis with garment.
➢ Define the characteristics of male and female figure.

0212-FI&ID-4   Develop Textile Design

Overview: Overview: This competency standard deal with learning the competencies needed to perform Fashion drawing and design. That includes creating motifs, repeats and their renderings using different mediums. It will also allow you to learn different themes, different repeat methods, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.
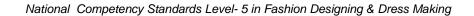
Competency Units	Performance Criteria
1. **Create Motifs for Design Through Research**	***You must be able to:*** **P1.** Create Research board/Theme board **P2.** Create Mood board **P3.** Create Colour board **P4.** Create Story board/concept board **P5.** Develop motifs according to the research board **P6.** Develop a key for design through motif
2. **Perform Textile Repeats**	***You must be able to:*** **P1.** Create design through Block Repeat in 9x9 block **P2.** Create design through Mirror Repeat in 9x9 block **P3.** Create design through Half drop Repeat in 9x9 block **P4.** Create design through Brick Repeat in 9x9 block **P5.** Create design through Diamond Repeat in 9x9 block **P6.** Create design through L Repeat in 9x9 block
3. **Apply Colour in the Textile Repeats**	***You must be able to:*** **P1.** Apply complimentary colour scheme in Block Repeat **P2.** Apply split complimentary colour scheme in Mirror Repeat **P3.** Apply analogous colour scheme in Half drop Repeat **P4.** Apply monochromatic colour scheme in Brick Repeat **P5.** Apply Achromatic colour scheme in Diamond Repeat

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
- Colour Theory
- different themes (floral, Geometric, Traditional)
- Design principles and Elements
- Motifs like traditional, folk, geometrical etc.
- Different repeat methods in designing.
- Colour scheme for sampling of project.
- Different colour schemes for specific projects (upholstery, Apparel)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Repeat the design 3 times and apply 3 different colour schemes respectively.
➢ Create and colour floral design in 8x8 inch block.
➢ Create a layout of shirt with geometrical shapes and floral motifs

0212-FI&ID-5   Perform Textile Surface Techniques

Overview: This competency standard deal with learning the competencies needed to perform Fashion drawing and design. That includes creating fabric using different weaving and knitting techniques. It will also allow you to learn different themes, colour schemes, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. Create Fabric Using Different Weaving Techniques	*You must be able to:*
	P1. Create a weave design by drafting on graph sheet
	  o Plain weave
	  o Twill weave
	  o Satin/Sateen Weave
	  o Basket Weave
	P2. Create a sample on card sheet (off loom) using different weaving techniques:
	  o Plain weave
	  o Twill weave
	  o Satin/Sateen Weave
	P3. Create a Tapestry using different weaving techniques:
	  o Plain weave
	  o Twill weave
	  o Satin/Sateen Weave

2. Perform Hand Knitting Techniques	*You must be able to:*
	P1. Prepare samples using different hand knitting techniques:
	  o Simple Knitting
	  o Purl Knitting
	  o Ribbon Knitting
	  o Cables Knitting
	  o Blocks Knitting
	  o Hole Knitting
	  o Slip, Slip knit (SSK)
	  o Elongated stitch
	P2. Prepare a baby set (Top, trouser, cap, mittens and socks) using different hand knitting techniques

3. Perform Different Machine Knitting Techniques	*You must be able to:*
	P1. Prepare samples of 4x4 inches using different machine knitting techniques:
	  o Tuck Knitting with One colour
	  o Tuck Knitting with Two colours
	  o Skip Knitting with One colour
	  o Skip Knitting with Two colours
	P2. Prepare a sweater using Tuck Knitting with Two colours

4. Perform Different Crochet Techniques	*You must be able to:*
	P1. Prepare samples using different Crochet techniques:
	  o Chain Stitch
	  o Slip Stitch
	  o Double crochet treble

	o Long treble
	o Clusters
	o Round motif
	o Square motif
	o Edging/finishing
	P2. Prepare dupatta edges using different hand Crochet techniques

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Colour Theory
- Different themes (floral, Geometric, Traditional)
- Design principles and Elements
- Motifs like traditional, folk, geometrical etc.
- Different repeat methods in designing.
- Colour scheme for sampling of project.
- Different colour schemes for specific projects (upholstery, Apparel)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Repeat the design 3 times and apply 3 different colour schemes respectively.
➢ Create and colour floral design in 8x8 inch block.

0212-FI&ID-6   Perform Textile Printing Techniques

Overview: This competency standard deal with learning the competencies needed to perform Fashion drawing and design. That includes creating designs using textile printing and dying. It will also allow you to learn different effects of knot on different types of material, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Create a Design Using Textile Textures**	*You must be able to:*
	P1. Create textile textures on paper
	  o Create a textile textures using natural material and appropriate mediums (Vegetables, Leaves and flowers, Tree bark, Fruits, etc.)
	  o Create textile textures using man made material appropriate mediums (carpet, foam, tissue, toothbrush, thread, etc.)
	P2. Create textile textures on fabric
	  o Create a textile textures using natural material (Vegetables, Leaves and flowers, Tree bark, Fruits, etc.)
	  o Create textile textures using man made material (carpet, foam, tissue, toothbrush, thread, etc.)
	P1. Create a design on fabric using man made materials
	P2. Create a design on paper using natural materials

2. **Create Designs Using Different Textile Printing Techniques**	*You must be able to:*
	P1. Prepare a book of 8x8 inches samples using following textile printing techniques:
	  o Create a design using silk paints
	  o Create a design using fabric paints
	  o Create a design using Block printing technique
	  o Create a design using Stencilling technique
	  o Create a design using screen printing
	  o Create a design using Digital printing technique
	P2. Prepare a product using textile printing techniques

3. **Apply Different Dying Techniques on Fabric**	*You must be able to:*
	P1. Apply single dye on different fabrics:
	  o Cotton Fabric
	  o Silk Fabric
	P2. Apply multiple dyes on different fabrics
	  o Cotton Fabric
	  o Silk Fabric
	P3. Prepare a book of 8x8 inches samples using following tie and dye techniques on fabric.
	  o Folding Technique
	  o Pleating Technique
	  o Web binding
	  o Knotting
	  o Chemical/Shaboori
	  o Twisting
	  o Stitching
	  o Spiral Twisting
	  o Snap fosters

	o Ice dying Technique

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
- Colour Theory
- Different effects of different knots.
- Dying and printing recipes for natural and manmade fibres
- Different tools, equipment and material for printing techniques

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Dye a Dupatta with spiral tie technique.
- ➢ Arrange a design with block printing on bed linen/bed spread
- ➢ Work portfolio

0212-FI&ID-7   **Operate Industrial Sewing Machines**

Overview: This competency standard deal with learning the competencies needed to operate industrial machines. It will also allow you to learn different Industrial sewing Machine Operations, maintenance, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. Operate Industrial Sewing Machines	*You must be able to:*
	P1. Operate **Over lock stitch machine** including following operations
	  o Threading
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P2. Operate **Flat lock stitch machine** including following operations
	  o Threading
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P3. Operate **Lock stitch (Double needle/single needle**) machine including following operations
	  o Threading
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P4. Operate **Button attachment** machine including following operations
	  o Threading
	  o Bobbin Winding
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P5. Operate **Buttonhole machine** including following operations
	  o Threading
	  o Bobbin Winding
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P6. Operate **Bar Tack** machine including following operations
	  o Threading
	  o Bobbin Winding
	  o Needle attachment
	  o Speed adjustment
	  o Maintenance
	P7. Operate **Feed of the arm** machine including following operations
	  o Threading
	  o Bobbin Winding
	  o Needle attachment

	o Speed adjustment
	o Maintenance
	P8. Operate **fusing machine** including following operations
	    o Time and Heat setting
	    o Speed adjustment
	    o Maintenance
	P9. Operate **Loop making machine** including following operations
	    o Threading
	    o Needle attachment
	    o Speed adjustment
	    o Maintenance
	P10. Operate **Waist band** attachment machine including following operations
	    o Threading
	    o Needle attachment
	    o Speed adjustment
	    o Maintenance

2. Perform Basic Stitching Practice with Industrial Stitching Machine	***You must be able to:***
	P1. Prepare a book of 10x10 inches samples using stitching machines:
	    o Secure edge through over lock stitching machine
	    o Perform hemming through flat lock stitching machine
	    o Make buttonhole through buttonhole machine
	    o Attach button on cuff through button attachment machine

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
- Types of industrial stitching machines (Bed based and Stitched based)
- Different Industrial sewing Machine Operations
- Different Industrial sewing Machine Maintenance

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Stitch 5 pockets jeans
- ➢ Work portfolio

0212-FI&ID-8   Perform Embroidery

Overview: This competency standard deal with learning the competencies needed to perform embroidery professionally. That includes performing embroidery stitches with different. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. Perform Basic Hand Embroidery with Different Materials	*You must be able to:*
	P1. Make a design for embroidery
	P2. Trace a design for embroidery on tracing paper using following techniques:
	    o Punching
	    o Tracing table
	    o Carbon paper
	P3. Transfer a design for embroidery on fabric
	P4. Make embroidery samples of 5x5 inches using following hand embroidery stitches:
	    o Running/skip stitch
	    o Chain stitch
	    o Open Chain stitch
	    o Stem stitch
	    o Back stitch
	    o Shadow work
	    o Herringbone stitch
	    o Cross stitch
	    o Blanket stitch/Buttonhole stitch
	    o Filling stitch
	    o Satin stitch
	    o Lazy daisy stitch
	    o Feather Stitch
	    o French knots
	    o Short & long stitch
	P5. Prepare a product using different hand stitches

2. Perform Advance Hand Embroidery with Different Materials	*You must be able to:*
	P1. Make embroidery samples of 5x5 inches using following advance hand embroidery stitches:
	    o Running/skip stitch
	    o Fancy stitch
	    o Provincial stitches (sandhi, Balochi, Multan, Kashmiri, etc.)
	    o Web/wheel/spider stich
	    o Ribbon work
	    o 3D embroidery (Embedded, embossed, etc.)
	    o Tarqashi
	    o Applique/patch work
	P2. Prepare a product using different advance hand stitches

3. Perform Machine Embroidery	*You must be able to:* **P1.** Operate different embroidery machines (Godda machine, power machine, etc.) including following procedures: o Threading

	o Needle attachment
	o Bobbin winding
	o Stitch length adjustment
	o Maintenance
	P2. Prepare a book of 5x5 inches samples using following machine embroidery:
	o Skip stitch
	o Satin stitch
	o Back stitch
	o Shadow stitch
	o Round stitch
	o Filling stitch
	o Short & long stitch
	o Applique/patch work
	o Cording
	o Quilting
	P3. Prepare a product using machine embroidery

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Embellishment Material (Different types of threads, wools, ribbons, needles, embroidery fabrics, tracing/transferring materials, frames, etc.)
- Different types of stitches local/international
- Computerised Multi-head Embroidery Machines (Wilcom Software)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Prepare a cushion set using any 5 basic stitches
- ➢ Prepare a table runner using any 5 advance stitches
- ➢ Prepare a shirt using any provincial stitches
- ➢ Prepare a wall hanging using different basic and advance stitches

0212-FI&ID-9   Perform Surface Embellishment Techniques

Overview: This competency standard deal with learning the competencies needed to carry out embellishment techniques professionally. That includes performing different embellishment techniques with different tools. It will also allow you to learn tools and materials to upgrade your knowledge. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Perform Basic Surface Embellish and Adda Techniques**	*You must be able to:*
	P1. Prepare a book of 5x5 inches samples using following basic embellishments techniques:
	  o Tilla work
	  o Mirror work
	  o Naqshi, dabka, kora work
	  o Gota work
	  o Sequence work (Sitara, cut dana, etc.)
	P2. Prepare a product using different basic embellishments techniques

2. **Perform Advance Surface Embellishment Techniques**	*You must be able to:*
	P1. Prepare a book of 5x5 inches samples using following basic embellishments techniques:
	  o Muqesh work
	  o Lace work
	  o Cutwork
	P2. Prepare a product using different advance embellishments techniques

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Knowledge of Tools and Material (Aar, adda, threads, needles, fabrics, tracing/ transferring materials, frames, etc.)
- Knowledge of different types of embellishment techniques

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Prepare a handbag using any 5 basic embellishment techniques
- ➢ Prepare a skirt using experimental embellishment techniques

0212-FI&ID-10   Perform Pattern Drafting and Making

Overview: This competency standard deal with learning the competencies needed to draft patterns professionally. That includes taking measurements, drafting bodice, trouser, collar blocks, etc. It will also allow you to learn human anatomy, Anthropometry, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Take Measurements (Men/Women/Kids)**	*You must be able to:*
	P1. Take full body measurement using measuring tape according to the set standard
	  o Horizontally
	  o Vertically
	  o Diagonal
	P2. Make measurement chart according to the taken measurements
	P3. Take measurements of the given garment
	P4. Make measurement chart of the given garment

2. **Draft and Make Women Basic Bodice Block**	*You must be able to:*
	P1. Draft the basic bodice block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	  o Length & Width
	  o Grain line
	  o Centre front
	  o Centre back
	  o Neckline
	  o Shoulder line
	  o Carrure line
	  o Under-arm line
	  o Bust line
	  o Dart line
	  o Waistline
	  o Side seam
	P3. Cut the basic bodice block on cardboard sheet

3. **Perform Dart Manipulation**	*You must be able to:*
	P1. Manipulate the basic bodice dart at different points, such as:
	  o Neckline
	  o Carrure line
	  o Under arm hole
	  o Side seam
	  o Waistline
	  o Shoulder line
	  o Etc.
	P2. Construct princes block using dart manipulation

4. **Draft and Make Collar Patterns**	*You must be able to:* **P1.** Draft & cut the band Collar on pattern sheet according to measurement **P2.** Draft & cut the One-piece Collar on pattern sheet according to measurement **P3.** Draft & cut the Two-piece Collar on pattern sheet according to

	measurement
	P4. Draft & cut the Peter pan Collar on pattern sheet according to measurement
	P5. Draft & cut the Sailor Collar on pattern sheet according to measurement
	P6. Draft & cut the Lapel Collar on pattern sheet according to measurement

5. Draft and Make Basic Sleeve Block	*You must be able to:*
	P1. Draft the basic sleeve block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Bicep line
	   o Elbow line
	   o Wrist line
	   o Front line
	   o Back line
	   o Crown depth line
	P3. Cut the basic sleeve block on cardboard sheet

6. Draft and Make Basic Skirt Block	*You must be able to:*
	P1. Draft the basic Skirt block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Waistline
	   o Upper hip line
	   o Hip line
	   o Knee line/Hem line
	   o Dart line
	   o Centre front
	   o Centre back
	   o Side seam
	P3. Cut the basic Skirt block on cardboard sheet

7. Draft and Make Basic Trouser Block	*You must be able to:*
	P1. Draft the basic Trouser block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Front rise
	   o Back rise
	   o Waistline
	   o Dart line
	   o Upper hip line
	   o Hip line
	   o Centre front
	   o Centre back
	   o Knee line
	   o Ankle line
	   o Crotch line

	o Inseam
	o Side seam
	P3. Cut the basic Trouser block on cardboard sheet

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Anthropometry
- Human Anatomy
- Pattern tools, equipment & Material
- Tech Pack specification
- Fabric behaviour (grain line & seam allowances)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Construct a pattern of knee length full sleeves frock
- ➢ Work Portfolio (quarter blocks/ 1/4 size folder

0212-FI&ID-11   Construct Pattern

Overview: This competency standard deal with learning the competencies needed to construct patterns professionally. That includes taking measurements, drafting bodice, trouser, collar blocks, etc. It will also allow you to learn variations of dress components, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1.	
2. Construct Variations of Skirt Using Basic Block	*You must be able to:* **P1.** Draft & Cut A-line skirt Pattern using basic block • Trace basic skirt block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P2.** Draft & Cut Four gored skirt Pattern using basic block • Trace basic skirt block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P3.** Draft & Cut Six gored skirt Pattern using basic block • Trace basic skirt block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P4.** Draft & Cut Full circular Pattern using basic block • Trace basic skirt block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P5.** Draft & Cut Tapered skirt Pattern using basic block • Trace basic skirt block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P6.** Draft & Cut Wrap around skirt Pattern using basic block

	• Trace basic skirt block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
	P7. Draft & Cut Box pleated skirt Pattern using basic block
	• Trace basic skirt block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
3. Construct Variations of Shirt Using Basic Bodice Block	***You must be able to:***
	P1. Draft & Cut A-line shirt using basic bodice block
	• Trace basic bodice block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
	P2. Draft & Cut suspended panel shirt using basic bodice block
	• Trace basic bodice block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
	P3. Draft & Cut princes panel shirt using basic bodice block
	• Trace basic bodice block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
	P4. Draft & Cut straight yoke shirt using basic bodice block
	• Trace basic bodice block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces
	P5. Draft & Cut round yoke shirt using basic bodice block
	• Trace basic bodice block
	• Manipulate the pattern according to style requirement
	• Perform labelling of the pattern
	• Add seam allowance
	• Apply notches
	• Cut the pattern pieces

	P6. Draft & Cut open shirt using basic bodice block - Trace basic bodice block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces
4. Construct Variations of Sleeves Using Basic Sleeve Block	*You must be able to:* **P1.** Draft & Cut bishop sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces **P2.** Draft & Cut flared sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces **P3.** Draft & Cut Reglan sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces **P4.** Draft & Cut Kimono Sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces **P5.** Draft & Cut Balloon Sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches - Cut the pattern pieces **P6.** Draft & Cut Lantern Sleeves using basic sleeve block - Trace basic Sleeve block - Manipulate the pattern according to style requirement - Perform labelling of the pattern - Add seam allowance - Apply notches

		• Cut the pattern pieces

5.	**Construct Variations of Bottoms Using Basic Trouser Block**	*You must be able to:*
		P1. Draft variations of Bottoms Using Basic Trouser Block including following procedures:
		     • Trace basic trouser block
		     • Manipulate the pattern according to style requirement
		     • Perform labelling of the pattern
		     • Add seam allowance
		     • Apply notches
		     • Cut the pattern pieces
		P2. Draft & Cut variations of trousers using basic trouser block, including:
		     o Straight trouser with round belt
		     o Bell bottom trouser with belt and elastic
		     o Capri
		P3. Draft & Cut variations of shalwar using basic trouser block, including:
		     o Shalwar with belt
		     o Tulip shalwar
		     o Jodhpuri/dhoti shalwar

6.	**Construct Men's Basic Bodice Block**	*You must be able to:*
		P1. Draft the basic bodice block on pattern sheet according to measurement
		P2. Label all the basic information on the block
		     o Length & Width
		     o Grain line
		     o Centre front
		     o Centre back
		     o Neckline
		     o Shoulder line
		     o Caurve line
		     o Under-arm line
		     o Waistline
		     o Side seam
		P3. Cut the basic bodice block on card sheet to make the template

7.	**Construct Men's Basic Trouser Block**	*You must be able to:*
		P1. Draft the basic trouser block on pattern sheet according to measurement
		P2. Label all the basic information on the block
		     o Length & Width
		     o Grain line
		     o Front rise
		     o Back rise
		     o Waistline
		     o Dart line
		     o Upper hip line
		     o Hip line
		     o Centre front
		     o Centre back
		     o Knee line

		o Ankle line o Crotch line o Inseam o Side seam **P3.** Cut the basic Trouser block on cardboard sheet
8.	**Construct Men's Jacket Pattern Using Basic Block**	*You must be able to:* **P1.** Draft jacket pattern by using Basic men's bodice Block including following procedures: • Trace basic men's bodice block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P2.** Draft & Cut Jacket using basic block, including: o Front & back o Lapel collar o Lining o Facing o Two-piece sleeves o Side body **P3.** Cut the basic Jacket pattern
9.	**Construct Variations of Men's Wear Using Basic Block**	*You must be able to:* **P1.** Draft button down shirt components pattern by using Basic men's Block including following procedures: • Trace basic block • Manipulate the pattern according to style requirement • Perform labelling of the pattern • Add seam allowance • Apply notches • Cut the pattern pieces **P2.** Draft & Cut button down shirt components using basic bodice block, including: o Back yoke o Two-piece collar o Placket o Cuffs o Front and back o Pocket o Sleeves **P3.** Draft & Cut basic shalwar suit using basic block **P4.** Draft & Cut basic Waist coat using basic block

	P5. Draft & Cut components of basic trouser using basic block
	   o Front rise
	   o Back rise
	   o Flyers
	P6. Draft & Cut dress pants using basic block
	P7. Draft & Cut five pockets jean using basic block

10. Construct Kids Basic Sleeves Block	***You must be able to:***
	P1. Draft the basic sleeve block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Bicep line
	   o Elbow line
	   o Wrist line
	   o Front line
	   o Back line
	   o Crown depth line
	P3. Cut the basic sleeves block on cardboard sheet

11. Construct Kid's Basic Bodice Block	***You must be able to:***
	P1. Draft the basic bodice block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Centre front
	   o Centre back
	   o Neckline
	   o Dart line
	   o Shoulder line
	   o Carrue line
	   o Under-arm line
	   o Waistline
	   o Side seam
	P3. Cut the basic bodice block on card sheet to make the template

12. Construct Kid's Basic Trouser Block	***You must be able to:***
	P1. Draft the basic trouser block on pattern sheet according to measurement
	P2. Label all the basic information on the block
	   o Length & Width
	   o Grain line
	   o Front rise
	   o Back rise
	   o Waistline
	   o Dart line
	   o Upper hip line
	   o Hip line
	   o Centre front
	   o Centre back
	   o Knee line
	   o Ankle line
	   o Crotch line

	o Inseam
	o Side seam
	P3. Cut the basic Trouser block on card sheet to make the template
13. Construct Variations of Kid's Wear Using Basic Block	***You must be able to:***
	P1. Draft & Cut variations of frocks using basic block
	o A-line frock
	o Yoke frock
	o Body frock
	o Umbrella frock
	P2. Draft & Cut bushirt and nickers using basic block
	P3. Draft & Cut Shalwar qameez using basic block
14. Perform Grading of Basic Blocks	***You must be able to:***
	P1. Grade (2 sizes up and 2 sizes down) the basic bodice block
	P2. Grade (2 sizes up and 2 sizes down) the basic sleeve block
	P3. Grade (2 sizes up and 2 sizes down) the basic skirt block
	P4. Grade (2 sizes up and 2 sizes down) the basic trouser block

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Variations of skirts
- Variations of trousers/shalwar
- Variations of shirts
- Variations of sleeves
- Variations of Men's wear
- Knowledge of GGT (Garment Gerber Technology) (PDS)
- Industrial Spreading & Cutting

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Construct woman Dangri (jumpsuit) pattern using basic bodice block
- ➢ Construct Gents Jacket pattern using basic bodice block
- ➢ Work Portfolio

0212-FI&ID-12   Perform Basic Draping

Overview: This competency standard deal with learning the competencies needed to perform draping professionally. That includes preparing mannequin, draping and cutting basic skirt and draping basic bodice. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Set Mannequin for Draping**	*You must be able to:* **P1.** Take Measurement of Mannequin as per the given size chart. **P2.** Place Ribbons Vertically and Horizontally on Mannequin.
2. **Perform Draping on Mannequin for Basic Skirt**	*You must be able to:* **P1.** Take Measurement according to provided Design. **P2.** Iron the required Fabric (Calico) for basic Skirt. **P3.** Mark center front, Hip line and grain line according to Measurements. **P4.** Perform draping of Front Panel. **P5.** Adjust front dart according to standard Measurement. **P6.** Adjust ease of front panel according to Standard measurement. **P7.** Perform draping of Back Panel **P8.** Adjust Back dart according to standard Measurement. **P9.** Adjust ease of Back panel according to Standard measurement. **P10.** Perform cutting of waist belt according to measurements. **P11.** Perform truing of both panels with draping tools. **P12.** Give standard seam allowances and notches. **P13.** Perform ironing of both (front &back) panels. **P14.** Perform cutting of panel according to marking. **P15.** Perform Re drape of basic Skirt on mannequin. **P16.** Adjust final fitting of basic skirt.
3. **Perform Draping of Basic Bodice Block**	*You must be able to:* **P17.** Iron the required Fabric (Calico) for basic Bodice block. **P18.** Mark the following according to standard measurement on fabric panel. **P19.** Center front, **P20.** Bust line, **P21.** Waistline **P22.** Grain line **P23.** Perform draping of Front Panel on mannequin **P24.** Adjust front shoulder dart according to standard Measurement on mannequin. **P25.** Adjust front waist dart according to standard Measurement on mannequin **P26.** Adjust ease of front panel according to Standard measurement on mannequin. **P27.** Mark the front armhole. **P28.** Mark the front neckline. **P29.** Mark the front waistline. **P30.** Mark the Shoulder line for front panel. **P31.** Mark the following according to standard measurement on

	fabric panel.
	P32. Center Back
	P33. Bust line,
	P34. Waistline
	P35. Grain line
	P36. Carrure line
	P37. Perform draping of Back Panel on mannequin.
	P38. Adjust back shoulder dart according to standard Measurement on mannequin.
	P39. Adjust back waist dart according to standard Measurement on mannequin
	P40. Adjust ease of Back panel according to Standard measurement on mannequin
	P41. Mark the back armhole.
	P42. Mark the back waistline.
	P43. Mark the back neckline
	P44. Mark the Shoulder line for back panel
	P45. Perform cutting of waist belt according to measurements.
	P46. Perform truing of both panels with draping tools.
	P47. Give standard seam allowances and notches.
	P48. Perform ironing of both (front &Back) panels.
	P49. Perform cutting of panel according to marking.
	P50. Perform Re drape of Basic Bodice Block on mannequin.
	P51. Adjust final fitting of Basic Bodice Block.

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic and standards measurements of mannequins
- Draping tools.
- Adjustment of mannequin ribbons according to standard measurements.
- Draping history
- Draping pins their placements and angles.
- Vertical and horizontal lines according to standard measurements on fabric panels.
- Taking rough marking while draping on mannequin.
- Truing according to marking taken while draping on mannequin
- Give proper seam allowances with angles and standard measurements
- Giving notches on standard measurements.
- Marking design cut line on mannequin according to given sketch.

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Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

0212-FI&ID-13   Perform Advance Draping

Overview: This competency standard covers the skills and knowledge required to identify and use different types of cameras, lenses, exposure setting, photographic studios with the correct lighting and fashion photography composition.

Competency Units	Performance Criteria
1. **Perform Draping of Tapered Skirt**	*You must be able to:* **P1.** Take Measurement according to provided Design. **P2.** Iron the required Fabric (Calico) for basic Skirt. **P3.** Mark center front, Hip line and grain line according to Measurements. **P4.** Perform draping of Front Panel. **P5.** Adjust front dart according to standard Measurement. **P6.** Adjust ease of front panel according to Standard measurement. **P7.** Perform draping of Back Panel **P8.** Adjust Back dart according to standard Measurement. **P9.** Adjust ease of Back panel according to Standard measurement. **P10.** Perform cutting of waist belt according to measurements **P11.** Perform truing of both panels with draping tools (hem truing according to desired hem measurement). **P12.** Give standard seam allowances and notches.

2. **Perform Draping of Suspended Panel Dress**	*You must be able to:*
	P1. Mark ribbons according to design cut line on mannequin (suspended pannel front/ Back).
	P2. Take Measurement according to the provided Design.
	P3. Iron the required Fabric (Calico) for suspended panel dress.
	P4. Mark the following according to standard measurement on all fabric panels.
	   o Center front,
	   o Bust line,
	   o Waistline
	   o Grain line
	P5. Perform draping of Front Panel on mannequin.
	P6. Perform draping of side front Panel on mannequin
	P7. Mark the front armhole on side front panel
	P8. Mark the front neckline on front panel.
	P9. Mark the suspended panel cut line on both front and side front panel.
	P10. Mark the Shoulder line for front and side front panel
	P11. Mark the following according to standard measurement on fabric panel. (front and side Front)
	   o Center Front
	   o Bust line,
	   o Waistline
	   o Grain line
	P12. Perform draping of Back and side back Panel on mannequin.
	P13. Perform draping of back Panel on mannequin.

	P14. Perform draping of side back Panel on mannequin
	P15. Mark the following according to standard measurement on fabric panel. (back and side back)
	o Center Back
	o Bust line,
	o Waistline
	o Grain line
	o Carrure line
	P16. Mark the back armhole on side front panel
	P17. Mark the back neckline on front panel.
	P18. Mark the suspended panel cut line on both front and side back panel.
	P19. Mark the Shoulder line for back and side back panel.
	P20. Mark the back armhole.
	P21. Mark the back waistline.
	P22. Mark the back neckline
	P23. Mark the Shoulder line for back panel
	P52. Perform truing of both panels with draping tools (hem truing according to desired hem measurement).
	P53. Give standard seam allowances and notches.
	P54. Perform cutting of Suspended Panel Dress
	P55. Perform finishing of Suspended Panel Dress

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic and standards measurements of mannequins
- Draping tools.
- Adjustment of mannequin ribbons according to standard measurements.
- Draping history
- Draping pins their placements and angles.
- Vertical and horizontal lines according to standard measurements on fabric panels.
- Taking rough marking while draping on mannequin.
- Truing according to marking taken while draping on mannequin
- Give proper seam allowances with angles and standard measurements
- Giving notches on standard measurements.
- Marking design cut line on mannequin according to given sketch.

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Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

0212-FI&ID-14   Perform Basic Sewing

Overview: This competency standard deal with learning the competencies needed to carry basic sewing techniques professionally. That includes basic sewing, finishing (clipping, stain removal, etc.). Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Identify the performance of Sewing Machine**	*You must be able to:* **P1.** Perform sewing machine speed control **P2.** Perform threading and bobbin winding **P3.** Perform machine lubrication and check safety features according to manufacturer's manual **P4.** Perform Needle and presser foot adjustment **P5.** Perform thread tension adjustment **P6.** Perform stitch length (SPI) Adjustment

2. **Perform Basic Stitching Practice with Sewing Machine**	*You must be able to:*
	P1. Perform basic stitching practice on paper without thread:
	    o Straight line
	    o Curves
	    o Circles
	    o Squares
	    o Zigzags
	P2. Perform basic stitching practice on paper with thread:
	    o Straight line
	    o Curves
	    o Circles
	    o Squares
	    o Zigzags
	P3. Perform basic stitching practice on Fabric with thread:
	    o Straight line
	    o Curves
	    o Circles
	    o Squares
	    o Zigzags

3. **Perform Different Seam Types with Sewing Machines**	*You must be able to:* **P1.** Draw line diagrams of different seam types **P2.** Perform English seam/simple seam/superimposed seam **P3.** Perform piping/bound seam

	P4. Perform Fido/lapped seam
	P5. Perform edge finishing/hemming

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Different parts of machine, lubrication system, thread tension, presser foot and needle adjustment, needle types, SPI adjustments, etc.
- Different seams and stitches
- Variations of different pleats, pockets, cuff, collar, closure, plackets, etc.
- Finishing (clipping, stain removal, etc.)

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Perform Seam Analysis
- ➢ Portfolio of work

0212-FI&ID-15   Perform Advanced Sewing

Overview: This competency standard deal with learning the competencies needed to carry basic sewing techniques professionally. That includes basic sewing, finishing (clipping, stain removal, etc.). Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Stitch variations of Pleats and Pockets**	*You must be able to:*
	P1. Stitch different types of pleats
	   o Pin tuck pleats
	   o Knife pleats
	   o Box pleats
	   o Inverted box pleats
	P2. Stitch different types of patch pockets
	   o Simple patch pocket
	   o Round patch pocket
	   o Pocket with flap
	P3. Stitch different types of welt pockets
	   o Single welt pocket
	   o Double welt pocket
	P1. Stitch scoop pocket with coin pocket of trouser

2. **Stitch variations of Necklines**	*You must be able to:*
	P1. Stitch variations of necklines including:
	   o Round neckline
	   o Square neckline
	   o V neckline
	   o Sweetheart neckline
	   o Boat shape neckline

3. **Stitch variations of Collars and Plackets**	*You must be able to:*
	P1. Stitch different types of collars
	   o Ban collar
	   o One-piece collar
	   o Two-piece collar
	   o Peter pan collar
	   o Lapel collar
	   o Sailor collar
	P2. Stitch different types of plackets with cuff
	   o Centre/Simple placket
	   o Allen Solley/Continuous placket
	   o Simple cuff

4. **Attach closures and perform edge finishing**	*You must be able to:*
	P1. Perform edge finishing / hemming
	P2. Perform closure attachments including:
	   o Hook n eye
	   o Hook n Plates
	   o Buttons
	   o Plackets

	o Zippers
	o Togglers
	o Velcro tapes, etc.

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Different parts of machine, lubrication system, thread tension, presser foot and needle adjustment, needle types, SPI adjustments, etc.
- Different seams and stitches
- Variations of different pleats, pockets, cuff, collar, closure, plackets, etc.
- Finishing (clipping, stain removal, etc.)
-

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Stitch double welt pocket
- ➢ Stitch two-piece collar
- ➢ Stitch simple placket with cuff
- ➢ Portfolio of work

| 0212-FI&ID-16 | Perform Garment Stitching |

Overview: This competency standard deal with learning the competencies needed to carry out stitching of garment professionally. That includes stitching skirt, bodice, bottoms, etc. It will also allow you to learn variations of garment components. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Stitch variations of Basic Skirt Block**	*You must be able to:* **P1.** Cut the fabric according to requirement **P2.** Stitch basic skirt block **P3.** Stitch A-line skirt **P4.** Stitch Four gored skirt **P5.** Stitch Six gored skirt **P6.** Stitch Full circular **P7.** Stitch Tapered skirt **P8.** Stitch Wrap around skirt **P9.** Stitch Knife Pleated skirt **P10.** Stitch Box Pleated skirt
2. **Stitch variations of Basic Bodice Block**	*You must be able to:* **P1.** Cut the fabric according to requirement **P2.** Stitch basic bodice block **P3.** Stitch suspended panel bodice **P4.** Stitch princes panel bodice **P5.** Attach straight yoke with bodice **P6.** Attach round yoke with gathers **P7.** Stitch basic blouse **P8.** Stitch close fitted shirt
3. **Stitch variations of Basic Sleeves Block**	*You must be able to:* **P1.** Cut the fabric according to requirement **P2.** Stitch basic sleeve block **P3.** Stitch bishop sleeves **P4.** Stitch flared sleeves **P5.** Stitch Reglan sleeves **P6.** Stitch Kimono Sleeves **P7.** Stitch Balloon Sleeves **P8.** Stitch Lantern Sleeves

4. **Stitch variations of Basic Bottoms**	*You must be able to:*
	
	P1. Cut the fabric according to requirement
	P2. Stitch basic trouser block with variations including:
	   o Straight trouser with round belt
	   o Bell bottom trouser with belt and elastic
	   o Capri
	   o Chorida rpajama
	P3. Stitch basic shalwar with variations including:
	   o Shalwar with belt
	   o Tulip shalwar
	   o Jodh puri/dhoti shalwar

5. Stitch variations of Men's Wear	*You must be able to:*

	P1. Cut the fabric according to requirement
	P2. Stitch button down shirt
	P3. Stitch basic shalwar suit:
	P4. Stitch basic Waist coat
	P5. Stitch basic Jacket/blazer
	P6. Stitch components of basic trouser
	    o Front rise
	    o Back rise
	    o Flyers
	P7. Stitch dress pants
	P8. Stitch five pockets jean

6. Stitch variations of Kid's Wear	*You must be able to:*

	P1. Cut the fabric according to requirement
	P2. Stitch variations of frocks
	    o A-line frock
	    o Yoke frock
	    o Body frock
	    o Umbrella frock
	P3. Stitch bushirt and nickers
	P4. Stitch Basic trouser
	P4. Stitch Shalwar qameez

7. Perform Finishing of Garment	*You must be able to:* **P1.** Perform clipping of the garment **P2.** Remove stains from the garment **P3.** Remove unwanted threads **P4.** Iron the garment **P5.** Fold the garment according to the set standards **P6.** Pack the garment according to the set standards

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Variations of skirts
- Variations of trousers/shalwar
- Variations of shirts
- Variations of sleeves
- Variations of men's wear
- Variations of kids wear

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Prepare a Ladies Kurta with shalwar
- ➢ Prepare Men's waist coat

0212-FI&ID-17   Create Garment Design

Overview: This competency standard deal with learning the competencies needed to develop designs for garment by taking inspiration from history of costume, history of art and fashion designers. Your concept of making garment design will prepare you to contextualise the work from different sources.

Competency Units	Performance Criteria

1. **Explore the basics of Dress Design**	*You must be able to:*
	P1. Identify elements of Dress Design:
	    o Line
	    o Silhouette
	    o Form
	    o Colour
	    o Texture
	    o Space
	P2. Identify Principles of Dress Design:
	    o Balance
	    o Rhythm
	    o Emphasis
	    o Composition
	    o Proportion
	    o Repetition
	P3. Design an outfit with the combination of elements and principles of dress design

2. **Develop Design for Garment**	*You must be able to:* **P1.** Develop project proposal for outfit design **P2.** Undertake Primary Research **P3.** Undertake Secondary Research **P4.** Develop annotations for garment design **P5.** Develop final outfit design **P6.** Evaluate the whole process of design
3. **Forecast the Trends**	*You must be able to:* **P1.** Identify different types of fashion trends **P2.** Explore Colour trends **P3.** Explore garment trends **P4.** Explore print/surface trends **P5.** Generate trend forecast report
4. **Contextualise the study of fashion design**	*You must be able to:* **P1.** Identify movements of costumes **P2.** Identify movements of art **P3.** Identify fashion designers **P4.** Develop outfit design by taking inspiration from costumes/art/designs

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Sources of research
- Methods of research
- Brain storming
- Project proposal
- Costume History
- Art History
- Local/international Fashion designers
- Trend Forecast

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Dozzier (Book comprised of costume designs based on historical movements)
➢ Outfit Design Folder

0212-FI&ID-18   Develop Final outfit Collection

Overview: This competency standard deal with learning the competencies needed to prepare final project professionally. That includes research, designing, pattern, drafting/construction, surface embellishment and stitching of final outfit collection your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Compile research to select a theme for final outfit collection**	*You must be able to:*
	P1. Perform Brain storming
	P2. Make research boards
	    o Primary research board
	    o Secondary research board
	P3. Make mood board with the reference of research board

2. **Execute the final design according to selected theme**	*You must be able to:* **P1.** Develop surface design according to selected theme **P2.** Develop garments design according to selected theme **P3.** Develop technical drawings of selected designs
3. **Make pattern of final outfit collection**	*You must be able to:* **P1.** Construct pattern of final outfit collection **P2.** Cut the pattern of final outfit collection
4. **Perform surface embellishment**	*You must be able to:* **P1.** Make sketch/khaka of final design **P2.** Make samples of selected design **P3.** Embellish final outfit collection according to final design
5. **Stitch final outfit collection**	*You must be able to:* **P1.** Cut the fabric of final outfit collection according to pattern **P2.** Stitch final garment on fabric or selected material according to theme. **P3.** Perform Finishing of final outfit collection

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Planning and execution of final project

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Prepare a final garment/garments according to selected theme

16- Design Fashion Accessories

Overview: This competency standard deal with learning the competencies needed to prepare different Art-forms of Fashion Accessories professionally. That includes scarfs, mufflers, gloves, etc. your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Undertake research for fashion accessories**	*You must be able to:* **P1.** Create Research board/Theme board **P2.** Create Mood board **P3.** Create Story board/concept board **P4.** Develop Fashion Accessories designs/layouts according to the research board

2. **Prepare Fashion Accessories**	*You must be able to:*
	P1. Design different accessories
	    o Bags
	    o Handmade Jewellery
	    o Shoe
	P2. Draw technical drawings according to Design
	P3. Create surface for Designed accessories

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
- Different fashion decorative accessories products.
- Standard Sizes and design awareness of specifications of different products
- Measuring, drafting, designing compatibility and Pattern making
- Using of sewing machine its usage, materials, purpose and sewing techniques.
- Different kind of materials and making tools.
- Basic terminologies of Drafting, pattern making comfort level of the product.
- Design elements, embellishments and presented look.
- Design making and design requirements.
- Fashion history, fashion trends and fashion terminologies.
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Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard.

0212-FI&ID-19   Prepare Home Textiles

Overview: This competency standard deal with learning the competencies needed to prepare home textiles professionally. That includes bed sheets, pillow and cushions, quilt covers, etc. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Prepare Bed Sheets**	*You must be able to:* **P1.** Create a design of bed sheet **P2.** Construct a pattern of bed sheet **P3.** Measure and cut the sheet according to given standard size. **P4.** Trace surface design on fabric of the Bed Sheet. **P5.** Create different types of surface designs from Sewing Machine (such as pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué, etc.) **P6.** Stitch bed sheet according to given standard size.
2. **Prepare Pillows and cushions**	*You must be able to:* **P1.** Create a design for pillows and cushions. **P2.** Construct a pattern of pillows and cushions. **P3.** Trace surface design on fabric of pillows and cushions. **P4.** Create different types of surface designs from Sewing Machine (such as pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué) **P7.** Cut Fabric and facing/lining according to given standard size. **P8.** Perform stitching of pillows and cushions according to given standard size.
3. **Prepare Quilt Covers and Bedspreads**	*You must be able to:* **P1.** Create a design for Quilt Covers and Bedspreads. **P2.** Construct a pattern of Quilt Covers and Bedspreads **P3.** Trace surface design on fabric for Quilt Covers and Bedspreads. **P4.** Create different types of quilting techniques: English, Italian and French, and incorporate other techniques (such as pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué) **P5.** Cut fabric and facing/lining for the quilt covers and bedspreads according to given standard size. **P6.** Attach facing/lining to quilt covers and bedspreads according to given standard size. **P7.** Stitch the quilt covers and bedspreadsaccording to given standard size.
4. **Prepare duchess set (Tea cosy Set/trolley Set)**	*You must be able to:* **P1.** Create a design for Duchess Set/Trolley Set. **P2.** Construct a pattern of Duchess Set/Trolley Set. **P3.** Trace surface design on fabric for Duchess Set/Trolley Set.

	P4. Create different types of surface designs from Sewing Machine (such as: pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué **P5.** Cut Fabric and facing/lining for the duchess set/ trolley set. **P6.** Attach facing/lining to duchess set/ trolley set. **P7.** Stitch the duchess set/ trolley set.
5. Prepare Table Runner Sets	*You must be able to:* **P1.** Create a design for Table Runners **P2.** Construct a pattern of Table Runners **P3.** Trace surface design on fabric of Table Runners. **P4.** Create different types of surface designs from Sewing Machine (such as pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué). **P5.** Cut fabric and facing/lining for table runner set. **P6.** Attach facing/lining to table runner set. **P7.** Stitch the Table Runner Set according to given standard size.
6. Prepare Curtains	*You must be able to:* **P1.** Create a design for curtains. **P2.** Perform curtain draping. **P3.** Trace surface design on fabric of the curtains. **P4.** Create different types of surface designs from Sewing Machine (such as: pleating, pins tucks, top stitches, smocking, gathering, cutwork, appliqué). **P5.** Cut fabric and facing/lining for the curtains according to given standard size. **P6.** Attach facing/lining to the curtains according to given standard size. **P7.** Stitch the curtains according to given standard size.
7. Prepare Roman Blinds	*You must be able to:* **P1.** Construct a pattern of Roman Blinds. **P2.** Cut Fabric and facing/lining for Roman Blinds according to design specification/size. **P3.** Attach facing/lining to the Roman Blinds. **P4.** Make pockets to hold the dowels. **P5.** Fix the dowels in Pockets. **P6.** Add rings at each pocket. **P7.** Attach the eyelets **P8.** Perform final stitching/Finishing of Roman Blinds.

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Different home textile products.
- Standard Sizes and awareness of specifications of different products

- Drafting and Pattern making
- Different parts of sewing machine its usage, purpose and mechanism.
- Basic terminologies of Drafting.
- Basic stitching terminologies. Seam, seam finishes and seam allowances.
- Types of drafting sheets.
- Basic terminologies involved in cutting.
- Types of Fabric.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

0212-FI&ID-20   Perform Basic Computer Operations

Overview: This competency standard will provide skills and knowledge related to basic computer hardware, software, applications and troubleshooting. You will be able to demonstrate your skills in operating a computer system and software such as MS Word, MS PowerPoint, MS Excel as well as installation and troubleshooting of operating system and software. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Configure Computer System**	*You must be able to:* **P1.** Connect computer components and peripherals as per requirement. **P2.** Install Drivers and applications according to the software specification. **P3.** Troubleshoot Applications to trace and fix faults in a specific application to bring it in a running condition. **P4.** Follow health, safety and security procedures to ensure safe working environment.
2. **Create a Document using MS Word**	*You must be able to:* **P1.** Compose a document as per the requirement. **P2.** Format Word Document according to given requirements. **P3.** Print Word Documents according to requirements.
3. **Preparer a Worksheet using MS Excel**	*You must be able to:* **P1.** Develop a worksheet as per given data. **P2.** Format the worksheet according to given criteria. **P3.** Apply Formulas according to the requirement. **P4.** Generate Charts/Graphs according to the given data.
4. **Prepare a presentation using MS PowerPoint**	*You must be able to:* **P1.** Insert Slides with different Layouts according to requirements of presentation. **P2.** Insert text, tables, images, etc. according to the requirement. **P3.** Apply a set of effects to animate the slide according to requirement. **P4.** Apply Slide Transitions on Slides according to requirement. **P5.** Apply Sound Effects on Objects/text/images according to requirement. **P6.** Present a presentation according to 7Cs of communication.

Knowledge & Understanding

This competency standard will provide knowledge related to:

- Operating systems
- Hardware and Software
- Troubleshooting
- Internet and E-mailing
- Hyperlink and referencing
- Printing
- Formulas

- Short Keys
- WPM (Word Per Minute)
- 7 Cs of communication

Critical Evidence(s) Required
The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

  ➢ Install MS Office Application correctly
  ➢ Prepare a formatted document using MS Word
  ➢ Enter data into the respective columns and rows as per given instructions
  ➢ Set page layouts and margins
  ➢ Apply any slide transition on entire presentation.

0212-FI&ID-21   Perform CAD for Textiles

Overview: This competency standard will provide skills and knowledge related to design development using CAD. You will be able to demonstrate your skills in developing textile motif using Adobe Photoshop, developing fashion sketch/croquis using Adobe Illustrator. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Develop Textile Motif using Adobe Photoshop**	*You must be able to:*
	P1. Develop research board using Adobe Photoshop
	P2. Develop mood board using Adobe Photoshop
	P3. Trace a motif using Adobe Photoshop
	P4. Render the motif using basic techniques
	P5. Create following repeats of design using Adobe Photoshop:
	   o Mirror Repeat
	   o Side Repeat
	   o Diamond repeat

2. **Demonstrate the Process of Layout Designing using Adobe Photoshop**	*You must be able to:* **P1.** Develop research board using Adobe Photoshop **P2.** Develop mood board using Adobe Photoshop **P3.** Create Channels/layers according to different Design Layouts using **P4.** Render the layouts according to designs
3. **Develop textile design using Adobe Photoshop**	*You must be able to:* **P1.** Develop research board **P2.** Develop mood board **P3.** Trace a motif **P4.** Explore multiple rendering techniques **P5.** Create repetitive design using developed motif
4. **Develop a Design Layouts using Adobe Photoshop**	*You must be able to:* **P1.** Develop research board **P2.** Develop mood board **P3.** Create different compositions according to the research

Knowledge & Understanding
This competency standard will provide knowledge related to:
- Introduction to Adobe Photoshop
- Troubleshooting
- Printing
- Formulas
- Short Keys

Critical Evidence(s) Required
The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Develop cushion layout using Adobe Photoshop
- ➢ Develop technical drawings of Skirt, jacket or top variations using Adobe Illustrator
- ➢ Work portfolio

0212-FI&ID-22   Perform CAD for Fashion

Overview: This competency standard will provide skills and knowledge related to design development using CAD. You will be able to demonstrate your skills in developing textile motif using Adobe Photoshop, developing fashion sketch/croquis using Adobe Illustrator. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. **Develop Tech pack & specifications**	*You must be able to:* **P1.** Create Components of tech pack: o Technical drawing o Size charts o Trimming details o Costing o Print details **P2.** Developed Tech pack of sample garment **P3.** Mention Specification of developed sample garment **P4.** Scan and print developed designs
2. **Make annotations and Create Notches in pattern**	*You must be able to:* **P1.** Make annotations to pattern **P2.** Creating notches in pattern applying lay limits including: o Sizes & Types of Notches o Setting of Notches Parameters, Notch Depth, Notch Width o Creating Notch Parameter Table o Adjustment & Verification of Notches
3. **Grade Patterns**	*You must be able to:* **P1.** Verify Digitized Pieces **P2.** Creating rule table for grading the pattern **P3.** Assign Grade Rule Table **P4.** Apply the Rule Table for grading the pattern **P5.** Follow Rule Verification process
4. **Make Model for Complete Garment**	*You must be able to:* **P1.** check and verify Pattern pieces required for a complete garment **P2.** Create a Model using Gerber Launchpad **P3.** Making model of a complete garment **P4.** Complete order process **P5.** Process Marker Orders

Knowledge & Understanding

This competency standard will provide knowledge related to:

- Importance of tech pack
- Importance of specification
- Components of tech pack
- Types of tech packs

- Types of specifications
- Introduction to Grading Concepts & Principles

- Understanding Model and its functions
- Understanding the Size Chart
- Working with Grade Rule Table
- Working with Grade Rule Values
- Range of Rule Table
- Introduction to Adobe Photoshop
- Introduction to GGT (Gerber Garment Technology)
- Troubleshooting
- Printing
- Formulas
- Short Keys

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- ➢ Develop cushion layout using Adobe Photoshop
- ➢ Develop technical drawings of Skirt, jacket or top variations using Adobe Illustrator
- ➢ Work portfolio

| 0212-FI&ID-23 | **Promote Marketing and Merchandizing** |

Overview: This competency standard deal with learning the competencies needed to explain the garment industry relating with business and marketing system. It will also allow you to learn how to upgrade your knowledge on the basis of all the knowledge gathered through all the carried-out researches and participation in trainings, seminars and workshops. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. Introduce Garments	*You must be able to:* **P1.** Define Garment **P2.** Describe Garment Industry **P3.** Manage skills for addressing Garment industry

2. Deal Customers	*You must be able to:*
	P1. Explain types of customers
	P2. Deal different types of customers
	    o Potential
	    o New
	    o Impulse
	    o Discount
	    o Loyal
	    o Unsatisfied customers
	P3. Identify need, want and demand of customers

3. Explain Discipline of Business and Marketing	*You must be able to:*
	P1. Explain business
	    o Definition
	    o Three types of Business
	    o Forms of Business
	P2. Introduce Marketing
	    o Production concept
	    o Product
	    o Selling concept
	    o Marketing concept
	    o Societal marketing concept
	P3. Make marketing Plan
	P4. Explain Marketing Mix
	P5. Manage Marketing Research

4. Explain Discipline of Product	*You must be able to:*
	P1. Introduce Product
	P2. Identify types of Product
	    o Durable products / Nondurable products
	    o Shopping goods /Specialty goods / Convenience goods
	    o Industrial goods/consumer goods
	    o Service product
	
	P3. Explain Product Strategy

		o Vision
		o Goals
		o Initiatives
		P4. Describe Product life cycle
		P5. Explain Product Design
		P6. Manage Product
		o Idea management
		o Specification
		o Road mapping
		o Prioritization
		o Delivery
		o Analysis
		o Customer feed back
		P7. Distinguish Product Line, extension and mixes
		P8. Explain Record Keeping

5.	**Manage Relationship Marketing**	*You must be able to:*
		 P1. Define Relationship Marketing
		 P2. Manage relationship Marketing Strategy
		      o Focus
		      o Orientation
		      o Time
		      o Customer service
		      o Customer commitment
		      o Customer contact
		      o Concern for quality
		 P3. Explain techniques of Customer satisfaction
		 P4. Find the Customer Loyalty

6.	**Discipline of Sales**	*You must be able to:* **P1.** Define sale **P2.** Explain qualities of Salesperson **P3.** Manage Sales process **P4.** Differentiate between Sales and Marketing **P5.** Manage Selling strategy **P6.** Find the Attributes of sales leaders **P7.** Know the sales manager skills

7.	**Discipline of Merchandizing**	*You must be able to:*
		 P1. Define merchandizing discipline
		      o Retail
		      o Wholesale
		      o Middleman
		 P2. Find Promotional merchandizing
		 P3. Explain trade
		      o Aids of trade
		          ▪ Transport
		          ▪ Communication
		          ▪ Ware housing
		          ▪ Insurance
		          ▪ Banking
		          ▪ Advertisement

8.	**Promote and advertise product**	*You must be able to:* **P1.** Define promotion **P2.** Verify types of sales promotion

	P3. Define advertisement **P4.** Explain types of advertisement **P5.** Explain E – advertisement **P6.** Design Portfolio

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Garment industry and its market system
- Business and marketing
- Product and customers
- Selling and merchandizing

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:
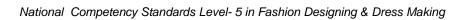- Explain garment products their discipline regarding marketing, merchandizing, selling and promotion

| **0212-FI&ID-24** | **Develop Entrepreneurship and Business Management** |

Overview: This Competency Standard deal with learning the competencies needed to carry out entrepreneurship and business management. That includes gathering market demands through researches and surveys as well as interacting with other entrepreneurs. It will also allow you to learn how to upgrade your knowledge on the basis of all the knowledge gathered through all the carried-out researches and participation in trainings, seminars and workshops. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria

1. **Introduce Business**	*You must be able to:*
	P1. Introduce to business
	P2. Explain types of business
	      o Sole proprietorship
	      o Partnership
	      o Corporation
	      o Limited liability
	P3. Verify activities of business
	      o Industry
	      o Commerce
	      o Trade

2. **Organize business and entrepreneurship**	*You must be able to:* **P1.** Describe concept of entrepreneurship **P2.** Identify Skills of entrepreneur **P3.** Explain Advantages and disadvantages of small business **P4.** Explain Planning a small business **P5.** Manage work force
3. **Introduce Management**	*You must be able to:* **P1.** Explain Scope of Management **P2.** Explain Principles of management **P3.** Describe Functions of management **P4.** Describe Qualities of manager **P5.** Define Concept of planning **P6.** Define Concept of leadership **P7.** Describe the Qualities of a good leader **P8.** Make Business plan **P9.** Write a business plan

4. **Explain techniques of Business communication and report writing**	*You must be able to:*
	P1. Understand the Concept of business communication
	      o Elements of communication
	      o Principles of effective communication
	      o Barriers of communication
	P2. Draft report
	P3. Write Report
	P4. Draft different types of Business correspondence
	      o Business letters
	      o Email

		o Memorandum
5.	**Start with business**	*You must be able to:* **P1.** Generate a Business idea **P2.** Planning and drafting business model **P3.** Prepare Invoice and budget **P4.** Implement a business
6.	**Entrepreneur, Manager and employee**	*You must be able to:* **P1.** Explain Role of entrepreneur **P2.** Explain Role of manager in entrepreneurial business **P3.** Explain Role and behaviour of employee **P4.** Explain Human resource management
7.	**Manage buying and selling**	*You must be able to:* **P1.** Manage Buying **P2.** Manage Selling **P3.** Write a sale plan **P4.** Plan Customer relationship building **P5.** Manage Supply chain **P6.** Find target marketing

8.	**Manage Inventory resources**	*You must be able to:*
		P1. Explain Concept of inventory
		P2. Manage Inventory
		P3. Explain types of inventory management
		    o Perpetual
		    o Periodic

9.	**Perform Bookkeeping and accounting**	*You must be able to:*
		P1. Introduce accounting
		    o Financial accounting
		    o Management accounting
		    o Auditing
		P2. Explain Concept of bookkeeping
		P3. Explain Concept of income statement
		P4. Explain Concept of balance sheet
		P5. Explain Concept of cash flow
		P6. Explain Concept of ratio analysis

10.	**Explain Business Ethics**	*You must be able to:* **P1.** Define business ethics **P2.** Explain Ethics in human resource management **P3.** Explain Ethics in sales and marketing **P4.** Define Emerging issues **P5.** Define Production **P6.** Explain Concept of green business **P7.** Know Natural law and ethics

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Entrepreneurship
- Business management
- Human resource management
- Financial terms
- Role of entrepreneur in business

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

➢ Planning a business as entrepreneur
➢ Manage all the relevant details including financial and ethical issues

0212-FI&ID-25   Develop a Brand/Brand Imaging

Overview: This competency standard deal with learning the competencies needed to explain the industry relating with business and marketing system. It will also allow you to learn how to upgrade your knowledge on the basis of all the knowledge gathered through all the carried-out researches and participation in trainings, seminars and workshops. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
1. Concept of product Development/Imaging	*You must be able to:* **P1.** Explain concept of product development **P2.** Stages of product development o Idea generation o Screening o Concept testing o Business analysis o Promote and Market o Review market performance
2. Explain Product life cycle	*You must be able to:* **P1.** Explain product life cycle o product development o introduction stage o growth o maturity o decline
3. Analyse product development cycle	*You must be able to:* **P1.** Analyse product development cycle o Plan (what, who you are and whom you are targeting, where, when, why and how) o Develop o Evaluate o Launch o Assess
4. Describe brand development	*You must be able to:* **P1.** Explain brand **P2.** Explain branding **P3.** Differentiate brand and branding **P4.** Explain brand development o Brand strategy o Brand identity o Graphic design (logo, color scheme etc.) o Aware about brand and competitors o Manage brand evaluation
5. Significance of brand development	*You must be able to:* **P1.** Importance of brand development in business o Awareness of brand o Rapport building o Customer loyalty o Band value

	o Meet customer expectations

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Concept of product development
- Explain Product life cycle
- Analyse product development cycle
- Describe brand development
- Significance of brand development

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:
Explain products their discipline regarding marketing, merchandizing, selling and promotion

- ➤ Relevant details including financial and ethical issues

0212-FI&ID-26   Practice Professionalism

Overview: This competency standard deal with learning the competencies needed to develop designs for garment by taking inspiration from history of costume, history of art and fashion designers. Your concept of making garment design will prepare you to contextualise the work from different sources.

Competency Units	Performance Criteria
1. **Develop Portfolio for industry**	*You must be able to:* **P1.** Select previous assignments for portfolio **P2.** Work on previous selected assignments for portfolio **P3.** Compile variety of assignments for portfolio **P4.** Make Professional Portfolio for industry **P5.** Develop Digital Portfolio for industry

2. **Perform Internship**	*You must be able to:*
	P1. Prepare for internship
	   o Personal Presentation
	   o Portfolio Presentation
	   o Interview preparation
	P2. Demonstrate Ethics for Internship
	P3. Identify Industry for internship
	   o Brands
	   o Boutiques
	   o Stitching Units
	   o Garment Factories
	   o Textile Industries
	P4. Perform Internship in Industry
	   o Fill the Performa of Internship
	   o Report the performance of internship

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:
- Importance of portfolio
- Ethics for Internship

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

> ➢ Professional Portfolio

COMPLETE LIST OF TOOLS AND EQUIPMENT

SR#	Tools & Equipment	Quantity
1.	Measuring Tape	25
2.	Scissors (paper/fabric)	
3.	Set Square	25
4.	T-square	25
5.	Curve Square	25
6.	Sewing Machine	25
7.	Steam Iron	25
8.	Seam opener	5
9.	Clipper	25
10.	Safety pins	25 boxes
11.	Screw Drivers	5
12.	Over-lock Machine	5
13.	Knitting Needles (Hand) different sizes	25 sets
14.	Embroidery Frames	25
15.	Embroidery Adda	25
16.	Adda Needles/Aar	25
17.	Industrial double needle lock stitch machine	5
18.	Industrial single needle lock stitch machine	5
19.	Flat lock machine	25
20.	Button attachment machine	5
21.	Buttonhole machine	5
22.	Feed off the arm machine	5
23.	Bar Tack Machine	5
24.	Loop Making Machine	5
25.	Godda Machine (Knee operated embroidery Machine)	10

26.	Mannequins	25
27.	Stencils	25
28.	Plair	5
29.	Waist band attachment Machine	5
30.	Fusing Machine	5
31.	Crochet needles in different sizes	25
32.	Rib attachment Machine	5
33.	Drawing Board	25
34.	Tracing wheels	25
35.	Pressing steam irons	5
36.	Computers	25
37.	Sleeve pressing boards	5
38.	Colour palette	25
39.	Paint brushes	25 sets
40.	Compass	25
41.	Wooden blocks for block printing	25
42.	Squeegee	25
43.	Screens for screen printing	25
44.	Seam ripper	25
45.	Japanese Ruler	25
46.	French curve	25
47.	Stain removal gun	5
48.	Mannequins	25
49.	Hangers	25

Generic Competencies

102200843 Comply Work Health and Safety Policies

Overview: This unit describes the performance outcomes, skills and knowledge required to apply general work health and safety requirements in the workplace. Communicate work and health safety assess at work place. It describes generic work health and safety responsibilities applicable to employees without managerial or supervisory responsibilities.

Competency Units	Performance Criteria
CU1. Work safely at work place	**P1.** Identify relevant organizational safety policies and procedures **P2.** Categorize tools and equipment as per requirements **P3.** Maintain tools and equipment **P4.** Follow established safety procedures during work activities **P5.** Identify existing or potential safety issues to designated persons **P6.** Report work-related incidents and accidents to supervisor **P7.** Take necessary measures to minimizing risks
CU2. Communicate work health and safety (WHS) assess at work place	**P1.** Raise work health and safety issues with supervisor. **P2.** Contribute to workplace meetings and other consultative processes for work health and safety management at the workplace **P3.** Make suggestions for improving work health and safety practices
CU3. Minimize risks to personal safety at work place	**P1.** Identify situations that may endanger the personal safety **P2.** Document the incident regarding personal safety at work place **P3.** Eliminate workplace hazards regarding personal safety **P4.** Identify damaged items and equipment for personal safety **P5.** Notify supervisor regarding damaged items and equipment for personal safety

CU4. Minimize risks to public safety	**P1.** Identify situations that may endanger the public safety **P2.** Document the incident at work sites **P3.** Eliminate workplace hazards at work sites **P4.** Identify damaged items and equipment related to public safety **P5.** Notify Situation that may endanger situation for safety measures.

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Identify the commonly used tools and equipment used at workplace.

K2: Rights and responsibilities of employers and employees

K3: Consultative processes to manage and monitor health and safety issues to enable active participation in maintaining a safe workplace

K4: State potential hazards in the workplace

K5: State commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:
Identify health and safety policies to maintain and avoid any unwanted incident.

041700838 Obey the Workplace Policies and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Obey the workplace personal appearance and hygiene	**P1.** Wear suitable clothes for the workplace and respect local and cultural contexts **P2.** Meet specific company dress code requirements
CU2. Follow work ethics	**P1.** Follow company value/ ethics code/ conduct policies and guidelines **P2.** Use company resources in accordance with company ethical standards **P3.** Conduct personal behavior and relationships in accord with company policy & procedures **P4.** Demonstrate ethical behavior with co-workers **P5.** Report work incident situations or resolve accordingly
CU3. Demonstrate the Work place behaviors	**P1.** Practice the positive behavior **P2.** Avoid arguing **P3.** Adopt flexibility in behavior to accept the resistance
CU4. Communicate workplace policy & procedures	**P1.** Listen directions carefully **P2.** Ask relevant questions politely **P3.** Avoid to use abusive language/ expression **P4.** Respect co-workers and others
CU5. Review the implementation of workplace policy & procedures	**P1.** Ensure proper implementation of policies **P2.** Enlist the gaps for improvement **P3.** Follow the feedback, if any

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required

to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Rules, regulations and SOPs applicable to the organization

K2: Turnaround time to achieve target/goal.

K3: Operational hierarchal levels in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

Follow work place policy personal appearances adopting company values/ ethics/ codes and broacher policies for ensuring work place SOP's

001100850 Follow Basic Communication Skills (General)

Overview: After successful completion of this module you will be able to listen attentively, develop non-verbal communication, and identify communication barriers, interview preparation for job and different communication platforms in the workplace and throughout your career.

This unit of competency is designed to manage the workers and other personnel that can help in improving work quality and quantity through basic communication skills

Competency Units	Performance Criteria
CU1. Adopt Effective listening to Skills	**P1.** Listen attentively to others to improve communication skills **P2.** Avoid interrupting while listening others **P3.** Ask questions to ensure understanding **P4.** Receive and follow instructions as given by supervisor **P5.** Give the speaker regular feedback to communicate appropriately
CU2. Develop Non verbal communication with peers	**P1.** Maintain eye contact to improve communication **P2.** Use facial expressions and gestures **P3.** Use Body language to communicate appropriately **P4.** Participate within Peers
CU3. Prepare for Interview to get a job	**P1.** Prepare yourself for interview to employer **P2.** Follow schedule according to the sequence of interview **P3.** Use communication techniques used while appearing in interview **P4.** Provide basic evidence of related skill **P5.** Respond appropriately to strong client emotional reactions
CU4. Use communication platform at workplace	**P1.** Convey message using different communication plate forms • Face to face • Video chat • Phone calls/messages • Social Media

CU5. Identify communication barriers to improve interpersonal skills	**P1.** Identify communication barriers to improve communication skills with each other .i.e. • Attitudinal barrier • Physical Barrier • Long differences • Conflicting information • Differing status, position /self-expression **P2.** Use strategies to overcome these barriers in the client-counsellor relationship

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1:   Minimizing communication barriers

K2:   Listening, and responding with an open mind in a more effective way.

K3:   appropriate communication methods.

K4:   verbal and non-verbal messages appropriately.

K5:   Confidence building

K6:   Body language

K7:   Appropriate Voice tone

K8:   Interpersonal skills

K9:   listening Skills

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Find a job through social media resources
    1. Prepare yourself to appear in interview by following points:
        o   Effective listening skills
        o   Body language

- Work in groups of 3-5 members.
    1. Think of a situation when you tried to communicate with another person. Or when somebody tried to communicate with you, and it failed.
    2. Think about the problems or barriers that interfered with the communication.
        o List the reasons for failure identified by your group.
- Non-verbal communication

    Have activity cards:

        o Worried
        o Happy
        o Disappointed
        o Laughing
        o Annoying

Participants to draw one of the activity cards. Without speaking, communicate the feeling or emotion on the card to the rest of the group. Have one participant at time get up in front of the group.

061100855 Operate Computer Functions(General)

Overview: The competency Standard describe skills and knowledge required to setup a computer system, organize files in folders, and shutdown a computer system.

Competency Units	Performance Criteria
CU1. Set up the computer for use	**P1.** Identify physical components of computer **P2.** Identify peripheral devices of the computer **P3.** Connect all components of computer **P4.** Follow procedures to turn on the computer system
CU2. Organize files in folder	**P1.** Create folders/subfolders with suitable names **P2.** Save files in relevant folders. **P3.** Rename and move folders in different drives.. **P4.** Move folders and files using drag and drop techniques **P5.** Save folders and files on different media **P6.** Search for folders/subfolders and files using appropriate tool bars **P7.** Delete Folder files **P8.** Restore deleted folder files
CU3. Shut down computer system	**P1.** Save any work to be retained **P2.** Close open application programs correctly **P3.** Shut down computer **P4.** Switch off any unused peripheral devices **P5.** Ensure computer safety

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Basic parts of a computer

K2: Definition of computer

K3: Definition of Drives

K4: enlist computer component

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Switch on the computer
- Attach Computer component
- Switch on Peripheral devices
- Make a folder in any partition(drive) in hard disk
- Give name to the folder
- Save file in the folder
- delete the folder/File
- Shut down computer

The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

Comply with Perform Personal Health and Safety Guidelines

Overview: This Competency Standard identifies the competencies required to protect/apply occupational Safety, health and Environment at workplace according to the industry's approved guidelines, procedures and interpret environmental rules/regulations. Trainee will be expected to identify and use Personal Protective Equipment (PPE) according to the work place requirements. The underpinning knowledge regarding Observe Occupational Safety and Health (OSH) will be sufficient to provide the basis for the job at workplace.

Competency Units	Performance Criteria
CU1. Identify Personal Hazards at Workplace	**P1:** Identify risk to personal health **P2:** Identify hygiene and safety at work place **P3:** Identify processes **P4:** Identify tools, equipment and consumable materials that have the potential to cause harm **P5:** Report, identified risk to Health, hygiene and safety to concerned
CU2. Apply Personal Protective and Safety Equipment (PPE)	**P1:** List the Personal Protective equipment **P2:** Select personal protective equipment in terms of type and quantity according to work orders. **P3:** Wear personal protective equipment according to job requirements. **P4:** Clean personal protective equipment **P5:** Stored Personal Protective equipments in proper place after use.
CU3. Comply Occupational Safety and Health (OSH)	**P1:** Maintain cleanliness and hygiene as per organizational policy **P2:** Comply with Health, hygiene and safety precautions before starting work **P3:** Comply organizational Health, hygiene and safety guidelines during work **P4:** Deal with resolvable problems according to prescribed procedures **P5:** Report un resolvable problems to concerned

	P6: Place the tools equipment etc at their prescribed place after completion of work
CU4. Dispose of hazardous Waste/materials from the designated area.	**P1:** Identify hazardous waste materials which needs to be disposed off
	P2: Segregate hazardous or non-hazardous waste carefully from the designated area as per approved procedure
	P3: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure
	P4: Take necessary precautions like putting masks and gloves while disposing hazardous waste/ materials as per standard operating procedure

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain safety rules and regulations of organization

K2: List Personal protection and safety Equipment

K3: Describe meaning of Safety signs and symbols

K4: Demonstrate understanding of safety related Standard Operating Procedure/guidelines

K5: Describe waste disposal SOPs

K6: Explain best practices relating to clean and safe work environment

Critical Evidence(s) Required

The candidate needs to produce following critical evidence (s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of maintaining personal health and hygiene practices. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700839 Communicate the Workplace Policy and Procedure

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
CU1. Identify workplace communication procedures	**P1.** Identify organizational communication requirements and workplace procedures with assistance from relevant authority **P2.** Identify appropriate lines of communication with supervisors and colleagues. **P3.** Seek advice on the communication method/equipment most appropriate for the task
CU2. Communicate at workplace	**P1.** Use effective questioning, and active listening and speaking skills to gather and convey information **P2.** Use appropriate non-verbal behavior at all times **P3.** Encourage, acknowledge and act upon constructive feedback
CU3. Draft Written Information	**P1.** Identify and comply with required range of written materials in accordance with organizational policy and procedures **P2.** Draft and present assigned written information for approval, ensuring it is written clearly, concisely and within designated timeframes. **P3.** Ensure written information meets required standards of style, format and detail. **P4.** Seek assistance and/or feedback to aid communication skills development
CU4. Review Documents	**P1.** Check draft for suitability of tone for audience, purpose, format and communication style **P2.** Check draft for readability, grammar, spelling, sentence and paragraph construction and correct any inaccuracies or gaps in content. **P3.** Check draft for sequencing and structure

	P4. Check draft to ensure it meets organizational requirements
	P5. Ensure draft is proofread, where appropriate, by supervisor or colleague

Knowledge and Understanding

K1: Key provisions of relevant regulations that may affect aspects of business operations, such as privacy laws

K2: Organizational policies, plans and procedures.

K3: Barriers to communication

K4: Communication model

K5: Verbal and written communication techniques

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

001100851 Perform Basic Communication (Specific)

Overview: This unit describes the skills and knowledge required to assist in the development of communication competence by providing information regarding different forms of communication and their appropriate use.

By the end of this program, learners will be able, to communicate more effectively and efficiently by: working in a team, follow supervisor's instructions and develop generic communication work skills at workplace

Competency Units	Performance Criteria
CU1. Communicate in a team to achieve intended outcomes	**P1.** Treat team members with respect
	P2. Maintain positive relationships to achieve common organizational goals
	P3. Get work related information from team
	P4. Identify interrelated work activities to avoid confusion
	P5. Adopt communication skills, which are designed in a team.
	P6. Identify problems in communication with a team
	P7. Resolve Communication barrier through discussion and mutual agreement
CU2. Follow Supervisor's instructions as per organizational SOPs	**P1.** Receive the instructions from Supervisor
	P2. Carry out the instructions of the supervisor
	P3. Report to the supervisor as per organizational SOPs
CU3. Develop Generic communication skills at workplace	**P1.** Develop basic reading skills
	P2. Develop Basic writing Skills
	P3. Develop basic listening skills

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Basic Learn and understand Types of communication

K2: Basic Reading Skills

K3:   Basic Writing skills

K4:   Basic Verbal communication skills

K5:   Basic Problem solving skills

K6:   Basic Self-Management Skills

K7:   Basic Technology Skills

K8:   Basic Interview Skills

K9:   Basic Workplace dress code

K10:   Basic The role of team members and functionality of the teams

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Make a list of appropriate communication skills with colleagues and supervisors

061100856 Perform Basic Computer Application (Specific)

Overview: This unit describes the skills and knowledge required to use spreadsheet to prepare a page of document, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Create Word Documents	**P1.** Open word processing application **P2.** Create a word document **P3.** Customize page layout with relevant name setting **P4.** Set up page in a word document **P5.** Edit word document as required **P6.** Use simple formatting tools when creating the document **P7.** Save word document to directory **P8.** Insert table in a word document **P9.** Insert appropriate images into document as necessary **P10.** Insert header/footer in a word document **P11.** Insert section break in a word document **P12.** Set style in word document **P13.** Select basic Print settings **P14.** Print the document
CU2. Use internet for Browsing	**P1.** Use search engines to open website **P2.** Search data on different topics **P3.** Refine search to increase relevance of information or content **P4.** Navigate a website to access the information or content required

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Describing formatting styles and their effect on formatting, readability and appearance of documents

K2: Outline purpose, use and function of word-processing software.

K3: Editing in MS Word

K4: Formatting in MS word

K5: Use of different search engines

K6: Use of different web pages

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Identify the components of computer
- Follow organizational ergonomic work health and safety (WHS) requirements and practices
- Create, open and retrieve documents using customized basic settings
- Format documents by creating tables and adding text, objects and images
- Save and prints documents.
- Download data through web browser

102200846 Apply Work Health and Safety Practices (WHS)

Overview: This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process.

Competency Units	Performance Criteria
CU1. Implement safe work practices at work place	**P1.** Implement relevant rules and procedures of WHS at work place. **P2.** Comply with duty of care requirements **P3.** Use personal protective equipment according to safe work practices **P4.** Contribute to WHS consultative activities **P5.** Raise WHS issues with relevant personnel
CU2. Participate in hazard assessment activities a work place	**P1.** Identify hazards or WHS issues in the workplace to relevant personnel **P2.** Assess and control risks according to own level of responsibility, in line with workplace procedures **P3.** Report hazards or WHS issues in the workplace to relevant personnel **P4.** Document risk control actions as required
CU3. Follow emergency procedures at workplace	**P1.** Report emergencies or incidents promptly to relevant personnel **P2.** Deal with emergencies in line with own level of responsibility **P3.** Implement evacuation procedures as required
CU4. Participate in OHS consultative processes	**P1.** Contribute to workplace meetings, inspections or other consultative activities **P2.** Raise OHS (Occupational Health and Safety) issues with designated persons in accordance with organizational procedures **P3.** Take actions to eliminate workplace hazards or to reduce risks

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Outline the WHS rights and responsibilities that apply to own role
K2: Explain the term duty of care
K3: Describe typical health and safety roles in the workplace
K4: List and describe common safety signs and symbols
K5: Explain procedures for reporting hazards, risks, incidents and accidents
K6: Identify and describe common hazards and major causes of accidents relevant to the workplace
K7: Explain what the term risk control means
K8: List and describe potential emergency situations and how to respond to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Demonstrate evidences of the Health and safety Processes to avoid any incident.

041700840 Identify and Implement Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to develop and implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Identify workplace policy & procedures	**P1.** Identify the workplace policy & procedures **P2.** Apply appropriate strategies that can be used to measure whether your workplace health and safety obligations are being met. **P3.** Assure the policies are realistic, resources and personnel to implement **P4.** Implement the policy & procedures that reflects the organizations commitments **P5.** Ensure the appropriate methods of implementation, outcomes and performance indicators
CU2. Implement workplace policy & procedures	**P1.** Apply and assign responsibility for recording systems to track continuous improvements in policy & procedures **P2.** Implement strategies for continuous improvement in effective and efficient information
CU3. Communicate workplace policy & procedures	**P1.** Communicate procedures to help implement workplace policy **P2.** Inform those involved in implementing the policy about expected outcomes, activities to be undertaken and assigned responsibilities
CU4. Review the implementation of workplace policy & procedures	**P1.** Identify the trends that may require remedial actions **P2.** Record the trends that may require remedial actions. **P3.** Ensure policy and procedures as required are made for continuous improvement of performance

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Legislation, regulations and codes of practice applicable to the organization

K2: internal and external sources of information and organizational policy & procedures

K3: Typical barriers to implementing policies and procedures in an organization.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Identify evidences of the ability to implement work place policy and procedures. briefly identify work place procedures to avoid incident.

001100852 Communicate at Workplace

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

Competency Units	Performance Criteria
CU1. Communicate within the organization	**P1.** Communicate within a department **P2.** Communicate with other departments. **P3.** Use various media to communicate effectively **P4.** Communicate orally and written
CU2. Communicate outside the organization	**P1.** Deal with vendors **P2.** Deal with clients/customers **P3.** Interact with other organisations **P4.** Use various media to communicate effectively **P5.** Work with people of different cultures / backgrounds
CU3. Communicate effectively in workgroup	**P1.** Assess the issues to provide relevant suggestion to group members **P2.** Resolve the issues/ problems /conflicts within the group **P3.** Arrange group working sessions to increase the level of participation in the group processes **P4.** Communicate messages to group members clearly to ensure interpretation is valid **P5.** Communicate style /manner to reflect professional standards/ awareness of appropriate cultural practices **P6.** Act upon constructive feedback
CU4. Communicate in writing	**P1.** Identify relevant procedures for written information **P2.** Use strategies to ensure correct communication in writing .i.e. • correct composition • clarity • comprehensiveness • accuracy • appropriateness

	P3.	Draft assigned written information for approval, ensuring it is written within designated timeframes
	P4.	Ensure written information meets required standards of style, format and detail
	P5.	Seek assistance / feedback to aid communication skills development

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Importance of intra and inter organizational communication

K2: Basics of business communication

K3: Defining Modes of communication

K4: Effective communication in workgroup

K5: Communicating through writing

K6: The importance of teamwork

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

In your current position, what types of written communication do you use most often? (List them all).

061100858 Perform Computer Application Skills

Overview: This unit describes the skills and knowledge required to use spreadsheet applications, prepare in page documents, develops familiarity with Word, Excel, Access, PowerPoint, email, and computer graphics basics.

It applies to individuals who perform a range of routine tasks in the workplace using a fundamental knowledge of spreadsheets, Microsoft office and computer graphics in under direct supervision or with limited responsibility.

Competency Units	Performance Criteria
CU1. Prepare In-page documents as per required information	**P1.** Set keyboard preferences according to information requirements **P2.** Layout Page according to information requirements **P3.** Toggle between Languages **P4.** Identify the usage of tool bar **P5.** Insert Columns as per requirement **P6.** Print the document
CU2. Prepare Spreadsheets as per required information	**P1.** Create workbook according to information requirements **P2.** Insert sheet according to information requirements **P3.** Enter basic formulae / functions using cell referencing when required **P4.** Correct formulas when error messages occur **P5.** Use a range of common tools during spreadsheet development **P6.** Edit columns and rows within the spreadsheet Filter data **P7.** Save the spreadsheet to a folder on a storage device **P8.** Format spreadsheet using formatting features as required **P9.** Incorporate object and chart in spreadsheet **P10.** Print spreadsheet
CU3. Use MS Office as per required information	**P1.** Use Microsoft Word for documentation **P2.** Use Microsoft Excel for documentation **P3.** Use Microsoft PowerPoint for presentation

	P4.	Perform OneNote	
	P5.	Perform Outlook for emails	
	P6.	Perform Publisher applications	
CU4. Perform computer graphics in basic applications	**P1.**	Perform graphic fundamentals in basic applications	
	P2.	Draw Points and lines to make images	
	P3.	Draw Dots in space to make images	
	P4.	Draw lightening blot Shapes to make images	
	P5.	Enlarge circles and rectangles to block in forms	
CU5. Create Email account for communications	**P1.**	Make email account for communications	
	P2.	. Compose text of an email message according to organizational guidelines as required	
	P3.	Create an automatic signature for the user	
	P4.	Attach files to email message where required	
	P5.	Send email message	
	P6.	Reply to / forward a received message using available features	
	P7.	Save an attachment to the relevant folder	
	P8.	Save email message using available settings	
	P9.	Adjust email accounts to restrict and quarantine possible email security problems	
		• Print email message as per requirements	

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: List basic technical terminology related to reading help files and prompts

K2: Explain the effect of formatting and appearance on the readability and usability of spreadsheets

K3: Outline log-in procedures relating to accessing a personal computer (PC)

K4: Describe the purpose, use and function of spreadsheet applications.

K5: Understand **MS Word** to create documents, flyers, publications

K6: Understand **MS PowerPoint** to create presentations

K7: Understand **MS Excel** to store, organize, and manipulate data

K8: Understand **OneNote** to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more

K9: Understand of **Publisher** to create extensive publications, posters, flyers, menus

K10: Understand **Outlook** to manage email and calendars, to do lists, and contacts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Create spreadsheets
- Customize basic settings
- Format spreadsheets
- Apply basic formulas
- Insert objects and charts in spreadsheets
- Save and print spreadsheets.

041300867 Manage Personal Finances

Overview: This unit of competency describes the outcomes required to manage develop, implement and monitor a personal budget in order to plan regular savings and manage debt effectively.

Competency Units	Performance Criteria
CU1. Develop a personal budget	**P1.** Calculate current living expenses using available information to prepare a personal budget. **P2.** Keep a record of all income and expenses for a short period of time to help estimate ongoing expenses. **P3.** Subtract total expenses from total income to determine a surplus or deficit budget for the specified period. **P4.** Find reasons for a deficit budget and ways to reduce expenditure identified. **P5.** Identify ways to increase income
CU2. Develop long term personal budget	**P1.** Analyze income and expenditure and set long term personal financial goals. **P2.** Develop a long-term budget based on the outcomes of short-term budgeting. **P3.** Identify obstacles that might affect the business **P4.** Formulate a regular savings plan based on budget
CU3. Identify ways to maximize future finances	**P1.** Determine sources to maximize personal income, **P2.** Get further education or training to maintain or improve future income. **P3.** Identify the need for debt to finance living and other expenses, **P4.** Determine the appropriate levels of debt and repayment. **P5.** Consolidate existing debt, where possible, to minimize interest costs and fees. **P6.** Seek professional money management services.

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the abilities to plan and organize to keep records and monitor a personal budget

K2: Describe abilities to set and review goals

K3: Explain basic financial management and record keeping to enable development and management of a personal budget

K4: Describe benefits of financial goal setting and personal budgeting to enable effective management of personal finances

K5: Outline numeracy skills to compare income and expenditure

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard: Demonstrates competency to provide evidence of the ability to manage personal finances. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

102200848 Contribute to Work Related Health and Safety (WHS) Initiatives

Overview: This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

Competency Units	Performance Criteria
CU1. Contribute to initiate work-related health and safety measures	**P1.** compile database on work-related health and safety **P2.** Identify measures that address legal obligations. **P3.** Consult with individuals/ parties to formulate measures and initiatives **P4.** Consult with individuals/parties to identify factors impacting on work-related health and safety **P5.** Participate in consultative meetings.
CU2. Contribute to establish work-related health and safety measures	**P1.** Assist in planning of work-related health and safety measures **P2.** Contribute to the development of work-related health and safety measures **P3.** Identify to implement work-related health and safety measures i.e. • resourcing requirements, • timelines • responsibilities **P4.** Assist to implement work-related health and safety measures and initiatives i.e. • scheduling • liaison • administering resources • communication
CU3. Contribute to ensure legal requirements of WHS measures	**P1.** Identify WHS legar requirements **P2.** Apply knowledge of all aspects of WHS measures to • Consultation • workplace policies • participation processes

	P3. Ensure, WHS measures are in accordance with legal requirements
CU4. Contribute to review WHS measures	**P1.** Develop effective practices to review work-related health and safety measures
	P2. Assist individuals and parties related to WHS measures in following activities
	• preparing reports
	• communicating review
	• evaluating outcomes
CU5. Evaluate the organization's WHS system	**P1.** Assess ongoing compliance with OHS (Occupational Health and safety)
	P2. Take feedback from concerned persons regarding WHS measures.
	P3. Assess the overall effectiveness of WHS management practices
	P4. Assist the development process of WHS measures in following ways
	• Suggest amendments
	• Document amendments
	• Implement amendments
	P5. Take feedback from concerned persons regarding WHS measures.
	P6. Communicate improvements in WHS Measures

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety

K2: Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each

K3: List factors that impact on work-related health and safety and their potential effects

K4: Identify internal and external sources of WHS information and data, and how to access them

K5: Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources

K6: Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives

K7: Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:

- The factors impacting on worker health and safety that they address
- Effectiveness
- Costs and benefits
- Criteria for decisions regarding their implementation in a specific workplace
- How they should be implemented.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:
A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

041700841 **Comply with Workplace Policy and Procedures**

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Manage work timeframes	**P1.** Complete work tasks within deadlines in according to order of priority **P2.** Supervisors are informed of any delays in work times or projects
CU2. Manage to convene meeting	**P1.** Develop agenda in line with meeting purpose **P2.** Select participants and notify them accordingly **P3.** Carryout meeting arrangements according to the time **P4.** Record the minutes of the meeting
CU3. Decision making at workplace	**P1.**
CU4. Set and meet own work priorities at instent	**P1.** Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives **P2.** Use technology efficiently and effectively to manage work priorities and commitments **P3.** Maintain appropriate work-life balance
CU5. Develop and maintain professional competence	**P1.** Assess personal knowledge and skills against competency **P2.** Participate in networks to enhance personal knowledge, skills and work relationships **P3.** Seek feedback from employees, clients and colleagues to develop and improve competence

CU6. Follow and implement work safety requirements	P1. Identify and report emergency incidents
	P2. Practice organizational policy and procedures for responding to emergency incidents
	P3. Identify and implement workplace procedures and work instructions for controlling risks

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Healthy work life balance

K2: Meeting terminologies, structures and arrangements

K3: Relevant organizational procedures and policies regarding meetings, chairing and minutes.

K4: Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard: A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

001100853 Perform Advanced Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
CU1. Demonstrate professional skills	**P1.** Use different modes of communication to communicate • Speaking • Reading • Writing • Listening • Presentation • visual representation etc **P2.** Develop CV Skills according requirements **P3.** Upgrade professional skills by attending trainings, webinars, conferences etc. **P4.** Perform Continuous professional development as required at workplace **P5.** Develop interview skills
CU2. Plan and Organize work	**P1.** Identify task requirements. **P2.** Plan steps to complete tasks. **P3.** Review planning and organizing process. **P4.** Organize work.
CU3. Provide trainings at workplace	**P1.** Assess the need for training **P2.** Prepare trainees for the learning experience **P3.** Present training session **P4.** Support trainees in managing their own learning **P5.** Facilitate group learning **P6.** Provide opportunity for practice **P7.** Provide feedback on progress on trainees **P8.** Review delivery experience

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: Explaining the training skills

K2: Identification of the professional skills

K3: Describing the advanced language skills

K4: Understanding of the assessment and trainees feedback methods

K5: Direct and indirect communication methods

K6: Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback proforma

061100858 Develop Advance Computer Application Skills

Overview: This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

Competency Units	Performance Criteria
CU1. Manage Information System to complete a task	**P1.** Perform Data Entry in MS office
	P2. Manage File/folder in MS office
	P3. Perform Scanning of document
	P4. Maintain Office Record in drives
	P5. Perform Printing of document
	P6. Search required Files/Folders
	P7. Convert Files in required formet.
	P8. Manage sizes of Files/Folders
	• Compress
	• Zip /unzip
CU2. Prepare Presentation using computers	**P1.** Prepare presentation as per requirements, i.e.
	• Open blank presentation and add text / graphics
	• Create a simple design for a presentation
	• Apply existing styles within a presentation
	• Use presentation template and slides to create a presentation
	• Use various tools to improve the look of the presentation
	• Save presentation to the appropriate storage device and folder with required name
	P2. Customize basic settings to meet user requirements
	P3. Format presentation as require
	• Develop organizational charts
	• Add objects and manipulate to meet presentation purposes

	• Modify slide layout, including text and colours, to meet presentation requirements
	• Save presentation in another format
	• Save to storage device and close presentation
	P4. Add slide show effect into presentation as required to enhance the presentation
	• Incorporate pre-set Animation
	• Apply Multimedia effects
	• Record Narration
	• Apply hyperlink
	• Apply video
	• Rehearse Timings
	• Test presentation for overall effect
	P5. Print the presentation
	• Select appropriate print format for presentation
	• Select preferred slide orientation
	• Add notes and slide numbers
	• Preview slides and run spell check before presentation
	• Print selected slides and submit presentation to appropriate person for feedback
	P6. Practice verbal presentation
	P7. Practice presentation through AV Aids
CU3. Use Microsoft Access to manage database	**P1.** Collect the data using a standard data base package.
	P2. Start access to manage database .i.e.
	• identify problem statement of Data
	• Develop a table with fields /attributes according to database usage/ user requirements
	• Create a primary key and establish an index for each table
	• Modify table layout and field attributes as required
	• Create a relationship between the two tables
	• Add data in a table according to information

	requirements
	• Add records as required
	• delete records as required
	• Save database to storage area
	• close down database to storage area
	• Apply criteria in the following Query
	• SQL view of Query
	• Wildcards of query
	• Query Criteria
	P3. Customize basic settings:
	• Adjust page layout to meet user requirements
	• Open and view different toolbars
	• Format font as appropriate for the purpose of the database entries
	• Create reports
	• Design reports to present data in a logical sequence
	• Modify reports to include or exclude additional requirements
	• Distribute reports to appropriate person in a suitable format
	P4. Create forms
	• Use a wizard to create a simple form
	• Open existing database and modify records through a simple form
	• Rearrange objects within the form to accommodate information requirements
CU4. Develop graphics for Design	**P1.** Develop graphic design concepts based on a thorough understanding of the communication need
	P2. Use design techniques confidently to produce designs
	P3. Integrate design tools skillfully to produce designs
	P4. Evaluate the success of completed designs to meet objectives

	P5. evaluate feedback from client / peers

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

K1: List basic technical terminology to read help files and prompts

K2: Outline the different types of formal and informal presentations

K3: Explain Power point presentation

K4: Segregation of Data

K5: Define the relation among data

K6: Define criteria in the query

K7: Creates and modify reports and forms.

K8: Outline basic database design principles

K9: Current graphic design software

K10: Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Design and develop a simple database using a standard database package
- Create, format and prepare presentations for distribution and display
- Customize basic settings
- Add slide show effects.
- Generate employment report from given data by using Microsoft Access.

041300869 Manage Human Resource Services

Overview: This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organization. They may have staff reporting to them.

Competency Units	Performance Criteria
CU1. Determine strategies for delivery of human resource services	**P1.** Analyze business strategy and operational plans to determine human resource requirements
	P2. Review external business environment that likely impact on organization's human resource requirements
	P3. Consult line and senior managers to identify human resource needs in their areas
	P4. Review organization's requirements for diversity in the workforce
	P5. Deliver human resource services that comply with business goals
	P6. Develop strategic action plan for delivery of human resource services
	P7. Develop roles and responsibilities of human resource team
	P8. Develop quality assurance policy
CU2. Manage the delivery of human resource services	**P1.** Communicate human resource strategies and services to internal and external stakeholders
	P2. Develop and negotiate service agreements between
	• The human resource team,
	• Service providers
	• Client groups
	P3. Document service specifications, performance standards and timeframes
	P4. Document /communicate service
	• Specifications,
	• Performance standards

	• Timeframes	
	P5. Monitor Quality assurance processes	
	P6. Ensure that services are delivered by appropriate providers, according to service agreements and operational plans	
	P7. Identify underperformance of human resource team or service providers	
CU3. Evaluate human resource service delivery	**P1.** Establish Management information system for human resource services	
	P2. Conduct survey to determine level of satisfaction	
	P3. Analyse feedback of survey	
	P4. Recommend changes to service delivery	
	P5. Support agreed change processes across the organization	
CU4. Manage integration of business ethics in human resource practices	**P1.** Ensure ethics in personal behaviour	
	P2. Ensure code of conduct is observed across the organization,	
	P3. Observe confidentiality requirements in dealing with all human resource information	
	P4. Deal promptly with unethical behaviour	
	P5. Ensure all persons responsible for human resource functions understand requirements regarding their ethical behaviour	

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Identify the key provisions of legal and compliance requirements that apply to managing human resources

K2: Summarize the organization's code of conduct

K3: Explain human resource strategies and planning processes and their relationship to business and operational plans

K4: Describe performance and contract management

K5: Explain how feedback is used to modify the delivery of human resources.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard: A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage human resource services. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Plan and manage human resource delivery within legislative, organizational and business ethics frameworks
- Communicate effectively with a range of senior personnel
- Identify and arrange training support where appropriate
- Calculate human resource return on investment within the organization.

041300860 Develop Entrepreneurial Skills

Overview: This Competency Standard identifies the competencies required to develop entrepreneurial skills, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Develop a business plan	**P1.** Conduct a market survey to collect following information • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin **P2.** Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses **P3.** Compile the information collected through the market survey, in the business plan format
CU2. Collect information regarding funding sources	**P1.** Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate **P2.** Choose the best available option according to investment requirement **P3.** Prepare documents according to the loan agreement requirement **P4.** Include the information of funding sources in the business plan

CU3. Develop a marketing plan	P1. Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning
	P2. Include the information of marketing plan in the business plan
CU4. Develop basic business communication skills	P1. Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills
	P2. Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc.
	P3. Use specific business terms used in the market

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

K1: Explain the 7ps of marketing including product, price, placement, promotion, people, packaging and positioning

K2: Describe 7Cs of business communication

K3: Define different modes of communication and their application in the industry

K4: Enlist specific business terms used in the industry

K5: Enlist the available funding sources

K6: Explain how to get loan to start a new business

K7: Explain market survey and its tools e.g: questionnaire, interview, observation etc

K8: Describe the market trends for specific product offering

K9: State the main elements of business plan

K10: Explain how to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to

develop Entrepreneurial Skills.

Performance requirements

- Conduct market survey and formulate business plans in terms of feasibility, investment potential, risk, and completeness.
- Demonstrate the use of both verbal and non-verbal business communication.
- Effectively present business ideas and profile

Digital Skills

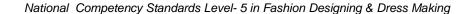## 1. Operate digital media technology

Overview:

This unit describes the performance outcomes, skills and knowledge required to identify, select and use a digital media package and supporting technologies.

Unit of Competency	Performance Criteria
1. Use appropriate OHS office work practices	**P1.** Use safe work practices to ensure ergonomic, work organization, energy and resource conservation requirements are addressed **P2.** Use wrist rests and document holders where appropriate **P3.** Use monitor anti-glare and radiation reduction screens where appropriate
2. Identify and select appropriate digital media package	**P1.** Identify the basic requirements of a design brief, including user environment **P2.** Research and review suitable available digital media packages **P3.** Select an appropriate digital media package to meet design brief requirements
3. Use digital media package	**P1.** Procure or create suitable data to meet requirements of the brief **P2.** Manipulate data using digital media package tools **P3.** Ensure naming and storing of documents in appropriate file format in directories or folders
4. Review digital media design	**P1.** Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief **P2.** Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format **P3.** Review final product against design brief

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required
to carry out tasks covered in this competency standard. This includes the knowledge of:

- Basic principles of visual design
- Functions and features of digital media packages and technologies

- Graphic design and stylistic language conventions
- OHS principles and responsibilities for ergonomics, such as work periods and breaks
- Principles of digital imaging and file formats, video and sound file formats, file management and transfer systems
- Vendor product directions in digital media hardware and software
- Visualization and interpreting creative information, scripts (text) and images

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to identify, select and use a digital media package and supporting technologies. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Demonstrated evidence of the ability to:

- Identify basic requirements of a design brief
- Use digital media package to meet organizational requirements
- Use OHS principles and responsibilities for ergonomics, such as work periods and breaks
- Use help manuals and online help when appropriate
- Use digital media technologies to support design brief requirements.

2. Perform computer operations

Overview:

This unit covers the knowledge, skills and attitudes and values needed to perform computer operations which include inputting, accessing, producing and transferring data using the appropriate hardware and software.

Competency Unit	Performance Criteria
1. Plan and prepare for task to be undertaken	**P1.** Determine the Requirements of task as per standard operating procedures **P2.** Select Appropriate hardware and software according to task assigned and required outcome **P3.** Plane the task properly
2. Input data into computer	**P1.** Enter the Data into the computer using appropriate program/application in accordance with company procedures **P2.** Check accuracy of information and information is saved in accordance with standard operating procedures **P3.** Input data are stored in storage media according to requirements **P4.** Perform the Work within ergonomic guidelines
3. Access information using computer	**P1.** Select the Correct program based on job requirements **P2.** Access the Program/application containing the information required according to company procedures
4. Produce/output data using computer system	**P1.** Process the entered data using appropriate software commands **P2.** Print the Data as required using computer hardware/peripheral devices in accordance with standard operating procedures **P3.** Transfer data between compatible systems using computer software, hardware/ peripheral devices in accordance with standard operating procedures

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Selected and used hardware components correctly and according to the task requirement
- Identified and explain the functions of both hardware and software used, their general features and capabilities
- Produced accurate and complete data in accordance with the requirements
- Use appropriate devices and procedures to transfer files/data accurately
- Maintained computer system

Knowledge and Understanding

Candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of
Basic ergonomics of keyboard and computer use

- Main types of computers and basic features of different operating systems
- Main parts of a computer
- Storage devices and basic categories of memory
- Relevant types of software
- General security
- Viruses
- OH & S principles and responsibilities
- Calculating computer capacity

Tools and Equipment's

N/A

3. Create user documentation

Overview: This unit describes the performance outcomes, skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.

Unit of Competency	Performance Criteria
1. Determine documentation standards and requirements	**1.** Determine documentation requirements **2.** Investigate documentation and industry standards for requirements and determine appropriate application to user documentation **3.** Design documentation templates using appropriate software and obtain approval from appropriate person
2. Produce user documentation	**1.** Conduct a review of the subject system, program, network or application in order to understand its functionality **2.** Gather existing technical, design or user specifications and supporting documentation **3.** Create user documentation based on template to record the operation of the subject system, program, network or application
3. Review and obtain sign-off	**1.** Submit user documentation to target audience for review **2.** Gather and analyse feedback **3.** Make changes to user documentation **4.** Submit user documentation to appropriate person for approval

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

1: Content features, including clarity and readability

2: Document design, web design and usability

3: Functions and features of templates and style guides

4: Instructional design principles

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) to be competent in this competency standard
- Document that Meets business requirements

- Document that Is clear to the target audience

4. Create technical documentation

Overview: This unit describes the performance outcomes, skills and knowledge required to create technical documentation that is clear to the target audience and easy to navigate.

Unit of Competency	Performance Criteria
1. **Identify and analyse documentation requirements and client needs**	**1.** Consult with client to identify documentation requirements **2.** Interpret and evaluate documentation requirements and confirm details with client **3.** Investigate industry and documentation standards for requirements **4.** Define and document the scope of work to be produced **5**. Consult with client to validate and confirm the scope of work
2. **Design documentation**	**1.** Identify information requirements with reference to layout and document structure **2**. Create document templates and style guides consistent with information requirements **3.** Conduct a review of the system in order to understand its functionality **4.** Extract content that meets information requirements according to copyright restrictions **5.** Develop the structure of the technical documentation giving focus to the flow of information, style, tone and content format **6**. Validate the technical documentation structure with the client
3. **Develop documentation**	**1**. Write technical documentation based on the template and scope of work using the information gathered **2.** Translate technical terminology into plain English where appropriate **3**. Apply content format and style according to documentation standards and templates
4. **Evaluate and edit documentation**	**1**. Submit technical documentation to appropriate person for review **2.** Gather and analyse feedback **3.** Incorporate alterations into the technical documentation **4.** Edit the technical documentation for technical and grammatical accuracy
5. **Prepare documentation for publication**	**1.** Check that the completed technical documentation meets client requirements and scope of work **2.** Submit the technical documentation to appropriate

	person for approval **3**. Prepare the technical documentation for publication and distribution using appropriate channels

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Content features, such as clarity and readability
- Document design, web design and usability
- Functions and features of templates and style guides
- Instructional design principles
- Organizational policies, procedures and standards that cover document design.

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) to be competent in this competency standard:

- Establish customer needs
- Design and develop technical documentation, such as system, procedures, training material and user guides, incorporating appropriate standards
- Update document with client feedback
- Prepare documentation for publication.

5. Create basic databases

Overview: This unit describes the skills and knowledge required to design, develop and test a database in order to meet a specification. It applies to individuals who may be either database, or web designers, required to create a simple database to store information for an online application, using a simple entity relational database.

Unit of Competency	Performance Criteria
1. **Analyse the requirements for the database**	**1-**Determine the information that the database is required to hold **2**- Develop a written requirement report for the functionality of the database **3-**Complete the documentation, and submit it to the appropriate person for approval
2. **Use data modelling to design the database to suit requirements**	**1.** Design an entity-relationship (ER) diagram to model the relationships between the entities and the attributes that the database will hold **2.** Develop primary and foreign keys to link the entities **3.** Develop a data dictionary **4.** Complete the documentation, and submit it to the appropriate person for approval
3. **Create a database on a web or database server**	**1**. Use the appropriate language on a web or database server to create one or more databases **2.** Use the appropriate language on a web or database server to create tables **3.** Populate the database fields
4. **Test the database and debug**	**1.** Test the database on the web or database server **2**. Ensure that the information represented matches the requirements

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Principles of open platforms, including browsers and databases
- Processes associated with the creation of entities, attributes, and I populating fields, using both software solutions and script- based input
- Describe data-modelling techniques to design a database
- Steps in database design, modelling and implementation
- Internet operation related to web servers and clients
- Naming conventions appropriate to database design
- Security restrictions on servers, incorporating some theoretical concepts
- Best practice communication, and accessibility, for audiences with special needs.

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) to be competent in this competency standard:

- Extract required data fields from a relation.

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

Sr. No	Items
1.	Computer system
2.	Database Management System

6. Use social media tools for collaboration and engagement

Overview: This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications. The unit specifically identifies the requirement to review, compare and use different types of social networking tools and applications.

Unit of Competency	Performance Criteria
1. Describe different types of social media tools and applications	**1.** Explain characteristics of the term social media **2.** Identify different types of social-media tools and applications **3**. Illustrate some of the issues associated with the use of social media tools and applications
2. Compare different types of social media tools and applications	**1**. Select one social media type for review **2.** Review most popular tools and applications within that social media type **3**. Itemize benefits across a range of the most popular tools and applications **4**. Select most appropriate social media tool or application
3. Set up and use popular social media tools and applications	**1**. Identify social media tools and applications for possible implementation **2.** Initiate preferred social media tools and applications for use **3.** Establish social media interface using text and file content **4.** Initiate social networking interaction **5.** Test and evaluate tools and applications for ease of use **6.** Present findings

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic technical terminology in relation to social networking and social media applications and tools
- Basic knowledge of uploading images, text files, pdf files, audio files, video files and link associated files
- Features and functions of social media applications
- Import and export software functions
- Linking documents
- OHS principles and responsibilities for ergonomics, including work periods and breaks
- Tagging to facilitate collaborative folksonomy
- Social media applications and procedures for connecting to social networking sites
- Use of input and output devices
- Use of RSS feeds to connect a social network.

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to create technical documentation that is clear to the target audience and easy to navigate. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

7. SCM (Supply Chain Management)

Overview:

This competency unit covers to develop efficient E-Marketing strategies in accordance with the Vision and Mission statement of the organization driven by Electronic means.

Competency Unit	Performance Criteria
1. SCM **(Supply Chain Management)**	**P1.** Identity potential Suppliers **P2.** Select the appropriate supplier **P3.** Place order as per requirement/inventory **P4.** Inspect received order **P5.** Maintain Inventory as per Inventory Control / store keeping techniques **P6.** Identity different available transportation mode **P7.** Identify steps of reverse SCM i-e from consumer to organization

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Procurement Cycle (Launch of RFP/RFQ, Tender, Bidding, Comparative Statement, Award of Contract, Maintenance)
- Different techniques to manage
- Product delivery and their traceability
- Incorporation of Outsourcing in logistics.
- Electronic Data Interchange methodologies and format

Critical Evidence(s) Required

A candidate who demonstrates competency in this unit must be able to provide skills of implementing E-Marketing strategies

8. Install office application suit

Overview:

This competency intends to provide knowledge and skills on preparation of MS Office suit installations and up-gradation. It also deals with MS Office suit component addition, repair, and removal.

Competency Units	Performance Criteria
1. Install software applications	**P1.** Ensure that necessary precautions have been taken before installing MS Office suit **P2.** Register a software with the help of its key **P3.** Install a software application carefully as per given instructional manual **P4.** Select required MS Office component for customized / full installation **P5.** Select appropriate location for installation of the components **P6.** Finish installation
2. Up grade the MS Office suit	**P1.** Select the upgradation package of the MS Office (Offline / Online) **P2.** Run the selected package **P3.** Perform the required actions i.e. restart to apply the changes
3. Add or remove MS Office suit components	**P1.** Select the office suit package **P2.** Run the selected office suit **P3.** Select the add / remove option to perofrm the task **P4.** Restart the computer to ensure add/ remove task

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Understand different software applications.
- Explain the procedure to install a software application as per given instructional manual.
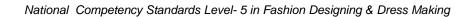
Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform MS Office suit installation compatibility

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

Sr. No	Items

1.	Computer System
2.	MS Office Suit Installation Package

9. Format Document in MS Word

Overview:

This basic module intends to provide knowledge and skills on preparation of word documents. It also deals with basic interface, tools/menu management, safety aspects, and word processing software handling techniques.

Competency Units	Performance Criteria
1. Install software applications	**P1.** Ensure that necessary precautions have been taken before installing any software application **P2.** Register a software with the help of key **P3.** Install a software application carefully as per given instructional manual
2. Type a Word Document	**P1.** Open a new word file **P2.** Give a name and location to save the word file **P3.** Type in a MS word file with the help of any suitable typing tutor **P4.** Ensure that typed document is spelling error free **P5**. Develop the typing speed at least 20 words per minute **P6.** Open and use some typing tutor programs **P7**. Use systematic keyboard / finger setting preferably with both hands **P8**. Perform some online typing test and to make sure that required typing outcome has been achieved through online evaluation **P9.** Make typing in MS word

3. Set-up page in a Word Document	**P1.** Apply the page margins on the word document
	P2. Set a suitable orientation
	P3. Set the suitable size of the page
	    P4. Insert some columns in the word file where appropriate
	    P5. Perform Page set-up in the given any word file document
	    P6. Ensure new page is added to be edited/worked on.

4. Edit Word Document	**P1.** Edit a typed word document
	    P2. Insert a new word or delete a word in the MS word file
	    P3. Insert a new paragraph or delete a paragraph in the MS word file
	    P4. Add or delete a page or group of paragraph through selection
	    P5. Check the spellings in the word file through available dictionary
	P6. Edit a MS document is as per the given specification / criteria / demand

5. Add image in the MS word document	**P1.** Open the MS word document
	    P2. Select image insert option
	    P3. Select the required image
	    P4. Add caption to the image
	    P5. Adjust image as per requirement

6. Insert header , footer in MS word document	**P1.** Open the MS word document
	    P2. Insert header / footer as per requirement
	    P3. Insert page number in footer

	P4. Insert document title in header
	P5. Close header and footer veiw
7. Apply basic formatting to MS word document	**P1.** Add bullets and number to list in MS word document
	P2. Apply indentation
	P3. Apply line spacing as per requirement in MS word document
	P4. Apply super scripts and sub scripts
	P5. Insert text box
	P6. Apply word art
	P7. Apply font setting
8.Insert table	**P1.** Insert table
	P2. Add/Delete Row
	P3. Add/Delete Column

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Define header and footer
- Explain indentation
- Explain Font Setting
- Explain Table setting

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) in order to be competent in this competency standard:

- Produce a word documents which contains the information in form of text, image, table.

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

Sr. No	Items
1.	Computer System
2.	MS Office Suite

10. Operate spreadsheet applications

Overview:

This competency intends to provide knowledge and skills on preparation of spreadsheets. It also deals with basic interface, tools/menu management and spreadsheets handling techniques.

Competency Unit	Performance Criteria
1. Create spreadsheets	**1.** Open the spreadsheet application, create spreadsheet files and enter numbers, text and symbols into cells according to information requirements **2**. Enter simple formulas and functions using cell referencing when required **3.** Correct formulas when error messages occur **4.** Use a range of common tools during spreadsheet development **5.** Edit columns and rows within the spreadsheet **6.** Use the auto-fill function to increment data where required **7.** Save the spreadsheet to a folder on a storage device
2. Customize basic settings	**1**. Adjust page layout to meet user requirements or special needs **2.** Open and view different toolbars **3.** Change font settings so they are appropriate for the document purpose **4.** Change alignment options and line spacing according to spreadsheet formatting features **5.** Format cell to display different styles as required **6.** Modify margin sizes to suit the purpose of the spreadsheets **7.** View multiple spreadsheets concurrently
3. Format spreadsheet	**1**. Use formatting features as required **2.** Copy selected formatting features from another cell in the spreadsheet or from another active spreadsheet **3.** Use formatting tools as required within the spreadsheet **4.** Align information in a selected cell as required **5**. Insert headers and footers using formatting features **6.** Save spreadsheet as another file type **7.** Save to storage device and close spreadsheet
4. Incorporate object and chart in spreadsheet	**1.** Import an object into an active spreadsheet **2.** Manipulate imported object by using formatting features **3.** Create a chart using selected data in the spreadsheet **4.** Display selected data in a different chart **5.** Modify chart using formatting features
5. Print spreadsheet	**1.** Preview spreadsheet in print preview mode **2.** Select basic printer options **3.** Print spreadsheet or selected part of spreadsheet **4.** Submit the spreadsheet to appropriate person for approval or feedback

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

.
•   Explain how to open a new or saved workbook in MS Excel.
•   Explain how to save file in MS Excel.
•   Explain how to apply the page margins in MS Excel.
•   Define page set-up for MS Excel.
•   Define Basic Formulas.
•   Explain editing, Add or delete data in MS Excel.

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) in order to be competent in this competency standard:
•   create spreadsheets
•   customize basic settings
•   format spreadsheets
•   create basic formulas
•   insert objects and charts in spreadsheets
•   Save and print spreadsheets.

Tools and Equipment required

The tools and equipment required for this competency standard are given below:

Sr. No	Items
1.	Computer System
2.	MS Office Suite

11. Create Presentation in MS PowerPoint

Overview: This competency intends to provide knowledge and skills on preparation of presentation. It also deals with basic interface, tools/menu management and presentation handling techniques

Unit of Competency	Performance Criteria
1. Create presentations	**1-** Open presentation package and create a simple design for a presentation according to organizational requirements **2-** Open blank presentation and add text and graphics **3-** Apply existing styles within a presentation **4-**Use presentation template and slides to create a presentation **5-** Use various tools to improve the look of the presentation **6**- Save presentation to the appropriate storage device and folder
2. Customize basic settings	**1-**Adjust display to meet user requirements **2-** Open and view different toolbars to view options **3-** Ensure font settings are appropriate for the presentation purpose **4-** View multiple slides at once
3. Format presentations	**1-** Use and incorporate organizational charts and bulleted lists, and modify as required **2-** Add objects and manipulate to meet presentation purposes **3-** Import objects and modify for presentation purposes **4-** Modify slide layout, including text and colors, to meet presentation requirements **5-** Use formatting tools as required within the presentation **6-** Duplicate slides within and across a presentation **7-** Reorder sequence of slides and delete slides for presentation purposes **8-** Save presentation in another format **9-** Save to storage device and close presentation
4. Add slide show effects	**1-** Incorporate pre-set animation and multimedia effects into presentation as required to enhance the presentation **2-**Add slide transition effects to presentation to ensure smooth progression through the presentation **3-** Test presentation for overall effect **4-** Use onscreen navigation tools to start and stop slide show or move between different slides as required
5. Print presentation and notes	**1**- Select appropriate print format for presentation **2-** Select preferred slide orientation **3-** Add notes and slide numbers

	4- Preview slides and run spell check before presentation **5**- Print selected slides and submit presentation to appropriate person for feedback

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic technical terminology to read help files and prompts
- Different types of:

  - formal and informal presentations
  - audience
- Effect of design and formatting on the readability and usability of presentations
- Presentation pitfalls
- Presentation effects for different audiences.

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to presentations that is clear to the target audience and easy to navigate. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

12. Perform writing and editing tasks

Overview:

This unit describes the skills and knowledge required to apply the conventions of plain English to writing and editing tasks of different forms. It also includes editing and proofreading techniques. It applies to individuals in various writing contexts who write and edit texts using appropriate language, style, grammar, spelling, and standard conventions for editing and proofreading.

Unit of Competency	Performance Criteria
1. Apply clear and appropriate language and style to writing and editing tasks	**1-**Use safe work practices including addressing ergonomic requirements when undertaking writing tasks **2-**Use clear, concise and plain English in writing and editing tasks **3-**Apply appropriate paragraph structure to written material to ensure clarity of meaning and ease of reading **4-**Make clear and logical connections between sentences, paragraphs and sections **5-**Determine and incorporate the language and style of the audience
2. Apply the appropriate voice, tone and tense	**1-**Determine appropriate voice, tone and tense of the written materials according to audience requirements **2-** Maintain consistent voice, tone and tense throughout written material
3. Apply appropriate grammar, spelling and punctuation	**1-** Apply appropriate grammar conventions to a range of written contexts including use of numbers, quotations, and tables **2-** Apply appropriate spelling and punctuation conventions in writing and editing tasks.
4. Perform editing and proofreading tasks to meet requirements	**1-** Edit written material to ensure clear meaning through language and paragraphs, consistent voice, tone and tense **2-** Copyedit written material by checking grammar, spelling and punctuation using standard editing conventions **3-** Proofreading using style guides and by monitoring written material for errors

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Main features of clear, concise and plain English language for written material
- Grammar, punctuation and spelling conventions that meet the task requirements
- Editing conventions used in substantive editing and copyediting of written material
- Basic software used to write and collect feedback

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to perform writing and editing tasks that is clear to the target audience and easy to navigate. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- write and edit at least one written material (2500-4000 words) and edit another material written by another author (2500-4000 words), of different forms (e.g. blog, journal, book) that demonstrate use of:
  - clear and concise language
  - clear and logical paragraph structures
  - appropriate voice, tone, tense and language
  - plain English grammar, spelling and punctuation
  - accepted grammar conventions for a range of written contexts including use of numbers, quotation and tables
  - standard editing conventions
- complete editing and proofreading tasks using handwritten and digital methods
- accurately follow a style guide where required

follow relevant health and safety practices for writing tasks

Entrepreneurial Skills

Competency Unit	Performance Criteria

1. Investigate micro business opportunities

Overview:

This competency describes the performance outcomes, skills and knowledge required to develop business ideas, and to investigate market needs and factors affecting potential markets.

1. **Describe business ideas**	**P1.** Gather information for business ideas from appropriate sources **P2.** List details of business ideas and opportunities **P3.** Research alternative business ideas considering the resources available **P4.** Specify and list products and services to match business ideas **P5.** Identify and research potential customer information for business ideas **P6.** Identify and consider financial, business and technical skills available when researching business opportunities
2. **Identify market needs**	**P1.** Collect information regarding market size and potential from appropriate sources **P2.** Investigate market trends and developments to identify market needs relative to business ideas **P3.** Gather market information from primary and secondary sources to identify possible market needs in relation to business ideas **P4.** Identify ethical and cultural requirements of the market and their impact on business ideas **P5.** Identify new and emerging markets and document their features **P6.** Identify and organise information on expected market growth or decline and associated risk factors
3. **Investigate factors affecting the market**	**P1.** Identify projected changes in population, economic activity and the labour force that may affect business ideas **P2.** Identify movements in prices and projected changes in availability of resources **P3.** Review trends and developments and identify their potential impact on business ideas

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Entrepreneurship.
- Concept of entrepreneurship
- Various types of enterprise that exist in the community
- Terms and elements involved in the concept of enterprise
- Appreciate that the advancement of individual and society in general when entrepreneurship is adopted
- Various motivational factors that entrepreneurs possess and utilize.
- Skills needed to assess and evaluate a risk
- Outline of small enterprise
- Creativity and innovation

- Techniques for developing creative abilities
- Resources of business idea
- Collective and creative thinking
- How to generate a business idea
- Techniques for identifying and assessing business opportunities.
- Various entrepreneurial characteristics
- Personal potential for becoming future entrepreneurs.
- Leadership qualities which are essential to the success of entrepreneurs
- Self- management skills and how they are important to be enterprising
- Rational approach to make personal and business decisions
- Steps for decision making and rating of decision-making skills
- Rules of negotiation for resolving business issues

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

Evidence of the following is essential:

- Thorough investigation of business opportunities and ideas
- Clearly identified products/services and customer information for each business idea
- Thorough collection and analysis of market information and associated factors relating to business ideas
- Knowledge of ethical and cultural requirements.

Instruments & Consumables

Sr No.	Description (Instruments)
1	Calculator
2	Ruler
3	Papers and Pencil

2. Develop and review a business plan.

Overview:

This competency standard covers the process of developing and reviewing business for a small business enterprise. It requires the application of knowledge and skills to determine the scope of the business plan, prepare a business plan, determine goals, trial systems, and document, monitor and review the business plan.

Competency Unit	Performance Criteria
1. **Determine scope of business**	**P1** Determine scope of the business plan and associated systems is determined in consultation with specialist personnel.
	P2 Access accurate information for inform business plan

	development
	P3 Account for and incorporate trends and seasonal variations into the business plan.
	P4 Account for strategic goals, targets and directions of the enterprise in the development of the business plan
	P5 Comply Legal obligations in developing the business plan.
2. **Prepare business plan**	**P1.** Develop operational goals and targets to meet the enterprise strategic plan.
	P2. Identify and incorporate supply chains into the business plan.
	P3. Identify risk management within the business plan.
	P4. Incorporate trial systems in order to test budgetary impact and operational potential prior to full implementation of the business plan.
	P5. Set clear and measurable indicators of operational performance to allow for realistic analysis of performance.
3. **Document and review business plan**	**P1.** Include fiscal and operational systems that enhance performance management and suit enterprise requirements.
	P2. Incorporate resource considerations the business plan.
	P3. Document accurately and clearly communicate business Plan to all relevant parties.
	P4. Monitor to identify strengths, weaknesses and areas for improvement performance against the business plan
	P5. Make recommendations to improve the business plan and associated systems as required.

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Importance of business plan
- Process of writing a business plan
- Feasibility for a business idea
- Problem that may be encountered when starting a small business/Enterprise
- Business plan for a small business on the standard format
- Business plan in a real market satiation

   The knowledge requirements for this competency standard are listed below:

- budgeting
- forecasting
- operational systems
- relevant industrial awards and agreements
- communication techniques
- logical and analytic methods
- profit and loss and cash flow systems
- working knowledge of environmental, OHS, industrial relations, taxation, corporate and industry legislation as they relate to the enterprise

Critical Evidence(s) Required

The candidate needs to produce following critical evidences in order to competent in this competency standard.

Competence in develop and review a business plan requires evidence that demonstrates ability to scope the business plan and determine key objectives and targets. It also requires competence in specifying key performance targets, assessing the relevance of the business plan, and trial systems. The business plan also needs to be documented and reviewed.

The skills and knowledge required to develop and review a business plan must be transferableto a different work environment. For example, if competence is demonstrated in developing a business plan for a small enterprise, it must also be evident in reviewing a business plan in medium or large enterprise environment.

3. Manage human resources

Overview:

This competency standard covers the skills and knowledge required to manage human resources and to manage and develop human resources to achieve organization's operational objectives

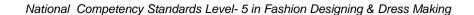| Competency Unit	Performance Criteria
1. **Lead and motivate people**	**P1.**Establish goals for people and teams to optimise achievement in work tasks. **P2.**Consider the capabilities of people and teams. **P3.** Provide advice and support sensitive to the individual's needs to people in the performance of their duties. **P4.** Undertake activities to achieve commitment to common goals. **P5.** Recognise and encourage initiative and innovation **P6.** Recognise and communicate achievements within the organisation.
2. **Undertake human resource planning**	**P1.**Determine human resource needs within the anticipated operational needs and allocated budget. **P2.** Analyse alternatives to staffing levels which clearly demonstrate returns to the organisation. **P3.** Develop contingency plans for staffing which meet key provisions of the human resources plan. **P4.** Compare existing competencies of staff with the needs of the work group. Plan staffing levels and negotiate with stakeholders within the organisational framework to achieve maximum efficiency of operations.
3. **Develop and facilitate performance**	**P1.**Negotiate performance criteria individuals, teams and work groups. **P2.** Review performance criteria as circumstances change. **P3.** Conduct performance appraisal based on clearly established and agreed performance criteria. **P4.**Identify and propose the total performance development system strategies to rectify performance shortfalls and recognise success. **P5.** Address performance problems confidentially and in a constructive and timely manner, in line with relevant organisational procedures.

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		P6. Make selections**,** transfers and promotions in accordance with organisation policies and supported with documented information.
		P7. Develop and implement mechanisms for the identification of human resource development needs within the work group taking account of the strategic plan for the organisation.
4.	**Facilitate training, education and development opportunities**	**P1.**Make information on planned training events widely available throughout the organisation. **P2.** Include training, education and development plans as part of individual/team performance plans. **P3.** Facilitate individual/team access to, and participation in, training, education and development opportunities. **P4.**Contribute coaching and mentoring effectively to the training, education and development of personnel in an environment of change. **P5.**Enhance training**,** education and development opportunities of individual, team and organisational performance. **P6.** Create workplace environment is which facilitates training, education and development

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Hiring method/Procedures
- Term & conditions of services and job description for various employments
- Characteristics of successful sales personals
- Communication principles

- Conflict resolution principles and practice
- Equal Employment Opportunity
- Grievance procedures
- Interpersonal relations
- Leadership theory and principles
- Management principles and practice
- Occupational Health and Safety
- Training and education principles
- Training need analysis

Critical Evidence(s) Required

The candidate needs to produce following critical evidences in order to competent in this competency standard.

➢ It is essential that competence be demonstrated in the application of human resource management in a wide range of contexts in achieving the organisation's objectives.

➢ Evidence should be gathered over a period in a range of actual or simulated workplace environments.

➢ Evidence of competent performance should be obtained by observing an individual in a management role within the workplace or exercise or operational environment. Knowledge may be assessed through written assignments, project reports, debriefings and action learning projects.

4. Market products and services

Overview: This competency standard covers the skills and knowledge required to market products and services.

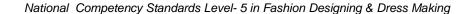| Competency Unit	Performance Criteria
1. **Analyse market information**	**P1.** Identify, research and analyse existing or new markets for existing or new products or services using techniques to ensure reliable data **P2.** Analyse past trends and developments to determine market variability and associated risks **P3.** Develop gross margin budgets to account for market variability **P4.** Identify and evaluate competing products to determine strengths and weaknesses of own products **P5.** Monitor market environment to ensure information is current and reliable **P6.** Identify the legal, ethical and environmental constraints of the markets and their effect on the enterprise **P7.** Identify product specifications that suit market requirements and price advantage at the time **P8.** Present clear and concise information to the enterprise management team.
2. **Identify and evaluate factors to include in a marketing plan**	**P1.** Identify and evaluate production processes to ensure required product specifications are met **P2.** Identify and assess alternative selling strategies and techniques to identify marketing targets and methods **P3.** Identify and assess distribution channels and their role in your marketing strategies **P4.** Ensure the data used is reliable and the market environment and trends are substantiated **P5.** Evaluate the role of marketing professionals in providing advice
3. **Develop a marketing plan for your products and services**	**P1**. Establish marketing objectives based on current and potential product specifications **P2.** Select appropriate production processes to ensure product specifications are met **P3.** Select selling strategies to ensure required prices are achieved **P4.** Select appropriate distribution channel options to ensure access to target markets is achieved efficiently and appropriately

		P5. Establish timeframes for production, distribution and selling activities **P6.** Develop a gross margin budget to demonstrate the cost effectiveness of the marketing plan **7.** Develop partial gross margin budgets to account for market variability
4.	**Determine promotional strategies**	**P1.** Prepare and record detailed plans for promotional activities **P2.** Outline objectives, level of exposure and available markets **P3.** Ensure strategies take account of time management and scheduling issues, and resource constraints **P4.** Create promotional materials that enhance the product and commercial presentation **P5.**Record and communicate priorities, responsibilities, timelines and budgets for promotional activities.
5.	**Implement marketing activities**	**P1.** Schedule planned marketing activities within appropriate timeframes **P2.** Develop measurable performance targets that meet business plan objectives **P3.** Organise distribution channels and ensure product and service information is accurate and readily available to clients **P4.** Implement marketing activities within budgetary constraints to meet legal, ethical and enterprise requirements
6.	**Evaluate marketing performance.**	**P1.** Review the established marketing objectives to ensure they remain viable **P2.** Make an objective assessment of the marketing plan and its implementation by a comparison of valid and reliable data against the established objectives **P3.**Assess product, pricing and distribution policies in relation to market changes, marketing objectives and enterprise requirements **P4.** Identify areas of positive marketing performance and take corrective action to remedy poor marketing performance areas **P5.** Document and distribute information for continual analysis and effective planning management

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Describe the life cycle of product
- Identify the various ways of selecting suppliers,

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- Explain the inventory management of stock, raw material and finished goods etc.
- Appreciate the importance of financial record keeping in a small business
- Explain techniques to keep cost as low as possible
- Develop balance sheet for a small enterprise
- Explain the operating cycle concept
- Explain the income tax computation procedure for a small business
- Explain the basic scheme of sales tax
- Explain the assessment procedure for returns and filling of returns.

Critical Evidence(s) Required

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

➢ Marketable features of the product and potential markets
➢ Range of marketing alternatives
➢ Data to assess alternatives in a marketing plan
➢ Performance targets and recommend modifications or improvements
➢ Implement and evaluate a marketing plan
➢ Plan to manage promotional activities.

5. Monitor and review business performance

Overview:

This competency standard covers the skills and knowledge required to monitor and review business performance

Competency Unit	Performance Criteria
1. **Evaluate commercial performance**	**P1.** Gather and analyse data relating to enterprise performance to identify historical and current performance. **P2.** Review and analyse operational structures to determine the suitability of organisational processes to enterprise objectives. **P3.** Evaluate enterprise strengths and weaknesses against market conditions to determine current and future capacities. **P4.** Evaluate enterprise objectives are to identify variations and scope for future development.
2. **Allocate and co-ordinate business resources**	**P1.** Identify and communicate roles and responsibilities of personnel. **P2.** Identify resource requirements for enterprise and cost them using standard financial analysis techniques. **P3.** Calculate costs of ensuring sustainability of enterprise operations and factor into business planning for the enterprise.
3. **Identify performance requirements**	**P1.** Develop realistic performance indicators within available timeframes and resources **P2.** Identify and minimize factors inhibiting performance against objectives. **P3.** Monitor and assess market conditions based on relevant data. **P4.** Prepare and incorporate strategies and programs to promote the sustainability of operations into enterprise procedures.
4. **Review business performance**	**P1.** Review regularly enterprise operations to identify opportunities for improvements in performance. **P2.** Monitor and anticipate impact of natural conditions on enterprise to assess sustainability of resource use. **P3.** Compare costs and estimates with resource allocation. **P4.** Determine operational plans to determine schedule of activities

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Rates of return for products and/or services
- Financial analysis techniques
- Structure and operation of small businesses relevant State/Territory Occupational Health and Safety (OHS)
- Legislative requirements
- Environmental conditions, positive environmental practices and negative impact minimisation measures
- Human resource requirements for the enterprise
- Transport requirements for the enterprise
- Enterprise/property improvement requirements.
- Market performance in commodities
- Statutory marketing requirements

Critical Evidence(s) Required

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- gather and analyse data relating to enterprise performance
- review operational structures to determine effectiveness
- identify available resources to assess capacity
- develop realistic performance indicators
- review enterprise operations against performance indicators
- Plan to improve business performance by addressing results of review.

6. Negotiate for resolving business issues

Overview:

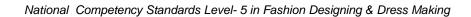This competency standard covers the skills and knowledge required to negotiate for resolving business issues

Competency Unit	Performance Criteria
1. **Develop and implement issue resolution and grievance procedures**	**P1.** Establish problem solving/issue resolution procedures within legislative requirements and organisation's guidelines. **P2.** Manage grievances and complaints are in a timely and caring way to optimise likelihood of a favourable outcome for all parties and in line with organisational objectives and procedures. **P3.** Document and communicate individual's rights and obligations under industrial awards/agreements and legislation are in a clear and concise manner and in appropriate language. **P4.** Conduct hearings, interviews and meetings within the principles of industrial democracy and participative, consultative processes. **P5.** Identify and invite all relevant industrial parties to participate in the resolution process.
2. **Manage disciplinary matters**	**P1.** Implement disciplinary matters in accordance with organisation's procedures. **P2.** Conduct investigations in a caring and confidential manner to maintain performance and morale. **P3.** Provide feedback promptly. **P4.** Institute appeals processes in accordance with organisational procedures. **P5.** Recognize and recommend deficiencies in procedures for changes made

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Legislation
- Organizational behaviour
- Problem solving Technique
- Identify reason of conflict

Critical Evidence(s) Required

The candidate needs to produce following critical evidences in order to competent in this competency standard.

- Solve any issue occurred.

7. Coordinate a Teamwork

Overview:

This unit is concerned with the competencies required to achieve operational outcomes and effective working relationships through managing and developing individuals and teams.

Unit of Competency	Performance Criteria
1. Develop and maintain a cooperative work group	**P1-** Work contributions and suggestions from staff are continually sought and encouraged **P2-** Contributions to work group operations are acknowledged and suggestions are dealt with constructively **P3-** Develop staff skills according to work requirements **P4-** Implement new work practices **P5**- Address conflict between staff members in accordance with current personnel practices.
2. Communicate objectives and required standards	**P1-** Inform the staff of the objectives and standards required **P2**- Commit to objectives and standards **P3-** Practices of safe, fair and participative work principals are and promote to staff
3. Provide feedback on performance	**P1**- Give constructive feedback on all aspects of work performance provided to individuals and team **P2**- Access and address performance in a fair and timely manner in accordance with relevant guidelines, procedures and natural justice
4. Support and participate in development activities	**P1**- Assess training needs of all staff, implemented and promoted **P2**- Devise an action plan to meet individual and group training and development needs is collaboratively developed, agreed to and implemented **P3-** Identify specific training needs of individuals **P4-** Encourage staff in applying skills and knowledge in the workplace **P5**- Provide training to the required standard on the job **P6**- Support and encourage staff to attend training courses and to take up other development opportunities.
5. Provide leadership. direction and guidance to the work group	**P1**- Link between the function of the group and the goals of the organization **P2**-Participate in decision making routinely to develop, implement and review work of the group and to allocate responsibilities where appropriate **P3**- Give opportunities and encouragement to others to develop new and innovative work practices and strategies **P4-** Identify conflict and resolve with minimum disruption to work group function

	P5- Provide staff with the support and supervision necessary to perform work safely and without risk to health **P6**- Allocate tasks within the competence of staff and support with appropriate authority, autonomy and training **P7**-Supervise appropriately the changing priorities and situations and considers the different needs of individuals and the requirements of the task

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Principles of effective team operation
- Principles of human resource management
- Training delivery processes in the workplace
- Outline the industry assessment guidelines

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to coordinate a work team. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

8. Develop Entrepreneurial Skills

Overview:

This Competency Standard identifies the competencies required to develop entrepreneurial skills by Mosaic Artist, in accordance with the organization's approved guidelines and procedures. You will be expected to develop a business plan, collect information regarding funding sources, develop a marketing plan and develop basic business communication skills. Your underpinning knowledge regarding entrepreneurial skills will be enough to provide you the basis for your work.

Unit of Competency	Performance Criteria
1. Develop a business plan	**P1.** Conduct a market survey to collect following information • Customer /demand • Tools, equipment, machinery and furniture with rates • Raw material • Supplier • Credit / funding sources • Marketing strategy • Market trends • Overall expenses • Profit margin **P2.** Select the best option in terms of cost, service, quality, sales, profit margin, overall expenses **P3.** Compile the information collected through the market survey, in the business plan format
2. Collect information regarding funding sources	**P1.** Identify the available funding sources based on their terms and conditions, maximum loan limit, payback time, interest rate **P2.** Choose the best available option according to investment requirement **P3.** Prepare documents according to the loan agreement requirement **P4.** Include the information of funding sources in the business plan
3. Develop a marketing plan	**P1.** Make a marketing plan for the business including product, price, placement, promotion, people, packaging and positioning **P2.** Include the information of marketing plan in the business plan

4. Develop basic business communication skills	**P1.** Communicate with internal customers e.g.: labor, partners and external customers e.g.: suppliers, customers etc., using effective communication skills **P2.** Use different modes of communication to communicate internally and externally e.g.: presentation, speaking, writing, listening, visual representation, reading etc. **P3.** Use specific business terms used in the market

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- 7Ps of marketing including product, price, placement, promotion, people, packaging and positioning
- 7Cs of business communication
- Different modes of communication and their application in the industry
- Specific business terms used in the industry
- Enlist the available funding sources
- Explain how to get loan to start a new business
- Explain market survey and its tools e.g.: questionnaire, interview, observation etc.
- Market trends for specific product offering
- Main elements of business plan
- How to fill the business plan format

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- List 7 Ps
- List 7Cs

Soft Skills

1. Maintain professionalism in the workplace

Overview: This unit of competency describes the outcomes required maintain a professional image in the workplace, including behaving ethically, demonstrating motivation, respecting timeframes and maintaining personal appearance.

Unit of Competency	Performance Criteria
1. Respect work timeframes	**P1-** Demonstrate punctuality in meeting, set working hours and times. **P2**- Utilize working hours only for working and follow company regulations. **P3-** Complete work tasks within deadlines according to order of priority **P4-** Supervisors are informed of any potential delays in work times or projects.
2. Maintain personal appearance and hygiene	**P1-** Clean hair, body and nails regularly. **P2**- Wear suitable cloths for the workplace, and respect local and cultural contexts **P3-** Meet specific company dress code requirements
3. Maintain adequate distance with colleagues and clients	**P1**- Respect personal space of colleagues and clients with reference to local customs and cultural contexts. **P2-** Keep enough distance from others **P3-**Avoid cross transmission of infections (especially through respiration).
4. Work in an ethical manner	**P1-** Follow company values/ethics codes of ethics and/or conduct, policies and guidelines. **P2-** Use company resources in accordance with company ethical standards. **P3-** Conduct personal behavior and relationships in accord with ethical standards and company policies. **P4-** Undertake work practices in compliance with company ethical standards, organizational policy and guidelines. **P5-** Instruct co-workers on ethical, lawful and reasonable directives. **P6-** Share company values/practices with co-workers using appropriate behavior and language. **P7-** Report work incidents/situations and/or resolved in accordance with company protocol/guidelines.

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Application of good manners and right conduct
- Basic practices for oral and personal hygiene
- Common products used for oral and personal hygiene
- Company code of conduct/values
- Company regulations, performance and ethical standards
- Work responsibilities/job functions
- Communication skills
- Workplace hygiene standards

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to maintain professionalism in the workplace. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

2. Undertake project work

Overview:

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learned for application to future projects. This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

Unit of Competency	Performance Criteria
1. Define project	**P1-** Access project scope and other relevant documentation **P2-** Define project stakeholders **P3-** Seek clarification from delegating authority of issues related to project and project parameters **P4-** Identify limits of own responsibility and reporting requirements **P5-** Clarify relationship of project to other projects and to the organization's objectives **P6-** Determine and access available resources to undertake project
2. Develop project plan	**P1-** Develop project plan in line with the project parameters **P2-** Identify and access appropriate project management tools **P3-** Formulate risk management plan for project, including Work Health and Safety (WHS) **P4-** Develop and approve project budget **P5-** Consult team members and take their views into account in planning the project **P6-** Finalize project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	**P1-** Take action to ensure project team members are clear about their responsibilities and the project requirements **P2-** Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented timelines are met **P3-** Establish and maintain required recordkeeping systems throughout the project **P4-** Implement and monitor plans for managing project finances, resources and quality **P5-** Complete and forward project reports as required to stakeholders **P6-** Undertake risk management as required to ensure project outcomes are met **P7-** Achieve project deliverables
4. Finalize project	**P1-** Complete financial recordkeeping associated with project and check for accuracy

	P2- Ensure transition of staff involved in project to new roles or reassignment to previous roles **P3-** Complete project documentation and obtain necessary sign-off for concluding project

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Project management tools and how they contribute to a project
- Types of documents and other sources of information commonly used in defining the parameters of a project
- Processes for identifying and managing risk in a project
- Organization's mission, goals, objectives and operations and how the project relates to them

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to undertake project work. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

3. Organize schedules

Overview:

This unit describes the skills and knowledge required to manage appointments and diaries for personnel within an organization, using manual and electronic diaries, schedules and other appointment systems. It applies to individuals employed in a range of work environments who provide administrative support to teams and individuals.

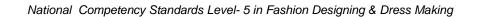| Unit of Competency	Performance Criteria
1. Establish schedule requirements	**P1-**Identify organizational requirements and protocols for diaries and staff planning tools **P2-** Identify organizational procedures for different types of appointments **P3-**Determine personal requirements for diary and schedule items for individual personnel **P4-** Establish appointment priorities and clarify in discussion with individual personnel
2. Manage schedules	**P1-** Identify recurring appointments and deadlines, and schedule these in accordance with individual and organizational requirements **P2-** Establish availability of attendees, and schedule new appointments in accordance with required timelines and diary commitments **P3-** Negotiate alternative arrangements and confirm when established appointments are changed **P4**- Record appointments and manage schedules in accordance with organizational policy and procedures

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Key provisions of relevant legislation, standards and codes that affect aspects of business operations or the achievement of team goals
- Organizational requirements for managing appointments for personnel within the organization
- Range of appointment systems that could be used
- Important considerations when managing the schedules of others.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to organize schedules. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

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4. Work safely in an office environment

Overview:

This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others

Unit of Competency	Performance Criteria
1. **Work safely**	**P1-** Follow established safety procedures when conducting work **P2-** Carry out pre-start systems and equipment checks in accordance with workplace procedures
2. **Implement workplace safety requirements**	**P1-** Identify designated persons for reporting queries and concerns about safety in the workplace **P2-** Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures **P3-** Identify and implement workplace procedures and work instructions for controlling risks **P4-** Report emergency incidents and injuries to designated persons
3. **Participate in OHS consultative processes**	**P1-** Contribute to workplace meetings, inspections or other consultative activities **P2** Raise OHS issues with designated persons in accordance with organizational procedures **P3**Take actions to eliminate workplace hazards or to reduce risks
4. **Follow safety procedures**	**P1** Identify and report emergency incidents **P2** Follow organizational procedures for responding to emergency incidents

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain responsibilities of employers and employees under relevant health and safety regulation
- Describe emergency procedures including procedures for fires, accidents and evacuation
- Outline commonly used hazard signs and safety symbols

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:
A person who demonstrates competency in this unit must be able to provide evidence of the ability to participate in workplace OHS processes. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

NOTIFICATION

No. F. 5(13)/2018-DD (TE):   In pursuance of sub-section (d) of section-6" Functions of the Commission" National Vocational & Technical Training Commission (NAVTTC) Act-2011, NAVTTC is pleased to approve and notify following qualifications in twenty (20) trades for Level 1-5 under National Vocational Qualification Framework (NVQF), which have been developed in compatibility with latest global trends in the fields and fulfilling requirements of competency based training and assessment (CBT&A) system. The qualifications have been developed and validated in collaboration with TEVTAs, QABs, industry and other relevant stakeholders: -

S#	National Vocational Qualifications
1.	National Qualification Level-5 diploma in Automobile Technology
2.	National Qualification Level-5 diploma in Civil Technology
3.	National Qualification Level-5 diploma in Construction Technology
4.	National Qualification Level-5 diploma in Information & Commutation Technology (ICT)
5.	National Qualification Level-5 diploma in Garment Manufacturing Technology
6.	National Qualification Level-5 diploma in Electrical Technology
7.	National Qualification Level-5 diploma in Electronics Technology
8.	National Qualification Level-5 diploma in Instrumentation Technology
9.	National Qualification Level-5 diploma in Computer Aided Design & Manufacturing (CAD /CAM)
10.	National Qualification Level-5 diploma in Mechanical Technology
11.	National Qualification Level-5 diploma in Graphics Designing
12.	National Qualification Level-5 diploma in Heating, Ventilation, Air-conditioning & Refrigeration (HVACR) Technology
13.	National Qualification Level-5 diploma in Media Production
14.	National Qualification Level-5 diploma in Hotel Management
15.	National Qualification Level-5 diploma in Professional Chef
16.	National Qualification Level-5 diploma in Tourism Management
17.	National Qualification Level-5 diploma in Hair & Beauty Services
18.	National Qualification Level-5 diploma in Fashion Designing

| 19. | National Qualification Level-5 diploma in Ceramics Technology |
| 20. | National Qualification Level-5 diploma in Telecom Technology |

2.   All the TVET related institutions / organizations are required to implement aforementioned qualifications so that a uniform and standardized TVET qualification system is established in Pakistan and efforts are made for international equivalence / recognition of these qualifications.

3.   Competency Standards of the above enlisted qualifications can be accessed at NAVTTC's website **(www.navttc.org).**

(Muqeem Islam)
Director General (Skill Standards & Curricula)
Phone: 051-9215385

Distribution:

1. Federal Secretary, Ministry of Federal Education & Professional Training, Govt of Pakistan
2. Federal Secretary, Ministry of Overseas Pakistanis and Human Resource Development, Govt of Pakistan, Islamabad
3. Federal Secretary, Ministry of Industry and Production, Govt of Pakistan, Islamabad
4. Federal Secretary, Ministry of Textile Industry, Govt of Pakistan, Islamabad
5. Federal Secretary, Ministry of Commerce, Govt of Pakistan, Islamabad
6. Federal Secretary, Ministry of Railway, Govt of Pakistan, Islamabad
7. Federal Secretary, Ministry of Climate Change, Govt of Pakistan, Islamabad
8. Federal Secretary, Ministry of Religious Affairs, Govt of Pakistan, Islamabad
9. Federal Secretary, Ministry of Communication, Govt of Pakistan, Islamabad
10. Federal Secretary, Ministry of Aviation Division, Govt of Pakistan, Islamabad
11. Federal Secretary, Ministry of Science & Technology, Govt of Pakistan, Islamabad
12. Chairperson, Punjab Technical Education and Vocational Training Authority (P-TEVTA), Lahore
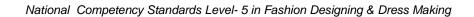13. Managing Director, Khyber Pakhtunkhwa Technical Education and Vocational Training Authority (KP-TEVTA),

14. Managing Director, Sindh Technical Education and Vocational Training Authority (S-TEVTA), Karachi

15. Chairman, Azad Jammu & Kashmir, Technical Education and Vocational Training Authority (AJ&K TEVTA), Muzafarabad

16. Director TVET Cell, Gilgit Baltistan, Gilgit

17. Director General, Punjab Vocational Training Council (PVTC), Punjab

18. Managing Director, Technology Upgradation and Skill Development Company (TUSDEC) Lahore

19. Project Director, Punjab Skill Development Program (PSDP) Lahore

20. CEO, Punjab Skill Development Fund, Lahore

21. Rector, UNTECH University Islamabad

22. National Deputy Leader, GIZ Islamabad

23. PS to Minister of Federal Education & Professional Training, Govt of Pakistan

24. PS to Special Adviser to the Prime Minister on Youth Affairs, Prime Minister's Office, Islamabad

25. Chairperson, Federal of Pakistan Chamber of Commerce and Industry (FPCCI), Karachi

26. Conveyor, Sector Skills Council (Textile/ Construction/ Renewable Energy/ Hospitality and Tourism)

27. Director Technical Education and Vocational Training Authorities (TEVTA), Balochistan

28. Chairman, Pakistan Tourism Development Corporation, Lahore

29. Chairman, PCSIR Headquarters, Islamabad

30. Director General, Pakistan Forest Institute, Peshawar

31. Chairman, Wafaq ul Madaris, Multan

32. Director General, Staff Welfare, Islamabad

33. Director General, NISTE Capital Administration and Development Division, Islamabad

34. Director General, National Training Bureau, Islamabad

35. Chairmen, Provincial Technical Education Boards

36. Chairmen, Provincial Trade Testing Boards

37. Secretary, IBCC, Islamabad: *with the request that National qualifications of Level 5 diploma in the aforementioned trades may be considered equivalent to Diploma of Associate Engineer/HSSC after inclusion of compulsory courses in the light of IBCC general requirement.*

Copy for information to: -

1. DG (P&D)/(A&F)/ (A&C) (S&C) NAVTTC

2. Director General(s), NAVTTC Regional Office(s).

3. Sr. Technical Advisor, TSSP-GIZ

4. Staff Officer to Chairman, NAVTTC

5.	PS to Executive Director, NAVTTC Islamabad

6.	Concerned File/ Office Copy